



Emily Townsend
TEACHER AND CLINICIAN

2019-20 In-Home Studio Policies and Procedures

Please initial each section, sign and date at the end, and return this form to the teacher. By signing this form, you agree to respect and abide by the studio policies and procedures.

_____ **At the Studio** | The studio is a separate, distraction-free area of your home that will be used during lessons. There should be one music stand and a chair for the teacher in the studio. Parents and siblings are encouraged to observe lessons in the studio. The student's hair should be pulled back out of his/her face and their nails should be trimmed on both hands prior to each lesson.

_____ **Practice** | The teacher expects all students to come prepared for lessons through consistent, quality practice. Students should practice at least five days a week and there is no minimum time requirement for practice. Students retain information much better with steady, consistent daily practice. It is not recommended that students "cram" practice for two hours the day before a lesson. This type of practice results in bad habits and, if continued for great lengths of time, could injure the student.

Students will each be given a practice journal to track their daily practice, and it will include practice/listening assignments for each week. Bring this journal to each lesson.

_____ **Instrument** | Students should have their own instrument of good quality that is well-maintained and is the appropriate size. Instruments will be examined during the student's first lesson for size. Parents will be notified of any problems regarding the instrument. Maintenance of violins and violas involves replacing the strings of the instrument and hair on the bow every six months to a year. The teacher can replace strings of the instrument, but bows must be rehaired by a professional luthier. The teacher may have extra strings for the instrument in case of emergency, however this is not guaranteed. It is always a good idea to have an extra set of strings at all times. Contact the teacher for guidance on choosing the right instrument and bow for your student.

Very young students (ages 3—4) will begin on a "box" violin. Your teacher will provide all materials and aid in the construction of the box violin. The student will transition to a traditional instrument with the teacher's permission.

_____ **Scheduling** | Lessons are scheduled during the week at a time mutually agreed upon by both parties. There will be no lessons during the weeks of Thanksgiving, Christmas, and Easter. Weekly private lessons are offered in 30, 45, or 60-minute sessions depending on the age and skill level of the student. The teacher will discuss with the parent which time session is best for the student. *Alternate term lengths may be considered on a case-by-case basis.

Tuition and Payment | Tuition is based on the length of weekly lessons. Payment for each month is due at the beginning of the first lesson of each month.

	Lesson Rate	Monthly Payments*
<i>30-Minute Weekly Lessons</i>	\$25.00	\$100.00
<i>45-Minute Weekly Lessons</i>	\$38.00	\$152.00
<i>60-Minute Weekly Lessons</i>	\$50.00	\$200.00

*Monthly payments may vary depending on number of lessons in a month or occurrence of holidays listed above.

- ❖ Forms of payment accepted are:
 - Cash or check, made payable to Emily Townsend.
 - Digital payments are accepted through Zelle and Venmo (Emily-Townsend-28)

Additional Fees:

- ❖ Failure to deliver payment on time or notify the teacher if an extension on payment is needed will result in a late fee of \$10 that will be added to your monthly balance. At least 24-hour notice prior to the student's first lesson of the month is required for payment extensions. Payment extensions are considered on a case-by-case basis.
- ❖ Returned checks will result in a \$20 fee.

Additional Materials | Some materials will need to be obtained by the student. Please contact the teacher for any help in selecting these items. The teacher may request that the student purchase additional items not listed below.

- ❖ Lesson books
- ❖ Case for the instrument
- ❖ Shoulder rest or sponge
- ❖ Rosin (light rosin is acceptable for viola and violin)
- ❖ Cotton cleaning cloth for removing rosin dust from the instrument and bow
- ❖ Tuning device
- ❖ Metronome
- ❖ Music stand
- ❖ 3-ring binder OR folder for handouts and assignments

Makeup Lessons/Rescheduling | The teacher understands that there will be times when the student cannot make their weekly scheduled lesson. The teacher will respect up to four lesson cancellations per year for any reason that are requested more than 24 hours prior to the student's scheduled lesson time. Makeup lessons are scheduled during the week at a time mutually agreed upon by both parties. If the first lesson of the month should be cancelled, payment for that month will be due the second lesson of that month.

In the case of illness or a family emergency, at least ONE HOUR's notice must be given in order to reschedule the lesson. Excessive lesson cancellations due to emergencies or illness may result in dismissal from the studio.

Without proper notification, the teacher reserves the right to deny a makeup lesson, and no credit towards the student's account will be given for missed lessons.

The teacher may occasionally have to reschedule a student’s weekly lesson for illness or various other reasons. The teacher will notify the student one week in advance, except in cases of illness or family emergencies, if a student’s scheduled lesson time cannot be honored. Lessons missed due to teacher cancellation will be made up at a mutually convenient time or credited to the student’s account.

_____ **Official Communication** | All communication regarding studio events will be delivered through e-mail. Please provide the teacher with an e-mail address that is checked regularly. Lesson cancellations should be communicated to the teacher more than 24 hours in advance of the scheduled lesson time via e-mail or phone call/text messaging. Should a student need to cancel a lesson for illness or other acceptable circumstances within 24 hours of the scheduled lesson time, the teacher should be notified by phone. The teacher will respond to all methods of correspondence in a timely manner.

_____ **Lesson Termination** | The student may discontinue private lessons with the teacher at any time, for any reason. Notification of lesson termination must be delivered in writing one month prior to the student’s last lesson. Tuition will not be refunded without proper notification. The teacher reserves the right to dismiss any student who frequently misses lessons, is consistently not prepared for lessons, or fails to make payments.

_____ **Policy Changes** | The teacher reserves the right to modify any of the 2018–19 Studio Policies and Procedures at any time, without prior notice. Updated policies will be sent to the students in PDF form via e-mail. By replying to this e-mail, you are agreeing to the updated policies and procedures.

Student signature (parent/legal guardian if student is under 18)

Date

Teacher signature

Date