

ARLETTE TOWNSEND'S STUDIO POLICIES



Private Lessons

General House Rules:

1. Please remove your shoes before quietly entering the home, and place them on the shoe rack.
2. Do not bring food, candy (including gum) or beverages to your lesson. Water will be permitted, however, it must be in a closed container to prevent spilling.
3. Encourage children to wash their hands prior to the lesson to keep instruments clean.
4. Please be careful not to break or destroy anything in or around the property, as financial compensation will be expected in the event of an accident.
5. For safety reasons, please make sure the front door is locked at all times.

Supervision:

1. Students must be supervised by their parent or guardian **AT ALL TIMES!**
2. Students should **NEVER** be left alone to play outside or wander around the rest of the house (The only rooms to be used are the waiting room, teaching studio and bathroom).
3. Siblings are welcome, provided that they are able to entertain themselves quietly.

Payment of Tuition:

1. Tuition is due by the first of each month and is based on a four (4) week month (NOTE: Regular holidays are taken at Thanksgiving, Christmas and Spring Break.). Some months contain five weeks and will be considered make-ups for these holidays.
2. In the event that a holiday falls on a Monday, lessons will be taught as usual. (This includes, but is not limited to Memorial Day, Labor Day, Martin Luther King Day, and President's Day).
3. Rate increases occur each September.
4. If you anticipate that you will be away for the first lesson of the month, it is crucial that you make arrangements beforehand regarding your tuition.
5. Excessive tardiness in paying tuition may result in a late fee, or in extreme cases, lessons may be terminated. If either the teacher or student terminates lessons, no refunds will be given.

Make-Up Lessons:

1. Due to the large number of students scheduled weekly, make-up lessons (or credits) can be guaranteed **ONLY** if the teacher cancels a lesson. (Please note that on rare occasions, your lesson may be rescheduled due to a rehearsal or performance).
2. If you anticipate needing to cancel a lesson, please inform the teacher as soon as possible (preferably **AT LEAST 24** hours in advance). You have the option of trying to switch lessons with another student (contact the teacher for the schedule).
3. If you or your child become ill, please be courteous and cancel your lesson so as not to infect others. Parents are welcome to use their child's lesson time as a parent/teacher conference any time the student is unable to attend. This conference may be conducted either in person or by phone. Other options are to do Skype, FaceTime or over-the-phone-lessons if the child is well enough to do so.
4. A make-up or credit will be given **ONLY** if schools/business close due to **EXTREME** weather conditions.

Summer Lessons:

1. Students are expected to sign up for a minimum of eight lessons per summer (June through August) in order to insure a spot in the fall schedule.
2. If you are in town for more than eight weeks, extra lessons are highly encouraged to keep the student moving forward at a normal pace.
3. Lessons may be scheduled in a variety of ways (i.e. once a week, additional/multiple lessons or extended lesson times if you are away a lot). Every effort will be made to accommodate travel plans.
4. Tuition for summer will be collected in one payment at the first lesson in June.

Punctuality:

1. Because lessons are scheduled back-to-back, it is crucial that you arrive for your lesson on time. If you are early, you will be expected to wait until your scheduled time. If you are late, you forfeit that time.
2. Please take out your violin, tighten and rosin the bow, and organize your music (along with any other supplies needed) as soon as you enter the studio.

Contacting the Instructor:

1. If you have a question regarding a specific assignment that you must have answered in order to continue making progress, **PLEASE CALL OR E-MAIL!** Otherwise, wait until the next lesson to have your question answered.
2. Due to the volume of calls and e-mails, it is appreciated if you keep your message brief. Please refrain from calling before 9:00AM or after 9:00PM.
3. If, when calling, you receive the answering machine, please leave a message along with your telephone number. You will be contacted as soon as possible.
4. If you have serious concerns regarding anything lesson-related, PLEASE communicate them to the teacher as soon as possible. Dealing with problems head-on can make all the difference.
5. Please be sensitive when discussing concerns in front of your child. Most “heavy” conversations should be conducted when the child is not present so that they don’t feel scared, confused, or caught in the middle.

Practice/Listening Conditions:

1. Students are expected to practice and listen to the **entire CD a minimum of five days** per week (6-7 days is highly encouraged, however).
2. Practice should be carefully supervised by the parent who regularly attends the private lessons (unless other arrangements have been made) and be conducted in an environment free from distractions.
3. Listening to the CD is most beneficial when awake, but may be done while other activities occur. A regular, consistent time reserved for listening and practicing is ideal.
4. Remember: *The amount of listening and practicing one does is directly proportional to the rate of progress one makes!*

Parent Responsibilities:

1. It is the parent’s responsibility to pay close attention, take detailed notes (the notes I take are general), and ask any pertinent questions during the private lesson.
2. It is necessary that the parent fully understand the teachers’ assignments before he/she is able to guide the child in home practice.
3. Please notify the teacher ASAP if ANY problems or concerns arise.
4. Parents should enforce the aforementioned practice and listening standards. They should also follow and fill out the assignment page in the folder.

Parents As Quiet Participants:

1. Parents are asked to remain quiet during their child's lesson (unless you need to ask the teacher a question or clarify an assignment).
2. Children do best with only one person giving them instructions at a time. If the teacher and the parent are both talking to the child simultaneously, he/she may feel "ganged-up" on or overwhelmed. Sometimes, the instructions may even be conflicting. Please understand that you are paying the teacher for her expertise, and trust that the teacher can handle the situation effectively. If your help is needed, you may then be asked to step in.
3. Please silence all cell phones once you enter the home. Cell's may be used for taking notes, but please refrain from checking your e-mails, surfing the web, etc. during the lesson.

Working Ahead:

1. Please don't allow your child to work ahead or go beyond what the teacher has assigned. Often there are points (fingering's, bowing's, shifts, etc.) that the teacher needs to tell you about before the child can learn a new section. If something is learned incorrectly, it takes double the work to re-learn it, and ultimately does your child a disservice.
2. If you feel you are able to accomplish more (or less) than the teacher usually assigns, then please discuss it.

Dropping Off Your Child:

1. If the student needs to either come early or stay late after a lesson, you must make arrangements ahead of time to make sure the teacher will be available. Please don't just drop your child off and assume all is well.
2. If you are a parent who usually does not stay for your child's lesson, please accompany them inside at the beginning of each lesson so that you can be informed of assignments, announcements, etc.

Observations:

1. It is highly recommended that you try to observe other students lessons from time to time. It is very motivating and beneficial to watch other students (especially slightly more advanced ones).
2. Occasionally, teachers-in-training or potential clients may observe your lessons. You most likely will be notified ahead of time, but that is not guaranteed. Please be prepared!

Thank you in advance for following these guidelines! They are intended to answer frequently asked questions, and provide you and your child with a positive environment in which to learn and grow.