

Kyu Butler Piano Studio

(650)278-6588

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<http://www.kyubutler.com>

Kyu Butler Piano Studio Information Packet

(Revised June, 2019)

Welcome

Thank you for your interests in piano lessons. In Ms. Kyu Butler's studio, she provides a positive, educational experience for all of her students.

Procedures

After signing up for lessons, the student/parent will be asked to read the Information Packet and Studio Policy and sign/date the document. By signing, you agree to respect and abide by Ms. Kyu's current policy, while the student is taking lessons with her.

The studio is an extension of Ms. Kyu's private residence and must be regarded and respected as such.

No food nor drink (except water) is allowed in the studio.

On occasion, there might be a 5 - 10 min. delay. Sometimes Ms. Kyu spends some extra time working on her students. Siblings are welcome to attend **provided they remain still and quiet.**

Ms. Kyu has no responsibilities for any accidents or injuries that happen before, during or after the lessons or group classes in her studio.

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General Information

Attendance

Students must arrive at each lesson punctually, well-prepared, and with their assignment books, pencils, homework books, an eraser, and music. **No makeup time will be given for lateness.**

Practice

Regular home practice is essential for student success. Students are required to have an instrument at home and keep a regular practice schedule. A quality acoustic piano is preferred, as it aids in technical development, but Ms. Kyu fully realizes that an acoustic piano doesn't always fit a family's space and budget. Should you be interested in purchasing a piano of any kind, she would be happy to talk to you about options, so you can make an informed decision.

Ideally, students should aim to practice at least 5 days each week. Short, daily practice sessions are more effective than one or two long sessions per week. In a way, musicians are athletes; the muscles must be trained along with the mind, and a daily routine is the best way to ensure regular progress.

Parental involvement in home practice is **crucial** for young students' success. Please help your child(ren) establish a practice routine, and see that practice time is free of distractions. Please plan to sit with your child(ren) for at least a portion of their daily practice time. Positive and encouraging environment is the key of learning music.

Ms. Kyu strongly urges a parent to attend the weekly lessons. This way, the parent is better equipped to assist his/her children with home practice sessions.

(Parent = Home coach)

Metronome, foot rest, and booster (cushion or adjustable piano bench) are also necessary.

Music

When the need arises, Ms. Kyu shall determine which music books and supplies need to be purchased. Music orders will require shipping, and may take some time. If any music needs to be ordered at the studio's expense, Ms. Kyu needs to be reimbursed upon arrival of the music. Initial _____

Kyu Butler Piano Studio Policy

Lessons

Private Lessons

Lessons are provided as one or two 30, 45, or 60-minute sessions per week, depending on the student's age and level. Private lessons focus primarily on technique and repertoire as well as musicianship, music theory, and creative skills.

Elementary - For younger students in their first two or three years of instruction, Ms. Kyu suggests lessons that follow a structured curriculum. These methods focus on musical literacy and technical development and are proven to provide students with an excellent foundation for future study in a variety of styles.

Intermediate - The focus during these years is on introducing students to the standard literature. Students are introduced to the major stylistic periods and representative composers.

Advance - Performance skills in longer and technically demanding works are continually refined in this level. Students are encouraged to participate in a variety of festivals, auditions, and competitions outside of the studio.

Observation or Interview - by appointment

Summer Months (6/01-8/31)

Piano lessons continue as usual during the summer months. If students and/or their family will be out of town at any time during the summer, please let Ms. Kyu know well in advance so that she may adjust her teaching schedule. Students are required to attend at least 6 lesson for summer in order to reserve fall weekly lesson slot.

Cancellation

- Any lessons cancelled by Ms. Kyu will be made up or a credit provided.
- Students reserve a weekly lesson slot. Tuition is still charged whether or not the students attend their lesson.
- No payment credit, refund, or makeup lessons will be provided for students when students cancel or do not attend lessons.

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Studio Activities

Recitals and Performances

During the year, several performance opportunities may be made available to students. These events provide pupils with further incentive to practice and excel and can have a positive effect on a student's sense of accomplishment. Recitals build confidence and reinforce the concept that good practice habits result in good pianists.

Participation in Studio Recitals is a requirement for all of Ms. Kyu's students, except for those who have finished less than 4 lessons. No "drop out" from the program is allowed, except in cases of family emergency or illness. However, for those who are not ready to perform, Ms. Kyu will not allow them to participate the recital. Performers must be at the facility no later than **20 minutes** before the beginning of the recital. Students and their families are expected to remain for the duration of the entire recital, thereby providing ample audience and respect for all performers.

These Studio Recitals take place each Fall and Spring. There might be some fees for the use of the facility, that will be distributed equally among the participating students' families. All music--except ensemble--is to be **memorized**.

Recital Dress Code

Performance is a formal occasion. No shorts, jeans, flip-flops, or sneakers are allowed. No manicure is allowed. Please wear midi or knee-height skirts, or dresses.

Festivals, Level Tests, and Competitions/Auditions

Each year, the various organizations of which Ms. Kyu is a member may provide educational, non-competitive, and also competitive opportunities for qualified students. Such events may be offered by Ms. Kyu to those students deemed to possess the necessary maturity, discipline, talent and temperament to participate in such events. If a student/family is interested in attending any event to help with making committed decisions, please let Ms. Kyu know and she will provide you some information. Bear in mind that some of these opportunities require a high level of determination, more serious practice habits--and the ability to perform in a competitive arena with a high level of confidence and intensity. Deadline shall be imposed and strictly adhered to students who commit to such events must be "performance-ready" by the deadline or must be withdrawn. All audition,

competition, or festival participants must attend mock auditions which take place usually one week before the event.

Attendance of recitals or concerts given by her students or herself in town is required for all Kyu's students. Partial attendance is acceptable. Please support the studio and provide your child(ren) opportunities to attend classical music concerts from an early age.

Music Theory - Level Test

Ms. Kyu strongly recommends that students study music theory along with piano. Music Theory will be assigned for homework every week for beginners. For intermediate or advanced level, students must take separate theory lessons by Kyu. Music theory exams are provided by accredited music schools and organizations every year. Please consult with her for music theory level tests.

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Tuition

Payment and Late Fees

Tuition is based on the length of the lesson and due in **no later than the 10th of each month**. If payment has not been received by the 15th, additional late charges at the rate of \$2 per day shall be added to the original fees. If this process continues through the end of the month, the contract will be terminated by the studio. As of 2019, Ms. Kyu charges \$40/30 min. \$60/45 min. and \$80/1 hr for all others. For music theory, she charges \$30/30 min. However, she reserves the right to raise the tuition in the future; in this case 2-month notice will be provided to students and parents.

Tuition cannot be refunded for cancelled or missed lessons.

Ms. Kyu charges \$20 for Registration and \$15 for Studio Recital.

Discontinuation of Lessons

If a student and/or parent should decide to terminate lessons at any given time during the year, the studio requires a **TWO WEEK WRITTEN NOTICE**. Email is acceptable (kyu.butler@gmail.com, or 650-278-6588).

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Media Release

Photos of students and video, and audio recordings of student projects and performances may be posted online and used by Ms. Kyu for promotional and workshop materials as well as research purpose. Identifying information will be excluded or limited to first names only. Parents wishing to exempt their students from any published media may do so by providing a written exclusion request.

Termination by the Studio

One-to-one education requires a lot of concentration, and a strong bond between the teacher and student can develop over time. Nevertheless, the studio reserves the right to terminate a student's lessons for the following infractions:

- Inappropriate behavior toward Ms. Kyu on the part of the student. This includes violent behavior, swearing, defamation of character, unacceptable advances or any other displays which fall outside the realm of common respect and decency.
- Inappropriate behavior toward Ms. Kyu on the part of a student's parent(s). This includes the infractions noted above.
- Inappropriate behavior toward Ms. Kyu's other students or their families. This includes the infractions noted above.
- Attendance at lessons in any type of intoxicated state.
- Failure to pay tuition in full.

If you have any questions,
please call Ms. Kyu at (650)278-6588 or email kyu.butler@gmail.com.

Parent/(adult student) Signature

Date

Student(s) name

Kyu Butler, NCTM (Nationally Certified Teacher of Music in Piano)
Adjunct Faculty in Piano, CMS Webster University
Vice President of Adjudicators, Missouri Music Teachers Association
Chair of Young Artist Competition, St. Louis Area Music Teachers Association