

SBC Suzuki Strings Studio Sarah Coley Teacher

STUDIO POLICY, 2014-2015

Things needed to begin lessons: instrument (piano/violin), metronome, notebook, binder, USB key (optional)

TUITION/PRIVATE LESSON FORMAT

Tuition covers the following:

- Private Lessons
- Group Lessons
- Basic instructional supplies (i.e., finger tapes; stickers; small practice aid items; studio CD recordings)
- Registration fees for each semester (copies; time spent preparing scheduling and forms; maintaining studio website; etc.)
- Solo recitals and group concerts

Tuition **DOES NOT** cover (these items must be paid for separately *in addition* to tuition:

- Music books (method books, sheet music, group music)
- CD recordings
- Strings for instruments
- Accessories for string instruments (i.e., shoulder rests, rosin, cleaning cloths, etc.)
- Practice kits, large practice aid items or lesson assignment books
- Master classes
- Fees for Festivals or competitions

Young, beginning students can begin with a BASIC (30-minute) lesson, but intermediate and advanced students (middle school/high school) will be expected to enroll in a longer lesson length. Ideally, piano students in Level 2A and strings students in Book 2-3 will need a 45-minute lesson. However, any student may request a longer lesson length than indicated for their level. (If it is feasible financially to enroll in a 45-minute lesson from the beginning, it is highly recommended that the student do so.)

With regard to lesson lengths on private lessons: Please select the lesson length for the student that corresponds to their current book/ability level. As the repertoire gets longer and more technical, it becomes increasingly difficult to get through the entire lesson assignment each week—and there is little time to reinforce essential concepts if rushing to make it through everything. Parents can select whatever lesson length they would like for the student, and the teacher will *try* to make it work. However, the guidelines listed are what will be most beneficial to the student considering where they are developmentally. The bottom line is that students who need a longer lesson length are not going to progress as much with a 30-minute lesson if the student actually needs more lesson time.

Lessons during the school year are offered on a weekly basis only. All students will be expected to attend a lesson each week that lessons are offered.

Payment for lessons can be made by check or cash—checks can be made to Sarah Coley. Payments can also be made online through Paypal by using your Paypal account or a credit card—check with the teacher for more details. Tuition must be paid in full for the month/semester on the first lesson of the month.

Tuition payments are due by the 15th of each month. Late tuition payments will incur a \$5.00 late fee. Tuition is non-refundable, and there is no credit or deductions for missed lessons. Pro-rated tuition is only applicable to new students who begin lessons mid-month. Paying tuition "by the lesson" is not permitted during the school year.

If paying tuition on a monthly basis, a Registration Fee equivalent to one month's tuition is due by September 30. (Students who begin lessons mid-year should pay their Registration Fee as soon as possible.) If you continue lessons through May, payment for May tuition is not required. The Registration Fee will serve as your last tuition payment for the school year. If at any time prior to May (or even during the month of May), the student decides to quit lessons this Registration Fee will be forfeit. However, no additional tuition payments will be required, and advanced notice on quitting will not be required.

GROUP LESSONS

Students are also enrolled in a group lesson for their level/age—usually following their first year of lessons. Group lessons are held in addition to weekly private lessons; frequency and lesson length varies depending on level. For some students, the group lesson may replace the private lesson for the week in question. At group lessons, students perform for each other, and participate in group activities that we cannot do in private lessons. Participation in group lessons is **STRONGLY RECOMMENDED**, but attendance is optional. *Please remember that due to group lessons being attended by multiple students, there are no make-up lessons for missed group lessons.* **VIOLIN STUDENTS:** Please try to arrive 5-10 minutes early and quietly unpack in the waiting area. Students must attend group lessons in order to participate in the group concerts. Students who miss the final rehearsal scheduled prior to the group concert will not be permitted to play in the concert.

MISSED/MAKE-UP LESSONS

The teacher maintains a large studio with a full teaching schedule on a weekly basis. Unfortunately, it is for this reason that the teacher does not offer make-up lessons. As such, it is highly recommended that the student try to swap times with another student should they encounter a conflict with their regular lesson time.

Music lessons are considered to be in the same vein as dance recitals, sports practices or college tuition—parents and students are paying to reserve a slot in the studio. Lessons and classes are not made up when the student is sick or has to miss due to a scheduling conflict. As such, tuition is non-refundable, and deductions or refunds from tuition are not allowed. Furthermore, missed or unattended lessons are forfeit. This includes lessons for which a student neglects to show up without notice, or for which the teacher is notified after the fact. Please be prompt in arriving for your lesson on time. Students who arrive late will receive only the time remaining during their scheduled time.

However, please **do not** bring your student to their lesson if they are genuinely sick! Call, text or send an email to notify the teacher that the student will be missing their lesson (before the fact). A lesson via Skype is a great alternative if the student is sick or contagious; and this is better than sharing germs with the studio!

For parents who indicate on their registration form, a Lesson Swap List is provided listing students who may be willing to swap times with you. (Parents are under no obligation to switch times with another family unless it works conveniently for their schedule.) Email the teacher to set up a lesson swap if the student needs one.

In the event of the teacher cancelling the lesson, teacher cancellations will always be made-up. There is no expiration on these lessons.

There are no lessons on holidays and recital days, as listed on the studio calendars and the calendar on the studio website. Please note that no rescheduling is offered for the weeks of Christmas Vacation, or Spring Break. For the 2014-2015, studio holidays have already been taken into account for the lesson schedule.

WITHDRAWING FROM/QUITTING LESSONS & LESSON TERMINATION

Please remember that should the student decide to temporarily withdraw from lessons, there is no guarantee that the student will be able to have their initial lesson time/day when they return. The teacher does not hold your lesson time for you temporarily (unless you continue to pay to hold your time). Students who take off more than one calendar month at any time are deemed to have "quit" lessons and are not guaranteed a lesson time upon their return. Students can re-enroll, but may be placed on a waiting list until a lesson time becomes available.

In the event that the student may decide to "permanently" quit lessons, no advance notice is required—provided the parent has paid the Registration Fee (monthly tuition payments) or is up to date on quarterly, semester or school year tuition payments. Notification will be required from the parent (not the student) by calling and speaking with the teacher in person on the phone (an email or text is not acceptable).

*The teacher reserves the right to terminate lessons at any time due to negative or unruly behavior; failure to practice consistently; or failure to comply with studio policies as outlined in this document.

MUSIC & MATERIALS

Parents are required to purchase and pay for ALL music needed for your student. If the teacher is supplying/purchasing these items for the student, *payment for these materials is expected by the first lesson of the following month*. Please remember that the student is expected to bring ALL applicable music to the lesson. Students who neglect to bring music may be sent home with new music, which will be billed accordingly.

LESSON CONDUCT & COMMUNICATION with TEACHER

The student is expected to be respectful toward the teacher, their studio peers, the studio itself, and all studio equipment (instruments and pianos). Negative behavior will not be tolerated. Please refrain from back-talking, arguing, yelling, ignoring directions, or being purposefully difficult at the lesson. Students should appreciate the value and privilege of music study.

Students may address the teacher by "Miss Sarah" or "Mrs. Coley". Those observing the lesson are to remain quiet to avoid detracting from the student's lesson. Small children must sit still—running around the studio is not permitted. In general, if any observer of the lesson (or in the waiting area) is behaving in a particularly disruptive manner, the teacher will ask him/her to wait outside the studio for the duration of the student's lesson. Please refrain from exiting/entering the studio door multiple times during the lesson for the same reason. Please turn off (or put on silent) any cell phones during the lesson.

Parents and students are invited to voice concerns, problems, or comments at any time. This may be done at lessons (in the first five minutes of the student's lesson, not the end), via phone, e-mail, or by appointment. Please do not hesitate to speak with the teacher for even what may seem a trivial reason—trivial concerns can easily turn into significant problems if left unaddressed. It is the teacher's prerogative to make the student's musical study as successful as possible. The teacher will do all that she can as the teacher to ensure the student's happiness and success in their musical efforts.

FINAL NOTE ON STUDIO POLICY & GUIDE

It is STRONGLY RECOMMENDED that the parent and student commit 100% to attend not only private lessons each week, but also attend GROUP LESSONS, participate in FESTIVAL(s), perform in STUDIO RECITALS and PRACTICE DAILY to get the most out of the music lesson experience. The teacher's primary goal is to provide students with a solid technical foundation by which students can enjoy music all of their life, but only if students are maximizing their involvement by taking advantage of all the "extras" that compliment private lesson study. Ultimately, it is your decision how much you want to commit to lessons.