DAVID ORMAI'S STUDIO POLICIES

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My Contact Info

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Orientation Process for New Students

Here are some steps for new students to take prior to beginning their lessons:

1. Parent and/or student introduction interview with teacher
2. Materials obtained as directed
3. Read and sign studio policy

Obtaining Violin Music and Accessories

Local store: **Shar Music** (S. Industrial)
Online ordering: www.sharmusic.com

Essential Materials:

1.) Violin and bow
2.) Shoulder rest or pad (Shar may or may not give you one automatically!)
3.) Rosin
4.) Metronome + Tuner all in one
5.) Cleaning cloth
6.) Extra strings (recommended but optional)
7.) Sheet music (TBD)
8.) 2 Notebooks (one for child, one for parent)

Please bring to each lesson your violin, shoulder pad, all assigned music, and a notebook for assignments (plus a notebook for parents)

Expectations of Students and Parents

Students

I am looking forward to having a productive year of learning and music making with all of you. I assume that all students are taking lessons because the student **chooses to do so**. If this is not the case, making progress will be extremely difficult. Let's make sure we (myself, student and parents) are all always on the same page about how lessons are going and how learning violin/viola fits into our lives in general.

I expect the following from each and every student:
• Have a strong commitment towards learning violin/viola and music in general
• Show up for all scheduled lessons
• Be respectful of me and my home
• Be disciplined about practicing everyday
• Practice what you are assigned by me
• Ask questions if something is unclear
• Listen carefully when I am speaking**
• Abide by my policies
• Silence your cell phone

Parents/Guardians

Students younger than 10
I require active parental participation for any student who is under the age of 10, and is in Suzuki books 1 – 4. When parents are involved and take lessons seriously (taking notes, asking questions), kids are also more likely to take lessons seriously. As a result, kids will progress much quicker! I ask that parents do their best to follow along with the lessons and be able to help their children practice material covered in the lesson at home. I will also do my best to make sure parents understand how they can help their child practice at home. I insist that parents keep a positive spirit in the room to facilitate learning.

Students 10 and older
While I strongly encourage active parental involvement for **all** of my students, I do not require it if the student is 10 or older, or if the student has graduated from the first four Suzuki books.

Cell Phone Policy
I require ALL cell phones, pagers etc. to be turned off or at least put on silent mode. I ask that all persons in the room refrain from taking calls. If you absolutely must take a call, please be courteous and take your call outside.

Lesson Etiquette
Please do your best to be a few minutes early to your lesson. If you are late, your lesson time will be shortened to allow the next lesson to begin on time. When you come for lessons and I am teaching another student before your time, please let yourself in and remove your shoes.

If siblings come to the lesson, I ask that they be able to play quietly within sight of the parent, and that they do not disturb the sibling receiving the lesson. Parents or other relatives are welcome to bring toys for siblings to play with as long as the playing is quiet, and the toys are picked up before leaving.

I promise to treat everyone in my home with kindness and respect, and I ask that you do the same for me. I ask that students/parents actively listen to what I say and wait for me to finish before they say something or resume playing. ****I also ask students to refrain from playing, plucking, making noises etc. whenever I am speaking**.

Practicing

Just like any other life skill (language, sports, art, dance), students **will not benefit from lessons unless they establish consistent, diligent practice habits!** Consistent daily practice habits allow the student to become increasingly comfortable on the instrument and to more fully enjoy his/her playing. When a student does not practice regularly, it almost always results in frustration and loss of progress. Practicing every day takes commitment and results in greater enjoyment for the student as their ability progresses.

For younger students, the parent will have a key role in helping the student accomplish a daily practice routine. I require **7 days of practice per week** from each and every single student. Dr. Suzuki said, "Practice only on days you eat!" Practice time requirements will vary from student to student; ask me for specifics about your child's daily practice needs. Family vacation, illness, or other crisis are always an exception to the practice requirements, but please try to make me aware of these extenuating circumstances as soon as they arise so I can work with you.

For young students, several small practice sessions are usually more effective than one long one each day. Positive, nurturing parent/student interactions at the home practice session is key to successful study—ask me for some tips if you begin to experience some stressful practice times.

I have a limited number of spots open for lessons (as of fall 2012 I have a waiting list), so it is important for students and parents to take their commitment to studying music seriously. All students will sign a contract at the beginning of each year to indicate their intention to put their best effort forward in their study!

I expect all of my students to come to lessons well prepared. If you are not adequately prepared for your lesson, we will have a serious discussion about your commitment to lessons and learning violin (or viola).

If any student comes to a lesson inadequately prepared, I reserve the right to modify my lesson plan and spend the entire lesson time on different material (ie: practicing material assigned the previous week; practicing scales, etc.)

I reserve the right to send any student home early, if they are inadequately prepared for two lessons in a row. There will be no make up lessons or refunds for such an occurrence. If I have to do this more than twice in a semester, the student may be placed on probation or dismissed from my studio.

Practicing: Creating a Nurturing Home Environment

It is necessary for every student to have the proper conditions and environment for quality practice and musical success. What does that entail?

- Creating a specific, consistent time that is dedicated only to practicing (ie: before school, or every day at 4 pm, etc.). Try to begin and end your practicing at the same times every day.
- Having a consistent practice space (with your music, practice notebook, metronome, mirror, stand, etc all the time) in a place free of distractions
- Parental enforcement of quality practice
- Daily listening to recordings (Suzuki CD is a requirement if your student is in the Suzuki books)
- Set daily practice goals and attempt to achieve them (open your notebook, read your assignment and complete your assigned practice daily)

Payment Protocol

Private Lesson Fees:
30 minutes: $30 per lesson
45 minutes: $40 per lesson
60 minutes: $50 per lesson
90 minutes: $70 per lesson

<u>Payment Protocol – Checks</u>
We operate on the semester payment plan.
Payment is due on January 12th for the entire spring semester's tuition. This payment will cover 20 lessons.

Lesson Duration	# of lessons	x	rate	=	Total Spring Tuition Due
30 min lessons:	20 lessons	X	$30	=	$ 600
45 min lessons:	20 lessons	X	$40	=	$ 800
60 min lessons:	20 lessons	X	$50	=	$ 1000
90 min lessons:	20 lessons	X	$70	=	$ 1400

There will be separate spring semester payment in the fall (which will cover the fall semester's lessons from September to December). **There will be two summer sessions.**

If you are unable to make the full tuition payment for spring semester by Jan. 12, then you may opt for a different payment plan.
You may send me 6 post-dated checks (dated for Jan 1, Feb 1, Mar 1, Apr 1, May 1, June 1). If you would like to use this payment plan, please contact me and I will determine the exact amount per check. Your check will not be cashed until the first week of Jan, Feb, Mar, Apr, May, June. I will not be sending out a reminder before the check is cashed (it is your responsibility to ensure that there are sufficient funds). You are responsible for any bank charges incurred due to returned checks.

It is assumed that lessons will occur on a weekly basis and continue year round, unless we have made special arrangements. There are scheduled weeks off for holidays and vacations. If a student decides to stop lessons for any reason, I ask for at least a **month's advance notice**. **If sufficient notice is not given, one month's tuition will be expected at that time.**

Missed Lessons

Tuition pays for my **reserved time**, my own continuing education to become a better teacher to my students, as well as any time spent on discussions outside the regular lesson time. My schedule is very tight and **I will no longer be able to schedule make up lessons or alternate lesson times** throughout the school year. There will be no spontaneous reschedules or make-up lessons anymore. Once you agree to your lesson times for the semester, I expect you to come at your scheduled time. Lessons missed by the student will not be refunded.

However, if you need to miss a lesson, this is what will happen:

- You will be granted **only 3 (no exceptions) make-up lessons/reschedules for <u>any</u> reason throughout the entire school year**, includes both fall & spring semesters (from Sept 5 until June 15).
  You may use these for reasons such as illness, too much homework, sport meets, Science or Math conventions, vacation, anything. You will no longer need to run your absence by me to be "excused"--everybody just gets 3 freebies.
- You may only redeem up to 3 make-up lessons during the following time periods:
  December 16-22 (you will need to contact me to schedule a time)
  There will be two more additional weeks in the spring semester, to have a chance to make up lesson(s), most likely during spring break & the 2nd week of June.

Your make-up lessons (up to 3 per student) may ONLY BE redeemed during these times, the "make-up lesson weeks." I will be unable to schedule make-up lessons at any other times. If you are unable to come during those times (ie: you're out of town during "make-up lesson week"), then I will be unable to grant you a make-up lesson. Nor will I issue you a refund. If you fail to contact me to make arrangements before December 18, then you forfeit your make up lesson(s).

- The only other times that I will consider granting a make-up lesson, rescheduled time, or a refund are for the following reasons:
  -serious family emergency (ie: death in the family)
  -emergencies such as car accidents or major surgery
  -inclement weather (defined as when highways or public schools close)
  -out-of-town events that **further your student's musical education** (ie: Interlochen, a Suzuki workshop in Chicago, Blue Lake International tour, music competitions are acceptable; However, Ann Arbor public school orchestra conflicts or non-music related out-of-town events **do not** count)
- Please note: if you vacation for a month during the school year, you must still pay for that month, in order to retain your lesson time. However, you may choose to use your 3 make up lesson opportunities.

If you would like to avoid using up your 3 make-up lessons, or if you have already used up your 3 make-up lessons, you have another option:

• You may switch lessons with another student using the schedule and phone list on my website. (Ask me for the password). Please switch with those who have the same amount of time for lessons (half-hour lessons switch only with other half-hour lessons). Lesson-switching is strictly voluntary, so please be aware that other parents or students cannot be forced to switch with you. If you must cancel on the SAME day as the lesson, please understand there is very little chance a switch could be arranged, so you will probably lose your lesson if that occurs. If you successfully make a switch, please call/email me to let me know.

No lessons during the following holidays: Thanksgiving, Christmas or Christmas Eve, New Years Day or New Years Eve. If your lesson happens to land on a day of your religious observance (ie: Yom Kippur, Easter, etc.), please contact me in advance and I will do my best to accommodate a make-up lesson.

If I Cancel

• If I as the teacher must cancel a lesson with the student, a make-up lesson will be arranged. You are not expected to pay for lessons that I might miss. If I need to cancel or reschedule your lesson, I will give you advance notice, make every effort to reschedule, and refund you when necessary.

Withdrawal Policy

First and foremost, if for any reason you are considering discontinuing lessons, I ask that you speak to me about the situation so that we can work on it together. If we have decided it is best to discontinue lessons, my studio policy for a withdrawal from lessons is as follows:

Written notice of withdrawal (email acceptable) must be submitted to me from the student (or parent) at least 1 month in advance of your departure from lessons. Once the student (or parent) submits a request to withdraw, a refund will be made as follows: fees for the remainder of the current month will be charged. Any pre-paid tuition for future months will be refunded to the parent.

If the **teacher** initiates the withdrawal, a full refund of collected fees for the remainder of the term will be made to the student.

Other Policies

Studio Observation
Observation of lessons in my studio occurs regularly, so if you wish to bring family, friends, etc along to your lessons, please feel free to do so! On occasion, I may request that another student be allowed to observe your lesson. Please let me know if it would make you or your child uncomfortable, but please keep in mind that observation of others' lessons is beneficial when trying to learn violin concepts.

Communication
You should always feel free to call me with any questions or concerns you may have. Please do also call if you have good things to report, such as practicing going well or success with a certain piece of music. Our lesson time is both limited and precious so I strongly prefer we speak outside of lessons.

Recitals
Students are strongly encouraged to play in recitals throughout the year. There will be a small fee that covers the rental of the venue. Students will be responsible for fees associated with piano accompanists. There will be a few recitals every year, as well as opportunities to perform at other venues. The more a student performs, the easier it gets and the more fun it becomes, so be sure to take advantage of these opportunities!

Group Classes, School Orchestra and Youth Orchestra
Participating in group classes, school orchestra and youth orchestra is greatly encouraged! Playing music with your friends is one of the best aspects of being a musician. You can find information about local youth orchestras etc. on my website. If you and some friends would like to work together on a piece of chamber music, I am more than happy to coach you.

That said, if you participate in an orchestra/group, I ask that that you still **prioritize the assignments that I give**. Often students are so excited about new orchestra music that they ignore the lesson materials that I have assigned them. This is NOT acceptable! If you join a group, you are also taking on extra practice time!