

**CAROLYN KLINGER-KUETER
MUSIC STUDIO**

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Steve Shevino Wayne Dietetick Eric Mikalauskas James Manno, consultant



ADMISSIONS AGREEMENT for 2009-10

PIANO Tuition Schedule

30-Minute Lesson

Tuition: \$1365

#1 Pymt: May 1st. \$455
#2 Pymt: Sept. 1st. \$455
#3 Pymt: Feb. 1st. \$455
\$10 (total of \$30 for the year)
may be deducted for on-time pymt.

45-Minute Lesson

Tuition: \$2055

#1 Pymt: May 1st. \$685
#2 Pymt: Sept. 1st. \$685
#3 Pymt: Feb. 1st. \$685
\$15 (total of \$45 for the year)
may be deducted for on-time pymt.

60-Minute Lesson

Tuition: \$2780

#1 Pymt: May 1st. \$925
#2 Pymt: Sept. 1st. \$925
#3 Pymt: Feb. 1st. \$925
\$20 (total of \$60 for the year)
may be deducted for on-time pymt.

_____ is enrolled for the year from September 2009-May 2010.

LESSON TIMES will be prioritized as we receive both the Admissions Agreement and first tuition payment.

MUSIC MATERIALS (books, flash cards, awards and New Jersey Music Teachers' Audition fees will be sent to you as they accumulate.

The yearly cost could run around \$60, but it's usually from \$20-\$40. CD's that the student make are gifts from the teaching staff.

There is a one-time startup fee for beginning students of \$15, including materials that can be used throughout the years.

The YEARLY SCHEDULE accompanies this agreement form. It can also be printed from my web site.

STUDIO POLICIES are on the other side of this Admissions Agreement which is to be initialed on bottom of page after reading it.

Please read both sides of this form before signing below.

Parent/Adult Signature _____

Date _____

Carolyn-Klinger-Kueter _____

Preferred Lesson Day and Time:

Second Choice:

Teacher Preference:

Second Choice:

STUDIO POLICIES: PIANO

Health, Safety and Preparation for the Lesson: The evening before, please have students put all materials into the music bag. If he/she is going directly from school to another activity beforehand, everything will be ready to put in the car the next morning. If a child is playing before the lesson, have him/her stop a few minutes early to wash up and settle down.

Washing hands before playing the piano cuts down on sicknesses tremendously. If there isn't a chance to do so before arriving, we have bathrooms outside the kitchen and in the top floor studio. (The one in the basement is reserved for my baby and Kindermusik classes. If a child is sick or was sent home from school that day, please don't bring him/her to the lesson. If we see that it's impossible to go on with the lesson, we will call you to come and get the student, as we don't want them to wait downstairs and spread whatever the ailment. The makeup will be automatically made up during one of the built-in make ups weeks.

Arriving and Departing: Please don't park in front of the path leading up to the steps, as it is the only access to the house; especially in winter. The same goes for parking in front of neighbor's driveways, and standing in the middle of the street. When letting off or picking upon the other side from 424, cross your child when it is safe to do so. If you're leaving during your child's lesson, first check to be certain that the studio is open. On a nonscheduled lesson day, there'll be no one here to let the student in. Please keep track of lessons on the Yearly Schedule, so no one will be left outside unattended. MOST of all have all elementary school children accompanied by an adult when sitting in the waiting room. Under no circumstances should anyone enter into my Early Education classroom on the same floor.

House Etiquette: Students, take off your shoes and before coming upstairs, keep a pair of socks or slippers in your bag while having a lesson. Hang up outer garments on hooks and place shoes where others can't trip over them. Get rid of your gum and finish up your snacks.

Parents, feel free to 'hang out' in the waiting room during lessons. There are books and games for siblings to enjoy, but put them away when you leave. Please don't wait in the kitchen, wraparound porch or back yard. This is my families, teacher's and friend's 'space.'

Visitation and Conferences: Call in advance if you'd like to visit a lesson. Please don't come with your child to a lesson without previous notice. Conferences can be arranged by calling and leaving a message in the teacher's voice mail box. Most conferences are done by phone, but sometimes it's apropos to have a 3-way meeting with the student present.

Making Up Missed Lessons: TWO lessons for the year will be make up for whatever reasons. Two weeks in the spring are set aside for this purpose. We urge the students come on these makeup weeks even if they haven't been absent one or both times during the school year. This is a gift from the studio. On snow days, teachers will try to make it to the studio, If not, they will call you directly. Unfortunately, we cannot guarantee that snow days will be able to be made up. Our snow days don't necessarily follow any school calendar, as the weather can change from morning to afternoon.

The above makeup schedule is all-together separate from the teacher's make ups due to illnesses and emergencies. Theirs will be scheduled during winter and spring vacations, The 2 built-in-make ups for the children are for them, exclusively. In an emergency, another teacher on the staff may fill in for the regular teacher.

Thank you!! You're cooperation is what helps the studio run smoothly!

Young Child Admissions Agreement and Tuition Schedule

Annual Tuition: \$660.00

_____ is enrolled for the year from September 2010 to May 2011.

The deposit (also 1st of 2 payments) of \$230 will confirm enrollment.

The scholuce for the bakance will be as follows:

\$230.00 on _____

\$230.00 on February 1st.

Music Materials will be distributed at each class. The average cost for each of 2 semesters is approximately \$25.

The Yearly Schedule caccompanies this agreement form. It can also be printed from the above web site address.

Studio Policies are on the other sides of this Admisions Agreement which is to be initialed by you on the bottom of the page after reading it.

If ENROLLING through the INTERNET, go to the website, click on 'Agreement and Fees:Young Child", fill it out and send it in by mail. If you scroll down further, the STUDIO POLICIES will follow the ADMISSION AGREEMENT, of which you can print and keep.

Parent/Adult Signature_____

Date_____

Carolyn-Klinger-Kueter_____

Preferred Lesson Day and Time: Thursdays from 3:00-4:30

Teacher Preference: Carolyn

STUDIO POLICIES/ Young Child Program

HEALTH, SAFETY & PREPARATION: The evening before the class, please help the children put all materials into the music bag, so it can be put in the car the next morning and ready for class after school.

Washing hands or using PURELL before handling our instruments deters sickness. If a child is not feeling well, or was kept home from school on the day of the lesson, please have them not attend class. While AT class, if the child isn't feeling well, we will call and ask you to take the student home, so he/she won't have to wait until the end.

The YEARLY SCHEDULE has 2 free built-in make ups for whatever reason the classes need to be missed. I'll try my best to keep the studio open on SNOW DAYS, My decision won't necessarily follow whether the schools were closed that day, since there could be a blizzard in the morning, and be very peasant in the afternoon.

******ARRIVING and DEPARTING:** The 400 block of St. Marks Avenue will be considered a one-way street, STARTING from St. Paul to Euclid Avenue. All students are to be let off on the 424 side. If driving to lessonstoward town, please come down LENOX AVENUE, turn left on ST. PAUL STREET, and left onto ST. MARKS AVENUE. Letting of students across the street to run across traffic, pulling up on the opposite side of the street and letting them off (which is illegal) making K-turns, U-turns, turning around in driveways, will NOW be unnecessary: nor is it an option.

BE careful not to block driveways and PLEASE give 5-7 feet leeway on each side, so when the driver pulls out, they have a better view of oncoming traffic.

If you opt to wait during the lesson, we ask that you back up and park in front of one house before mine (rose-colored, 420). This will leave the front of my house free for those dropping off and picking up children, allowing the staff and children to clearly see when their ride has arrived. IN case of snow drifts, there will be a pathway shoveled from the street to the steps. Please don't block it.

PARENTS & SIBLINGS: feel free to 'hang out' in the waiting room during classes. You'll be just outside the classroom. There are books and games to enjoy, but be sure to put them away when leaving. You're all invited to join us for the 'festivities' the last 10 minutes of the class.

Please initial if you read this_____