

Kyu Butler Piano Studio  
(650)278-6588  
kyu.butler@gmail.com  
<http://www.kyubutler.com>

## Kyu Butler Piano Studio Information Packet

(Revised June, 2020)

### 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.** Fall 2020, due to COVID-19, all lessons are online.

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, assignment notebook, 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 required to develop technical and artistic skills. Electric, digital pianos are strongly discouraged.

Ideally, students should aim to practice every day. Short, daily practice sessions are more effective than one or two long sessions per week. In a way, musicians are athletics; 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) Please do not speak or disturb lessons. Keep in mind that lessons are only conducted by Ms. Kyu and parent should stay quiet as an observer.

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.

## 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. Young students up to 8 years old require two lessons per week. 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.

Please remember that piano lessons require touching hand, arm, shoulder, and leg. By signing this form, you are allowing Ms. Kyu touching student's body, if necessary.

**Observation or Interview** - by appointment

#### Semesters

Spring: January to May

Summer: June and July

Fall: August to December

Spring break (March) and Winter break (December and January)

#### 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 4 lessons 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.

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**.

Those who have finished more than 4 lessons with Ms. Kyu in each semester are eligible to participate Studio Recitals. All students have to pay the Recital fee in the beginning of each semester and only those who are ready to perform can participate the recital. Recital participation is decided by Ms. Kyu by screening, before the recital. For those who are not ready to perform, Ms. Kyu will not allow them to participate the recital. No "drop out" from the program is allowed, except in cases of family emergency or illness. Performers must be at the facility no later than **30 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.

### **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 long

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 or two weeks before the event. She charges \$10 for mock audition in order to rent a facility.

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 with Ms. 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 and number of the lesson and charged by semester. Tuition for each semester is divided by two payments, except summer. Tuition due is 1/10 and 3/01 for spring semester, 6/01 for summer, and 8/01 and 10/01 for

fall. If payment has not been received by the 15<sup>th</sup> of the month, 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 music theory, she charges \$30/30 min. However, she reserves the right to raise the tuition in the future; in this case 1-month notice will be provided to students and parents. Tuition cannot be refunded for cancelled or missed lessons. Ms. Kyu charges \$20 for Registration, \$15 for Studio Recital, and \$10 for mock audition. Tuition and fees are non-refundable.

### **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](mailto:kyu.butler@gmail.com).

Please sign and print name(s) and return this to Ms. Kyu. She will make a copy for you to keep.

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Parent/(adult student) Signature

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Date

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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

President & Artistic Director, World Piano Teachers Association-USA, Missouri

President-Elect, St. Louis Area Music Teachers Association

Chair of Young Artist Competition, St. Louis Area Music Teachers Association

Elementary Specialist, Royal Conservatory of Music, Canada