

**Red Fiddler Music Studios**  
**Traditional Violin, Viola, Guitar**

**STUDIO POLICY**

2022 - 2023

**\*\*\*PLEASE NOTE: Traditional Violin lessons are only offered to students 6<sup>th</sup> grade and above, upon recommendation from your RFMS Instructor. Younger students will be enrolled in the RFMS Suzuki Program for best results. \*\*\***

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**\*\*\*Please Bring Completed Forms to Your Next Lesson\*\*\***

STUDENT NAME: \_\_\_\_\_

**\*\*\*\* The following are the Terms of Agreement between Red Fiddler Music Studios (hereafter referred to as “RFMS”) and the Student Party (including the student and parent/guardian)\*\*\*\***

## **I. RULES AND REGULATIONS**

### **A. Tuition**

- a. The Red Fiddler Music Studios tuition package includes 31 private lessons (one-on-one lessons with the student and teacher), 1 Parent/Adult Student/Teacher Conference, and 2 Recitals. 15 of the private lessons and 1 of the recitals will take place during the Fall Term (August 15, 2022 – December 19, 2022). The remaining 16 private lessons, 1 conference, and 1 recital will take place during the Spring Term (January 2, 2023– May 13, 2023).
- b. Please pay your lesson fees by the 1<sup>st</sup> lesson of each month. There are no refunds. If other payment arrangements need to be made, please contact your teacher directly.
- c. Lesson fees are \$100 per month for 30 minute lessons. RFMS reserves the right to increase prices from year to year to reflect rising costs.
- d. Summer lessons are also \$100 per month for 30 minute lessons. However, the summer schedule will be released at the end of the Spring Semester.

### **B. Late Fee Policy**

- a. There will be two (2) “grace” weeks given to each student per semester for tardy lesson payments. In this case, the student can bring their payment to their teacher the following week. If a student has already used up their grace weeks, there will be a \$10 late fee imposed on any late payments. If payment is still not made within 15 days of the due date, lessons will be suspended until the full payment is made.
- b. Students who repeatedly do not bring their payments on time will be removed from the studio. There are no refunds.

### **C. Accepted Methods of Payment**

- a. RFMS accepts cash, personal checks (made out to your teacher) or preferred credit/debit cards through PayPal—using your *My Music Staff* account. When paying online, please pay via My Music Staff. (See Section J for more information about *My Music Staff*).
- b. **Returned Checks Policy** – The first and second time a check should bounce, RFMS requires the responsible party (aka, "parent/guardian or adult student") to pay RFMS the amount originally owed, plus a \$25 insufficient funds fee with cash no later than 48 hours after the responsible party is alerted of the bounce. Additionally, RFMS will no longer accept checks from the responsible party if a second check should bounce.

### **D. Termination Policy**

- a. RFMS reserves the right to terminate lessons with a student, at any time, without providing a reason.

### **E. Discontinuing Lessons**

- a. If a student decides to discontinue lessons, RFMS needs **at least thirty (30) days** notice before the beginning of the next term. Notice given within 30 days of the start of the next term is subject to a cancellation fee. After discontinuing lessons, the student is no longer required to continue paying for lessons for the remainder of the term. Any payment that occurred before the discontinuation of lessons will not be refunded.

### **F. Absences/Make Up Policy**

- a. Let your teacher know as soon as possible if you must miss a lesson. **There are no make-up lessons for student absences of any kind. Please do not ask for a make-up or a reschedule.** Virtual lessons are available during your lesson time if you cannot attend lessons in person. There are no refunds for missed lessons. If your teacher must miss a lesson, it will be rescheduled.
- b. If a student is unable to attend lessons for **any reason** this is to be communicated ASAP to your teacher by the parents/guardians.
- c. Please notify your teacher of any missed lessons by one of three methods of approved communication: Text, Written note, or Email ([sarah@redfiddler.com](mailto:sarah@redfiddler.com) or [tony@redfiddler.com](mailto:tony@redfiddler.com)).
- d. All communications should be submitted at least 24 hours in advance. If that is not possible, please contact your teacher as soon as you know of an absence. This is to ensure that the open time slot is used as efficiently as possible and their time is not wasted.
- e. Please do not bring a sick child to a lesson or arrive ill yourself. If your child is too sick for school, they are too sick to have a lesson. This also includes any excessive cold or allergy symptoms. RFMS is at liberty to dismiss a student deemed too sick to have a productive lesson without a refund. If your student is sick but still functional enough for a lesson, a virtual lesson is recommended.

### **G. COVID-19**

- a. **If you or your student(s) are exhibiting any symptoms of COVID-19 or have been exposed to someone with COVID-19, please stay home! These symptoms include fever or flu symptoms, sore throat, trouble breathing, and/or cough. If you must stay at home due to your symptoms/positive test/ exposure, we will have online lessons until 5 days after your symptoms began or 10 days after your exposure. These parameters are subject to change. When in doubt, please refer to the CDC guidelines at (<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html#quarantine>)**
- b. RFMS reserves the right to require certain safety measures during lessons whenever necessary. These measures may include (but are not limited to) the use of facemasks indoors and hand sanitizer. Masks are currently NOT required for all indoor lessons. However, **you are required to use hand sanitizer** upon entering the house.

- c. Please don't arrive more than five minutes before your lesson time. If you arrive early, please wait outside on the porch until this five minute window. If it is raining, the door will be left unlocked and you may wait in the basement until it is your turn.
- d. The bathroom will be available for use but please only use it if absolutely necessary. Please use the restroom at your own home before you come to lessons, to minimize bathroom traffic.
- e. If at any point you do not feel safe coming to lessons in person, you are welcome to move to online lessons. Please notify your teacher in advance if you wish to move to online lessons (due to safety concerns). Otherwise, all lessons will be held in-person unless you are notified of something different.

#### **H. Punctuality**

- a. Please be prompt and ready for your lesson each week. Questions about scheduling or anything not relating to new material presented in the day's lesson should be addressed at the beginning of the lesson, as the next student's lesson must start on time.
- b. If you are late to your lesson, your instructor cannot extend your lesson time, as each lesson must start on time.
- c. If you, and/or your child will be late to the lesson, please call or text your teacher to let them know what time you anticipate your arrival.

#### **I. Lesson Location**

- a. All lessons will take place at Red Fiddler Music Studios. Lessons are not offered at student's homes.

#### **J. My Music Staff**

- a. Each parent/adult student is required to have and utilize a My Music Staff profile account through the RFMS website. A profile is created for you when you sign up for lessons. Your teacher will email you a login link to this account where you can create a password. To access your account, simply go to the RFMS homepage, scroll down to the "Quick Links" and click the "My Music Staff Login Page" button. My Music Staff is a magnificent tool that includes a calendar, a practice log, invoicing and much more! You can even pay your tuition fees through your My Music Staff account.

#### **K. Communication with your instructor –**

- a. At RFMS, your instructor welcomes open communication! Please do not hesitate to contact your teacher for any reason. However, to respect the time of your teacher, please be aware that teachers will be observing set office hours in their communications with you. Teachers will be answering phone calls, emails, and texts between the hours of 9am and 9pm, Monday through Friday as their schedules allow (Teachers will probably not answer you if they are teaching a lesson, or at a performance, etc.). If you leave a message and your teacher is not able to contact you back by the end of the day, please expect a reply on the next RFMS business day. The exceptions to these rules are breaks, emergencies (including unexpected sick days), and weather conditions.

- b. **All Communications of any sort must be submitted in writing!** Writing down any updates about schedules, requests, or otherwise gives your instructor the ability to refer back to it. Communications must be submitted in one of three methods: Text, Email, and/or Written Note.

## II. Expectations

### A. Lesson Rules

- a. All students are expected to attend ALL lessons with ALL materials.
- b. If a student is not prepared with all materials or has not practiced sufficiently, their teacher is at liberty to dismiss them for the day. Parents will still be charged if a student does not have a lesson because they are not prepared.
- c. Students that are repeatedly unprepared will be dismissed from the studio.
- d. Work hard. Your teacher's assignments are not mere suggestions; **they need to be carried out fully** in order for your teacher to help you do your best and be successful.
- e. Students will keep their nails trimmed.
- f. Students will not chew gum during their lessons.
- g. If siblings must attend lessons, they should not be a distraction to the student. Therefore, they are encouraged to bring a book, homework, quiet toys, or be able to sit and watch quietly. If the teacher feels that siblings or guests are distracting, they reserve the right to end the lesson without a refund or make-up lesson.
- h. Students who are not willing to participate or accept instruction during their lesson will be sent home without a refund.

### B. Parent Requirements

- a. Please remember that you are signing yourself or child up for this activity. It is just as important as any other activity you/they participate in and should be given an equal amount of time and dedication in order for students to make progress and be successful.
- b. E-mail or text messaging are the best ways to contact your teacher. Please e-mail your teacher to inquire about sensitive issues rather than discuss them in front of your child. These include questions regarding your child's progress or insights into your child's skill development. These issues are not appropriate to discuss in front of your child, and should be addressed in a private conversation with your teacher.
- c. Open communication between the parents and teacher is essential. If you feel something is going well, please share those ideas with the teacher in the lesson, over email, or text message. Conversely, if something is not working well, please communicate with the teacher in a private conversation to find solutions that will help. There are no refunds upon studio withdrawal.

- d. Please set all electronic devices to silent and put them away during your student's lesson, with the exception of using phones to create practice videos at the appropriate time. Texting, using social media, or receiving phone calls during lessons distract your child and minimize the lesson's impact.
- i. **Parent Teacher Conferences** will be held at the beginning of the Spring Semester. This is a time in which parents (or adult students) and teachers can regroup and make sure that all of their student's goals, progress, and expectations align. More information to come.

### **C. Student Requirements**

#### **a. Listening**

- i. Put LISTENING and PRACTICE on the top of your priority list. These are key to success in music.

#### **b. Required Materials**

- i. Appropriate instrument (including violin/viola, bow, rosin, and shoulder rest/sponge OR guitar, quarter inch cable, strap, and picks).
- ii. Books / Music Packets / Sheet Music
- iii. Cleaning Cloth
- iv. Notebook for lesson Notes/ pencils
- v. Tuner/Tuning App

#### **c. Recitals**

- i. Students will be expected to participate in recitals in the Spring and Fall Semesters. These dates are listed below.
- ii. Mark your calendar accurately to include all of our events and dates when there are no lessons.

### **III. Renting/Purchasing Instruments**

#### **a. Tuition does not include instruments or any music supplies;**

parents/adult students are responsible for purchasing and/or renting their own instruments and music supplies. Indianapolis Violins and Paige's Music (both recommended by RFMS) are companies in Indianapolis that rent out violins/violas, as well as a companion case, rosin, cleaning cloth, etc. (depending on the package purchased). Ask your teacher before you spend any money.

#### **IV. Authorization**

By signing below, I agree to abide by all rules, regulations, requirements and policies, including the Late Fee Policy, stated in the above Red Fiddler Music Studios Lessons Policy.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Student Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

## Media & Publishing Consent Form

The Red Fiddler Music Studios Lesson Program incorporates the use of photography and video as a teaching tool in lessons, to demonstrate proper positioning and movement with each student. It can be very beneficial for a student to look at a photograph or video of himself or herself, in order to see and hear a skill that is working well.

Parental consent is required to use photography and/or video in lessons.

- It is OK to use photography and video as teaching tools in the lesson.
- It is NOT OK to use photography and video as teaching tools in the lesson.
- Other: \_\_\_\_\_

The Red Fiddler Music Studios Lesson Program uses photography and video of students for online marketing on/or for their website, RFMS Google Business page, Facebook page, and Instagram page.

Parental consent is required to use photography and/or video of students online. This can include, but is not limited to: a photo or video of a student in a lesson, a photo or video of a group of students, and a photo or video of a solo or group recital.

- It is OK to publish photography and video of my child online.
- It is OK to publish photography and video of my child online, but only in a group setting.
- It is NOT OK to publish photography and video of my child online.
- Other: \_\_\_\_\_

Parents are invited to follow the studio Facebook page and Instagram page for updates. Also, parents are encouraged to share photos or videos of their students in lessons or recitals on social media and tag our studio page.

Facebook: <https://www.facebook.com/redfiddlermusicstudios>

Instagram: @redfiddlerms

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_



## Lesson Times and Important Dates

**\*\*\*\*AT THE DISCRETION OF RFMS, LESSON DAYS/TIMES MAY CHANGE IN ACCORDANCE WITH YOUR TEACHER'S PERFORMANCE SCHEDULE AND/OR THE BEST INTEREST OF THE STUDIO AND STUDENTS\*\*\*\***

**Lesson Days:** In a typical week, students will have one (1) private lesson per week.

Your tuition covers 31 private lessons, a parent/teacher conference and 2 recitals in the academic year. The parent/teacher conference will take place during a private lesson time, resulting in 32 private sessions. There are no makeup lessons for student absences of any kind. If your teacher has to miss a lesson for any reason, it will not count towards the 32 lessons that are included in your tuition. These will be made up in additional dates at the end of May and into early June to account for any unforeseen circumstances. Your teacher carefully tracks every lesson on My Music Staff, and invites you to do the same. Any additional lessons that parents and students desire during the rest of May (not including makeups due to teacher absence), may be available for an additional fee.

**\*\*\*Please see the calendar page for the complete list of important dates!**

## Tuition & Payments

Your tuition includes 31 private lessons, 1 Parent/Teacher Conference and 2 recitals. This amount is divided up into 9 payments, due by the 1st lesson of each month. Parents will need to plan ahead, so the payment reaches the teacher on time. Tuition received after the 1st lesson will be charged a \$10 late fee. There are no refunds.

<b>Length of Lesson</b>	<b>Total Fall and Spring Tuition</b>	<b>Payment per month</b>
<b>30 minutes</b>	<b>\$900</b>	<b>\$100</b>
<b>45 minutes</b>	<b>\$1,350</b>	<b>\$150</b>
<b>60 minutes</b>	<b>\$1,800</b>	<b>\$200</b>

**Extra lessons may be available for purchase during the listed breaks, pending your teacher's availability!**

**Recital Dates**

<b>DATE</b>	<b>TYPE</b>	<b>LOCATION</b>
<b>12/10/22, time TBA</b>	<b>Solo Recital</b>	<b>TBA</b>
<b>5/13/23, time TBA</b>	<b>Solo Recital</b>	<b>TBA</b>