

Crescendo Suzuki Studio Aimee Morrill Briant, violin teacher Policy and Schedule

Welcome! The following are some guidelines to help the studio run smoothly. Please respect the policies I have adopted, as you agreed to them when joining the studio. If you ever have any questions or concerns about the policy, your child's progress, or anything else, please do not hesitate to contact me by phone, email, or conference. I am looking forward to an exciting year working with you!

TUITION

- The studio operates on an 11-week session schedule, three sessions per year. If a new student joins during the middle of a session, the *last* session of the year will be pro-rated.
- Tuition includes individual and group lessons for core program, individual and studio classes for advanced program, and one-hour classes for Youngest Beginners.

Youngest Beginners, 60 minutes	\$325
Core Program, 30 minutes	\$600
Core Program, 45 minutes	\$735
Core Program, 60 minutes	\$900
Advanced Program, 45 minutes	\$645
Advanced Program, 60 minutes	\$815
Advanced Program, 75 minutes	\$985

- By registering, you agree to commit to the entire session. Tuition is non-refundable if you choose to withdraw mid-session.
- A \$100 deposit (applied to the first session) and nonrefundable registration fee of \$25 is due on or before September 1.
- Full payment for the each session is due *at or before the first lesson of the session*. We can discuss payment plans if necessary.
- A \$10 per week charge will be added to late or partial payments. \$20 will be charged for returned checks. A service charge of 2.9% will be applied to all PayPal payments.
- During the school year (regular 11-week sessions), a \$50 sibling discount is applied to families with more than one child in the studio and is applied to all children beyond the first child scheduled for each session.

POLICY

AT THE LESSON

- **Come 10 minutes early to individual lessons-** come right into the room (when the student is not playing) and listen to the end of the lesson prior to your own. This is an opportunity for you and your child to observe from a different perspective than in your own lesson, as well as giving your child the time to transition into "lesson mode." If you are the first lesson of the day, you will be admitted to the room up to 5 minutes before the beginning of the lesson, and you may stay for the beginning of the next lesson.
- If you have a lesson before a CLASS at the studio (i.e. Youngest Beginners, Masterclass, Studio class), or if you are taking part in such a class at the studio, please wait outside until your lesson/class time. You may observe from outside of the class. At the church, you may enter a class *quietly* to observe before your class starts.
- Because the parent is the home teacher, parents of the core and Youngest Beginner programs **MUST ATTEND EVERY LESSON**. If a substitute adult (such as the "non-practice" parent or a babysitter) must attend a lesson, he/she must be able to take sufficient notes for the week's practice. If the non-practice caregiver is uncomfortable taking notes, they **MUST** bring a video camera to record the lesson for the practice parent to view at home before the next day's practice. Lessons will not be given if these requirements are not met. Parents of students enrolled in the studio program (middle school and high school, books 5 and up) will attend lessons on a frequency agreed upon with the teacher.
- Come prepared! Bring instrument, music, practice charts, notebook, recording device, and any questions that may have come up during the week. I encourage parents to video or audio record lessons (or segments of lessons).
- Please remember that in the lesson, the parent is the "silent observer." There will be times you are asked to engage in the lesson, and time at the beginning and end for any questions you may have. During the lesson (between bows), **TAKE NOTES, VIDEO**, and observe not only what the teacher and child are doing, but how- what vocabulary, what the teacher is focusing on, etc. Trying to "fix" something (i.e. posture) during the lesson may break the child's concentration or change the focus of the activity.
- If you have any questions or issues you would like to discuss about home practice, lessons/classes, or your child in general, please email, call, or make an appointment. I can also schedule lessons for any parent who would like additional time for themselves, time permitting.
- Siblings: Siblings are encouraged to attend lessons if they are not a distraction to the lesson. I expect the student and parent to pay full attention to the lesson. You may bring homework, quiet toys, books, coloring, etc. for siblings. If your younger siblings are at a stage where they require attention beyond what is reasonable in lessons, please find alternate care for them during the lesson time. Siblings **MUST** be supervised at all times.

AT HOME

Help your child feel confident at every lesson and in every performance situation:

- **Listen to the Suzuki repertoire recordings every day**, several times a day- especially the working piece, the preview piece (the piece you are just starting, with “preview spots”), and the next piece. Supplement your listening with other fine violin recordings, including the upcoming Suzuki CD’s. Keep them accessible (car, MP3 player, bedroom, etc.)
- **THE PARENT IS THE HOME TEACHER: Practice with your child** so that he/she learns the correct way to practice. I will work with you to *gradually* give each student independence in practice time.
- **Practice every day, even if it’s just for a few minutes.** I would much rather have a student practice 10 minutes every day of the week than for two hours only the day before the lesson.
- **Review is vital!** Plan on 1/3 of practice time for review in order to refine skills, musicality, and ease of playing (1/2 of practice time for Book 1 students).
- Never go ahead of the teacher’s assignments.
- Sing and bow upcoming pieces without the violin in hand.
- Come to every group class and practice what the teacher expects to work on the next week or for upcoming concerts.
- Get involved! Talk to other parents, participate in outreach concerts, or volunteer to help out at events.

HOUSEKEEPING

- **Parking:** You may park in the driveway directly in front of the studio or on the street in front of the house. Please do not park in the garage-side driveway or block any of our neighbors. Please make an effort to use the studio driveway if possible- most of the time, two cars can fit in opposite corners of the driveway. Please be careful backing out of the driveway.
- **Shoes:** Please remove your shoes before entering the studio.
- **Bathroom:** Because my studio is attached to our private residence, I ask that parents accompany their children ages 10 and under to the bathroom. Please go directly to the bathroom and back. We have a septic system; please put only toilet paper in the toilet.
- **Food:** No food is allowed in the studio. You may bring water or “non-spill” cups.
- **Supervision:** Outside of the studio, 28 Pine Street is private property. Your children must be supervised at all times. Please do not allow them in the house (except for the bathroom), the backyard, the trees, etc.
- Turn off your ringer on all cell phones! Your child deserves our undivided attention. It is very distracting when they ring, and it sends the message that something else is more important than the lesson. **TEXT MESSAGING, WEB-SURFING, AND SOCIAL MEDIA ARE NOT PERMITTED IN LESSONS, GROUP, OR THEORY CLASSES!** If there is an emergency, please find an appropriate moment to excuse yourself and take the call outside. I will honor this policy as well, and will return any calls related to lessons between or after lessons. Answering calls, texts, etc. during lessons, group, or theory will result in dismissal from the class for that day.
- Please keep in mind that we do have a dog. He lives freely in the house, but is generally not allowed in the studio. Please keep all doors closed at all times (the main entrance and the door to the house)- he is quick!
- Steven’s typical naptime is approximately 2:00-4:30pm and his bedtime is around 6:30. If you have a lesson during these times, please help keep the house quiet when entering and exiting for the bathroom.
- Check the lost and found box from time-to-time. It will be emptied at the end of each school year.
- You may sign out CD’s, books, etc. to borrow. Please return them in a reasonable amount of time (I suggest 2 weeks).

MAKEUP POLICY/MISSED LESSONS

- **Student absences:** With advance notice of absence, I will make up **one individual lesson per year** for any circumstance. The makeup week will follow the last week of the third session. If you know you will be away during the makeup week, we can arrange for one makeup lesson during the school year.
- If you need to reschedule a lesson, please use the swap list. If you know you will be unable to attend a lesson time in advance, call someone with the same lesson length to swap times, then call or email me to let me know of the change. If you cannot find a lesson to swap with, call me to see if there are any cancellations during the week.
- **Regular attendance at individual lessons, group & studio classes, and concerts is required.** Frequent absences or absences without notification (aka. “no-shows”) will lead to a probationary session, and continuing absences will result in dismissal from the studio. Additionally, students may be refused participation in recitals & concerts for excessive absences or absence from dress rehearsals. Extenuating circumstances should be discussed with the teacher and may be excused at the teacher’s discretion.
- If you need to cancel on the day of the lesson, call me between 8:30 and 10:30am. I will not make up or reschedule any no-show lessons or last-minute cancellations! If your child is sent home from school sick, call me immediately.
- If you are late to your lesson, I cannot make up the lost time. Please plan to arrive 10 minutes before your lesson time. If I am running late, I will still give you your full lesson time, but I will do everything in my power to run within five minutes of the schedule. If you are running late, please leave me a voicemail or text message letting me know you are on your way. If I do not hear from you within the first 10 minutes of your lesson, you will be considered a “now-show” and your time will be forfeited for the day.
- If I am unable to teach a scheduled lesson, I will offer you up to two possible makeup times. Makeups must be completed within these two offered times, or can count towards your one makeup for the school year.
- **SNOW DAYS/INCLEMENT WEATHER:** If possible (with babysitting), I will offer a Skype lesson. If this is not possible, I will make up **ONE** snow/inclement weather day per year, per student. I will offer up to two choices for makeup times, as above. If it is not suitable weather for driving, I will cancel by noon the day of the lesson. If I do not cancel, please use your discretion and drive safely!

- Please ***do not bring your child to the lesson if he/she is contagious!*** This includes illness within 24 hours of fever, vomiting, or anything that requires antibiotics. We can try to reschedule within the week (space permitting), use the swap list, do a Skype lesson if the student feels well enough, or use your one makeup day at the end of the year.
- Any extended absences due to illness or injury will be discussed on an individual basis.

SOLO AND GROUP PERFORMANCES

- Each student will be involved in at least one solo and one group performance during the school year. Students enrolled in the core program will be expected to perform solos in group class throughout the year. We will also participate in outreach concerts, such as nursing home concerts. If you know of a venue central to all participants that you would like us to perform in, please let me know. It must have enough space for all performers and audience members. A piano in good working order is preferred. Pot-luck or cookie and juice receptions will follow group & solo recitals.
- Group concert dress code: Black and white dress clothes (please no busy patterns). Short skirts require tights. Optional: red accessories such as a tie or hair accessory. Solo recital dress code: Dress up, individual style. PLEASE, NO JEANS, SNEAKERS, OR T-SHIRTS. Outreach concerts: Black pants or skirts (see above), Crescendo Suzuki Studio polo shirts, black shoes.
- I support any initiative that you make for your children to have solo or small group performance opportunities. Some good ideas for creating these opportunities are: home concerts, book graduations, nursing home concerts, church services & other religious functions, and level-appropriate youth orchestras & chamber groups. I would love to see studio members get together to work on such projects. If you know of any venues you would like to pursue for the entire studio, let me know and I will be happy to organize with you!
- When it is time to decide on solo recital pieces, prepare your child to choose a REVIEW piece. This is at least three pieces back from their newest piece.

PROGRESS EVALUATION

- It is an important part of the Suzuki Triangle to keep communications open and ongoing throughout your child's development and study of the violin. I am happy to set up a parent/teacher conference or provide an evaluation to any parent who requests one, either mid-year or at the end of the school year. If at any time you have questions, comments, or concerns, you are invited to call or email me to discuss or address any subject in private (away from your child). Likewise, if I notice a change in your child or feel that a conference is needed for any reason, I will contact you.

SUMMER STUDY

- I urge all students to continue lessons over the summer when you are in town. Sign up for enough lessons to at least maintain your skill level over the summer. Too much time away from the instrument causes loss of muscle memory and frustration. I recommend at least four lessons over the summer with no longer than three weeks between lessons. First-year students should take at least six lessons over the summer with no more than two weeks between lessons.
- In the summer, lessons that have been previously agreed upon are considered a commitment. If you have signed up for a lesson time, you have reserved that time. If a conflict arises, I am willing to reschedule within the week if an alternate time is available and enough notice is given. No refunds will be given for cancelled summer lessons.
- I highly recommend summer Suzuki Institutes sponsored by the Suzuki Association of the Americas. These week-long music camps are huge motivators and GREAT FUN! Participants get to play with their peers, meet new friends, hear a huge ensemble sound (often over 100 violins on one stage for the final concert), and work with world-renowned clinicians. Parents and students alike can reap lots of inspiration from these institutes. More information can be found at www.suzukiassociation.org.
- Students Book 5 and up can also benefit from chamber music, practice, and orchestral summer music camps. There are a wide variety of opportunities at varying intensity levels. I would be happy to help you find a summer program that fits your needs.

OTHER ITEMS OF INTEREST

- Like the summer institutes, there are many weekend workshops and masterclasses throughout the school year. They are often held at times of the year when we need an extra boost and can provide inspiration for months. I will keep you informed of any sessions that I know of, and I urge you to attend whenever you can!
- I will also inform you whenever I hear of a violin soloist performing nearby. If you hear of any performances, please let me know and I'll pass the information along to the rest of my studio. Go to as many concerts as you can- the more you surround yourself with quality music, the better a musician you become!

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Group Class Guidelines

Group Class Policy for Parents:

1. Please hold conversations and questions for beginning and end of class. Take notes during class, and write down any questions or comments you may have.
2. Turn off your cell phones. Absolutely no texting, social media, or web-surfing during classes.
3. Be attentive. The teacher may ask you to participate or to watch for something specific that your child is doing. Be prepared to jump in if requested.
4. Practice group assignments at home, along with private lesson assignments.
5. If you need to miss a class due to illness or extenuating circumstances, please let the teacher know as soon as possible. You can email the teacher if you know ahead of time or call the day of the group class. Please see studio policy on absences and late arrivals.
6. Keep group class time in your schedule- do not ask to arrive late/leave early. This is disruptive to the class.
7. If you have any concerns you would like to address, please speak with the teacher outside of class, away from the student(s). You may speak over the phone or set up a meeting time.
8. Mark group & outreach concert dates in your calendar right away- these concerts are very inspiring and extremely important for the students as well as for the cohesiveness of the group.
9. Help avoid distractions by leaving toys concealed from participating students. Brothers and sisters are welcome in the room as long as they do not disrupt the class. Please clean up with your children before you leave, especially if they play in the "blue room."

Group Class Rules for Students:

1. Come into the room and prepare your instrument right away. Please be lined up to tune before the teacher comes in.
2. Form either lines or a circle in the direction the teacher requests as soon as you are tuned. Sit in your spot with your instrument on the floor until everyone is ready to begin.
3. Keep violins in rest position (or on the floor) when the teacher is giving directions. Avoid playing, plucking strings, or holding conversations as instructions are given.
4. Come to group class prepared with the activities and repertoire assigned.
5. Stay in your spot in the group class unless the teacher asks you to move.

Group Class Policy for Church Grounds:

1. Parking: You may park in the church parking lot or Randall Ave.
2. Please only use the side door to the church designated for our group. You may walk around the front or back of the building to get to the side door if you are parked on Randall Ave. Please use only the bathrooms across from the group class space.
3. We are not allowed in the sanctuary during group class times under any circumstances.
4. We must leave the space we use in the same condition to which we arrived. Please help by arranging chairs, tables, etc. back to the original position and clean up anything you see that needs to be taken care of before we leave.
5. No food allowed. You may bring water or "non-spill" sippy cups.
6. Please see church policy for more details.

Dress Code for Group Concerts:

- Black and white dress clothes (dress, shirt/pants, shirt/skirt), no busy patterns.
- Black or white tights or stockings with dresses/skirts, black or white socks with pants
- Black or white dress shoes (no sneakers)
- Red accessories are optional (tie, hair accessory, etc.). Pin drapes for those who have graduated from any book level.