

Carmel Violin Studio Policy for 2012-2013

Miri Chung

1407 Carey Ct. Carmel, IN 46032

(317) 574-7369 (Studio), (630) 550-6644 (Mobile)

carmelviolinstudio.weebly.com

1. STUDENTS RESPONSIBILITIES (Please review this part with the student)

The student agrees to arrive at each lesson promptly, well-prepared, and with all necessary materials. In order to progress satisfactorily, **daily quality practice** is necessary and required. Students should exhibit a willingness to learn during their lessons. If questions arise during the lesson, please ask me questions in order to completely understand the assignment before leaving the studio.

The student's progress is in direct proportion to the quality and regularity of their practice. When considering practice, it is more important to emphasize quality over quantity.

2. PARENTS RESPONSIBILITIES

Parental support is crucial for a child's musical growth. Please provide a violin in good condition, all necessary books, and a quiet, well-lit environment free from interruptions (e.g. siblings, friends, TV, computer or phone). Please be responsible for paying tuition on time, and paying all late fees should they arise.

Parents' Role as "Practice Partners"

To help violin students develop self-discipline and good practice habits, it is critical for parents to help their child prioritize and schedule practice (much like homework). Please help your child set aside a regular time for daily practice.

3. ATTENDANCE

Regular and prompt attendance is required to make appropriate progress. I do understand things do happen and the lesson has to be missed. Please give me 24 hour notice, otherwise no credit will be given. For the missed lesson with proper notification, I will do my best to provide make up lesson. Please be aware, there are times that make up lesson might not be available. In that case, the credit will be given for following month tuition. If I have to cancel the lesson, I'll try my best to provide make up lesson. Otherwise the credit will be given for the following month.

4. PROMPTNESS

- ARRIVAL

Please be prompt. I have reserved a specific time period for your child's lesson. Your child's lesson time will not be extended if you are late. By being prompt, your child will understand that you are committed to his/ her music education.

Please do not enter the studio early; it is a distraction for the teacher and student whose lesson is in progress. One or two minutes prior to your lesson is all that is required to transition from one student to the next.

- DEPARTURE

Please pick up the student on time.

5. PREPAREDNESS

Please bring all the materials that I have requested. If a photo copied music was given during the lesson, please keep them neatly in a folder so that it won't get lost or damaged.

Long fingernails prevent the development of good violin technique and make it impossible to play musically. I might ask students **who arrive to the lesson with fingernails that are too long to trim/file them at the lesson.**

6. WAITING AREA

I have designated the dining room as a waiting area. Parents are welcome to stay during the lesson as long as they can wait in the waiting area. Since the studio is located in my house, please respect the privacy of my family and stay in the waiting area.

7. HOW TO CONTACT

If you would like to contact me for any reason (to ask questions, to cancel the lesson etc.), sending an Email (shinyviolin@yahoo.com) or sending a text (630-550-6644) is the fastest way to reach me. I do check emails and text messages frequently. You can also call the studio directly (317-574-7369), however, I don't answer the phone during the lesson. In that case, you can leave me a message.

8. Tuition

TUITION SCHEDULE:

With the payment of tuition, you reserve your child's individual lesson time during the academic year. Monthly tuition is due in advance, no later than the first scheduled lesson of the month (Checks should be made out to "Miri Chung."). If you know you will be absent on certain week of upcoming month (eg. vacation, family events etc.), please let me know in advance and prorate your monthly tuition accordingly.

LATE FEES:

Prompt payment is essential to make the studio run smoothly and keep the primary focus on teaching music, rather than tracking down payments. A **\$5 per student, per week late fee** will be charged for all payments not received by the first lesson of each month.

OTHER FEES:

It is the responsibility of the parent to purchase your child's violin books. I will write the list of requested books or other materials that can be purchased from area music stores or internet. www.sharmusic.com or www.amazon.com is the most popular place to shop for music books and accessories. On rare occasions, I will purchase a book or necessary materials for your child and you will receive a bill for these items. Additionally, there will be studio recital fee (approximately \$10 - \$20 per student, based on the rental price of a hall) and accompanist fee (for advanced students, Suzuki book 4 and above) which is based on which accompanist the studio or each student hires.

2012-2013 Lesson Tuition:

- 30 minute lesson: \$25
- 45 minute lesson: \$37.50
- 1 hour lesson: \$50

9. STUDIO RECITAL

I'm planning on having the annual studio recital in the beginning of May and student's participation is strongly encouraged. There will be a recital participation fee and accompanist fee if necessary (please read section 8. Tuition under 'Other Fees').

10. TERMINATION AND DISMISSAL

Termination

Students are expected to continue lessons for the full 2012-2013 contract. If, for any reason, you must stop lessons prior to completing the contract, a one-month notice in writing is required. In addition, full payment for the final 30 days of lessons is required. Students are expected to attend the lessons during that period.

Dismissal

Regrettably, I will have to dismiss a student for any of the following reasons:

*Failure to pay tuition on time

*Lack of progress due to repeated insufficient practice or repeated failure to prepare assigned material

*Uncooperative attitude and/or a pattern of disruptive or disrespectful behavior

*Persistent lateness or absences

*Failure to abide by any of the studio policies outlined in this handbook

I have restricted my violin studio to a set number of students and will not continue to teach a student who is not putting forth good effort. Doing so would take the teaching slot of someone who is motivated to learn how to play the violin. A one-month probationary period, with parental notification, will precede a student's dismissal.

Student and Parent Contract

Carmel Violin Studio: 2012-2013 Lesson Policies

With my parent, I have carefully read through and discussed the *2012-2013 Carmel Violin Studio's Policies*. I agree to abide by all studio policies and I will be faithful to do whatever it takes to fulfill the requirements and expectations for weekly practice and lesson preparation.

Student Name _____

Student Signature _____ Date _____

I have carefully read through and have discussed with my child the *2011-2012 Carmel Violin Studio Policies* as well as the information on www.carmelviolinstudio.com and I agree to abide by all studio policies.

Parent Name _____

Parent Signature _____ Date _____

_____ Date _____