

Fall/Winter Semester 2014

Miller Violin Studio Policies and Procedures

I love the energy that comes with Fall and going back to school. To update yourself on all Studio Policy and Procedure changes please read through this paper as well as the information on the studio website, millerviolinstudio.com, under “Studio” and “Teaching Philosophy.” The enclosed contract needs to be returned by September 15th, 2014.

Calendars: All families should have a copy of the Semester **Schedule**. This has all Group Lessons, Recitals, and Non-Teaching days marked. Please copy all studio events to your family calendar now. 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 times with another student. By accommodating someone else’s lesson conflict they might be more willing to accommodate your own future conflicts. Keep in mind lesson length when swapping. **Please do this far in advance. Missed lessons cannot be rescheduled or made-up** and any make-up lessons (for excused absences) 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. If there is a flu bug at your house, use judgment before sending a sibling. One sick day and one snow day will be made up each semester.

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. Chronic late payment will result in dismissal from the studio. Please make checks payable to **Elisabeth Miller** and place them in the envelope on the Studio bulletin board or mail them to 160 Palmer Street Arlington, MA 02474.

Practice: Students are expected to practice daily, replicating what was done at the lesson. Practice time should mirror the length of his/her lesson, except for beginning Twinklers—they are the only exception.

Materials: Every student has specific materials s/he needs to bring to every lesson. I do not own copies of all the music s/he is playing! 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. I often write **what** I want a student to practice but parents are responsible to take any additional notes on **how** and **why** s/he is supposed to practice it. Some parents find **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!**

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

House Rules: Remove your shoes when you come in and wash your hands. Get your violin/music ready while I finish the lesson before you. **TURN OFF CELL PHONES.** Don’t wander around my house but stay in the public areas. Please don’t bring food or drink to lessons. We’ve had some nasty spills lately and Claire might try to steal your food...And remember, the couch is for bums not feet.

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

160 Palmer St. Arlington, MA 02478 • (home) 781.646.3257 • (cell) 801.558.8562

Fall/Winter Semester 2014
Miller Violin Studio Contract and Info Sheet

By joining/participating in the Miller Violin Studio you are agreeing to follow the policies outlined in the Fall/Winter Semester 2014 Policies and Procedures and all millerviolinstudio.com content.

Name: _____ Date: _____

New Student/Family Info Sheet

Fill out one per family.
If your info has not changed, you do not need to fill out another form.

Student (s) Name (s): _____

Parent(s) Name(s): _____

Home Phone Number: _____

Cell Phone Number(s): _____

E-mail Address(es): _____

Street Address: _____

Student's Birthday(s): _____

Other: (allergies, nicknames, etc.) _____