

## Ina Strings Studio Violin and Viola Lessons Studio Policy

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

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### Lesson Locations

- Lessons take place in my home studio at 3646 Richard St, Madison, WI 53714.

### Lesson Scheduling

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

### Studio Etiquette

- Please be on time for your lesson—however, please do not arrive earlier than 5 minutes before your scheduled time. (Lessons are scheduled back-to-back; arriving too early can disrupt the lesson taking place before yours.)
- The lesson will finish at the scheduled time, regardless of whether you arrive late.
- Park 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 with children involve sitting on the floor.
- Young siblings are welcome in the studio as long as they are quiet or have activities that do not distract the student and parent from the lesson.
- Children are to be supervised at all times—never leave a child unattended, as the space is not childproof.
- During the lesson, please set all electronic devices to silent and put them away. Texting, using social media, or receiving calls during lessons are distracting and minimize the lesson's effectiveness.
- I may suggest using a phone or tablet to make a practice video to use between lessons. Practice videos are for your personal use only, and should not be shared or posted online.
- 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, notify me in advance; I will offer an online (FaceTime/Skype/Zoom) lesson during the normal lesson time.

### Student Responsibilities

- Students must be 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.
- I do allow one make-up lesson per semester. **At least 24 hours advance notice prior to the lesson time is required.** Note that the make-up lesson may be online (FaceTime/Skype/Zoom)—as my schedule is very full, I cannot guarantee an in-person make-up lesson.

**Inclement Weather**

- If school is canceled due to inclement weather, lessons will be online (FaceTime/Skype/Zoom) for that day.

**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 each 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.
- The Studio Recital includes a hall rental fee and an accompanist fee. The fees may vary from one semester to the next, but are typically no more than \$30 total. I will notify you of each fee no later than 60 days before the recital date.

**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 email me ([ina.musicteacher@gmail.com](mailto:ina.musicteacher@gmail.com)). 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.
- Lessons are scheduled between 1–8p during the week. As such, during this time I cannot answer the phone or respond to texts.

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: \_\_\_\_\_

During the school year, do you plan to take part in any of the following? (Select all that apply)

<input type="checkbox"/>	Chamber Music
<input type="checkbox"/>	College Auditions
<input type="checkbox"/>	Federation Festival

<input type="checkbox"/>	School Orchestra
<input type="checkbox"/>	Solo & Ensemble
<input type="checkbox"/>	Suzuki Group Classes

<input type="checkbox"/>	WYSO Auditions
<input type="checkbox"/>	Other (please specify):

#### Contact Information

Parent / Guardian: \_\_\_\_\_

Phone (home): \_\_\_\_\_ Phone (mobile): \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

#### Additional Notes

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