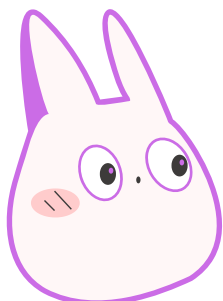




# Onboarding

## CHECKLIST



### BEFORE YOUR 1ST CLASS

- Complete Trial Session(s)
- Select Piano Program and Level
- Set-up Payment Plan
- WhatsApp Group Chat w/Miss Donna
- Login Member's Portal (MyMusicStaff)**
- Purchase or obtain a piano keyboard
- Choose a practice space at home
- Read and review Welcome Package
- Read and review Practice Requirements
- Read and review School Calendar



### YOUNG BEGINNERS AGES 4.5 TO 5

- Register for the Parents Practice App
- Locate QR Codes in Workbook
- Attend Parent Weeks (Every 4 weeks)
- Attend Watching Week (Last class)
- Assign one adult practice helper for daily home practice

### DURING WEEKS 1 TO 5

- Setting up your keyboard**
- Have a piano bench
- Have stationary nearby
- Obtain your workbook
- and/or obtain your method book(s)
- Setting up your space**
- Setting up your practice routine**
- Start recording daily practice times
- Regularly communicate w/Miss Donna on WhatsApp

### DURING WEEKS 6 TO 12

- Request your level readjustment
- Request your new dates/times
- Complete your make-up classes
- Schedule a meeting w/Miss Donna
- Report Discontinuation by Week 7
- Attend a Workshop or Recital

### ELEMENTARY BEGINNERS AGES 6 TO ADULTS

- Obtain Individual's QR Code
- Login to the Piano Express Software
- Attend Parent Weeks (Every 4 weeks)
- Attend Watching Week (Last class)