Jennifer McKeeman Studio Policies 1196 Navasota St., Austin, TX, 78702 jen.mckeeman@gmail.com www.jennifermckeeman.com (512) 944-6830

"Music exists for the purpose of growing an admirable heart."
Shinichi Suzuki

Lesson Etiquette and Behavior

- Arrive to your lesson with all required materials and a good attitude to learn!
- Arrive a few minutes before your scheduled lesson time and unpack quickly. Use the restroom, and wash your hands before handling your instrument.
- Be respectful of the teacher, the parent, the instrument, and the lesson space.
- The Suzuki Method is most successful with parent involvement. Parents are strongly encouraged to be present during the lesson. In the chance that an older student appears mature enough to be on their own in the lesson, I do permit it, but I ask that the student and parent discuss what took place during the lesson while packing up, or that the student takes proper notes during the lesson time.

Required Materials (Retailers listed in "Resources" page at above website)

- Instrument and bow in good working condition
- Rosin
- Shoulder Rest/Sponge
- Suzuki Book (level will be specified for each student) and recordings
- Practice notebook for recording weekly notes and tasks

Practicing

- "Practice only on the days that you eat." Shinichi Suzuki
- Effective and consistent home practice is essential to progress. Parents should monitor and practice with students at home.
- Practice is measured in tasks accomplished, not minutes spent. Students will be given clear goals and objectives for daily practice between lessons.
- Ms. McKeeman is happy to offer help and resources to aid in home practicing. Do no hesitate to ask!

Daily Listening

Children learn language by being immersed in an environment in which sophisticated speech is frequent and repeated. Just so, listening to spectacular performances

Lesson Absence or Cancellation

- Lessons will occur on the scheduled day every week during the school year with the exception of holidays.
- A minimum of 24 hours notice is required for cancelling a lesson or the lesson will still be charged for and a rescheduled lesson may not be provided. Exceptions include emergency or illness please do not attend a lesson if ill.
- Communicate in advance of any plans to be out of town.
- For any regularly schedule lesson that cannot be made due to inclement weather or teacher absence, a make-up lesson will be rescheduled or payment will not be necessary for that week.
- In the event that a student no longer wishes to study privately, please provide one month's notice

Lesson Payment

- I accept cash, check, Venmo, or Paypal as payment for lessons.
- Payment can be accepted each week or a month in advance.
- Payment is expected at each lesson if on a weekly pay schedule. Monthly payments are expected in advance for the month ahead.

If questions arise, please do not hesitate to contact me! I am unable to answer my phone while teaching, rehearsing, or performing, so text or e-mail is the best way to get ahold of me!

Jennifer McKeeman
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512-944-6830