

# VERONICA RICHARDS SUZUKI VIOLIN STUDIO

## Studio Policy and Information

Updated August 2021

Welcome to the Veronica Richards Suzuki Violin Studio! We offer lessons both virtually and in person and offer a variety of tuition options so that you can tailor your lesson experience to your needs.

### TUITION

#### Monthly Tuition

If you choose a monthly tuition plan, tuition will be due at the first lesson of each month. Please write a check payable to “Veronica Richards” for the total amount for the month.

Please note that the tuition amount may vary depending on the number of lessons in the month. Always refer to the studio’s current calendar (see **STUDIO CALENDAR**) to check the number of lessons in the month.

#### Semester/School Year Tuition

If you would like to pay for one semester at a time or the whole school year at a time please talk to Veronica about the number of weeks in the semester.

#### Charter School Tuition

Please see page 5 for information regarding charter schools.

*Studio rates increase at a rate of \$2 at the beginning of each calendar year. Families in their first year with the studio are not subject to the rate increase.*

### ENROLLING

To enroll in the studio please fill out the forms at the end of this document:

- Cancellation and lesson termination policy
- Student Enrollment Form
- Photo Release Form

## STUDIO CALENDAR

The studio observes the following 3 semesters:

### **Fall Semester - 16 weeks**

Aug. 24 - Dec. 18, 2020

### **Spring Semester - 19 weeks**

Jan. 11 - May 28, 2021

### **Summer Semester - 8 weeks**

Jun. 7 - Aug. 6, 2021

Please refer to the [complete studio calendar](#) to make note of non-teaching days and holidays observed by the studio.

## CANCELLATION POLICY

### **Sick Policy**

If a lesson is cancelled (by the student or teacher) due to sickness the student will receive full credit for the lesson.

### **Lessons Cancelled Not Due to Sickness**

If a lesson is cancelled due to a scheduling conflict please notify your teacher **a full week in advance to receive a refund**. If you do not let your teacher know a week in advance you must still pay for your lesson slot.

### **Lessons cancelled by the teacher**

The studio offers a refund or make up lesson for any lesson cancelled by the teacher.

## MAKE UP LESSONS

If you would like to schedule an extra lesson slot to use up credit please contact your teacher for make up lesson availabilities.

## STUDIO ETIQUETTE for In-Person Lessons

### **Lesson Time**

Please arrive promptly for the lesson. Planning to arrive and unpack your instrument 2-5 min. before the start of your lesson is encouraged.

After the lesson please pack up quietly so as not to disturb the next student's lesson as it begins.

## **Materials**

Each student family must bring a video-recording device to each lesson, so that the parent can film a practice video.

## **STUDIO ETIQUETTE for Virtual Lessons**

### **Lesson Schedule**

While unpacking, setting up and tuning up are all factored into an in-person lesson schedule, virtual lessons don't require us to be "together" for the set up. Likewise, practice videos and student notes can be completed by your teacher once the virtual lesson has ended. Hence virtual lessons will follow the schedule below (this sample schedule is for a 30min. lesson beginning at 1:00pm and ending at 1:30pm)

12:55 Student unpacks, tunes, set up music, music stand, pencil, etc.

1:00 Teacher calls student and lesson begins

1:20 Teacher films practice videos (w/ or w/o the student on the line)

1:25 Teacher hangs up and writes student's notes. Sends student practice video and notes.

1:30 Lesson ends.

### **Lesson "Team"**

For all students under age 12 and for any student in the first 12 months of lessons it is important to have a "team member" to touch their hand, mark the music, etc. This can be a parent, grandparent or older sibling.

### **Lesson Materials**

Make sure that you have all the following materials at hand for a virtual lesson:

- Electronic tuner
- Rosin
- Music stand (or music propped up on something and well-lit so the student doesn't have to bend down to see it)
- Music
- Pencil
- Power cord for your device

### **The Device**

Using a computer, tablet, iPad or even a phone is perfectly acceptable for virtual lessons. *Choose the device with the best cell/internet reception rather than the device with the biggest screen.*

Make sure the device is plugged into a power source and in a stable, well-lit place before the lesson.

Position the student so that the camera can see the student's whole body at least from the waist up. If possible it is best for the student to stand for the lesson.

## **Platforms**

The studio can conduct virtual lessons on the following platforms:

- Zoom
- FaceTime
- Skype
- WhatsApp
- Google Hangouts

If you would like to use a platform that the studio does not yet offer please let us know so that we can update accordingly.

*Note regarding internet connection:* Both FaceTime and WhatsApp have the ability to switch to cellular if the WiFi signal is slow. It's a good idea to have more than one virtual platform available in case one works better than the other on any given day.

## **CONTACTING YOUR TEACHER**

### **Email**

Please send all communications regarding studio business to the instructor's email:  
[veronicaviolin@aol.com](mailto:veronicaviolin@aol.com)

The studio guarantees a response within 24hrs. Monday through Friday. Emails sent over the weekend will be responded to on the following Monday.

## **RECITALS**

### Orange County Suzuki Strings Branch ZOOM Festival

November 7, 2020

Registration fee: \$5

### Veronica Richards Suzuki Violin Studio Spring Recital

February, 2021 (Date TBD)

Registration fee: \$20

### Orange County Suzuki Strings Branch Festival 50!

April 17, 2021

Registration fee: \$15

## SUPPLEMENTARY DOCUMENTS

### LITERATURE

#### Required Suzuki Literature

*Suzuki Violin School Volume 1 (Revised edition) with CD*

(The CD is also available through iTunes and Spotify. Make sure to purchase the **revised edition** audio tracks, with recording artist William Preucil.)

*I Can Read Music Vol. 1 and 2* by Joanne Martin

#### Supplemental Suzuki Literature

*Nurtured by Love* by Dr. Shinichi Suzuki, translated by Waltraud Suzuki

*Beyond the Music Lesson - Habits of Successful Suzuki Families* by Christine E. Goodner

*Fingerboard Geography* by Barbara Barber

### MATERIALS

Before beginning lessons please purchase the following items. I recommend using [sharmusic.com](http://sharmusic.com) for these materials:

- Shoulder rest
- Rosin
- Tuner (I use a KORG Chromatic tuner)

The studio will provide each student with a 3-ring binder for lesson notes and review charts.

### CHARTER SCHOOLS

The Veronica Richards Violin Studio is a vendor for the following charters schools:

- Inspire Charter School
  - Mission Vista Academy
- Excel Academy
- Sage Oak Charter School
- Sky Mountain Charter School
- Granite Mountain Charter School
- Cabrillo Point Academy
- Citrus Springs Charter School
- Summit Academy

## **Charter School Tuition**

Charter School Rates:

\$32 - 30min. lesson

\$45 - 45min. lesson

\$60 - 60min. lesson

To pay for lessons using your charter school funds please fill out a Purchase Order at the beginning of each month. Please be sure that the amount in the purchase order corresponds to the studio's teaching weeks in the studio calendar.

Please forward Purchase Orders to the studio bookkeeper, Bridget Brennan Richards:  
[bridgetbr@aol.com](mailto:bridgetbr@aol.com)

## **Charter School Lesson Cancellations**

It is the responsibility of the student family, and not the charter school, to honor the studio's cancellation policy (see page 2). If lessons are not cancelled according to studio policy the student family, and not the charter school, are eligible to pay the difference.

Since the studio does business through many charter schools with differing schedules please keep the studio apprised of your school's holidays, non-teaching days, and summer vacations to avoid a cancellation.

## **VIOLIN RENTAL/PURCHASE & REPAIR**

The following are shops and luthiers recommended by the studio for violin/viola rental, purchase and repair:

### **Morey's Music Store**

4834 Woodruff Ave.

Lakewood, CA 90713

(562) 420-9532

[www.moreysmusic.com](http://www.moreysmusic.com)

### **Shar Music**

[www.sharmusic.com](http://www.sharmusic.com)

### **Johnson String Instruments**

[www.johnsonstring.com](http://www.johnsonstring.com)

### **M.&R. Weisshaar & Son Violin Shop**

1763 Orange Ave

Costa Mesa CA 92627

949-548-1287

[www.weisshaarviolins.com](http://www.weisshaarviolins.com)

*For repair and to purchase a full size (4/4) violin:*

**Ed Tumbas**

Quality Instrument Repair in Eastern European Tradition

7572 Ocean Point Drive

Huntington Beach, CA 92648

(714) 915-2535

[ed.tumbas@gmail.com](mailto:ed.tumbas@gmail.com)

## **ABOUT THE SUZUKI METHOD**

For more information regarding the Suzuki Method please visit the “About the Suzuki Method” page on the SAA website:

<https://suzukiassociation.org/about/suzuki-method/>

## **PRACTICING - INFORMATION AND TIPS**

Parent-student practice time. The most essential element of the Suzuki method is the student and parent practicing together at home. Six days a week is optimal. While the lessons are important, the daily practice is the factor that determines success. Everyone improves with repetition, and daily repetition is the only way to cement the good habits in the muscles of the small violinist.

Make a good start. It is important that the parent and child follow a disciplined practice schedule from the very start. This way the child can see his/her improvements soon, and they will correlate their hard work with their improvement. Every family follows a unique schedule, so find a strategy for daily practice that works in your home. Most families find that practice is most effective at the same time every day. Find a time of day that works consistently on weekdays and weekends. Some families find that a regular practice fits in as part of the morning schedule along with brushing teeth, getting dressed and making beds. This couples practice time with other DAILY routines. Whether weekday or weekend, summer or holidays, everyone has to get dressed. This also gets the practice out of the way early, so that the student has free time after school and chores.

Less is more. When you are first beginning lessons, practice for five minutes every day. Set a timer so that you do not exceed that amount. This way the child will be encouraged (and surprised) by how short their practice time is. Every week you can increase the practice time by one minute. If you are too ambitious and increase by more than a minute the student will become weary of practice as the time gets longer and longer. Remember that a one-minute increase will lead you to a very substantial practice time very soon. Always use the timer, as it will teach young students to gauge time accurately, and keep their practice schedule as consistent as possible.

Practice emergencies. There are many things that can interrupt a regular practice schedule, including house guests, illness, holidays, family vacations, family emergencies, etc. In these instances do not worry about missing a couple days of practice. If the student can play for just a couple minutes they will not regress, even if they cannot complete their weekly assignment. Just picking up the instrument and playing an easy review piece is a very effective way to maintain technique and motivation when the schedule is interrupted.

*Jack of all trades, master of none.* In order to maintain a regular practice schedule it is crucial not to over-schedule your child. Children who have activities, sports, extra classes, etc. have a much harder time practicing regularly. The beauty of starting your Suzuki student at a young age is that they are not old enough to be committed to too many after-school activities. As they get older, schedule carefully so that they never feel overwhelmed, or feel tempted to skip their practice in order to take part in other activities. Students who are over-scheduled feel frustrated because they can never excel at everything, but will always be struggling to keep up in certain activities.

Learning by listening. Listening to the Suzuki CD daily is a **big** part of practicing. This is also the easiest part of practicing, since it can be done during other activities. Simply turn on the CD as background music during school or chores or meals, and repeat the songs that have been assigned as listening material in the lesson. Listening to the CD cuts hours off of practice time since the student absorbs many of the minute technicalities of the recording artist.

*Veronica Richards Suzuki Violin Studio  
Lake Forest, CA  
August, 2020*



**VERONICA RICHARDS SUZUKI VIOLIN STUDIO**

**Enrollment Form**

Parent Name \_\_\_\_\_

Parent Name \_\_\_\_\_

Parent Email \_\_\_\_\_

Primary phone no. \_\_\_\_\_ Is this a cell phone? \_\_\_\_\_

Secondary phone no. \_\_\_\_\_

Home Address \_\_\_\_\_

Student Name (please include full name) \_\_\_\_\_

Student Age \_\_\_\_\_

Student Birthday \_\_\_\_\_

Student Grade \_\_\_\_\_

School student is enrolled in \_\_\_\_\_

Student violin/viola size \_\_\_\_\_

**STUDIO CANCELLATION POLICY CONSENT**

I understand that I must participate in, or at least pay for, a minimum of 8 weeks of lessons with the Veronica Richards Suzuki Violin Studio.

**Print name** \_\_\_\_\_ **Signature** \_\_\_\_\_

I understand that I can be charged, in full, for lessons not cancelled within the cancellation window, including charter school lessons.

**Print name** \_\_\_\_\_ **Signature** \_\_\_\_\_

I understand that I must notify the studio one month in advance if terminating lessons, including a temporary termination for summer break. The studio is eligible to charge for lessons until this notification is received. (If charter school funds are terminated the individual must pay out of pocket until notification is received.)

**Print name** \_\_\_\_\_ **Signature** \_\_\_\_\_

**For Charter School Members Only**

I understand that I must apprise the studio of charter school-related breaks and holidays and non-teaching days in advance. If otherwise unmentioned I will be eligible to pay out of pocket for lessons missed on those days.

**Print name** \_\_\_\_\_ **Signature** \_\_\_\_\_

**PHOTO RELEASE FORM**

I grant permission for the VERONICA RICHARDS SUZUKI VIOLIN SCHOOL to use any pictures taken of my child during class activities/recitals for the purpose of in-studio display, press releases, studio website, social media, studio blog, and marketing materials.

---

*Parent Name (Printed)*

---

*Parent Signature*

---

*Date*