

The Piano Lab

Dear Parents:

The 2016-17 lesson term will begin on Monday, September 12 and will conclude on Monday, June 12, 2017. This year's term will run for 35 weeks, meaning no matter what day your lesson is on, you will receive 35 lessons. Please refer to the calendar for days that there will not be lessons offered, and for important events that are held.

Your tuition payments have been set up according to the information you provided with your registration form. If you have chosen to pay monthly, we will automatically charge the credit card you provided to us on the 1st of every month (September through June). If you are paying monthly, understand that you are not receiving 4 lessons per month, but are paying toward a 35 week tuition period in monthly installments. Therefore, your monthly payments are the same even in June, when you will only receive one or two lessons. If you have not provided us with your credit card information, contact us. If you opted to make 3 payments, they are due 9/1, 1/1 and 3/1 by check, cash or credit card. If you opted to pay in full, your tuition is due on 9/1 by check, cash or credit card. **NEW: cash payments in full will receive a 5% discount. This applies to cash only, no checks payable to cash will receive the discount.**

Please review the scheduled time that came with this email.

IMPORTANT: If you find that this time is not possible please call **immediately** at 737-7498 or email at Jspianolab@aol.com.

Occasionally our instructors may need to make arrangements to have a sub, otherwise your instructor remains the same.

EMAIL & WEBPAGE: We correspond throughout the year by email. . **Our webpage address is www.jspianolab.com. On Facebook, "like" us at The Piano Lab.** Announcements, schedules, important dates, teacher biographies and more are on the page, so please visit it often. Some teachers do have an email address on our website, so if you have any questions throughout the year for them, you can email them directly.

MAKE-UP POLICY: We have a NO MAKE UP POLICY. You have reserved and purchased a time slot for the entire school year. It is not possible to reserve a 2nd time during the week for a make up lesson, unless you are willing to pay for it! We are willing to reschedule lessons during the week **if there is a free time available**. Please reread your policy sheet.

STUDIO NUMBERS - Sauquoit (Main Office): 737-7498. If you need to cancel a lesson, either contact your instructor directly or call the office. Please call the main office with any other questions.

SNOW DAYS: In the event of extreme weather, check our website at www.jspianolab.com, or on WKTV to see if we are closed. We usually remain open, and leave it to the discretion of the teacher as to whether to offer lessons. If lessons

are offered and you choose not to come, there will be no make up. If lessons are canceled by our teachers, they will provide a make up at a later date.

KINDERMUSIK classes are offered for ages newborn to 6 years old. Schedules of classes are available by contacting 737-4798 or at www.kindermusik.com (type in your zip code).

PIANO TUNER: The Piano Lab recommends Eric Gloo at 866-2834. You should have your piano tuned twice yearly.

BOOK FEES: Allow \$75.00 per semester for book fees. This will include a lesson book, performance book, theory book, technique book and music assignment notebook. Supplemental music will include holiday books, and if your child is entering the Piano Guild auditions or NYSSMA, extra books will be required. We also recommend purchasing a metronome. We can purchase books for you, or you can purchase through Big Apple Music.

CALENDAR OF EVENTS

September 12 First day of lessons
October 23Halloween recital 2:00 and 3:15 (St. Stephen's Episcopal Church)
January 22Winter Recitals at 12:00, 1:45, 3:30, 5:15 (Munson Williams, \$20.00 PER FAMILY recital fee)
April.....Guild auditions
May 7Spring Recitals at 12:00, 1:45, 3:30, 5:15 (Munson Williams, \$20.00 PER FAMILY recital fee)
June 12.....Last day of classes (parent-teacher conferences at last lesson)
June 13 – June 17 – MAKE UP WEEK – This week is reserved for our staff that may have needed to cancel throughout the year but were unable to make up before this week.

REASONS FOR DAYS OFF:

November 22-26.....Thanksgiving Break (break begins on Tuesday)
December 24-January 2Holiday Recess
February 20-25Mid-Winter Break
April 17-22Spring Break
May 29.....Memorial Day

Please note: These are the ONLY scheduled days off. We do teach lessons on holidays scheduled during school such as Columbus Day, Good Friday, etc. We are NOT closed just because school is closed.

If you need to cancel a lesson due to a holiday or extended vacation, let your teacher know as soon as possible. Sometimes an alternate time can be arranged.