



From the Studio of

Brigitte R. DeHaven

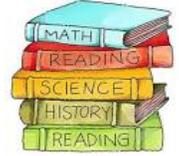
1032 Lakeview Drive, Cross Junction, Virginia 22625

Phone: 540.336.1704

Email: brigittehaven@gmail.com

Web: www.brigittehaven.com

Facebook: [brigittehavenstudio](https://www.facebook.com/brigittehavenstudio)



2023-2024 Studio Policies

KEY DATES	
ACADEMIC YEAR	13 September 2023 - 30 May 2024 (36 weeks)
SUMMER SESSION	9 June - 14 August 2024 (10 weeks) Please let me know by 15 May 2024 your schedule for summer lessons.
HOLIDAYS	No Lessons/Tutoring/Coaching <ul style="list-style-type: none"> • <i>Thanksgiving Eve</i>: Wednesday, 22 November 2023 • <i>Winter Break</i>: Wednesday, 20 December 2023 - Monday, 1 January 2024 Rescheduled <ul style="list-style-type: none"> • <i>Halloween</i>: Tuesday, 31 October 2023. Rescheduled for Thursday, 1 November 2023. • <i>Memorial Day</i>: Monday, 27 May 2024. Rescheduled for Thursday, 30 May 2024.
SPRING CONCERT	Thursday, 14 March 2024 , 6:30 pm You must let me know by 8 January 2024 if the student will not be participating. Changes after that date will impact lesson plans for your student and will adversely affect any collaborations with other students.
SPRING RECITAL	Thursday, 23 May 2024 , 6:30 pm You must let me know by 4 March 2024 if the student will not be participating. Changes after that date will impact lesson plans for your student and will adversely affect any collaborations with other students.

TUITION RATES (In-Person and Online)	
MUSIC LESSONS	\$30 for 30 minutes; \$40 for 45 minutes; \$55 per hour Piano. Voice. Annual Fee: A non-refundable fee of \$50 will be included in the first bill.
TUTORING	\$55 per hour Math. Language Arts. Other academic subjects. Test Preparation. All grades.
COACHING	\$55 per hour Voice Coaching. Audition Preparation. Spoken Word.

PAYMENTS	
ACADEMIC YEAR	<ul style="list-style-type: none"> Your Payment Schedule is shown on page 5 below. Each month has a fixed monthly payment, except the first month. For music lessons, the Annual Fee will be included in the first bill. The first month's payment is due prior to the first lesson. Subsequent monthly payments are due on the last lesson day of the current month. Any adjustments will be made to the final bill of the year/session. You will receive a text message reminder from me a week before the due date.
SUMMER SESSION	<p>Make your own schedule! The year-round study helps students achieve mastery into the next level. Students gain more confidence, retain learned skills, and build on acquired knowledge.</p> <ul style="list-style-type: none"> Please let me know your summer plans by 15 May 2024. Your summer session will be personalized to the number of lessons you would like. For 6 or fewer lessons, your payment is due in full on 1 June 2024. For 7-10 lessons, you will be billed in two equal installments with the first payment due on 1 June 2024 and the second payment due on 1 July 2024. You will receive a text message reminder from me a week before the due date.
PAYMENT METHODS	<ul style="list-style-type: none"> Bills must be paid in full by Cash/PayPal/Venmo/CashApp/Check. For PayPal/Venmo/CashApp you could use my mobile number, email, or the links below. PayPal: https://paypal.me/brigittehaven Venmo: https://www.venmo.com/u/Brigitte-DeHaven CashApp: https://cash.app/\$BrigitteDeHaven You could avoid transaction fees: in PayPal, specify Sending to a friend; in Venmo, do not Turn on for purchases. Any transaction fees incurred will be added to your next month's bill.

UNUSUAL CIRCUMSTANCES	
MISSED LESSONS (In-Person or Online)	<ul style="list-style-type: none"> For in-person lessons, rescheduling to an online lesson is the best option. Contact me prior to the lesson. If you need to reschedule a lesson you must text (<i>preferred</i>), call, or email me at least 3 hours prior to the lesson. The lesson will be forfeited if we cannot reschedule in 2 weeks. No-show lessons will be forfeited. If I cancel a lesson, I will reschedule the lesson within 2 weeks. If you cannot reschedule the lesson in 2 weeks, the lesson will be forfeited. If I cannot reschedule the lesson, the lesson will be credited to you in the next month's bill. For any reason, if I am unable to do in-person lessons for several weeks, I will notify you asap and schedule online lessons. After trying at least two online lessons, if the student and I determine that the lessons are not satisfactory, the remaining lessons will be credited to you in the next month's bill.
INCLEMENT WEATHER	<p>I do not follow local schools' inclement weather policy. For everyone's safety, you and I will touch base by text or phone before noon and remain in contact to assess road conditions or in case of an emergency. If it is unsafe for you to get to your lesson location or if I cannot get to Macedonia UMChurch, the lesson will be done online.</p>
TERMINATION NOTICE	<ul style="list-style-type: none"> Advance notice of one calendar month is required if you are terminating lessons. A calendar month is a period from a particular date in one month to the same date in the next month, for example from April 10th to May 10th.

- Without the one-month notice, you will be responsible for the next month's bill amount, and you are welcome to have online lessons during the notice period.
- With the one-month notice, excess payments made will be credited to you in the final bill.

HOW WE STUDY

ATTENDANCE	<ul style="list-style-type: none"> • Students are expected to attend lessons as scheduled. • Students should arrive 5 minutes prior to lesson time and must be picked up promptly at the end of the lesson. • The student should come into the teaching room independently unless the student needs emotional support from a family member. • Please do not disturb the lesson in progress. • Macedonia UMChurch classroom: You may wait quietly in the room across from the classroom or in the fellowship hall area. The materials and furniture must be left undisturbed. Bring your own materials and leave the space as you found it.
ONLINE LESSONS	<ul style="list-style-type: none"> • Online lessons are done on Zoom, however, I am open to exploring alternatives. • I have been teaching online very successfully for the past 12 years. • I have students now who opt for online lessons and progress just as well.
TUTORING SESSIONS	<p>SKILL STRENGTHENING: Study focus is determined by the student's needs, parent's goals, homework help, topics of interest, and topics that need mastery. I will identify and help the student fill gaps in skills using deliberate practice towards mastery. There may be an occasional homework assignment. The student may text me with questions during the week.</p> <p>SCHOOL COURSE: I will teach the course using a suitable curriculum and use deliberate practice towards mastery. The student will be assigned regular homework, and the student is expected to email or text me pictures of the completed homework before the next session. Chapter tests will be given regularly. (For example, the Saxon Algebra I course tests every four lessons.) The student will be expected to correct errors in homework and test problems. The student may text me with questions during the week.</p>
MUSIC STUDY TRACKS	<p>Each student must select one of the tracks below. Each track will also include appropriate components of theory, transposition, ear training, Solfege/Takadimi, composition, improvisation, lead sheet and fake book reading, and more.</p> <p>CLASSICAL track: We will use method books and classical pieces. Additionally, other genres may be included based on the student's interests.</p> <p>NON-CLASSICAL track: We will use method books and pieces from several genres based on the student's interests.</p> <p>INTERMEDIATE-ADVANCED track: This track is for students who can demonstrate solid foundational skills beyond method books. The student and I will select the pieces to study.</p> <p>INFORMAL track (Piano only): Unlike the other tracks, this is not a traditional course of study, and the student may not become proficient at reading music. The student will learn to play by ear, by rote, or by using letter names for notes. We will use simpler pieces from several genres based on the student's interests.</p>
PIANO LESSONS	<ul style="list-style-type: none"> • Students must bring their study materials to each lesson. Without their study materials, we lose lesson time and slow down overall progress. • Homework will be assigned at each lesson based on the student's age, level, and study track. Regular and reasonable practice throughout the week will determine the student's growth and progress. • You may need to purchase study materials and music literature. Most of the extra materials will be provided.

	<ul style="list-style-type: none"> • Some students may require a 1” or larger binder and plastic sleeves (or hole punch) for the best organization of lengthy music. • Students in the Informal track will need a notebook.
VOICE LESSONS	<ul style="list-style-type: none"> • Students must bring their study materials to each lesson. Without their study materials, we lose lesson time and slow down overall progress. • Students must bring a music-quality recording device with space to record music. • For online lessons, the student will need two devices - one to connect via Zoom and another to record/play during lessons. • Reading, video, and homework will be assigned at each lesson based on the student’s age, level, and study track. Regular and reasonable practice throughout the week will determine the student’s growth and progress. • In addition to the chosen study track there will be an emphasis on sight-reading using Solfege & Takadimi and music literature that is drawn from pop culture and non-English songs. • You may need to purchase music literature. Most of the materials will be provided. • Students must have a 1” or larger binder and plastic sleeves (or hole punch) for the best organization of study music.
COLLABORATIONS	Students often collaborate for experience and performance. Extra time may be required to coordinate rehearsals for collaborations - particularly two months prior to performances.

OTHER INFORMATION	
HEALTH & SAFETY	<ul style="list-style-type: none"> • The student should come into the teaching room independently unless the student needs emotional support from a family member. • Piano students must sanitize/wash their hands before lessons. • For contagious health conditions (e.g. flu, head lice, monkeypox, etc.) please follow school systems/government guidelines. • COVID-19: My family is vaccinated and boosted. We are very careful especially because my husband is high risk. If the student has had the Coronavirus or been exposed to it, we will switch to online lessons until tested negative for the virus. If necessary, we could return to more restrictions: smaller teaching space, wearing masks, and online lessons.
PARKING	<p>Lake Holiday: Off the road or at the top of my driveway. Please leave room for others.</p> <p>Macedonia UMChurch: In the lower level parking lot, left side of the church, near the double doors.</p>
PHOTOGRAPHS & VIDEOS	Photographs and videos of students may be used on my studio’s website, Facebook page, or promotional materials. Students will not be identified by name. Please let me know if you do not want the student’s image(s) to be used.

PAYMENT SCHEDULE (SAMPLE)				
STUDENT NAME	PIANO 36 lessons @ \$40 = \$1440 \$50 Annual Fee included in 1st month's bill			
MONTH	WEDNESDAYS 2:30-3:15 pm	#	BILL	DUE
Sept '23	13, 20, 27	3	\$230	9/13
Oct '23	4, 11, 18, 25	4	\$180	9/27
Nov '23	1, 8, 15, 29	4	\$180	10/25
Dec '23	6, 13, 20	3	\$180	11/29
Jan '24	3, 10, 17, 24, 31	5	\$180	12/13
Feb '24	7, 14, 21, 28	4	\$180	1/31
Mar '24	6, 13, 20, 27	4	\$180	2/28
Apr '24	3, 10, 17, 24	4	\$180	3/27
May '24	1, 8, 15, 22, 29	5	\$0	
TOTALS		36	\$1,490	

YOUR PREFERENCES AND INPUT

Pick the **one** music study track below that is closest to your goals for the student.

- CLASSICAL
- NON-CLASSICAL
- INTERMEDIATE-ADVANCED
- INFORMAL

Anything else you would like me to know? Your student's personality, learning style, special needs (educational, physical, emotional), special interests, talents, etc.

YOUR ACKNOWLEDGMENT OF POLICIES

I have read, understand, and agree to comply with the policies set forth above.

If the student(s) **will not be participating**, I will inform Brigitte by

- 8 January 2024** for the Spring Concert on 14 March 2024
- 4 March 2024** for the Spring Recital on 23 May 2024

Student(s): _____

Adult Signature: _____ Date: _____