

Ina Strings Studio Violin and Viola Lessons Studio Policy Fall Semester 2019–2020

Ina Strings Studio provides private instruction in violin and viola during spring, summer, and fall semesters.

Lesson Locations

- Lessons take place at my home studio on Richard St or at the Lakeview Moravian Community Church. Both locations are in the Eastmorland neighborhood on the east side of Madison.

Lesson Scheduling

- Lessons take place weekly at the same day and time each week.

Studio Etiquette

- Please be on time for your lesson, but arrive no earlier than 5 minutes before your scheduled time.
- The lesson will finish at the scheduled time, regardless of whether you arrive late.
- Parking is on the street only. Do not park in or block the driveway.
- Hands must be washed and fingernails kept trimmed.
- No food, drinks, or gum are allowed in the studio.
- Please remove shoes in the studio; there is a shoe rack for your convenience. You may bring slippers or wear socks (no bare feet!). It's important to keep the area clean, since some lessons involve sitting on the floor with children.
- Children are to be supervised at all times — never leave a child unattended, as the space is not childproof.
- Young siblings are welcome in the studio as long as they are quiet or have activities that do not distract from the lesson.
- During the lesson, please set all electronic devices to silent and put them away. There is an exception if I suggest using a phone or tablet to make a practice video. Texting, using social media, or receiving calls during lessons are distracting and minimize the lesson's effectiveness.

Student Responsibilities

- Students must come prepared for each lesson.
- Please commit to practicing every day. The lesson is important for learning what to practice; the actual learning takes place during practice time. This is why practicing daily is critical for development and motivation. Studies prove that it is better to practice even a little every day rather than doing just one or two long practices a week.
- Students are expected to perform at the spring and fall semester Studio Recitals. Recital dates are announced at the beginning of each semester; please make sure you save the date.

Parent Responsibilities

- If a child is under 10 years old, parents are required to sit in each lesson and to be active in the student's home practice sessions.
- It's important to encourage your child to practice regularly. A student's progress is directly proportionate to the parents' commitment and involvement.

Teacher Responsibilities

- I will provide lessons tailored to the needs of the student.
- I will provide the student with performance opportunities.
- If I must cancel a lesson (due to illness, professional performance engagements, personal emergency, etc.), I will reschedule the lesson to best accommodate everyone's schedule (teacher, parent & student). If rescheduling isn't possible, the student will receive a credit toward the next month's tuition.
- **Note:** For the purposes of effective instruction, on occasion I may need to briefly touch the student's head, shoulders, arms, and/or hands.

Missed Lessons

- If a student cancels or does not attend a scheduled lesson, there are no refunds, credits, or make-up sessions. Though regrettable, this policy is common with teachers nationwide and is necessary given the constraints of scheduling and other students' lesson times.
- **Note:** Any scheduling conflict notifications must be made by email only. *No text messages please!*
- **Note:** There are options if schedule conflicts occur (due to illness, weather, doctor appointments, school concerts, sports practice/meets/tournaments, family vacations):
 - You may have a Skype/Facetime lesson if you're unable to attend in person.
 - You may switch lesson slots with another student, as long as the lessons are of the same length and you confirm the date and location with me and the other student.
 - Parents may come in place of their child for a parent/teacher conference. I welcome this anytime!
- Please do not come to the studio if you are sick! If a student is too sick to go to school or work, they're too sick to have a lesson. In such cases, I will offer a Skype/Facetime lesson during the normal lesson time.

Inclement Weather

- If inclement weather occurs the night before or the day of the lesson, I will contact students / parents by 11am to confirm if the lesson will be held in person.
 - If a lesson is canceled, it will either be rescheduled or credited to the next month.

Fees

- By signing up, students agree to attend lessons for the full semester.
- Tuition for the semester is paid on a monthly basis.
 - Tuition for the first month is due upon signing up for the semester.
- Payment is due by the first lesson of each month. Invoices are emailed no later than 7 days before the beginning of the month.
 - A \$10 late fee applies if tuition is received after the first lesson of the month.
- Payments may be made in cash or by check (payable to Ina Georgieva).
 - A \$25 insufficient funds fee applies to returned checks.
- For the Studio Recital, there is a \$25 fee for hall rental and accompanist. This fee is due 60 days before the recital date.
- Terminating lessons during the semester requires 30-day written notice via email.

Communication and Conferences

- Open communication is strongly encouraged and appreciated between the student, parent, and teacher. If you ever have any questions or concerns, don't hesitate to let me know.
 - For parents with a child taking lessons, please send an email; I will respond promptly by email or phone, as appropriate. It is not advisable to raise concerns in front of your child, especially during a lesson.
- Parent/teacher conferences may be held in lieu of a lesson, or as part of a lesson, at any time during the semester. This is an opportunity for both the parent and teacher to communicate their respective visions for the student and discuss progress toward achieving this vision.
- You may reach me at ina.musicteacher@gmail.com or 608.571.9616.

By signing this policy, I acknowledge that I have read and agree to the Ina Strings Studio policy terms.

Student or Parent/Guardian* (print name)	Ina Georgieva
Signature	Ina Strings Studio
Date	Signature
Date	Date

**A parent or guardian is required to sign for students under 18 years of age.*

Student Profile

This information will be kept confidential and will be used only for contact, scheduling, and billing purposes.

Student

Name: _____

Age: _____ Instrument: _____

Grade: _____ School: _____

Please list any other music activities or programs in which you participate (orchestra, WYSO, chamber music, etc):

Lessons

Preferred day / time: _____

Preferred duration: 30 min 45 min 60 min

Experience (number of years playing): _____

Name of previous teacher (if transfer student): _____

Contact Information

Parent / Guardian Name: _____

Phone (home): _____ Phone (mobile): _____

Email: _____

Address: _____

Additional Notes

