

Sara Hook Violin & Viola Studio

Studio Policy Letter

Welcome to the Sara Hook Violin & Viola Studio! I'm thrilled to work with you and be a part of your musical journey. Please take a moment to review this studio policy letter carefully, and don't hesitate to contact me with any questions.

Payment Policy

Tuition is paid in full at the beginning of each month. To calculate the amount, count how many lessons fall on your designated weekly lesson day (e.g., if you take lessons on Tuesdays, count how many Tuesdays are in that month) and multiply by the appropriate rate:

- 30 minutes - \$45
- 45 minutes - \$60
- 60 minutes - \$75

I will communicate in advance if I am cancelling or adjusting the schedule for holidays.

Accepted payment methods:

- Cash – Receipt available upon request via text
- Zelle – 402-541-2244
- PayPal – shookviolin@gmail.com
- Personal Check – Payable to Sara Hook
Please do not mail checks or cash for security reasons

Extra Lessons

Additional lessons for audition or performance preparation are encouraged and can be scheduled based on availability.

Lesson Location

15102 Ringfield Dr., Houston, TX 77084

Please ring the doorbell and wait to be let in—this applies to both students and parents. This protects the safety of instruments and respects everyone's privacy.

Kindly arrive no more than a couple of minutes early to avoid interrupting the previous lesson. Late arrivals cannot be given extra time.

Health & Safety

Masks are optional for fully vaccinated individuals. If you feel unwell or have been exposed to any illness, please either reschedule or take your lesson online. Masks (if worn) must fully cover the nose and mouth. Hand sanitizer is available, and high-touch areas are sanitized daily. I am fully vaccinated and happy to provide proof or wear a mask upon request.

Online Lessons

Online options are available for convenience or in situations where in-person lessons are not possible (e.g. illness, tight scheduling with other activities, inclement weather, or if I'm out of town performing).

Platforms offered:

- FaceTime – Call 402-541-2244 at your scheduled lesson time
- Google Meet – Email a meeting link to shookviolin@gmail.com

If using Google Meet, it is the student's or parent's responsibility to send the meeting link before or at the lesson time.

Cancellations & Make-Ups

You may cancel a lesson, but **payment is still required** to reserve your weekly time slot. Consistent weekly lessons are essential for meaningful progress. If you need to reschedule a lesson for a particular week, please notify me in advance.

- **With 24+ hours' notice:** you have two options:
 1. **Request a make-up lesson:** I will offer an alternative time (if available) during the current or following month.
 - Please note: This option is a courtesy, not a guarantee. Excessive use of make-ups will not be accommodated. Students who regularly reschedule may lose the option entirely or be dismissed from the studio.
 2. **Cancel without rescheduling:** You may choose to skip the week, but you will still be charged for the reserved time.
- **With less than 24 hours' notice:**

No make-up is offered, and payment for the reserved time is forfeited.

Please do not abuse make-up requests. My teaching schedule is carefully planned and make-ups, while offered in good faith, require extra coordination, time, and energy. Respecting this policy allows me to serve all students fairly. Weekly lessons foster consistency, please plan on having and paying for a lesson each week.

If I Cancel or Reschedule

As a freelance performer, I may occasionally need to cancel or reschedule a lesson. I will always give as much notice as possible, though some opportunities arise unexpectedly. You will never be charged for a lesson I cancel, and I will make every effort to reschedule when needed.

Inclement Weather

If driving conditions are unsafe due to severe weather, please contact me to switch to an online lesson. Lessons missed without communication will still be charged.

Sheet Music

I do not lend sheet music or piano accompaniments from my personal library. Temporary photocopies may be provided, but students should purchase their own copy as soon as possible.

Required Supplies at Home

- Metronome (with chromatic tuner and drone function)
- Music stand and pencil
- Full-length mirror for monitoring posture and bow arm technique

Bring to Every Lesson

- Sheet music (including school/youth orchestra pieces you'd like help with)
- Spiral-bound notebook (8.5" x 11")
- Violin/Viola and bow
- Shoulder rest and rosin
- Prepared assignments and evidence of daily practice

My Teaching Philosophy

My goal is to help each student—from beginner to advanced—grow into an independent learner, critical thinker, and creative musician. The more you invest in your practice, the more progress you'll see, and the more rewarding our work together will be.

Please sign and return the final page of this letter to confirm that you have read, understood, and agreed to the policies outlined here.

Thank you for choosing my studio. I look forward to making music with you!

Sincerely,

Sara Hook
sarahook.com
shookviolin@gmail.com
402-541-2244

_____ Parent signature

_____ Parent printed name

_____ Parent email address

_____ Parent phone number

_____ Student signature

_____ Student printed name