

String Studio Student Handbook

RACHEL ALEXANDER

PRIVATE STRING

STUDIO

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String Studio Student Handbook

Welcome!!

Welcome to string lessons!! This handbook includes information regarding policies and procedures that each student and their families will be responsible for knowing and understanding. Once read and reviewed, please sign the bottom of your handbook and registration form for confirmation and return.

Mission Statement

As a passionate and dedicated musician and educator, it is my objective to introduce students to a diverse selection of musical styles, instruments, theories and experiences in order to make music an accessible, meaningful and enjoyable medium.

Programs and Services

Private violin/viola lessons are available for 30 min., 45 min. and 60 min. sessions. Each lesson is to be made by appointment only. All lessons will be customized to the student's individual needs. Lessons may include technique building exercises (scales, rhythmic exercises and shifting) and music from the standard repertoire. Small chamber ensembles (duets, trios, etc.) may be formed throughout the semester.

I also offer audition preparation for festivals including NYSSMA, All-County and All-State. There will also be recitals and performance opportunities throughout the year.

Tuition and Payment Policy

Lessons will be paid monthly and payment will be received at the first lesson of each monthly session. An invoice will be made available and/or emailed to you prior to the due date (first lesson of each monthly session). Acceptable forms of payment include cash or check. Failure to issue payment by due date will result in a \$15 late penalty fee and may result in the termination of further lessons.

Tuition:

30 minutes: \$45 each lesson

45 minutes: \$60 each lesson

60 minutes: \$75 each lesson

Cancellation Policy/Lesson Make-Ups

*All lessons must be cancelled at least 24 hours prior to the originally scheduled lesson in order to receive a make-up lesson. All lessons cancelled after the appropriate time period will be forfeited, considered a "no show" and are nonrefundable.

*All make-up lessons must be made up within a 30 day period of the originally cancelled lesson.

*All lessons cancelled due to last minute illness must be made before 10:00 am of the originally scheduled lesson date.

*If a "make-up" lesson is scheduled and missed by the student, this lesson will be considered "made-up" and will be nonrefundable.

*All lessons canceled by the instructor will be made-up in a timely manner.

*If the student terminates lessons, it must occur at the end of the month. Any money that has been paid in advance will not be refunded if the student chooses to terminate lessons in the middle of the month.

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Lesson Materials

It is **mandatory** to bring each of the following items to **every** lesson.

Your Instrument: Although this may sound obvious, it is not uncommon for students to arrive at their lessons with an empty case or their siblings instruments. *Before* you leave the house, please make sure that your instrument, bow, shoulder rest, rosin, pencil and extra set of strings are packed in your instrument case.

Assignment notebook: This assignment book will be a notebook consisting of manuscript paper (staff paper). These books may be purchased from a local music store or website. I will be writing updated homework assignments to be practiced after each lesson in this book. It will not only assist you in your practicing but will also be helpful for me to see your assignments throughout the semester and to keep an accurate record of your progress. It is imperative that this book be brought to each lesson!!!

Music Books (i.e.: Suzuki books, techniques books, current solo pieces, orchestra music, etc.): Unfortunately, I may not have your music in my home library. It is important to bring all of your music with you weekly. By coming prepared each week, it will allow us to work on all of your materials and to continue making progress.

Music Bag: Music books can often be numerous, heavy and cumbersome to carry. Your music books do not always fit properly in an ordinary folder, therefore, I would **highly** recommend using a bag/tote/backpack/cinch sack etc. to store all of your musical books and items. This will also allow you to arrive with all of your materials each week.

*** Although you will not be bringing this to your lesson, it is also strongly advised that you have a proper MUSIC STAND at home. This will allow the student to practice with the proper posture and positions. This can be purchased at a local music store or website.**

Facilities

All lessons will be taught from my home office, located at 70 Prospect Ave, Ossining, NY. My office is conveniently located to a rest room and has plenty of natural light. During the first lesson, I will provide a tour of my facilities including the lesson room/office, rest room and the living room which will be used as a waiting area. Parents are more than welcome to either sit in on their child's lesson or wait comfortably in the living room.

There is always easy and convenient street parking available during lesson hours.

***I am the proud mother of 3, free range cats. My home is professionally cleaned every other week in order to maintain optimal cleanliness. If there is an allergy problem, please let me know ASAP!!!**

Office Hours and Contact Information

My office hours are Monday through Friday, from 9 am through 9 PM. If you have any questions, please feel free to call or email me.

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**By signing below, I understand and will abide by the policies and procedures mentioned in this lesson handbook.*

Print Name

Date

Signature