

Red Fiddler Music Studios

STUDIO POLICY

2019-2020

SARAH YINGST

DIRECTOR & VIOLIN INSTRUCTOR

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219-628-2630

*****Please Bring Completed Forms to First Lesson or
First Meeting with Ms. Yingst*****

FALL TERM DATES: AUGUST 19, 2019 – DECEMBER 16, 2019

SPRING TERM DATES: JANUARY 6, 2020 – MAY 22, 2020

STUDENT NAME: _____

I. RULES AND REGULATIONS

A. Tuition

- a. Red Fiddler Music Studios (hereafter referred to as “RFMS”) tuition packages include 32 private lessons (one-on-one lessons with the student, parent, and teacher) and 27 Group lessons (lessons of two or more students together). 15 of the private lessons and 11 of the group lessons will take place during the Fall Term (August 19, 2019 – December 16, 2020). The remaining 17 private lessons and 16 group lessons will take place during the Spring Term (January 6, 2020– May 22, 2020).
- b. Summer lessons are required in order to continue in the Fall of 2020. Summer lessons are not included in your tuition, and they will be scheduled during registration for 2020-2021. Registration takes place in May. There will be a \$100 registration fee for each student due at registration in May of 2020. More information to come.
- c. RFMS reserves the right to increase prices from year to year to reflect rising costs.

B. Payments

- a. Please pay your tuition by the 1st lesson of each month. This will involve planning ahead. There are no refunds.
- b. New students that begin after the current term begins will receive a pro-rated tuition rate according to the appropriate length of lesson they take and the remainder of lessons in the terms. This is the only instance in which RFMS will pro-rate lessons.

C. Late Fee Policy

- a. Tuition received after the 1st lesson of the month will be charged a \$10 late fee. There are no refunds.
- b. There will be two (2) “grace” weeks per semester in which the late tuition payment may be turned in the following week with no charge. If the student party uses up their grace weeks or chooses not to use them at the time the payment is late, the \$10 late fee will be added to the tuition payment total.

D. Accepted Methods of Payment

- a. RFMS accepts cash, personal checks (made out to “Red Fiddler Music Studios”), or preferred credit/debit cards through PayPal—using your *My Music Staff* account.
- b. **Returned Checks Policy** – The first and second time a check should bounce, RFMS requires the responsible party (aka, "parent/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.

E. Termination Policy

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

F. 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 cancelation 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 notice of discontinuation will not be refunded.

G. 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.** There are no refunds for missed lessons. If your teacher must miss a lesson, it will be rescheduled (usually at the end of the year).
- b. Please notify your teacher of any missed lessons by one of three methods of approved communication: Text, Email, or Written note.
- c. 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.
- d. 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.

H. Punctuality

- a. Please attend all lessons and group lessons; please arrive 5-10 minutes early so that your child may use the restroom and wash their hands, get settled, unpack their instrument, prepare for their lesson, and observe the class before theirs.
- b. 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 take place at the Red Fiddler Music Studio. 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.
- b. **Communication with your instructor** – 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.

- c. **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 Written Note.

II. Expectations

A. Lesson Rules

- a. Bring all of your materials, especially the lesson notebook and technology to record practice videos, to every lesson.
- b. 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 and your child do your best.
- c. Every student and practice parent is expected to work as a team. Your teacher's assignments are not suggestions. In order for your teacher to help you and your child, the assignments must be carried out fully by practicing efficiently every day.
- d. Students will keep their nails trimmed.
- e. Students will not chew gum during their lessons.
- f. 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.

B. Parent Requirements

- a. Please remember that you are signing your child up for this activity. It is just as important as any other activity 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. Please set all electronic devices to silent and put them away during your 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.
- c. E-mail or text messaging are the best ways to contact your teacher. Please e-mail your teacher to set up a conference about sensitive issues rather than discuss them in front of your child and waste valuable lesson time. 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.

- d. One of the defining characteristics of the Suzuki Method is parental involvement. Parents are expected to attend all lessons with their student(s) in order to take notes and effectively help the child practice at home.
- e. For students 12 and under, a parent or guardian **must** attend lessons. Parents have a special and important role as the "home-teacher." If a student is above the age of 12, parental involvement is strongly encouraged.
- f. 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.
- g. **Parent Teacher Conferences** will be held at the beginning of the Spring Semester. This is a time in which parents 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 REVIEW on the top of your priority list. These are the cornerstones of the Suzuki approach and will make the biggest difference in your child's progress.

b. Required Materials

- i. Instrument (including violin, bow, and shoulder rest or sponge). For Pre-Twinkle Students, this includes your box violin and bow stick.
- ii. Suzuki Books/Music
- iii. Rosin
- iv. Extra set of strings
- v. Cleaning Cloth
- vi. Notebook for lesson Notes
- vii. Technology for recording practice videos
- viii. Pencil

c. Recitals

- i. Mark your calendar accurately to include all of our events and dates when there are no lessons. Mark recital dates and events in big red letters.
- ii. Students will need to arrange rehearsals with their accompanist, if applicable. There will be a separate fee for these rehearsals to be discussed with the accompanist.

D. Renting/Purchasing Instruments

- i. 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. Paige’s Music (recommended by RFMS) is a company on the North side of Indianapolis that rents out violins, as well as a companion case, rosin, cleaning cloth, etc. (depending on the package purchased). When in doubt, ask your teacher before you spend any money.

III. 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: __/__/__

Sarah Yingst Signature: _____ Date: __/__/__

Student Information Form

Student

Name: _____
First Name

Last Name

Age: _____

Level: _____

Birthday: _____

Email: _____

Phone: _____

Able to receive and send texts: Yes / No

School: _____

Grade: _____

Other Activities: _____

Other Instruments: _____

Primary Parent/Guardian

Name: _____
First Name

Last Name

Title: Mr. / Mrs. / Miss / Ms.

Email: _____

Phone: _____

Able to receive and send texts: Yes / No

Best Method of Contact:
Phone Call / Email / Text

Other Parent/Guardian

Name: _____
First Name

Last Name

Title: Mr. / Mrs. / Miss / Ms.

Email: _____

Phone: _____

Able to receive and send texts: Yes / No

Best Method of Contact:
Phone Call / Email / Text

Preferred Invoice Recipients: _____

Other Information: _____

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 their website, 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: @redfiddlermusicstudios

Parent Signature _____ Date _____

Lesson Times and Important Dates

******AT THE DISCRETION OF RFMS, LESSON DAYS/TIMES MAY CHANGE IN ACCORDANCE WITH THE BEST INTEREST OF THE STUDIO AND STUDENTS******

Lesson Days: In a typical week, students will have one (1) private lesson per week and one (1) group lesson per week. Days with asterisks are the days that group lessons will take place.

Week	Monday	Tuesday	Wednesday	Thursday
1	8/19/19	8/20/19	8/21/19	8/22/19
2	8/26	8/27	8/28	8/29
3	9/9	9/3	9/4	9/5
4	9/16*	9/10	9/11	9/12
5	9/23*	9/17	9/18*	9/19
6	9/30*	9/24	9/25*	9/26
7	10/7*	10/1	10/2*	10/3
8	10/21*	10/8	10/9*	10/10
9	10/28*	10/22	10/23*	10/24
10	11/4*	10/29	10/30*	10/31
11	11/11*	11/5	11/6*	11/7
12	11/18*	11/12	11/13*	11/14
13	12/2*	11/19	11/20*	11/21
14	12/9*	12/3	12/4*	12/5
15	12/16	12/10	12/11*	12/12
16	1/6/20*	1/7/20	1/8/20*	1/9/20
17	1/13*	1/14	1/15*	1/16
18	1/20*	1/21	1/22*	1/23
19	1/27*	1/28	1/29*	1/30
20	2/3*	2/4	2/5*	2/6
21	2/10*	2/11	2/12*	2/13
22	2/17*	2/18	2/19*	2/20
23	2/24*	2/25	2/26*	2/27
24	3/2*	3/3	3/4*	3/5
25	3/9*	3/10	3/11*	3/12
26	3/16*	3/17	3/18*	3/19
27	4/6*	4/7	4/8*	4/9
28	4/13*	4/14	4/15*	4/16

29	4/20*	4/21	4/22*	4/23
30	4/27*	4/28	4/29*	4/30
31	5/4*	5/5	5/6*	5/7
32	5/11*	5/12	5/13*	5/14

Your tuition covers 32 private lessons and 27 group lessons during the academic year. 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!**

Suzuki Play-In: TBD

The regional Suzuki Play-In is a wonderful opportunity for students to play with other Suzuki students in the area! It will be held at the Indianapolis Arts Garden, time TBA. Mark your calendars for this event!!

Tuition & Payments

Your tuition includes 32 private lessons and 27 group lessons 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.

Length of Lesson	Total Tuition	Payment per month
30 minutes	\$1,215	\$135
45 minutes	\$1,620	\$180
60 minutes	\$2,025	\$225