

## 1999-2000 Studio Policies

The Teacher Studio/*address/City State  
phone/email*

--Your participation in the program indicates acceptance of the following policies. Please read them carefully.

--Feel free to call me when you have questions and comments (good and bad!). The best ways to reach me are by sending me e-mail, dropping me a note, or leaving a message on my answering machine. If you want me to get back to you, be sure to let me know when I may reach you. Though I may not respond immediately, I do make a point of responding.

--Students who are going to go to the time and expense of taking lessons should plan to practice daily. A MINIMUM level of practice is at least five days a week. Though there are busy times in all lives, if you find that week after week you are unable to meet the minimum practice level, I may discontinue your lessons.

--I am interested in reserving my time to work with students and families who are committed to the Suzuki Method of education. Attendance at individual lessons, group classes, workshops, recitals, and other program events demonstrates commitment. This is a violin priority program. In other words, while I am aware that some families choose to be involved in a variety of activities, events in our Suzuki program take precedence over other activities (such as soccer, ballet, birthday parties, piano, etc.) If you must miss an event that is part of our program, please inform me at the lesson before. Absence from group classes undermines the power of our work and can demoralize members of the class. If I can say to the class that you are ill or are taking SATs we can understand your absence not as lack of interest or that you are letting us down. If you become ill please tell me at the next lesson or call (feel free to leave the message with my answering machine.) I generally interpret all absences especially if unexplained to be an indication of weak commitment. I reserve the right to discontinue lessons of those who are unable to make this commitment.

--Participation in group lessons is a vital part of the student's development. Students are expected to attend scheduled groups and are billed accordingly. Students who have plans to regularly miss a series of classes or miss on a routine basis (such as ballet, soccer, or swim team) need to find another program to participate in.

--There are five basic rules for groups class: 1) be on time, 2) stay for the entire class, 3) be present if you are the Suzuki parent of a student in Book One or Book Two, 4) observe the class quietly, and 5) On the rare occasions you are unable to do 1-3 let me know as far in advance as possible.

--Parents must refrain from whispering or talking during the class. By being silent during group class, parents help teach their children concert etiquette. It can be extremely frustrating and distracting for me and the students be listening carefully to the playing and get interference from even just one whispering parent. During group classes, parents should silently look for opportunities to learn along with the students, just as during individual lessons.

--Parents are responsible for their children before and after lessons. This is true of group lessons as well as individual lessons. In the exceptional case of the parent who does not attend the child's lesson, arrangements must be made to have the child picked up immediately after the lesson is over.

--In the extremely rare event that a parent is unable to attend a group class, he or she must find another parent to assume responsibility for the student before, during, and after class.

--Group lessons will last 45-75 minutes, and are organized and scheduled to allow one group to flow into the next. Functioning on the important Suzuki principle that observation is learning, the groups are planned so that OBSERVATION of other students at other levels is an integral part of the group class experience. Plan to arrive five minutes prior to your scheduled start time (earlier if you have a habit of arriving late). Lateness is an inconvenience and a disturbance to the entire group. In order to maintain a sense of flow and cohesion, groups will continue until dismissed. Groups will be dismissed at approximate times, give or take 15 minutes. Your planning to be flexible contributes to a better group class for all children. It can be terribly disrupting for one child to leave early. Please do not ask for exceptions.

--Students are welcome and encouraged to observe other lessons.

--I have gotten special permission to teach in my home in *City*. This permission is contingent on not receiving complaints from my neighbors. For this reason, walk up the sidewalks quietly and avoid lingering outside after lessons.

--Please note that the Kerrystown Concert House parking lot is available only on the weekends and on weekdays after 5:00 . Otherwise, you will be towed. (Even if the Director of the Concert House parks her car there at any other time it is towed!) Parking in the handicapped zone without a permit is NEVER allowed. Double parking is a violation of fire codes, and the police sometimes ticket.

--If you feel you need to switch to another teacher, please discuss it with me first. I recognize that there are times when it may be beneficial for a student to study with another teacher for either a brief period or on a permanent basis, and I am open to the idea. However, please discuss it with me. Students who transfer to another teacher without discussing it with me first will not be able to re-enroll in the program.

--There can be no refunds or make-up lessons for missed individual lessons, group lessons, or workshops. Regrettable as this policy is, it is impossible to function under any other. However, students who must miss a lesson may:

A. Switch lesson times with another student (I will provide phone list and schedule)

B. Give the lesson to another student.

C. Call me after the above options have been attempted without success, and I will add the student's name to a list of students who have missed lessons. When another student misses a subsequent lesson, I may be able to call students from the list to offer the time. There is, however, no guarantee of a make-up opportunity.

The only exception to this policy is during the Summer Term when lessons may be cancelled by giving one week's notice. Any lesson not cancelled before that time is forfeit without make-up or refund.

--Tuition and fees are due by due dates indicated on the bills or there will be a \$\$ late fee for each late payment. In the Fall and Winter/Spring terms, the payments generally come early in the term and approximately half-way through the term; Summer Lessons are billed in August. Those who find this payment schedule difficult can avoid the late fee by submitting (in writing) a payment schedule indicating by what dates tuition and fees will be paid. I must receive this payment schedule by the dates indicated on the bill to avoid the late fee.