

BROOKLYN VIOLIN HOUSE POLICIES

PAYMENT

Payment holds your weekly time slot in my teaching schedule throughout the year. You are required to pay for your reserved time whether or not you attend the lesson. Fees for private lessons are payable monthly upon receipt of invoice, which will be sent to you at the beginning of every month. **A late fee of \$25 will be applied to payments that are not paid within the current month.** If it's more convenient for you to pay for several months or a semester at a time, please let me know and I'll prepare an invoice. Payments can be made as check, cash or online banking (Chase Quick Pay, Pay Pal).

SCHEDULING

The year is split in two semesters: September – December / January – June. Lessons will follow the public school calendar, observing holidays and breaks listed on the DOE calendar. **I will be available to teach on certain holidays and can schedule lessons upon individual requests.** Summer lessons are highly encouraged but scheduled based on teacher and student availability.

ARRIVAL

Plan to arrive a couple minutes before your lesson. Please remove your shoes, leave them inside the front door and quietly come down to the basement studio. Allow enough time before your lesson to wash your hands and unpack your violin. Students who are late cannot be guaranteed a full lesson.

STUDENT CANCELLATION

Your lesson time is reserved exclusively for you. **Each student will be allowed a maximum of two make-up lessons per semester.** Time for make-up lessons is extremely limited and make-ups for missed lessons cannot be guaranteed. If a makeup does not happen within that semester, a refund will be issued at the end of the semester. Further cancellations beyond the two missed lessons will be considered forfeit.

In order for make-up lessons to be available, students must notify me of cancellations as far in advance as possible — ideally 24 hours or more before the lesson. **If you do not call at least one hour before your scheduled lesson, you forfeit your chance for a make-up.** Scheduled make-up lessons will not be rescheduled for any reason.

TEACHER CANCELLATION

Lessons that I cancel for any reason will be rescheduled or refunded.

SNOW DAYS

I will be available to teach on school-declared snow days, unless you hear otherwise.

Roads are often cleared by late morning or early afternoon, but please use your judgment. It is your decision whether or not you feel it's safe to travel. If you feel driving conditions are hazardous, please contact me. You have a couple options:

- Schedule a make-up lesson.
- Skype or Face Time lesson
- Record a video of your practice session and share it with me via [Youtube](#) or [Dropbox](#).
I'll record a lesson video response. This is great way to get feedback on your practice methods.

PARENTAL INVOLVEMENT

A parent or guardian is expected to attend every lesson and supervise daily practice, especially for beginner and younger students. Feel free to discuss with me any questions or concerns you have regarding home practice and your child's progress.

PRACTICE

Your child's progress and enjoyment in learning the violin is directly related to daily practice and listening. **It is essential that you commit to a regular practice and listening routine (at least 5 days per week).** I encourage parents to keep detailed notes at every lesson and use a practice chart at home as great motivator and means to keep a record of practice days. Please read your practice assignments each week and let me know if you have any questions.

RECITALS

I typically hold 1-2 recitals per year, and all students are highly encouraged to perform. At least one recital is open for family members and friends to attend. A second recital may take place at a nursing home as a music community service opportunity. This performance may have a limit on how many audience members can attend. **Fees for space rental, accompanist, rehearsals and teacher will be applied to your invoice.** Specifics will be provided closer to the recital date.

REQUIRED MATERIALS

Bring to each class: violin, shoulder pad, folder or notebook, all assigned music, a recording device is also great to have.

Please sign and print your name if you agree to the terms of this policy:

Sign _____ Date _____

Print _____

