

Fall/Winter Semester 2013

Miller Violin Studio Policies and Procedures

Fall is here and I am so excited! To get organized and to make sure we are all on the same page I ask that all parents read through this paper as well as the information on the studio website, millerviolinstudio.com, under "Studio" and "Teaching Philosophy" and return the enclosed contract by September 15, 2013.

Calendars: All families should have a copy of the **Semester Schedule** (included in this packet). This has all Group Lessons, Recitals, and Non-Teaching days marked. Please put groups and recitals on your family calendar now so that it is easy to remember when they are. A **monthly calendar** will be emailed at the beginning of each month.

Scheduling/Rescheduling: In the event that you need to move your child's lesson, please use the monthly calendar and the **Trade List** to swap lesson times. By accommodating someone else's lesson conflict they might be willing to accommodate your own future conflicts. Keep in mind lesson length when swapping. **Please do this as far in advance as possible. Missed lessons are not rescheduled or made-up** and Make-up lessons (for excused absences only) are not carried over from semester to semester. If circumstances arise in which you need to leave the studio, I require one month's notice.

Sickness/Snow Days: If you are sick, do not come to my house. If you do not go to school you should not come to a lesson. One sick day and one snow day will be made up each semester.

Fingernails: Students need to have short fingernails. If they are long we will need to take out of the lesson to clip them.

Tuition: Tuition is a **semester fee** that includes all private lessons, group lessons, and recitals. This fee can be divided into monthly payments or can be submitted all at once. **Tuition is due by the 5th of the month.** After the 5th a late fee of \$15 will be assessed. Please make checks payable to Elisabeth Miller and place in the envelope on the Studio bulletin board or mail to 17 Oxford Ave #2 Belmont, MA 02478. For more information on what is covered by tuition visit millerviolinstudio.com.

Materials: Every student has specific materials s/he needs to bring to every lesson. These include his/her music, notebook, instrument (violins only), flashcards, and any other practice tool I have asked them to use. The easiest way to ensure everything makes it to his/her lesson is to have a music bag in which everything is kept for easy access.

Notes: **Notes should be taken at every lesson**, either by me or by a parent. I am happy to do it but it slows down the pace of the lesson and often what I write does not make sense once it gets home. Some parents find that **recording** key portions of the lesson is helpful and I recommend it.

Listening: All violin students need to spend time listening to their cd every day. **EVERY DAY.**

House Rules: Remove your shoes when you come in and wash your hands. Get your violin ready while I finish the lesson before you. Turn off cell phones. Don't wander around my house but stay in the public areas. And no feet on the couch.

**I don't answer the phone while I am teaching.
Feel free to send a text, an email or leave a message.**

17 Oxford Ave. #2 Belmont, MA 02478 • (home) 617.489.3790 • (cell) 801.558.8562

Fall Semester 2013 Contract and Info Sheet

I try very hard to run a professional studio and have policies and procedures so I can spend more time working with your children and less time worrying about paperwork and “housekeeping.”

By joining/participating in the Miller Violin Studio you are agreeing to follow the policies outlined in these documents (*Fall Semester 2013 Policies and Procedures* and *millerviolinstudio.com* content).

Name: _____ Date: _____

New Student/Family Info Sheet

(fill out one per family)

Student(s) Name(s): _____

Parent(s) Name(s): _____

Home Phone Number: _____

Cell Phone Number(s): _____

E-mail Address(es): _____

Street Address: _____

Student's Birthday (w/year): _____

Other: (allergies, etc) _____