

Copper Country Suzuki Association POLICES AND PROCEDURES

ATTENDANCE, PROMPTNESS, MAKE-UPS

Attendance at all lessons and group classes is expected. The student's attendance record at lessons, group classes, concerts, and community performances is taken into consideration when scholarship awards are determined. Lessons that are canceled by the instructor will be made up or credited. **Instructors are not required to make up lessons missed by the student.** It is the responsibility of the student to notify the instructor if they are going to miss a lesson. Students may switch lesson times with another student. Coordination of lesson changes is the responsibility of the student, not the instructor. Students should arrive five to ten minutes early for lessons and classes and at least twenty minutes early for performances. Violins, cellos, bows, etc. should be prepared before the lesson is scheduled to begin. It is not the responsibility of the instructor to extend the lesson because a student has arrived late.

INCLEMENT WEATHER

There will be no lessons on days that the Houghton schools are closed due to poor weather conditions. Our instructors will make every effort to make up these lessons as time allows during the school year. If these lessons are not made up you will be credited for the lesson at the end of the term.

FUNDRAISING

Family participation in fundraising is an important factor in our success in obtaining grants. These grants have led to a *substantial* savings in tuition for everyone. Tuition and grants alone do not generate enough income to pay the salaries of our professional instructors. Fundraising allows the CCSA to maintain our affordable fees, purchase instruments and supplies and provide scholarship assistance. Families that take part in our fundraisers will receive a credit of 25% of everything they earn up to ½ of their tuition (not including instrument rental).

CONCERT ATTIRE

Students should dress up for our winter and spring recitals and for solo recitals. For our community performances (in the mall, etc.), students should wear their CCSA shirt and black pants or skirt. **Tennis shoes and jeans are not acceptable.**

SCHOLARSHIPS

A limited number of need-based scholarships may be available each year, depending on the level of our external funding. Scholarships are based on financial need as well as student's participation and progress; special consideration will also be given to families with more than one child in our program. Scholarships *may* be given to adult students if our scholarship funds permit. Students receiving scholarship assistance must attend all lessons and group class for which they are registered. Excessive absences may result in the termination of a student's scholarship award and will negatively affect consideration for future scholarships. **Students receiving scholarships who miss more than two lessons during a single term without contacting their instructor in advance will lose their scholarship award.** Unless previous arrangements have been made, scholarship awards will be canceled if tuition balance is not paid by the due date for the term in which it was awarded.

PART-TIME STUDENTS

While it is strongly recommended that students enroll for weekly lessons, students may wish to take fewer lessons because of scheduling problems, driving distance, or financial concerns. Students who wish to enroll for lessons on a less-than-weekly basis will be accepted on a case-by-case basis, if there is space and at the discretion of the private instructor. Students enrolled in weekly lessons take priority over non-weekly students. As a result, non-weekly students may lose their time slot to a full-time student if there is need for the space. Lesson fees for part-time students will be prorated based on the number of lessons taken per term. Part-time students are required to pay the full membership fee.

SOLO RECITALS

Recitals provide an opportunity for students who have polished a piece to take it to a higher level and learn about performing. Performances should be memorized unless stated otherwise by the individual instructor. Chamber pieces may also be presented. All students should perform on at least two solo recitals each year.

A short rehearsal period is scheduled on the Friday prior to each recital. Students have an opportunity to rehearse their pieces one time only with the accompanist. Students who need more rehearsal time than this must make their own arrangements. **It is the responsibility of the student to schedule and pay for these additional rehearsals with the accompanist.** Students performing non-Suzuki repertoire must supply music for the accompanist at least two weeks prior to the recital to insure sufficient accompanist preparation.

PROMOTIONAL MATERIALS

Your child's image and/or name may be used in CCSA promotional materials including our website, brochures, newspaper articles or newsletters. In signing the registration form you agree to allow your child's image and name to be used. If you do not wish us to use your child's image and/or name in CCSA promotional materials, please check the appropriate line at the bottom of your registration form.

WINTER AND SPRING RECITALS

The CCSA holds two recitals per year on which all of our students perform; one in the middle of December and one in the middle of May. There will be a rehearsal for all CCSA students the Friday prior to the recital. These dates are noted on the calendar that you received at the beginning of the year. Please see "Concert Attire" for appropriate dress. **These rehearsals as well as the winter and spring recitals are mandatory.**

OUTSIDE PERFORMANCES

As part of our community outreach and recruiting responsibilities, there are several performance opportunities outside of our regular recitals. At the beginning of the year you will be given a calendar that provides information for all of the scheduled performances, please read it carefully. Additionally, we are often asked to perform at events that come up throughout the year. You will be given plenty of advance notice for these events. Sign-up sheets will be available at least one week prior to the event. It is very important that as many students attend these performances as possible. **Each student is expected to play in at least two outside performances per year.** Dress for these performances is a Suzuki shirt and dark pants or skirts.

KEWEENAW YOUTH SYMPHONY ORCHESTRA (KYSO)

Upon reaching Suzuki Book 3 or the equivalent, a student may be invited to audition for the Keweenaw Youth Symphony. Entry into this orchestra is based on an audition and is a privilege. While we encourage our students to perform in the community and with other artists, as a member of the CCSA, the first obligation of the student is to play in one of the CCSA ensembles. Older students in these ensembles should set a good example for the younger students and will often be called upon to act as mentors. In order to grow and develop our orchestras as well as our program, it is important that students come to rehearsals on time and are prepared to rehearse. When a student reaches their senior year in high school (or 17 years of age), they may be invited to audition for the Keweenaw Symphony Orchestra (KSO). **Prior to their senior year in high school, or their 17th birthday, students enrolled with the CCSA who are not playing in the KYSO are not permitted to audition for the KSO.**

INSTRUMENT RENTAL

The CCSA rents instruments to students enrolled in CCSA lessons at a minimal cost. Students not registered through the CCSA are not eligible for instrument rental. Families renting CCSA instruments help with the maintenance of our instruments by cleaning them and by replacing broken strings. An additional \$4.00 is added to the monthly rental of each instrument (violin, viola or cello) for the purpose of insuring the instrument against damage, loss or theft. There is a \$50.00 deductible for each instance of loss, major damage or theft. This insurance does not cover instrument supplies such as strings, rosin or shoulder rests. In the event of instrument damage, the private instructor must be notified as soon as possible he or she will advise you as to how to proceed. Once the teacher is notified, it is up to the renter to make arrangements for the repairs NOT the private instructor. The CCSA will not be responsible for the cost of repairs if your private instructor was not notified. Instruments must be surrendered upon the request of the private instructor/CCSA. The renter has 15 days from the date of request to return the instrument to the CCSA. If the instrument is not surrendered within the allotted time it is the right of the CCSA to take appropriate action to reclaim the instrument or be compensated for the full value of the instrument. **Non-payment of tuition will result in the immediate collection of a CCSA rental instrument.**

BILLING

A \$75.00 deposit, refundable until the first week of classes, is required along with a completed registration form. This will be applied to the first term's tuition in which the student is enrolled. Tuition for the fall term along with instrument rental and membership fees is due by the last week of September. Bills for the winter will be due by the third week of November and the bills for spring term will be due third week of February. If you anticipate difficulties making these payments, it is your responsibility to contact the CCSA treasurer and work out a payment plan. You may not make adjustments to your bill without consulting the treasurer. **Please note the following:**

- **Late Payments:** In the event that payment is not received by the fourth week of the fall term and the first week of the winter and spring terms, the rental instruments must be returned and the student will not be able continue lessons until the bill is paid. **A 10% late fee will be added to the bill and must be paid before resuming lessons.**
- **Payment Plans:** If you are unable to make full payment by the due date, you may request to be put on a payment plan. Payment plans must be arranged **each quarter** in advance with the treasurer.

- **Canceling Lessons Before the End of the Term:** Students who choose to stop lessons before the end of a term must provide written notice two weeks prior to the date of their last lesson. Please note that you will be responsible for tuition for two lessons from the date which CCSA receives written notice whether or not you choose to take those lessons.

Written notice may be given to the instructor or e-mailed to CCSA Treasurer, Tammy Donahue at thdonahu@mtu.edu. All rental instruments must be returned to the private instructor at the last lesson. **Students who choose to stop lessons before the end of the term forfeit any makeup lessons. No partial credit will be given for instrument rental or orchestra fees after the start of the term.** Unless other arrangements are made, credit owed for services beyond the two lessons after written notice is received will be mailed to the address on the student's registration form within 30 days.

OTHER PARENTAL RESPONSIBILITIES

The responsibilities of a Suzuki parent go beyond getting students to lessons and concerts.

Parents should be in attendance at private lessons and group classes, unless approved by the instructor. It is the responsibility of the parent to understand the assignments to learn how to best guide home practice. Parents of an older student who has taken on the responsibility for his or her own practice should keep in contact with the private instructor.

It is the parent's responsibility to make certain the Suzuki recordings are listened to at home on a daily basis. In addition, parents should make certain that the music in the home environment is not limited to the Suzuki recordings. A variety of good music should be played at home and your individual instructor can suggest quality recordings. Parents should also provide opportunities for their children to hear live music.

Parents are strongly encouraged to develop a better understanding of Talent Education. Dr. Suzuki's book, *Nurtured by Love* provides a good introduction to the Talent Education movement, and there are many other books and resources available from a number of different suppliers.