



## *Violin Studio Policies*

*Hello! I'm so glad that you are thinking of joining my studio. Here are some of my policies that I ask families to follow.*

### **Parents:**

#### **Parents as practice partners:**

Families who study with me should designate one practice partner (usually one parent, but sometimes a babysitter or grandparent) to bring the student to lesson, take diligent notes during the lesson, ask questions at appropriate times during the lesson, daily play the recording for the student, and daily practice each day with the student at home. Unless a student has been approved to practice on their own, a parent or practice partner should be present during lessons, group classes, and practices at all times. Please prepare for your child's lesson by silencing your phone. **Please do not check your phone or answer calls during lessons.**

#### **Parent Education:**

To prepare parents to help their children along this musical journey, I offer two 45 minute parent education lessons (parents only, please arrange child care). These lessons are required for families who are new to the violin and heavily encouraged for transfer students. The total cost of my parent education program is \$80.

#### **Being Late:**

To get the most out of your lessons with me, I recommend that you arrive 5 minutes early to set up. Please come in quietly so you do not disturb the lesson before you. If you are late to a lesson, I **will not** be able to make up the lost time by pushing the lesson later. There will be no refunds or make-ups for late lessons. Please text me if you are going to be late so I can know to wait for you. **If a student is more than 15 minutes late to a lesson without notification (and the parents are unresponsive to calls, texts, or emails), I will consider that lesson a forfeited lesson and will reserve the right to leave early after 15 minutes.** If I am more than 15 minutes late to a lesson or if I cancel a lesson, I will give you a makeup lesson.

#### **Missed Lessons:**

**I do not offer refunds, lesson credit, or make up lessons under any circumstances.**

**Rescheduling lessons are not permitted.** When a student needs to miss a lesson due to any reason (sickness, late, family emergency, vacation etc.) your following options are:

1. Ask another family in the studio to switch spots for the week (don't forget to notify me).
2. Forfeit the lesson.

**CORONAVIRUS:** At the moment, all lessons are being conducted exclusively online over Skype, Zoom or Facetime. Please expect lessons to be held online for the entire semester. I will be reevaluating the situation from month to month. If there is a significant change enough to warrant an amendment to this, parents will be notified via email.

**Performances:** Mandatory student recitals happen twice a year. Even if your student is not ready to perform, they are still required to attend the recital. Please plan to stay for the entire recital to celebrate your and other student's success. I will be monitoring the coronavirus situation - if necessary our winter recital will also be held online over zoom.

**Fall Workshop:** Every fall, I invite a special masterclass teacher to teach a Suzuki workshop for my students. This workshop is mandatory for all students. It includes one masterclass with the teacher. This year's workshop will be held over zoom. I have invited April Losey to teach our Suzuki workshop this fall. The date of the workshop is September 27th, 2020. Please save the date.

**Charter Schools:** I am a listed vendor with Sage Oak and Inspire Charter Schools.

**Lesson Fee:** At each trial lesson, I will recommend a lesson length for your child. Here are the lesson rates for each lesson length available. There is one week of vacation that I will be taking - I don't have a date for it yet.

Lesson Amount	Annual	Semester	Monthly (10)
30 Mins	\$1360	\$680	\$151
45 Mins	\$1915	\$957.50	\$212

**Important Dates:**

**Beginning of the semester: 8/2/2020**

**Fall Workshop: 9/27/2020**

**Thanksgiving Break: 11/22/20 - 11/27/20**

**End of semester: 12/20/2020**

**Teacher Vacation: One week TBA**

**Payment:**

Families have the option of paying annually, bi-annually, or monthly. There are no sibling discounts available. The due dates for each payments are as listed.

- Annual - Pay in full by August 5th, 2019
- Bi-Annual - Payment 1: August 5th, 2019; Payment 2: January 4th, 2020.
- Monthly - **Payments must be submitted by the first lesson of each month.**

Payments can be made with cash or personal checks addressed to "Joycelyn Choo". I also accept electronic Zelle transfers to my email [Joycelyn.a.choo@gmail.com](mailto:Joycelyn.a.choo@gmail.com). **Please do NOT write a check out to "Joycelyn Choo Violin Studio".** I will be sending out a billing statement the week

before tuition is due. If I do not receive the payment or notification of the payment by midnight of the due date, the payment is considered late. If a payment is turned in late, families are financially responsible for a \$20 late fee. If a family has turned in late payments more than 4 times then the late fee increases to \$30.

**Instruments:**

Picking the right instrument is absolutely crucial to your child's success with the violin. If you do not already have a violin, please do not select one without me. I understand that some families are under a budget. If such is the case, I will work with your family to find the right violin at the right price.

**Communication:**

Parents, if you have any questions or concerns about your child, please feel free to email or text me to have a private conversation. Please **do not call me** unless it is an emergency or we had a previously scheduled phone conversation. I will be sure to respond to texts and emails within 48 hours. When applicable, please let me know of anything (family situation) that may hinder your child's progress.

**Students:****Fingernails:**

If a student comes to a lesson with long fingernails, they will be charged 10 cents for every nail that is too long. The money will be added to the "tip jar". Occasionally, I will give opportunities for my students to win the money in the tip jar.

**Listening:**

Listen to the full recording of your suzuki book at least once a day, EVERY DAY. Listening propels progress forward and is essential to a violinist's development.

**Practicing:**

I would like all students in my studio to practice 7 days a week with their practice partner. If a student shows consistent lack of practice, they will be placed on probation. If they continue to come unprepared to lessons due to lack of practice, they will be excused from a lesson (the cost of that lesson will also be forfeited). After the first excusal, if they continue to come unprepared to lessons, I will invite them to join a different studio.