

STEPHANIE T. RAILSBACK

www.stephanierailsback.com
stephanierailsback@gmail.com (510) 381-3609 cell

I am delighted that you and your child have decided to study violin/viola with me this year. In order to make the year run more smoothly, I have prepared this note to let you know the policies of my teaching studio.

Rates

1/2 hour--\$35
3/4 hour--\$52.50
1 hour--\$70

Payment

I prefer for everyone to pay at the beginning of the month for the entire month. Please let me know if this is not convenient for you and we can make other arrangements.

Practicing

Every student is expected to purchase and use the *Musician's Practice Planner*, which is available from me. I expect the parents of younger students to sit in on the lessons so that they understand what went on at the lesson and can function as the at-home practice coach. The *Practice Planner* will let you know the assignments and how they should be practiced. Please check the *Planner* at every practice session and make a plan for what will be covered that day. Most importantly, fill out the practice log at every session. This helps me know what went on that week so I know how the lesson should proceed, and it makes the student feel good about what they have accomplished.

Practice time should have the same priority as homework. To help develop self-discipline and good work habits, I suggest that a regular time for practice be set aside each day. The practice environment should be free from distractions. The parent who is the practice coach should praise each accomplishment and not frown at the trouble spots. Encourage students to use repetition and listening to the CD to overcome the trouble spots. Feel free to call me with any problems.

Attendance

Consistent attendance at lessons is very important for musical growth, and families need to make lessons a priority. While I realize that things come up occasionally which necessitate missing a lesson, I only allow students to miss one lesson a month without payment. If a second lesson must be missed, you will be expected to pay for that lesson. Exceptions to this policy are winter break when we usually take two consecutive weeks off and summer when the schedule is very flexible.

In addition, you will be charged for any missed lesson that you cancel less than 48 hours in advance. I will make every effort to arrange a make-up lesson in these cases.

Feel free to discuss any of these policies with me. I am looking forward to a great year of fun music making!

Stephanie Railsback