

## PRIVATE INSTRUCTIONS

### Policies and Procedures

The teacher and parent must work together to help foster a supportive and encouraging environment for the child. This is possible only through good communication and dedication towards the same goal – nurturing the child’s ability.

#### Attendance

- Students are required to be present for all private lessons.
- It is important to bring your child to private lessons on time; this means 5 minutes before the lesson begins. This will avoid the child feeling frantic or stressed, and it will help your child enter the lesson with a clear mind.
- Make sure you bring the necessary materials to the lesson (music, foot chart, instrument, bow, etc.)
- There are no time adjustments or make up lessons for students that are brought to lessons **late**.
- If you or your child is **sick** please call your private teacher and reschedule the lesson. **Sick days will not be penalized.**
- If you know you are not going to be able to make a lesson, please notify the private teacher **at least 24 hours** before the lesson by email, or calling them. If it is an emergency, or a sudden onset of sickness, please notify the private teacher as soon as you can. If you miss a lesson without notification, the teacher is **not required** to make up the lesson.
- **Make up lessons** are at the individual private teacher’s discretion.

#### Practice

- Practice and listening to the recordings must happen DAILY! The minimum practice requirement is the length of the student’s private lesson. Consistency of everyday practice is more important than the duration of the practice.
- It is important to note that some practice days will be better than others. So, if a practice session becomes a negative struggle for both you and the child, put the instrument down and come back to it at a later time. *It is best to approach practicing in a positive environment.*

#### Parent Responsibilities

- Parents are to **quietly take notes** and observe the lesson. They should participate only when asked.
- Because the parent is the one who practices with their child at home daily, the “home coach,” it is important that he/she is in good communication with their child’s private teacher so they are clear on what to do. Any questions for the teacher should be asked at the beginning or end of the child’s lesson or through email. If a lengthy discussion is required, it might be best to make an appointment to either meet, or have a phone conference with the teacher so the teacher will have the time needed to fully answer your questions.

**Siblings** are welcome to come to private lessons if they are able to be quiet and not distract the child having the lesson. If they are disruptive, please find other accommodations to help create the best possible lesson environment for the child being taught.

Refunds:

- No refunds will be made after the second week of lessons. All refund requests must be in writing to the director of Suzuki Strings at USC. If requested before lessons begin, a full refund minus a \$20 processing fee will be granted. Otherwise, the amount refunded will be prorated in addition to the processing fee charged. No refunds will be granted after the second week of lessons. Please note that refunds will be made by university check and that this can take several weeks to process.