



Studio IV

Student
Handbook &
Registration
2017–2018

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Hello!

Thank you for allowing me the privilege of teaching music to your child.

In order to make the most of our time together, I've created this handbook. These guidelines are based on my own experiences, and standard music studio practices.

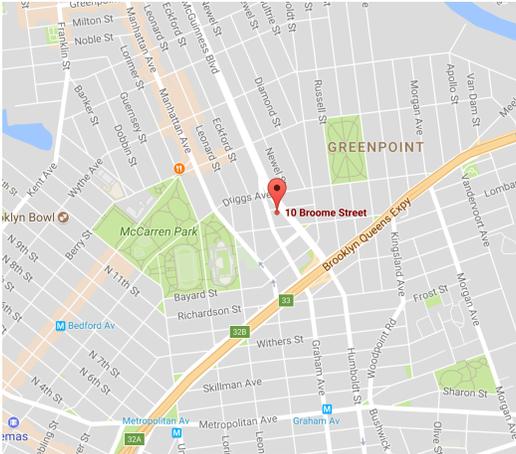
I'm so excited to share this time with you. For those of you who already know me, I think it's easy to see I love my job!

Best,

A handwritten signature in black ink, reading "Erin O'Leary". The signature is written in a cursive, flowing style with a large initial "E" and "O".

Location

I teach individual/private and group lessons from my home studio:



10 Broome Street
2nd Floor
Brooklyn, NY 11222

(between McGuinness and Graham)

→ [google map link](#)

Note: Some group classes and recitals will be offered at other locations.

Directions

From the L Train	From the G Train
<ul style="list-style-type: none">— Take the L train to Bedford Avenue.— Exit the station at Driggs and N.7th.— Go north on Driggs, walking through McCarren Park, toward Graham Avenue.— Turn right on Graham Ave, then take your first left on Broome St.— Ours is a little blue house on the right. Come up the stairs on the front of the house. That's our bell!	<ul style="list-style-type: none">— Take the G train to Nassau Avenue.— Walk up Manattan Avenue toward McCarren Park.— Take a left on Driggs Ave.— Take a right on Graham Ave, then take your first left on Broome St.— Ours is a little blue house on the right. Come up the stairs on the front of the house. That's our bell!

Process

I am trained in the [Suzuki method](#) of learning, and love to explore what that means with each individual student. Children attend weekly private lessons, and meet twice a month at group classes with their peers.

Suzuki

In Suzuki lessons, parents are expected to attend lessons and practice with the child for the first few years.

Observation & Back-to-Back Scheduling

“Why are students scheduled one after the other?” is a question I get. There are many reasons for this:

- In my experience, kids are very interested in observing other students.
- It promotes a sense of community.
- It allows students and parents to interact with each other more frequently. The social aspect of music lessons is a big part of what keeps kids interested.
- It may feel uncomfortable at first, but assuredly it’s a good thing. If your child does not respond well to outside observers, please let me know.
- I can fit more students into the day. This helps you get that coveted after-school spot!

Notes for Parents

- If you need to chat or make a phone call, kindly step into the stairwell and close the door.
- Please feel free to participate in lessons, and let me know if I address your child in a way that is contrary to your beliefs. We are a team.

Scheduling

My Music Staff

Each family will be registered with a [My Music Staff](#) account. All scheduling and invoices will be accessible there. It will be your first stop for scheduling questions, announcements, files, payment, etc. You can email me at erin@studioivstrings.com with any questions about My Music Staff.

Lesson Times

I work with each family to find the most convenient lesson times. Please be flexible when informing me of your availability on the registration form at the end of this handbook.

Beginning October 2017, I'm available to teach on Thursdays, Fridays and Saturdays. I'll email each of you to confirm your weekly time based on your registration requests. Group Class / Performance Group

Group classes are held multiple times per month, see [the calendar](#) for details.

Students in Book 1 and above who attend group class consistently and come prepared will be invited to join the performance group. This group will perform at local events, nursing homes, etc, in addition to regularly scheduled recitals.

This group requires additional commitment and practice.

Missed Lessons

If you are unable to make it to a lesson, please text or call 347-742-2026, or email me at erin@studioivstrings.com. Please be patient in waiting for a response; I may be busy with another student. *See missed lesson options in the next section.*

There are no refunds or discounts given unless I am unable to teach the promised number of lessons. (30 in a 9 month period.) I have added makeup days to the end of the school year in case I am unable to attend all lessons due to illness or unknown situations. I will always be as flexible as possible regarding makeups. The attached calendars will clarify the schedule.

In the case of inclement weather, please check your email or the website for lesson status. You can also text me at 347-742-2026 at any time.

Alert me if you will be absent. No-shows are not eligible for makeups. Text is the best way to reach me.

Missed Lesson Options

Families of private students may login to [My Music Staff](#) to find alternate lesson times, or arrange to swap times with other students. I'm always happy to make arrangements for makeups when schedules allow! You may select and schedule an open makeup lesson, or utilize the makeup dates built into the calendar.

If you need to schedule a makeup within 24 hours, you will need to text me. My Music Staff does not allow this.

Self-scheduled make-ups must take place within 2 weeks of the missed lesson.

You may also swap lessons with another student. If you decide to swap lesson times with another student, let me know in advance so that I am prepared for the correct student.

Staying Healthy

Students who are ill should not come to lessons. I reserve the right to send a student home if they are sick. If a student is only mildly ill, please let me know and we can arrange a lesson via Google Hangouts or FaceTime, or take advantage of one of the scheduled makeup days.

To keep germs at bay, students should wash their hands before the lesson begins. There is soap in the bathroom and hand sanitizer in the teaching area.

For parents: If your child is sick, consider using the reserved lesson time yourself. We can discuss your child's progress, practice ideas, etc.

Punctuality

If you are more than five minutes late picking up your child, a \$20 charge will be added to the monthly tuition fee.

If you'd like your child to leave lessons on their own (without a parent or guardian), I'll need written consent from you.

Tuition / Costs

I run my studio on a tuition-based model during the school year (October 2017—June 2018).

How it Works

Tuition for private lessons is divided into 9 monthly payments, from October to June. At this price, the student is guaranteed I will be prepared and present to teach at least 30 weeks per year (excluding summers), with additional opportunities for performance and group classes. These days are specified on the attached monthly calendars.

Holidays are based on the NY Public School calendar. Any other dates I'm not available will be noted on the monthly calendars. Unexpected absences will be communicated via email.

As students advance, their lesson time will need to increase in order to accommodate more complex repertoire and study.

Group classes are included in tuition costs. There are no refunds if your child does not attend group.

Instrument Rental

I offer student violins for rent at \$15 per month. If a parent wants to learn along with their child, I will also provide a full sized instrument at no additional cost. However, if you decide not to use it, please return it to give another parent the opportunity.

Tuition Options

Option	Cost	Cost including instrument rental
30-minute Lessons (Recommended for Pre-Twinkle through Etude in the Suzuki repertoire)	\$125 / month OR \$1,068 / tuition cycle (Includes 5% discount for tuition paid in full, in advance.)	\$140 / month OR \$1,197 / tuition cycle (Includes 5% discount for tuition paid in full, in advance.)
45-minute Lessons (Recommended for Bach Minuets through Book 3 in the Suzuki repertoire)	\$175 / month OR \$1,496 / tuition cycle (Includes 5% discount for tuition paid in full, in advance.)	\$190 / month OR \$1,624 / tuition cycle (Includes 5% discount for tuition paid in full, in advance.)
60-minute Lessons (Recommended when a student starts Book 4 in the Suzuki repertoire)	\$225 / month OR \$1,923 / tuition cycle (Includes 5% discount for tuition paid in full, in advance.)	\$240 / month OR \$2,052 / tuition cycle (Includes 5% discount for tuition paid in full, in advance.)

Terms

- There are no refunds for pre-paid lessons.
- I offer discounts for families with more than one child enrolled. The discount is 10% off the second child's tuition rate, and 5% for any children after.
- You will be notified in advance of any additional costs for books/materials.
- There is no registration fee, but there will be a \$25 recital fee per child per recital to cover the space rental and accompanist. It will be added to your invoice the month of the recital.
- Payment is due on the 10th of the current month. A \$10 late fee will apply for payments received after this date.

- Payment is accepted via:
Cash, check, Chase Quick Pay, PayPal, Stripe (via My Music Staff), and Venmo. If you prefer a different payment method, let me know. I'm happy to investigate!

Financial Hardship

- While there is no official scholarship program, if you cannot afford to start or continue music study, please discuss with me. I'm confident we can create out a plan that works for everyone. No one should be denied the opportunity to study music.

Summer Lessons

Summer Camp! Summer Vacation! Summer Weekends!

Summer schedules are always tricky. During the months of July, August and September, I offer self-scheduled lessons a-la-carte.

Pricing effective October 1, 2017

Option	Cost
30-minute Lessons	\$40 / each
45-minute Lessons	\$55 / each
60-minute Lessons	\$70 / each

Notes / Terms

- Summer lessons are scheduled using your My Music Staff account.
- Instrument rental remains \$15 per month in the summer.
- Invoices will be sent at the end of each month.

Expectations

Parents are expected to...

- Practice with their child using positive reinforcement
- Attend lessons and group classes with their child as able
- Encourage listening to Suzuki music as well as other classical (and non-classical!) music
- Communicate with me regarding issues, concerns, and milestones

Students are expected to...

- Come to lessons with a positive attitude, ready to learn
- Practice **WITHOUT** complaining
- Have **FUN** with music

I promise to...

- Provide quality instruction to the best of my ability
- Maintain open channels of communication
- Pursue continuing education and model excellence in playing
- Give your child all my focus and attention with love and care

Studio Policies

To give everyone the opportunity for the most productive lesson, it's important to observe a few rules.

Communication

- I love to hear about your child's progress and practice habits! Text is my most efficient method of communication (347-742-2026), followed by email (erin@studioivstrings.com) and phone.
- I am always happy to answer any questions that may arise throughout the week. I may not be able to get back to you immediately, but I will as soon as possible.
- It is the parent's responsibility to keep phone numbers up-to-date. All students must have a secondary emergency contact on file.
- In case of emergency, if a parent or guardian cannot be reached, you agree that Studio IV will be permitted to exercise discretion in providing care and treatment for your child. Parents and guardians agree to hold Studio IV harmless for care and treatment decisions.

Books & Materials

I will let you know what supplies are necessary for the student's progress. I have listed places to purchase them on my website, and I'm happy to order them for you.

Website Privacy

At times, I post schedules, make announcements, and write articles on the [Studio IV website](#), and across social media. Images and videos of my students may be posted periodically on my website, with your permission. Students' music and recordings from studio performances may be posted on the blog for the benefit of helping other students and teachers.

Practice Time and Other Requirements

- Music study requires commitment. Kids who don't practice are often discouraged that they aren't progressing like their peers.

- I like to emphasize the quality versus quantity of time practiced. That said, my official recommendation is at least 20 minutes per day, 4 days per week. As students advance and mature, this recommendation will increase.
- I try to be very specific about practice techniques for both students and parents.
- Fingernails must be kept short for violin and piano.

Dismissals and Termination

I think it's important to keep in mind that all parties are free to end this agreement, and at any time. Here's how that works:

- If for any reason you must stop lessons, one month's notice is required. At that time, I will prorate the tuition for your final month to reflect the number of lessons that you have received based on the last lesson date. You will be required to pay this balance.
- If I have to dismiss a student, any prepaid lessons that have not been fulfilled will be refunded. Circumstances that would lead to dismissal include but are not limited to: failure to pay tuition on time; persistent absences; an uncooperative attitude; lack of progress due to insufficient practice.

Waitlist

- I maintain a waitlist for interested students. Families on the waitlist are encouraged to begin listening to the Suzuki repertoire and to observe lessons and group classes.

Student Registration & Parental Agreement to Terms

Registration

Please list the names of students you wish to enroll. Fill it out and return to Erin by September 12. You may also [fill out these forms electronically](#) if you prefer.

Student 1:

Name of Student	
Date of Birth / Age	
Gender Identity	
Name of School	
Grade Level	
Instrument	Please Circle: Violin Viola Piano (Book 1 Only)
Lesson Duration	Please Circle: 30 minutes 45 minutes 1 hour
Please list top three day and time choices.	<p><i>Erin is available Thursdays from 3:45 PM to 5:30 PM, Fridays from 1 PM to 7:30 PM, and Saturdays from 9:30 AM to 5 PM.</i></p> <p>1st choice:</p> <p>2nd choice:</p> <p>3rd choice:</p> <p>Notes:</p>

Student 2:

Name of Student	
Date of Birth / Age	
Gender Identity	
Name of School	
Grade Level	
Instrument	Please Circle: Violin Viola Piano (Book 1 Only)
Lesson Duration	Please Circle: 30 minutes 45 minutes 1 hour
Please list top three day and time choices.	<i>Erin is available Thursdays from 3:45 PM to 5:30 PM, Fridays from 1 PM to 7:30 PM, and Saturdays from 9:30 AM to 5 PM.</i> 1st choice: 2nd choice: 3rd choice: Notes:

* You can list additional student family members on a separate form.

Agreement to Terms

I have read the Studio IV Student Handbook. By signing below, I'm agreeing to the terms and conditions defined in the document.

Guardian 1	Name: Email: Mobile Phone: Preferred method of contact: Relationship to student:
Guardian 2 (if applicable)	Name: Email: Mobile Phone: Preferred method of contact: Relationship to student:
Emergency Contact	Name: Email: Mobile Phone: Preferred method of contact: Relationship to student:
Considerations This information is helpful for me in creating lesson plans tailored to your child.	Does your child or children have any learning disabilities or physical disabilities? ----- ----- Does your child or children have any dietary restrictions or allergies I should know about? ----- ----- Is there anything in particular you'd like to tell me about your child or children? ----- -----
Financial responsibility	I am financially responsible for the above Student Registrations. YES NO (circle one)

<p>Media release</p>	<p>I give permission for images of my child[ren] (first names only) to appear on Studio IV social media and website on a case-by-case basis. (Erin will contact for permission each time.)</p> <p>YES NO</p> <p>Notes:</p>
<p>I need to rent an instrument for my child</p>	<p>YES NO</p> <p>(circle one)</p>
<p>My child(ren) has/ have permission to leave their lessons without an adult.</p>	<p>YES NO</p> <p>(circle one)</p>
<p>Date</p>	
<p>Printed Name</p> <p>(of financially responsible party)</p>	
<p>Signature</p> <p>(of financially responsible party)</p>	