

## **Salem Suzuki Violin Studio Policies**

### **Parent/Guardian Involvement**

1. The same parent or guardian should be present at each lesson and home practice session. Think of this person as the student's "practice partner" or even as a "home teacher."
2. Practice partners should keep a dedicated violin notebook and take detailed notes during each lesson.
3. Practice partners should not utilize phones or other technology during lessons or practice sessions. Learning the violin is a complex endeavor, and requires the full attention of student, parent, and teacher.
4. Practice partners should send Ms. Mayers a brief Practice Journal entry by email before 9:00pm the night before each lesson. This email should state (in just a few sentences):
  - What you and the student worked on this week
  - What went well, or any successes to celebrate
  - What was challenging, or anything you'd like me to address in the lesson

### **Attendance**

1. Students should arrive at least 5 minutes before the start of the scheduled lesson time. Please come in the side door and wait in the kitchen if I am still working with another student.
2. In case of late arrival to a lesson, time lost at the beginning of the lesson will not be made up.
3. Anyone attending a lesson is kindly asked to wear a mask/face covering if showing any symptoms of illness. I will provide masks if you do not have one with you. Please stay home if you or your child has a fever.

### **Lesson Fees and Payment**

1. Each month's lessons must be paid for in advance. Payment is due by the 5<sup>th</sup> of each month. An invoice will be sent to each family in advance of this due date.
2. Payment can be made by check, Zelle, or Venmo.

3. Lessons cannot take place if payment for the month has not been received (unless the lesson is scheduled before the 5<sup>th</sup> of the month).

### **Cancellations and Makeup Lessons**

1. If a student/parent cancels a lesson less than 24 hours in advance, the family will not receive a refund.
2. The option of a makeup lesson will be available for any cancellation; however, in the event of a 24-hour cancellation, a makeup lesson is not guaranteed. In case of illness/emergency, the makeup lesson **will** be guaranteed, but a refund will not be available.
3. A makeup lesson or refund will be offered in case of a teacher cancellation.

### **Materials**

1. The student's family is financially responsible for all lesson materials. If buying any required materials presents financial hardship, contact Ms. Mayers to arrange for assistance from the studio materials fund.
2. Parents/guardians should do everything possible to obtain any recommended materials before the next lesson, to ensure the student is working under optimal conditions.
3. Students are responsible for instrument maintenance (loosening the bow, applying rosin, cleaning the violin daily).
4. Students should bring a designated violin bag to each lesson, containing any books, practice charts, or other materials that they are using.

I, \_\_\_\_\_, have read these policies thoroughly and agree to follow them while I (or my child) am a student in the Salem Suzuki Violin Studio. I understand that these policies are intended to help me (or my child) grow and succeed both musically and personally.

(Student Signature)

(Parent/guardian signature, if student is under 11 years old)