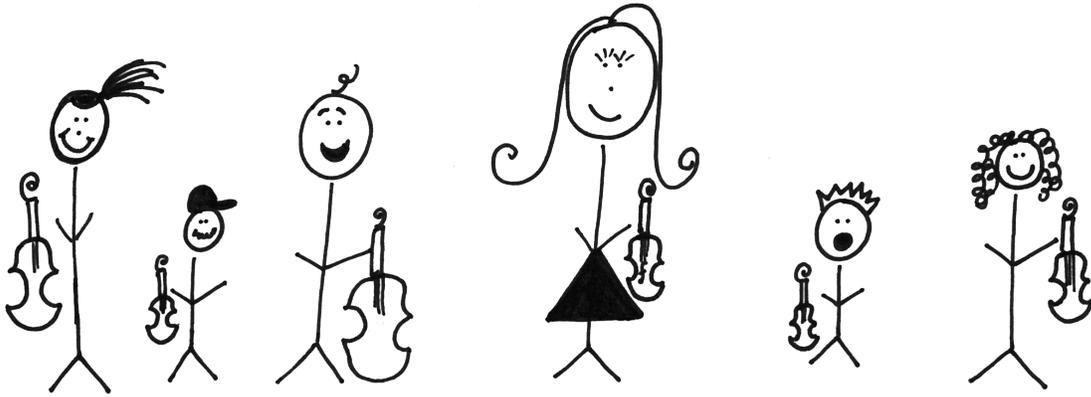


THE YARBROUGH STUDIO



STUDIO
HANDBOOK:
UNIVERSITY OF PUGET SOUND
COMMUNITY MUSIC DEPARTMENT

WELCOME!

I sincerely welcome you to The Yarbrough Studio and can't wait to begin lessons! The purpose of this handbook is to facilitate the best learning environment and experience possible.

After carefully reading, please keep this handbook for your records and reference.

Thank you for your cooperation!

Warmly,

Jennifer Yarbrough

UNIVERSITY OF PUGET SOUND COMMUNITY MUSIC DEPARTMENT

COMMUNITY MUSIC DEPARTMENT POLICIES

1. Tuition and class fees are payable in full at the beginning of each term.
2. There will be no refund of tuition or fees for student absences. If a lesson is canceled by an instructor, every effort will be made to reschedule the canceled lesson for another time during the same term. If this is not possible, the student account will be credited for the amount of tuition related to the canceled lesson(s). Account credits may be applied to lessons or classes in the term immediately following the term in which the credit occurred, or a refund of the credit balance may be requested. Refunds must be requested no later than 60 days after the end of the term during which the credit occurred. Any credit balance not requested within 60 days or not applied to classes/lessons in the term immediately following will be forfeited.
3. In the case of group classes, tuition will be refunded only if registration is canceled prior to the start of the first class session. There is no refund for withdrawal after the start of classes. In the case of withdrawal from private lessons, tuition will be refunded for unused lessons. In either case, the rules stated above for refund of credit balances apply.
4. Any payment for tuition or class fees not received when due will be subject to a \$50 late fee. If at any time an account falls 60 days past due, both the account and the responsible party's private personal information will be turned over to a collection agency. If this occurs, the responsible party will be required to reimburse University of Puget Sound all costs associated with collection efforts, in addition to other amounts due.

Please see department brochure for additional information regarding absence and attendance policies.

STUDIO POLICIES

COMMUNICATION

1. In communicating with me, please utilize (in the following order):
 1. e-mail
 2. phone/voicemail
 3. text
 4. note or letter
2. Please do not call or text before 8:00 AM or after 8:00 PM.
3. All visits to the studio outside of a student's assigned lesson/group class time must be scheduled by appointment with the teacher prior to arriving at the studio.

BOUNDARIES

My violin, bow, case, and all contents within are off limits unless it is in imminent danger or I have specifically instructed the child or parent to touch it.

GROUP CLASS

1. Group classes occur approximately twice per month during the academic year. Families will be notified of dates, times, and locations well in advance.
2. Students are expected to attend group class in addition to private lessons and to make group class a top priority in the event of scheduling conflicts with other activities.
3. Students that cancel for group class more than twice per term are missing a critical component of the Suzuki experience and may lose their spot in the studio.

PERFORMANCE

1. Performances, such as recitals and outreach concerts, occur at least twice a year. Families will be notified of dates, times, locations, and repertoire well in advance.
2. Performance participation is mandatory unless there is a pre-existing, legitimate conflict, or unforeseen circumstances arise. Students unable to participate may lose their spot in the studio.

PRACTICE & LESSON PREPARATION

1. Students are expected to prepare for each lesson, putting practice and consideration into the assignments given the previous lesson. If unprepared or in cases of extreme negligence, a student may be dismissed from a lesson without rescheduling. If the issue persists, a parent/teacher conference may be necessary, and ultimately, the student may lose their spot in the studio.

2. Students are responsible for purchasing and bringing all assigned materials to each lesson. If a student arrives without necessary materials, I will teach as much as I am able based on the limitations but may dismiss the student early without rescheduling.
3. Students should have newly assigned materials by the following lesson. If requested, I am happy to purchase new materials for the student and be reimbursed.

LISTENING

1. Daily listening to the reference recordings (Suzuki CDs and other assigned listening) is an ongoing assignment throughout the student's musical study.
2. Especially in the early years, parents are responsible for purchasing the CD, keeping multiple copies readily available, and ensuring that this is a part of the child's environment.
3. If the child is sick or unable to practice, he or she can still learn through listening.

PARENTAL INVOLVEMENT

Parents will have received a detailed Parent Packet at the first lesson. The following is applicable for students under the approximate ages of 11 -13:

1. Parents are responsible for daily practicing and listening with their child.
2. Parents are expected to observe lessons and learn alongside their child so they can establish and guide the daily practice routine.
3. The parent that will be practicing with the child at home is the parent that should be attending private and group lessons. In the event that someone else must bring the child, the lesson should be video recorded for the practicing parent.
4. During the lesson, parents should stay present with the child and attentive, taking thorough notes or video recordings. Please keep electronic devices otherwise put away and in silent mode for both lessons and group classes.
5. I kindly ask that parents not answer for/coach their children or otherwise interrupt, distract, or interfere while I'm teaching.
6. Should the child become noticeably unhappy during a group class or lesson, I kindly ask parents, *only when invited by the teacher to do so*, to either take the child outside the room to calm down or leave.

FINGERNAILS

Students are expected to keep fingernails trimmed short in order to play with proper technique. Please handle trimming and other grooming at home.

RESPECT & BEHAVIOR

1. Students and parents are expected to be cooperative, respectful, and positive in their attitudes, words, and actions towards me, other students and parents, instruments, and music.
2. Should any disciplinary issues arise during a lesson or group class, I kindly ask parents, *only when invited by the teacher to do so*, to pull the child aside and handle it in the way they see best. When resolved, the child may return to the lesson or leave.
3. Serious displays of disrespect, a bad attitude, or refusal to cooperate may result in dismissal from a lesson or from the studio without rescheduling.

DISCONTINUATION

1. Beginning students are strongly encouraged to take lessons for at least two years before discontinuing. Parents are encouraged to take responsibility of all decisions regarding the continuance of lessons in the early years, as children are not necessarily able to make decisions in their best interests yet.
2. If considering discontinuation, I appreciate when a parent and student are proactive and open in communicating with me ASAP so that we can work together to resolve any issues, if possible.
3. I must be notified a minimum of 24 hours prior to whenever the next lesson would otherwise occur if discontinuing.

MEDIA

Media (my website, Suzuki Association of the Americas (SAA), Facebook, and YouTube) is a part of our studio environment, as well as a great way to learn together and build community. Pictures and videos from lessons, performances, and group classes may be posted to The Yarbrough Studio's Facebook page, website, SAA, or YouTube (unlisted).

1. If there is any concern, please let me know so we can find a solution that works for everyone.
2. Out of concern for privacy and emotional wellbeing, the identities of the students are kept anonymous, and any ratings or reviews have either been prohibited or are strictly monitored and removed.

ABOUT THIS HANDBOOK

1. I reserve the right to make changes to this handbook and will always have the most recent edition available on my website: <http://www.yarbroughstudio.com>.
2. Participation in the studio indicates an understanding and acceptance of the policies within this handbook.

Updated 7/23/19