

Elizabeth Skinner Studio Policies

Updated September 4, 2016

Tuition

- For your convenience, lesson payments are now divided into **9** equal monthly payments which are due at the beginning of each month (September-May). Please let me know if you need to make other arrangements.
- Tuition is due at the beginning of the month whether or not I've invoiced you.
- Because of my new makeup policy (see below), I'm changing the billing procedure. This year, you will be billed for one lesson fewer than is in your schedule. For example, if your student is scheduled for 30 lessons between September and May, you pay for only 29 lessons. This builds in one absence. If you don't miss any lessons, you get one lesson free!
- If a check is returned by the bank, you are responsible for covering the bank fees.
- Students who consistently miss lessons or are more than 21 days late with payments forfeit their lesson time slot.

Makeup Lessons

NEW: There are no makeup lessons.

My schedule - between teaching, family and other obligations - is fully booked. In the past I have offered makeup lessons over vacation breaks which meant that I didn't get a break. I'm adopting this policy based on other studios' policies. The new billing schedule (see above) builds in one absence.

For a parent and economist's perspective on makeup lessons, please read this article: <http://ottawasuzukistrings.ca/makeuplessons/>

- If you know you're going to miss a lesson, I encourage you to reschedule with another family. I will provide contact info so you can work it out directly with them.
- If you are sick and/or can't make it to the studio, you are welcome to have a Skype or Facetime lesson during your regular slot.
- Skype is an excellent way to have a lesson on a snow day. Otherwise, there will be no makeups for snow days.
- If I have to cancel a lesson, I will offer a makeup time.
- There will be no refunds for missed lessons.

Each student is required to attend group lessons

Group lessons are an integral part of your student's musical education and are mandatory. Students work on ensemble, music theory and technical skills - and have fun! They are also rehearsal time for our concerts. It is especially important to attend the group classes and dress rehearsals before a concert. If students miss multiple group classes and are unprepared, I may ask them to sit out the concert or not perform certain group pieces.

Daily listening of the current CD and music is required

Students who listen to their cds (and not just the one of book they're in) make more progress on their instruments than their peers who don't. They know the music better and they know what they're "shooting for" in terms of tone and musical expression. Additionally, I encourage students and families to listen to all styles of music. I've included "Listening" under Policies as a reminder of how important it is and what an easy way it is to help your student grow as a musician.

Practice Daily

Simply put, students who practice daily (and listen to their cd) make progress and receive much more satisfaction from playing than those who don't.

This is a tough one for a lot of families because of busy schedules and because most of us don't like to practice!

- Find a consistent time and place to practice and make it a daily habit.
- Please mark the practice chart! It helps with your students' accountability.
- Practice doesn't always mean playing your instrument in front of a music stand. Ask me about this.
- Please look at my website for ideas for making practicing more appealing and ask me and other parents for ideas.

Lesson Termination

Sometimes, families and/or I decide that it is best to move on. If the family has made that decision, please let me know at least four (4) lessons in advance so we can schedule a closure lesson and last lesson date. *Tuition is due for the four (4) lessons following the date you notify me, regardless of whether or not you take those lessons.*

Other

- Please make sure that your child's fingernails are always trimmed. Valuable learning time is lost when we can't work on proper technique.
- Please park in the street and not in my driveway, if possible. My husband often needs to access the driveway.

Thank you for being a part of my studio! It is a privilege to teach your child!