

# *Private Viola & Violin Instruction Lesson Policy*

## *for the Studio of Rachael Keplin*

### **Teaching Philosophy:**

“Human education through music, and music education through violin” – Shinichi Suzuki

Music is a field full of connections. When we teach someone how to make music, we teach patience, respect, critical thinking, passion for excellence, and also to play the violin or viola. These virtues and benefits of learning music are directly correlated with the talent we can learn on our instrument.

### **Lesson Payment & Annual Tuition:**

Lessons are offered as part of a 44-week teaching year and are available in 30 and 50 minute lesson lengths.

30 minute lessons = \$105/month

50 minute lessons = \$190/month

\_\_\_\_\_ Payment is due by the first day of the month and may be made in check or cash. Checks can be made to Rachael Keplin. I am happy to make alternate payment arrangements if they are needed.

### **Late Payments:**

\_\_\_\_\_ Payments made after the first of the month will be charged a \$15 late fee.

### **New Students:**

New students may enter the studio at anytime and will join the same annual tuition at the start of the month they enter. If you wish to enter before the beginning of a month, lessons payment is calculated as an individual lesson, separate from the teaching year.

### **Lesson Attendance**

Studies in music are a year-round commitment and I encourage full attendance throughout the year. I understand that extracurricular activities (including sports and academic clubs) may have seasonal conflicts with your lesson time. I expect private lessons to be a priority through these seasons. Please communicate any conflicts and I will try my best to accommodate any short-term schedule changes!

### **Summer Lessons**

Lessons continue through the summer. Summer studies allow for tremendous growth in progress.

If you have summer travel plans that conflict with lessons, I encourage you to keep you lesson time and make-up the missed lessons.

Discontinuing lessons for the summer will result in loss of your lesson time/spot in the studio.

### **Lesson Absences & Cancellations**

I appreciate a 32-hour notice for any absences. Please communicate any illness and family emergencies as soon as possible if they interfere with your lesson time.

\_\_\_\_\_ If you wish to discontinue lessons entirely, I require an exit interview and 3 weeks notice so that I may fill the lesson time.

I reserve the right to release students from my studio for misconduct, continued tardiness or absence, or lack of payment.

### **Active Performing Artist and Teacher**

\_\_\_\_\_ I strongly believe that continuing to perform as an artist helps fuel and inform my music teaching. Please be aware that I may have to cancel or rearrange lessons in order to make a performance.

These lessons will count as a teacher absence and will be made-up.

### **Make-up Policy:**

In order to keep a full and lively studio that fosters excellent music study, I encourage full attendance.

\_\_\_\_\_ Make-ups will not be available for unexcused absences. Unexcused absences include late-arrivals or cancellations made within less than 32 hours.

6 make-up lesson weeks will be available throughout the year to accommodate for excused absences.

\_\_\_\_\_ Students are allowed up to 6 make-up lessons per lesson year. Make-ups can not roll-over to another lesson year.

\_\_\_\_\_ Make-up lessons will *always* be offered for teacher absences. I respect your time and will give you as much notice as I can before missing a lesson.

\_\_\_\_\_ Missed make-up lessons will not be made-up.

### **Winter Weather Policy:**

If there is a winter weather emergency that requires cancellation of lessons, I will contact you as soon as possible by email or phone. If you have any questions or concerns, please email, text, or call me.

### **Lesson Preparedness**

Students are expected to arrive at each lesson with...

1. Instrument + bow + case
2. Music
3. Pencil
4. Metronome and tuner
5. Lesson Notebook (Parents: Lesson Notebook & Journal)

Lesson materials will be discussed at the start of a new student lesson and any additional materials will be discussed with the student and parent as needed.

\_\_\_\_\_ Lessons cannot be taught without your instrument. If you forget your instrument for a lesson this lesson will not be made up.

**Instrument Rentals & Buying**

\_\_\_\_\_ All instruments (renting or buying) must be approved by the studio teacher to assure correct size and quality.

Beginning and intermediate students will be required to rent a quality instrument. Renting an instrument will allow the student to easy access to larger instrument size as they grow. I recommend The Loft Violin Shop (4604 N High St, Columbus). They specialize in student rentals and have a fantastic size-up program.

When your student is ready to purchase an instrument, we will meet and review what to look for in a quality instrument as well as discuss violin shops to visit. The buying process can last a while as we will need to trial and compare any instruments that the student is interested in.

**Performance Opportunities**

Student recitals are a vital part of music education. They are an exciting and rewarding way for the students to share their progress and talent! Recitals will take place 2 times a year: late fall recital and spring recital. Students will be highly encouraged to perform in each recital and required to attend!

**Contact Information:**

Rachael Keplin

[keplin.rachael@gmail.com](mailto:keplin.rachael@gmail.com)

678.641.1638

I \_\_\_\_\_ confirm that I have read and agree to all terms of this studio policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date