

Hello!

My name is Ally and I'm thrilled to get started on our musical journey together! Please take a moment to take a look at the studio policy outlining our guidelines and expectations. These are designed to create a consistent, productive, and rewarding experience for each student. Should a need for an exception arise, I reserved the right to make those exceptions.

\*\*\*Practice happens at home, not during lessons\*\*\*

## Payment Policy

Tuition must be paid by cash or check by the 1st of the month. Payments received after the 7th will be subject to a \$10 late charge. If payment is not received by the 15th, lessons will be suspended until the account is brought up to date. The cost of tuition is a flat rate of \$140/month for 30 minute lessons, \$210/month for 45 minute lessons, and \$280/month for 60 minute lessons. This rate is based on a 44 week teaching schedule at a rate of \$38 per 30 minute lesson. ( $38 \times 44 / 12 = \text{approximately } \$140$ )

Throughout the year, there will be 8 weeks without lessons. These lessons are not paid within this formula and do not affect the monthly lesson rate. There is also an annual fee of \$35 for one student, \$55 for 2 students, and \$75 for 3 or more students in the same family set by Cincinnati Music Academy that will be billed at the first lesson and then annually with the payment for September.

Checks can be made out to: **Allison Oakes**

## Missed Lessons

In absence of an emergency, lessons must be rescheduled by the 7th of the month and never within 48 hours. Please check your calendar at the end of each month and be ready to find a time for makeup lessons by the 7th of each month.

Example: Student needs to be out of town on the 14th. They must reschedule this lesson on or before the 7th to receive a makeup lesson.

Example: Student needs to miss a lesson on the 6th for a family event. They must reschedule this lesson at least 48 in advance (before their lesson time on the 4th) to receive a makeup lesson.

Example: Student wakes up ill the day of their lesson and needs to cancel. While this is technically within the 48 hour window, Ally will try her best to make this lesson up. Please never come to a lesson sick.

## Studio Conduct

- String students must keep nails short due to the angle that their fingers need to be at to hold down the string. Exceptions will be made for 2 lessons around prom season/weddings/other special events.
- Cello students are discouraged from wearing dresses. Cellos must be held between the legs.
- Parents are welcome in lessons as long as the student is comfortable. They are encouraged to attend lessons with students under age 8 to help guide practice at home.

## Lesson Withdrawal

Almost all students stop taking lessons at some point. This decision should be made thoughtfully; ideally with plenty of discussion between student, parent, and teacher so that lessons can end positively at a good stopping point with closure. I request that you give at least one month's notice so that I can plan out the final lessons. I respect your right to discontinue lessons at any point without notice, but cannot offer a refund for any lessons already paid for.

## Materials

- *Instrument in good working condition*
- *Folder*
- *Music stand at home (one will be provided in lessons)*
- *Cleaning Cloth*
- *Rosin*
- *Shoulder rest for violin and viola or rock stop for cello and bass*
- *Method book (Most students will be asked to use New Directions for Strings)*
- Metronome and tuner (I recommend Soundcorset Tuner for a free option available on both apple and android)
- Sheet Music or Etude Books as assigned

Italicized items are included with instrument rental at:

Antonio Violins  
7721 Montgomery Road  
Cincinnati, OH 45236  
(513) 793-1300