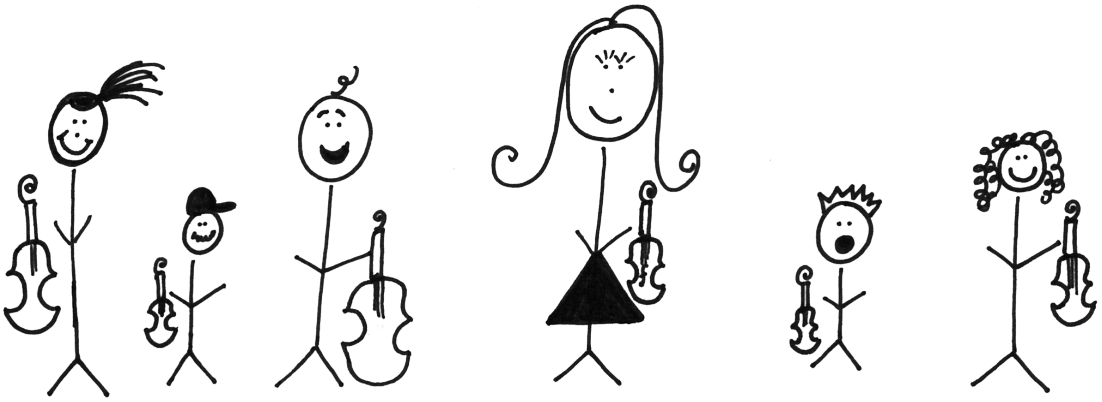
THE YARBROUGH STUDIO



STUDIO HANDBOOK

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

POLICIES

RATES

1. Private lessons: $30/30 min., $45/45 min., and $60/hour.
   Group Class: $15/45 min. per student.
   Note: Lesson prices are subject to increase with inflation.

2. Families with 2+ members each enrolled for 30 min. lessons or longer will receive all private lessons at a $5 discount.

3. Tuition is monthly, paid in advance, and due the first lesson of the month.

4. If tuition is forgotten or partial, there is no penalty if received before the end of the due date. Otherwise, there is a $10 late fee, and lessons will be forfeit until tuition and any late fees are paid in full.

5. Tuition totals are fixed and non-adjustable.

6. Invoices for the upcoming tuition cycle will be distributed electronically via My Music Staff. (Invoices are also my main mode of communication for letting parents know which dates I cannot teach.)

7. I accept payments via PayPal, all major credit cards* (payable online or via chip/swipe reader), cash, and checks (made out to Jennifer Yarbrough or The Yarbrough Studio).
   *A 3% service fee applies for credit cards.

ATTENDANCE & RESCHEDULING

1. Students are expected to attend lessons weekly. A student's day/time is reserved unless otherwise rescheduled.

2. If a student needs an occupied lesson slot, parents may contact each other to swap.

3. If a student is tardy, the lesson continues for the remainder of the scheduled time and cannot be rescheduled, credited, refunded, or run overtime. If a student arrives early, the lesson will begin at the scheduled time.

4. Students are allowed up to two lesson credits per year, valid only for excused absences (September – September).

5. ***Excused Absences:*** When notified of a legitimate lesson cancellation a minimum of 24-hours in advance, lessons may be rescheduled within 30 days of the date missed. Beyond then, the lesson is forfeit.

6. ***Unexcused Absences:*** If a lesson is cancelled with less than 24-hour's notice or the student does not show up, the lesson is forfeit and cannot be rescheduled, credited or refunded. However, prompt communication is always appreciated.

7. ***Illness:*** Please stay home if you are feeling at all unwell. Families may opt for a virtual lesson at the regularly scheduled day/time in the event of illness. Anyone attending lessons in person who is presenting symptoms (coughing, sneezing, runny nose, sore throat, etc.) may be sent home without rescheduling or credit.

8. Should I need to cancel lessons beyond what is documented on the monthly invoice or in the event of unforeseen circumstances, I will communicate via email and either provide a virtual option, reschedule, or credit the lesson toward the next tuition cycle.

9. Group classes and play-ins cannot be credited or refunded.

10. Students are responsible for scheduling make-up lessons. Otherwise, the lesson is forfeit.

11. If a student cancels a make-up lesson, there will be no further rescheduling, credit, or refund.

12. Students that miss 2+ lessons consecutively without prior notice, arrive late or cancel on a frequent basis, or opt to take a break from lessons may lose their spot in the studio without refund.

INCLEMENT WEATHER

1. The Studio will be closed if:
   - Critical access points to the studio are impassable or unsafe.
   - Bremerton School District cancels school.

2. Communication via email will be sent as soon as possible.

3. Students may:
   - Attend their lesson if the studio is open.
   - Opt for an online or video lesson via Skype, FaceTime, Zoom, Facebook, etc. at the scheduled lesson time if the studio is closed or if travel conditions are unsafe.

4. Makeups will only be scheduled if online or video options were attempted and failed.

5. No credits or refunds will be given.

6. If a group class, performance, or other event is cancelled, every effort will be made to reschedule.

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 without refund.

PRACTICE & LESSON PREPARATION

1. Students are expected to prepare for each lesson, putting practice and consideration into the assignments given the previous lesson.

2. If unprepared or in cases of extreme negligence, a student may be dismissed from a lesson without rescheduling, credit, or refund. If the issue persists, a parent/teacher conference may be necessary, and ultimately, the student may lose their spot in the studio without refund.

3. 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 a credit or rescheduling.

4. 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 (at least four are recommended) readily available, and ensuring that this is a part of the child's daily environment.

3. If the child is sick or unable to practice, he or she can still learn through listening.

PARENTAL INVOLVEMENT

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 upset 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, credit, or refund.

DISCONTINUATION

1. Beginning students are strongly encouraged to take lessons for at least two years. 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.

4. There are no refunds if lessons are discontinued before the end of the current tuition cycle.

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 09/06/21