

Westminster Suzuki Strings
Studio Policy 2022-2023
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Rules & Procedures:

- No perfume, body spray, scented body products.
- No shoes in the studio.
- No food in the studio. Reusable containers with lids are welcome.
- Hands are washed at the start of each lesson.
- Fingernails must be kept clean & short—long nails and violin are not compatible.

Schedule: Program meets twice per week

Individual lessons are held Monday, Tuesday and Thursday starting at 10:30am and ending by 7:30pm. Individual lessons held in the studio. **Group classes** are held on Wednesdays at the church. We are a year-round program, however there are breaks throughout the year. The studio is closed for all federal holidays with a break each quarter. **Regular participation in all studio events required to hold your place in the program:** lessons, group, classes and graduation concerts. When enrolling, parents agree to not schedule other events or enroll in additional activities that conflict with our group classes and concert schedule.

Tuition

Tuition covers weekly lessons & group classes, two graduation concerts per year and all materials required for lessons (except violin rental payments and digital Suzuki recordings). Tuition is not collected for holidays and breaks. Tuition is calculated for the year and then divided into equal payments. Therefore, the amount will be the same for each payment regardless of the number of lessons in the quarter—think subscription based.

Tuition will not be refunded for any reason, including early withdrawal before or after term begins. **Tuition is collected quarterly and is due August 15th, November 15th, February 15th and May 15th.** If payment is not made by the 22nd of the month a 5% late fee is charged and instruction maybe withheld until payment is received. **Payment method accepted:** Check, PayPal and cash. **Monthly payment options** are available via autopay with credit card on file (no check/cash). Small transaction fee for electronic payments. Give 30 days notice to you wish to terminate lessons to avoid invoicing for the upcoming quarter.

Tuition fees are billed per quarter (for 3 months): 30 minute lessons: \$375. 45 minute lessons: \$579. 60 minute lessons: \$ 750. Tuition fees may increase each fall.

All children should have access to high quality education regardless of income and social status. Therefore, I aim to make tuition fees affordable and equitable. If you are not able to afford tuition as quoted, or if your circumstances change, please reach out to complete an application for reduced tuition fees.

Families who take a break from lessons will be charged a \$70 re-enrollment fee, in addition to regular tuition, when returning to lessons. If you would like to change to an **earlier individual lesson time during the summer**- you can hold your after school lesson time with a deposit. Deposit is one month's tuition due by June 1st. Deposit will be applied to Fall/September tuition. Deposit is non-refundable. If you choose not to hold your after school lesson time, it will become available to other families.

Missing Lessons:

Cancel through My Music Staff. You will receive a make-up credit. You can use this credit to reschedule through MMS. 4 Make-up lessons offered during the studio year (sept-Aug); additional makeups are rarely offered. Make-up credits expire after 90 days. Canceled Makeups are not be rescheduled. No make-ups for missed group classes. In the extremely rare event that I need to cancel an individual lesson, I will reschedule. If I'm not feeling well but still able to teach, lessons will be held virtually. Lessons will not be extended if family is running late; missed time due to tardiness is not made up.

Weather Policy

If CCPS are closed, classes are held virtually at the regularly scheduled time. If schools are closing early and/or after school activities are canceled, classes are held virtually. If schools are opening with a delay, classes will be held in the studio as usual. If school is closed/closing early group class will be held on ZOOM.

Illness Policy

Stay home if anyone in the family is sick. Anyone arriving symptomatic (coughing, sneezing, etc) will be sent home immediately without option for make-up or refund. Lessons are held virtually if any party is sick. You may cancel the lesson in My Music Staff and opt for a make-up if too ill for a virtual lesson. Tutorial videos can be found on the My Music Staff website page.

Violin & Materials:

All materials required for lessons are provided except the violin and digital versions of Suzuki recordings. Do not get a violin before you begin lessons. Violins must be approved by Sensei, for the correct size and proper set up. Adult will need a full sized violin for the first few months of study. Children begin on box violins and switch to a real violin when readiness is demonstrated.

Practice & Listening

Families are expected to listen to the recordings and practice 4-6 days per week in this program. 4-6 days includes your lesson and group class days. Less than 4 days of practice per week will not result in progress. While families are not dismissed for lack of practice, exceptions will not be made for the natural consequences that occur from lack of practice. Such as failing to graduate or feeling uncomfortable if not able to keep up during group classes.

Performances

Two group Graduation concerts are held each studio year in October and April. As performance is a key pillar in music education, all families are expected to participate. Smaller performance opportunities are held throughout the year and are optional. Advancing students will give 3 solo recitals at various points of the Suzuki journey.

Contact

All lesson cancelation and registration should be completed through My Music Staff. Feel free to reach out via text, phone and email for other matters. I don't take messages over the weekend, during breaks or while teaching.

Liability Waiver & Media Release

By participating in studio events you acknowledge and agree to the liability waiver and media release. I agree not to hold Glenda Walsh Crouse/Westminster Suzuki Strings and its representatives responsible for injuries or accidents in connection with Westminster Suzuki Strings practices or performances on or off-site. I understand that photos and other media of my child maybe posted on social media to share with the studio community and/or for marketing purposes.

Dismissal

When behavior is disrespectful and/or dangerous families will be dismissed from the studio. No portion of tuition will be refunded if dismissed. Immediate dismissal will occur if behavior is dangerous or abusive. Examples of behavior resulting in immediate dismissal include: bullying, physical harm to others, destruction of property or violent use of property, possession of illicit drugs/paraphernalia; weapons. Racial or cultural slurs and other abusive/foul language. For entering into any private areas of my home or backyard and failure to follow COVID and illness policies. Families will be held financially responsible for damages to property.

Referral Program

If you refer a family to the studio and they enroll in lessons, you receive a free lesson!

Social Media

Families are welcome to follow studio social media accounts. I post schedule information, General reminders, practice tips, parent education videos and share photo/video from lessons. As a policy, I don't send/accept friend requests or follow families back. I don't check messages on social media-it's better to contact me via phone or email. If you'd like to follow my personal practice videos or my work as a Clinical Musician follow me on Instagram. See the studio policy page for social media links.

By signing below, we acknowledge current studio policy and agree to everything listed above. If any questions arise, all parties will communicate with one another in order to resolve any problems and work hard to become polished violinists.

Parent/Adult acknowledges all required events and will not schedule other activities to conflict with studio classes and performances. Our studio calendar is released well in advance to avoid scheduling conflicts. It's expected that families will prioritize studio events over other activities. Sensei acknowledges your commitment-- Thank You!

Signature of Parent/Adult

Date

Glenda-Sensei

Date