

Dear Students and Parents:

It is my pleasure to welcome you to lessons in my studio. You will find that I have invested much work and effort in making sure that it is a professional, practical space, geared toward learning. I have prepared this document so that you know what to expect, and so that all aspects of how I conduct lessons are clear to you.

### Parking



Please try to **park on the driveway of the house whenever possible**. This is a City of Tallahassee ordinance dealing with the operation of businesses in residential areas, and I must abide by it. Therefore, please no cars on the street, unless the driveway is full. This will also be helpful to you and your party when the weather is less than ideal. It also ensures a safe journey without having to cross the cul-de-sac (some drivers do speed quite a bit coming down the street, so watch out for that). If you must park on the street, please make sure no to do so in front of the mailbox.

Please park your car on one side of the driveway, instead of the middle so that, whenever possible, two vehicles may park at one time. Feel free for one of your wheels to be on the grass. This is perfectly fine.

If the student immediately before you is taking a long time to leave the driveway, please park on the street.

Avoid engine idling and doors opening and closing repeatedly, as this is disruptive to the ongoing lessons.

### Timing of arrival at the studio



Please arrive about 5 minutes before your lesson is due to begin. However, **please do not try to come in before your scheduled lesson time**. I teach back to back lessons for much of the day,

and if you attempt to come in before your starting lesson time, chances are that I will not hear you from the studio.

At your scheduled lesson time, I will come out and greet you, while the student who I was teaching leaves. I rarely run late when I teach at the studio. In the unlikely event that I am running late, I will send a text and or email to alert you.

Try not to be late. If you are, we will not be able to have a full-length lesson, as I will likely have another student scheduled after you.

If you do arrive late, please do not wait outside. I will be ready to receive you at the moment your lesson is scheduled to start, so please ring the bell to make me aware of your presence.

Should you arrive early, **please wait until your lesson time**. If you ring the bell, even a few minutes before your lesson, the current student's lesson is interrupted. **Even if you see the previous student leave, that is not your cue to come in**, as I need the time between lessons for self-care, and other tasks.

**So, the rule of thumb is, try to be right on time. Not late, but not early.**

### During the lessons



Piano lessons require careful listening by both student and instructor. Therefore, we need as close as we can to complete silence.



**Silence your mobile devices.** Vibrate mode is also discouraged, as it tends to distract both teacher and student as well. If you need to have a phone conversation, please walk outside of the studio and into the living room.

Please do not interfere with the lesson, correct the student or her behavior. That is my job, and I should be the one interacting with the student, and in charge of the lesson.

Wifi is available to all students and guests. The network name and the password are displayed in the waiting area.

Coloring pages and crayons are available to keep waiting students and siblings of all ages occupied.

A bathroom is available for use by students and their families.

### After your lesson

Once your lesson is over, please remember to check for any items that you brought in with you, to avoid forgetting them and having to come back to retrieve them.

Once you exit the house, please move your vehicle promptly so that the next student can park.