

Studio Policies*

* Your participation in the studio indicates acceptance of the following policies and expectations. Please read them carefully before signing.

Scheduling & Missed Lessons

Once scheduled for the semester, you are financially obligated for the entire semester. Being on time is expected. Please arrive 5 minutes early so that you can be better prepared to get the most out of the lesson. If you arrive late, you will only receive the remainder of the lesson time that day.

Your teacher will not make-up times or credit for lessons that students or parents miss. Regrettable as this policy is, it is a common policy with teachers across the country. This is necessary given the constraints in the schedule and the number of students needing lessons. Here is an article about make-up lessons from an economist's point of view if you are interested: <http://ottawasuzukistrings.ca/makeuplelessons/>

Options when you find that illness, weather, school concerts, sports meets, family vacations, or any other lesson conflicts arise:

1. Parents always have the option of coming to a lesson in place of the child, so we can have a parent teacher conference.
2. You may choose to have a Facetime, Skype, or Zoom lesson in the event of weather or car trouble preventing travel.
3. You may switch lesson slots with another student of the same lesson length provided you confirm date and switching student with me.

If your teacher must cancel a lesson, we will reschedule at a mutually agreeable time.

Payment

Tuition is collected in full at the beginning of the semester. Monthly payment plans are available, with an additional \$15/month service charge, with payment due on the 1st payment of the month. A \$20 late fee will be assessed for any late payment if received after the 5th of the month. Returned check will incur a \$50 fee to cover the bank charges. Your teacher accepts cash, checks, Venmo, and Zelle.

No lessons will be scheduled on Memorial, Independence, Labor, Thanksgiving, Christmas, and New Years Day.

Length of Contract

Lesson contracts are by semesters (**Fall** [Aug-Dec], **Spring** [Jan-May], **Summer** [Jun-Jul]) and renew on a semester basis. In order to stop the renewing of the contract, please notify your teacher via e-mail (carmanviolinlessons@gmail.com) at least one month before the new semester for scheduling purposes. **Failure to notify the teacher in time will result in one month of lesson tuition charged.**

Refunds

Please do not ask for refunds. There will be no refunds given at any time. No Exceptions.

Photography/Video Release

I grant Carman Violin Studio LLC the right to take photographs and videos of myself and my family in connection with the lessons, recitals, and group classes. I authorize Carman Violin Studio LLC, its assignees and transferees to copyright, use, and publish the same in print and/or electronically. I agree that Carman Violin Studio LLC may use such photographs of me with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and web content.

Other

Your teacher reserves the right to refuse to do business with anyone for any reason the teacher deems necessary. The student and student's guardian(s) expressly release and discharge the Studio and the teacher from liabilities for any and all claims and demands, known or unknown, presently existing or which may arise in the future.

Student's Signature:** _____ **Date:** _____

**Student's Signature Not Required for Minors

Student Name (Print): _____

Guardian's Signature (if applicable): _____ **Date:** _____

Guardian Name (Print): _____

Witness/Instructor's Signature: _____ **Date:** _____

Eun-Jin Chae, Teaching Artist

Studio Expectations

Daily Practicing: We learn what to practice in the lesson, but the actual learning takes place during your practice time. This is why daily practicing is imperative to making progress. Studies prove that it is far better to practice some every day rather than one or two long practices a week. Please commit and schedule daily practice equal to your lesson length.

Daily Listening and Review is a cornerstone of the Suzuki Method. We learn music the same way we learn language. Can you imagine becoming fluent in a new language without hearing or speaking it? Creating this listening environment is the parent's responsibility until the student is at the age of 13. Listening should take place within the practice as well as in the daily activities during car rides, homework, meals, and etc. International Edition Suzuki 1-3 has recordings by Hilary Hahn and Natalie Zhu. Revised Edition Suzuki 4-7 has recordings by William Preucil and Linda Perry.

Suzuki Group Classes and Studio Recitals: Music is a performance art. We need each other's presence in order to share music. Please mark your calendar at the beginning of each semester to include all of these events!

Recitals should be viewed as celebrations of our semester of study rather than to prove a level of achievement. Pieces are ready to perform after a level of mastery and ease have been achieved. This is best accomplished by going back several pieces. Please be sure to respect your teacher's recommendations on what would best ensure a polished and positive performance. We are there to support all performers; therefore a student and their guests should not perform in or attend a recital unless they plan to stay for the entire recital.

Suzuki Group Classes are a time to reinforce previously learned concepts, inspire each other, learn leadership and ensemble skills, make review relevant, and enjoy playing together. Dr. Suzuki knew that children often learn more from watching other children than they do from their parents. Groups meet twice a month for most students and only once a month for high school students. Please make attending group lessons a priority. Your attendance matters to the group and is a qualifier for participating in the group performance. If there is any time your child must miss a group class, let your teacher know via email with as much notice as possible.

Conferences and Communication:

Parent / Teacher conferences may be held in lieu of a lesson or part of a lesson at anytime during the semester. This time helps to give both the parent and teacher a chance to communicate each one's vision for the student and discuss how we are doing in terms of working towards this vision. Open communication is strongly encouraged and appreciated between the student, parent, and teacher. Any conflicts or problems that may arise in the course of the semester should immediately be brought to the teacher's attention privately via e-mail or text and not in front of your child and certainly not in the middle of the lesson.

Lesson Environment: Please set all electronic devices to silent and put them away during your lesson, with the exception of using phones to create practice videos at the appropriate time. Texting, using social media, or receiving phone calls during lessons distract you, your teacher, and your child and minimize the lesson's impact.

Please arrive 5 minutes before the lesson so there is time to remove your shoes, wash hands, unpack your violin, and have all music and lesson notebook/folder ready. Everyone's time is valuable. A short, smooth transition will help us utilize the most of your lesson time.

Instrument Quality and Maintenance: It is important to have instruments that are in good playing condition. Bows should be re-haired and strings changed at least once a year. Those students who practice every day may need to do this more often. Every student should have an extra set of new strings in his/her instrument case at all times in case a string should break. Please do not buy any instrument or bow without first bringing it to your lesson to have your teacher evaluate it. Any reputable violin shop will allow you at least 7 days to try out an instrument without charge.

Parking

Please do not park on the driveway. Your teacher has a family who would like access to the house and car garage without being blocked. Thank you!

I have read these Studio Expectations and will do my best to meet them! Student Initials: _____ Guardian Initials: _____