

# Fall 2021 Studio Policies

## Contact Info:

- My preferred mode of communication is email: [smetana.cathy@macphail.org](mailto:smetana.cathy@macphail.org)
- My studio website can answer many questions regarding lesson dates, studio policies, additional learning opportunities, and supplemental resources. Think of it as a bulletin board specifically for my students: [www.SmetanaPianoStudio.com](http://www.SmetanaPianoStudio.com)
- MacPhail's website is full of important school-wide information, educational and performance opportunities, and official policies: [www.MacPhail.org](http://www.MacPhail.org)

## Studio Calendar:

- I have uploaded the Fall 2021 Calendar to our studio website, [www.SmetanaPianoStudio.com](http://www.SmetanaPianoStudio.com). Once lessons begin, a copy of the calendar will be linked to your Google Drive assignment as well. Fall semester Lessons will begin on Monday, September 20, 2021.
- No lessons will be taught on October 19-24, November 23-28, December 23-January 5, and January 17. The last day of Fall semester lessons will be Saturday, January 29, 2022. Spring semester will begin on Monday, January 31, 2022.
- Fall Studio Recital details are yet to be determined. Additional information will be posted on my studio website when the date and format are finalized.

## Onsite/In-person Instruction Guidelines (as of September 15, 2021):

- ALL students, faculty, and staff are required to mask at all times. This includes those who are fully vaccinated and those who are not vaccinated.
- Physical distancing of a minimum of 3 feet should be maintained at all times.
- Students and guests will be asked to self-monitor their health. **If you or someone in your household has COVID symptoms, do not come into the building.** Symptoms include: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea. **Please take this symptom list seriously and do not ask me to make exceptions. Students who demonstrate symptoms before or during lessons will be asked to leave.**
- Please limit the number of people accompanying a student to their lesson or class.
- Students who have close contact with someone who has COVID-19 must contact MacPhail at [covid@macphail.org](mailto:covid@macphail.org). Your information will be kept confidential and communicated on an as-needed basis only to the teacher of the respective class or lesson. Students, family members, and faculty are all required to follow the "return to lesson" criteria posted on MacPhail's website ([www.MacPhail.org](http://www.MacPhail.org)) and my personal studio website ([www.SmetanaPianoStudio.com](http://www.SmetanaPianoStudio.com)).
- All MacPhail employees are required to be vaccinated.

## Online Instruction

- All students have the option of doing an online lesson at any time.

- I reserve the right to teach exclusively online lessons should covid, weather, or family circumstances require it.
- In-person and Hybrid students must let me know in advance when they would like an online lesson. Please email me by 2 pm the day of the lesson to ensure I have all necessary technology up and running in time for your lesson.
- **Zoom** will be used for all online lessons. Please keep the following information in a safe place by your piano so you can easily log into your lesson:

**Zoom Meeting ID: 250 172 9147**

**Meeting Password: 1foZqu**

When you start Zoom, simply click “Join” and enter the information above and it will take you to the waiting room. I'll let you in at your lesson time!

- In-person and Hybrid students must let me know in advance when they would like an online lesson. Please email me by 2 pm the day of the lesson to ensure I have all necessary technology up and running in time for your lesson.
- **For online lessons, please always have these supplies ready to use by the piano:**
  - **A sharpened pencil *with an eraser***
  - **A set of sharpened colored pencils or highlighter markers**
  - **A metronome** (apps are fine as long as they are on a different device than the one being used for the lesson)
  - **Your music and other lesson materials**

### **Additional Studio Policies:**

- Piano playing is a highly complex physical activity. **Touch is used to identify tension, correct alignment, and help students develop their own kinesthetic awareness.** This work is crucial for beginners, and essential where players have developed physical habits which require movement retraining. Touch is limited to hands, wrists, the arms, shoulders and back. I always ask before using touch in my teaching, obtaining on-the-spot permission. Physical contact is never used unnecessarily, inappropriately, or without consent.
- **Students are expected to have clean hands and short fingernails.** Before each lesson, please wash hands with soap and water for at least 30 seconds (or sing Happy Birthday twice while washing!).
- Your registration reserves your scheduled lesson time with me each week. **I do not give make-up lessons for student absences.** However, if you know that you will not be able to make it to a lesson, please notify me in advance. Prior notification does not exempt students from payment. Students are charged for all lessons for which they register, including those missed through student absence. This is MacPhail’s official policy as well as my studio policy. **Any lessons I miss will be rescheduled or refunded.**
- If you must miss a lesson, please consider doing an **Email Lesson:** prior to the lesson you will miss, email me audio or video of you/your child playing the week's assignment. Send pictures or scans of any assigned workbook/theory pages, as well as any questions about the assignment.

During your regularly-scheduled lesson time, I will provide written feedback and a new assignment as needed. Note: if the video file is too large for email, you may need to consider uploading the video to a sharing platform like a private YouTube channel, Dropbox, Google Drive, etc. – just be sure to send me a link!

### **Instruments, Equipment, and Supplies:**

- **Students must have a full 88-key acoustic or digital piano with weighted keys and damper pedal.** Please consider buying the best instrument you can afford. Remember: “The bitterness of poor quality lingers long after the sweetness of the low price is forgotten.” (Leon M. Cautillo) Let me know if you have questions or need recommendations.
- **Please keep a sharpened pencil *with an eraser* and a set of colored pencils or highlighter markers ready to use by the piano.**
- **Students must have a metronome**, either mechanical, digital, or an app on a mobile device. If a mobile app is used, students must be able to access it easily during online lessons and home practice time. Let me know if you have questions or need recommendations.
- Students are expected to have all necessary music and materials at their lesson.
- **Weekly assignment sheets will be accessible via Google Drive.** Assignment sheets are my primary means of guiding students and parents through the week’s practice at home, and will often contain links to supplemental accompaniment tracks, recordings, or videos. **Please be sure to look carefully over the assignment sheets each week.**
- To purchase your music, I suggest the following resources:

**Groth Music**  
8056 Nicollet Ave. S.  
Bloomington, MN 55420  
(952) 884-4772  
<http://www.grothmusic.com>

**Schmitt Music –  
Minneapolis/Edina**  
2906 W 66th St.  
Minneapolis, MN 55423  
(952) 435-2454  
<http://www.schmittmusic.com>

**Online:**  
<http://www.sheetmusicplus.com>