

*String Studio Student Handbook*

# RACHEL ALEXANDER PRIVATE STRING STUDIO

VIOLIN, VIOLA  
PERFORMER, INSTRUCTOR



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# String Studio Student Handbook

## Welcome to string lessons!

I am truly looking forward to making music with you and your family! This handbook includes information regarding policies and procedures that all students and their family's are responsible for knowing and understanding. Once read and reviewed, please sign the bottom of your handbook. You will be required to bring a copy of the signed handbook as well as a completed registration form to your first lesson.

### Mission Statement

As a passionate and dedicated music educator, it is my objective to cultivate positive relationships with my students through music. Through our time together, we will be creating a safe atmosphere where each student can fully express themselves. My hope is that I am not only helping to create budding musicians, music lovers and future patrons of the arts, but also better human beings.

### Programs and Services

Private violin/viola lessons are available for 30 min., 45 min. and 60 min. sessions. Each lesson is to be made by appointment only and are held on a weekly basis. All lessons will be customized to the student's individual needs/abilities and may include technique building exercises (I.e.: scales, shifting and rhythmic exercises) and music from the standard repertoire.

The Singing Strings Ensemble is held during the spring, summer and fall seasons. This ensemble is open to all students regardless of age or skill level. It is a great opportunity to be part of our studio community and to make music in a supportive and nurturing environment. Other small chamber ensembles (duets, trios, etc.) maybe formed through-out the semester.

As a NYSSMA adjudicator, I also offer audition preparation for festivals including NYSSMA, All-County and All-State. There will be various performance opportunities and recitals throughout the year.

*\*\*I firmly believe that being part of an ensemble is a necessity to a growing musician's education; therefore, it is required of all my students that they participate in their school's orchestral program.*

### Tuition and Payment Policy

An itemized invoice will be emailed to you prior to the first lesson of each monthly session. Tuition must be paid in full prior to that first lesson. Failure to issue payment by the due date, will result in a \$15 late fee. Lack of or inconsistent payment may result in the termination of further lessons. There will be zero tolerance for late payments. Acceptable forms of payment include Zelle, cash or check.

#### Tuition:

30 minutes: \$55 each lesson

45 minutes: \$70 each lesson

60 minutes: \$85 each lesson

### Cancellation Policy/Lesson Make-Ups

\*All lessons must be cancelled at least 24 hours prior to the originally scheduled lesson in order to receive a make-up. All lessons cancelled after the appropriate time period will be forfeited and are nonrefundable.

\*All make-up lessons must be made up within 30 days of the originally cancelled lesson.

\*All lessons cancelled due to last minute illness must be made before 10:00 am of the originally scheduled lesson date.

\*If a "make-up" lesson is scheduled and missed by the student, this lesson will be considered "made-up" and will be nonrefundable.

\*All lessons cancelled by the instructor will be made-up in a timely manner.

\*If the student terminates lessons, it must occur at the end of the month. Any money that has been paid in advance will not be refunded if the student chooses to terminate lessons in the middle of the month.

### Practice Makes Progress!

Students are expected to practice their violin/viola everyday for a minimum of half their lesson time (I.e. 30 minute lesson = 15 minutes of practice everyday). Everyday schedules can become extremely busy, therefore, having a consistent practice schedule is at the utmost importance. I recommend sitting down as a family and planning practice times that will work throughout the week. Please be as specific as possible (I.e.: Mondays, 4-4:15, etc.). Remember, regularly practicing for a small amount of time is better than not practicing at all or occasionally binge practicing. Each practice session should be focused and goal oriented. Please take time to review your weekly assignment before each practice session.

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## Lesson Materials

It is **mandatory** to bring each of the following items to **every** lesson. Failure to do so, may result in the termination of further lessons.

Your Instrument: Please make sure that you bring your instrument, bow, shoulder rest, rosin/soft cloth, and extra set of strings to each lesson. If you are having a sizing issue with your instrument, we will address it during your lesson. Also, it is imperative that your instrument be kept in optimal condition. If there are concerns with your violin/viola, please contact your rental company or a trained luthier to have the matter fixed.

Assignment notebook/binder: You will need a staff paper notebook or a binder filled with staff paper. Notebooks may be purchased from a local music store or website. I will be writing and/or emailing updated practice assignments after each lesson. These assignments will not only help you progress but can be used as a reference guide for future material. It is imperative that this book be kept organized, up-to-date and be in attendance for each lesson!

Sheet Music/Music Books: Please bring all of your sheet music and materials to your lesson each week. This may include Suzuki books, techniques books such as scales, etudes and shifting exercises as well as current solo repertoire. A sharpened pencil is also required.

Music Bag: Music books and supplies can often be numerous, heavy and cumbersome to carry. Your music books do not always fit properly in an ordinary folder, therefore, I would **highly** recommend using a bag/tote/backpack/cinch sack etc. to store all of your musical books and items.

Music Stand & Full Length Mirror: Although you will not be bringing this to your lesson, it is also strongly advised that you have a sturdy music stand at home. It is recommended that you have access to a full length mirror. Both will allow you to practice with the proper posture and positions.

Additional Materials: Further equipment that is needed for lessons/practicing at home include nail clippers, a metronome and tuner. Additionally, if your lesson is being held virtually, please have a fully charged computer/tablet/phone with working Wifi. Please make sure to have all chargers handy if needed.

## Facilities

All lessons will be held via Skype/FaceTime or in my home office, located at 73 Lard Road, Briarcliff Manor, NY. Please be advised that I am the proud mother of a young child and a free range cat. My home is professionally cleaned every week in order to maintain optimal cleanliness. If there is an allergy issue, please let me know ASAP!

There is always easy and convenient street parking available during lesson hours.

## Office Hours and Contact Information

My office hours are Monday through Thursday, from 3 PM am through 9 PM. If you have any questions, please feel free to contact me.

Rachel Alexander  
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*\*By signing below, I understand and will abide by the policies and procedures mentioned in this lesson handbook.*

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Print Name

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Date

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Signature