

Boxwood Studios - Lubbock, TX



GENERAL ISSUES:

1. Please park on the street and not in anyone's driveway. There is also a parking spot behind the studio;
2. Please be on time, neither early or late; students are paying for the time slot, not the lesson, so if you are 10 minutes late to a 30 minute lesson, you only get a 20 minute lesson; if you see a lesson in progress, however, **please do not knock on the door**, but enter quietly and take a seat. It is instructive to watch other students' lessons;
3. Please bring all the books and your notebook, to the lesson; Make sure your notebook has filler paper in it; teacher provides rosin, shoulder pads, mutes, polishing clothes—but not paper;
4. If your instrument has problems, please let teacher know ahead of time; try to visit the violin shop prior to your lesson to have any needed repairs done.

SPECIFIC ISSUES:

1. Please examine the first page of your notebook every practice session, and prepare the materials assigned for the week. Contact Teacher if there are any questions. Students need to practice every day, and prepare the lesson materials for the next lesson. Do not make the error of merely showing up for lessons without having done any work during the week. Consistent non-practicing will result in lesson time being given to a more motivated student. Not practicing is not acceptable.
2. Lesson—and practice time—should be divided up into (i.) Scales/arpeggios; (ii.) études or study pieces; and (iii.) performance pieces. Teacher is happy to help you with pieces for school, but this must not be the whole focus of your private lessons;
3. At home, during practice sessions, please start each session with a scale (whether a specific one is assigned or not). Do not make the mistake of merely playing through your school pieces, or a piece in your book without this preparatory study;
4. If you have an audition, please let teacher know as soon as you know about it, rather than a week before the audition; you should work on the audition material(s) weeks prior to the audition, not just a week before;
5. Students are expected to be courteous, hard-working and motivated in private lessons; these are expensive sacrifices parents make and should not be taken for granted;
6. Please text, phone or email and let teacher know if you're not going to be at your lesson. And while sometimes it is unavoidable, please do this well in advance of the lesson time, not at the lesson time or an hour in advance. I need to know well in advance so I can schedule other things. **No makeup without 24 hour notice.**
7. Please do not bring child to lesson if they have anything communicable. Lesson time may be changed no more than twice a semester or summer session. If for any reason you wish to discontinue lessons, please give teacher a month notice in advance.
8. Lesson fees are the same every month, whether you have three, four or five lessons. There are a couple of months where most students will have five lessons. There are three lessons in December, and three or four in November, depending on the holidays.
9. Lesson fees are due on or before the sixth of every month, with a \$10 late fee after that time. Fees are due, whether you miss the first lesson of the month or not. Teacher accepts cash, check or debit/credit cards. No refunds for the month, once lessons have started.

Signature: _____

Date: _____