

## Dear Parents and Students,

Greetings and welcome to the Sara Hook Violin and Viola Studio! Please take a moment to read my studio policy letter and feel free to contact me with questions.

### Payment:

Payment is due **in full** at the **beginning of each month**. When sending payment look at your calendar, if your lesson day is on Tuesdays for example, count how many Tuesdays there are that month (sometimes its 4, other months will be 5). Multiply that number by your lesson rate listed below. If there is a week where your normal lesson time won't work, request to schedule a different lesson time for that week in advance. The sooner I am notified of an odd week in your schedule the better I can arrange an alternative for you. I give advanced notice of weeks I won't be teaching or adjustments made for holidays. Essentially, unless I am cancelling lessons, plan on having and paying for a lesson every week.

### Rates:

30 minutes = \$40

45 minutes = \$55

60 minutes = \$70

### I accept:

Cash - receipt given via text upon request

Zelle - payable to 402-541-2244

Paypal - payable to [shookviolin@gmail.com](mailto:shookviolin@gmail.com)

Personal Check - made out to Sara Hook. Mailing checks or cash is not accepted as it is a security risk to clients

### Extra lessons:

Occasionally, students desire extra lessons to prepare for auditions or performances. This is highly encouraged. I am willing to give extra lessons if desired, schedule permitting.

### Arriving at your lesson: 15102 Ringfield Dr. Houston, TX 77084

Please ring the doorbell and wait for an answer before entering my home, whether you are a student or a parent. For reasons including instrument safety and privacy, I expect people to knock each time before entering my home.

Please try not to arrive more than a couple minutes early; you may be entering during another student's lesson. I can not offer extra time to students who arrive late to their lessons.

### Health and Safety:

If you are fully vaccinated, masks are not required for anyone entering my home. Please still use caution and practice common courtesy. If you are experiencing symptoms or have been exposed, please request a make up, do online instead for the day, or cancel your lesson. Masks must cover the nose and mouth to be effective. Hand sanitizer is available in my studio office and I sanitize common touch areas on a daily basis. I am fully vaccinated and can show proof of vaccination

status or wear a mask if requested. If you are feeling ill, or have been exposed to someone with Covid or other transmissible illness, please opt to reschedule or switch to online.

### **Streaming Platform:**

Skype - user name shook08

Facetime - 402-541-2244

There are several excellent features about Skype including: it's free, downloadable for PC or Mac, more reliable video/audio quality, students can record their lessons, a screen share option for when I'm covering a music resource online, as well as a chat log for easy and fast communication between me and the student/parent. The chat log also shows when each lesson occurred as well as its duration. Students can send on the chat questions or videos of their practice during the week. I can also send students pdfs of exercises or new music directly through the chat (as well as email if the student prefers). Facetime has fewer features but is a good secondary alternative.

### **Cancellations and Make-up Lessons:**

Essentially, you can cancel a lesson, but you can't cancel payment. Plan on paying for a lesson every week. Weekly lessons foster consistent development and progress. If a student cancels or reschedules lessons frequently they may be dismissed from the studio.

If you need to reschedule a lesson I need a minimum of 24 hours notice. If given less than 24 hours notice, a make-up option is not guaranteed. When given more than 24 hours notice you'll have two options:

1. Request to schedule a make-up lesson. I'll offer an alternative time/day for that week (or month). Please give a minimum of 24 hour notice before your lesson if you need a different time. The more notice I have the more options I can offer.
2. Cancel without scheduling a make-up ("skip a week"), but realize you'll still be charged for the time I set aside for your student. You can cancel a lesson, but you can't cancel payment of the time I've set aside.

### **Please, be considerate:**

I plan my life around teaching; it is my passion but also my profession and livelihood. If you decide you don't want to purchase the time of the week I have set aside for you, there is no way I can turn around and offer it to someone else. Therefore, I need to be paid for the time I set aside, not for the act of teaching itself. Please let me know if you have any questions.

### **If I have to cancel/reschedule:**

In addition to the fact that I may get sick or have an emergency, I make up a large part of my income as a freelance musician. This means I may sometimes have to reschedule or cancel your lesson. I will always give as much notice as possible, normally a month or more, but sometimes opportunities come up unexpectedly. Thank you for your understanding—I take the performance side of my career very seriously and my experience as a performer brings experience to the studio. I hope it goes without saying that you will never be charged for a lesson that I have to cancel, and I will offer makeup lessons whenever possible.

**Inclement Weather:**

In the event of severe weather please contact me if you do not feel comfortable driving to your lesson. Having your lesson online is an excellent alternative to inclement weather or if a parent is feeling ill/unable to drive. I will charge for lessons missed without any communication, regardless of the weather situation.

**Sheet Music:**

I do not lend sheet music, including piano accompaniments, from my personal library. I may offer a photocopy from my library to be used temporarily until the student purchases their own copy. Also, imslp.org is a useful website of public domain music. Downloading and printing music from here is completely free and legal. I recommend these being only temporary solutions until a hard copy of your own is purchased.

**All students should have at home:**

- Metronome (with chromatic tuner and drone function)
- Music Stand and pencil
- Full-length mirror with which to practice

**Make sure you always bring to your lesson:**

- Music, this includes music we work on in lessons as well as any school or youth orchestra music that you want assistance with
- Notebook (8 1/2x 11", spiral-bound)
- Violin/viola and bow
- Shoulder rest and rosin
- Prepared assignments with daily practice

My goal as a teacher is to help everyone--from beginners to advanced players--become independent workers, critical thinkers, and creative musicians. The more work you put in, the more I can help you get better, and the more fun we'll both have! Please return the last page with signatures and contact information to confirm you have read, understand and agree to the policies described above.

Please communicate with me if you ever have concerns or questions.

**Have a GREAT year!**

Sara Hook

sarahook.com

shookviolin@gmail.com / (402) 541-2244

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- x \_\_\_\_\_ Parent signature
- x \_\_\_\_\_ Parent printed name
- x \_\_\_\_\_ Parent email address
- x \_\_\_\_\_ Parent phone number
  
- x \_\_\_\_\_ Student signature
- x \_\_\_\_\_ Student printed name