



***Appassionato Strings***  
*"Teaching Excellence Through Classical Music."*

# Studio Policy

- Spring 2017 -

**Meghan King**

*Director & Violin Instructor*

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**Summer Term Dates:** July 10, 2016 - September 3, 2016

**Fall Term Dates:** September 4, 2016 - December 17, 2016

**Spring Term Dates:** January 8, 2017 - May 20, 2017

Meghan will **not** be teaching lessons during the following dates:

March 5-11, 2017\*

April 2-8, 2017

\*Conference week.

Student Name: \_\_\_\_\_

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## I. RULES & REGULATIONS

**A. Tuition:** Throughout the **summer** term of **2016**, the student will receive **6** private lessons (duration of **0** hours and **0** minutes), **6** music theory lessons (duration of 15 minutes), and **2** group performance classes (duration of 45 minutes).

**B. Payments:** Lessons will be paid for in advance. No payments for individual lessons are accepted within term beginning and end dates. Invoices will be sent fourteen (14) days prior to the due date; the only exception being the first installment, which will be due at the student's first lesson of each term. If a new student(s) joins AS after the start of a term, the total will be prorated based on the length and number of lessons the student(s) sign-up to take during the remainder of that term (this is the only instance where Meghan will prorate lessons).

**C. Late Fee Policy:** For every week that a payment is late, \$5 will be added to the total.

**D. Accepted Methods of Payment:** Meghan accepts cash, personal checks (made out to "Meghan King"), or select credit or debit cards through *PayPal* via your *Music Teachers Helper* account.

**i. Returned Checks Policy:** The first and second time a check should bounce, Meghan requires the responsible party (aka, "parent/adult student") pay Meghan the amount originally owed, plus a \$25 insufficient funds fee with cash no later than 48 hours after the responsible party is alerted of the bounce. Additionally, Meghan will **no** longer accept checks from responsible party if a second check should bounce.

**E. Refund Policy:** If a parent/adult student is not satisfied with the services Meghan provides, the parent/adult student can terminate the agreement up to the date that the second installment of that term is due; additionally, 75% of their first installment will be refunded once Meghan has been notified. **However, once the second or subsequent installments have been paid, the parent/adult student is fully responsible for paying the remaining installments, regardless of lesson attendance.**

**F. Termination Policy:** Meghan reserves the right to terminate lessons with a student, at anytime, without providing reason.

**G. Discontinuing Lessons:** If a student decides to discontinue lessons, Meghan needs at least **thirty (30) days** notice **before** the beginning of the next term.

**H. Make-Up Lessons Policy:** Make-up lessons are limited to **one** during summer terms, **two** during fall terms, and **three** during spring terms; make-up lessons may not be "carried over" from one semester to another. **Make-up lessons will be given at no additional charge, provided that 24 hours' advance notice is given that a lesson will be missed;** if less than 24 hours' notice is provided, then a make-up lesson will only be given at the discretion of the teacher and only with an acceptable excuse from the client (e.g. medical emergency or illness). **Please do not attend if you or your child is ill as**

this can have serious repercussions for Meghan and other students; during those times when your child is ill, please take advantage of the make-up lesson times Meghan has provided for that term. Make-up lessons will be given only at times and dates within the teacher's normal teaching schedule or can be arranged at any mutually agreeable time. A make-up lesson will be considered to have been given if the student misses the scheduled first make-up lesson for any reason. **If a student is late to a lesson, Meghan is not obligated to teach the student longer to make up for time missed. All private lessons canceled/missed by Meghan, for whatever reason, will be made up; if Meghan is unable to find a mutually agreeable time to make-up said lessons within the current term, Meghan will refund the student's account for said lessons.**

**I. Punctuality:** Please arrive 5-10 minutes early to allow time for unpacking, instrument preparation and tuning. **If you, and/or your child, will be more than 5 minutes late to lesson, please call or text Meghan to let her know what time you anticipate you, and/or your child, will arrive.**

**J. Lesson Location:** ALL lessons will take place at Meghan's studio. Meghan does not offer lessons at student's homes.

**i. Parking:** Please park in the "visitors parking" spots across from building no. 9.

**K. Music Teacher's Helper Account:** Each parent/adult student is required to have a *Music Teacher's Helper* account through the *Appassionato Strings* website. In order to create your account, please visit: [appassionatostrings.musicteachershelper.com/registration](http://appassionatostrings.musicteachershelper.com/registration). Once you complete and submit the registration form, your account will be created! To access your account, simply go to the *Appassionato Strings* homepage, scroll over the "Contact" tab and choose the "Music Teacher's Helper Login" page from the drop down menu. You will then be redirected to the "Studio Login" page. Lastly, type in the username and password you chose when creating your account in the appropriate boxes, and click the "Login" button. *Music Teacher's Helper* is a magnificent tool that includes a calendar, a practice log, invoicing and much more! You can even pay your tuition fees through your *Music Teacher's Helper* account!

**L. Ages Accepted:** 4 to adult.

## II. EXPECTATIONS

**A. Lesson Procedure:** Dr. Suzuki emphasized showing respect—to yourself, to your parents and teachers, as well as to your friends and neighbors; therefore, Meghan begins and ends each lesson with her and the student and/or parent bowing to each other in order to show respect and trust to one another. Next, the student and/or parent will play and

Meghan will praise improvements and critique those areas that need attentive practice. Meghan focuses on the intricate details of violin playing, as well as the fundamentals; these include: posture, tone, intonation, musicality, rhythm, etc. Since integrating the Suzuki Method into American culture, one of the primary criticisms has been the lack of music theory education, especially teaching students to read music; in contrast, Meghan prioritizes music theory education for her students. Meghan integrates music theory elements, such as note reading, rhythmic structure and musical terms into music theory lesson times, so that each student can become a well-rounded musician. Lastly, Meghan will give the student and/or parent a practice chart to complete during the week in order to track the student and/or parent's progress.

### **B. Lessons Rules:**

1. The parent or student is required to bring a notebook to each lesson. This notebook is to be filled with notes to guide home practice. Tablets or phones can be used in place of a notebook.
2. Parents that are a part of lesson time are required to focus on their child during the lesson, so that they can be better home teachers; therefore, all electronic devices should be in "silent" mode. If you are a parent and must answer a phone call, please leave the room quietly and be as discreet as possible. Electronic devices should **only** be used to take notes during the lesson times, unless there is an emergency. Additionally, if parents have questions, please contact Meghan at a **separate** time. Feel free to make an appointment with Meghan via phone or e-mail. Conferences (For more info: **See Point C, Section 3**) are also an **excellent** time to bring any questions/concerns to Meghan's attention. Parents, please **refrain** from bringing any concerns regarding your child's progress during the lesson time.
3. Students will keep their nails trimmed.
4. Students will not chew gum during their lessons.
5. If siblings must attend lessons, they should **not** be a distraction to the student. Therefore, they are encouraged to bring a book, homework, or quiet toys. Also, siblings should not enter Meghan's studio room unless invited. If Meghan feels that siblings or guests are distracting, she reserves the right to end the lesson **without a refund or make-up lesson**.

### **C. Adult Student & Parent Requirements**

1. **Parental Involvement:** For students 12 and under, a parent or guardian **must** attend lessons. Parents have a special and important role as the "home-teacher" and big part of your child's "musical team." If a student is above the age of 12, parental involvement is strongly encouraged. Parents whose children begin lessons at 12 years old or younger are strongly encouraged to study along with their child for at least one year.
2. **SAA Membership: All parents and adult students are strongly encouraged to join the Suzuki Association of the Americas (SAA).** Meghan recommends students/parents purchase the *Associate Membership*, which includes a subscription

to the American Suzuki Journal; the cost is \$38 annually. To learn more, visit: [suzukiassociation.org/about/membership](http://suzukiassociation.org/about/membership).

**3. Conferences:** Conferences are 30-minute meetings that are included in the tuition fee, which take place once per term in order to discuss the student's progress. Conferences are an opportune time for Meghan to express her thoughts or concerns, and for the parent or adult student to ask questions and/or express thoughts or concerns. Parents of those students who are 12 years old or younger must attend conferences at a separate time than their child's lesson. For students who are 13 to 18 years old, Meghan will have a conference with the student **and** parent; and it may not be attached to their lesson time. Adult students will schedule a time with Meghan to have their conference and it may or may not be held in conjunction with their lesson time. Conferences will typically take place in the middle of the term; please contact Meghan for more details regarding when conferences will take place during your current term.

**4. Required Reading—"Nurtured By Love:"** For parents whose child or children are just beginning violin lessons, Meghan requires them to read "Nurtured By Love" by Dr. Suzuki. This book is a quick, but vital read that tells the story behind Dr. Suzuki's journey to developing his Method, and is an essential part of yours and your child's introduction to the Suzuki Method. You can purchase the book or you can check-out a copy from the *Appassionato Strings Library* (contingent on availability).

#### **D. Student Requirements**

**1. Practice Log:** Students who have studied violin for five years or more can opt out of filling out a practice chart by completing a weekly practice log. Students who complete practice logs are required to bring the log to lesson each week, just as they would with a practice chart, so that Meghan can review their progress, habits, etc. Additionally, Meghan requires that the student keep all practice logs in a binder or notebook (especially helpful for mid-term conferences). Students can download/print practice log sheets on the *Appassionato Strings* studio website at the following link: [appassionatostrings.com/resources](http://appassionatostrings.com/resources).

**2. Listening:** Recommended amount of Suzuki CD listening is 1-3 hours a day. Listening to other classical works is also highly recommended.

**3. Lesson Checklist:** Please make sure you or your child have the following items when attending lessons:

- Instrument—bow, violin and shoulder rest or sponge
- Suzuki Books/Music
- I Can Read Music/Theory Books
- Rosin
- Extra set of strings

- Cleaning cloth
- Notebook for lesson notes
- Practice chart or practice log
- Pencil
- Metronome/Tuner (Recommended: Korg TM-40 Digital Tuner/Metronome Combo)
- Appassionato Strings* Folder

#### 4. Required Student Activities:

**a. Music Theory Lessons:** Music theory lessons will take place at the *Appassionato Strings* Studio. Fall terms include 11 music theory lessons, spring terms include 14, and summer terms include 5. Music theory lessons will take place immediately following the student's private violin lesson and will be **15 minutes** in length. If a music theory lesson is canceled, it will be rescheduled at Meghan's discretion.

**b. Group Performance Classes:** Group Performance Classes (GPC's) will take place **once per month** during the fall, spring and summer term dates, and will be **45 minutes** in length. **All** GPC's are **HIGHLY RECOMMENDED** for students of all levels. GPC's create the unique opportunity for students to play together; each GPC will include learning new violin playing techniques, learning to play in a group and how to lead a group, as well as, learning fun music games/songs. The location, dates and times for GPC's will be announced via e-mail and on the *Appassionato Strings* website homepage: [appassionatostrings.com](http://appassionatostrings.com). Additionally, students will receive an e-mail two weeks prior to each GPC; parents/students can RSVP through said e-mail.

**c. Studio Recital:** **ALL** students will perform on the *Appassionato Strings* Studio Recital, which will typically take place during the second to last week of the fall & spring terms; if you or your child can not attend, please contact Meghan **as soon as possible**. The recital date, time and location will be announced via e-mail/studio website at least one month before the recital date.

**e. Listening Report Form (LRF):** Students must attend at least one classical concert or a concert in which the student can see a violinist playing per fall & spring terms; students can show proof of their attendance by attaching a program or ticket from the performance with their completed LRF. New students will receive a copy of the LRF in their *Appassionato Strings* Welcome Packet. To download a copy of the LRF, visit: [appassionatostrings.com/resources](http://appassionatostrings.com/resources).

**Listening Report Forms will be due at the student's last lesson of the fall and spring terms.**

**f. Practice Challenges:** Each term, students will have an opportunity to win a practice challenge, in which they are given the difficult task of

practicing in some form every day. Students must keep within the parameters Meghan outlines and the winners will be presented a trophy and a small prize at the next recital!

**6. Renting/Buying Instruments & Purchasing Music Supplies: Tuition does not include instruments or any music supplies; parents/adult students are responsible for purchasing and/or renting their own instruments and music supplies.** There are a number of music/violin shops that rent out violins, including a companion case, rosin, cleaning cloth, etc. When in doubt, ask Meghan before you spend any money. Meghan recommends several music stores and websites to purchase music and supplies from; their contact information is included in your welcome packet and can also be found at: [appassionatostrings.com/resources](http://appassionatostrings.com/resources).

### III. AUTHORIZATION

**By signing below, I agree to abide by all rules, regulations, requirements and policies, including the *Late Fee Policy*, stated in the above *Appassionato Strings Studio Policy*.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

**or**

Adult Student Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Meghan King Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_