



# *Revolution Music*

**9209 Wicker Avenue, Suite E., St. John, IN 46373**

**Lessons and Music Education**

**Discover How to Express Your Musicality!**

**[www.revolutionmusicsschool.com](http://www.revolutionmusicsschool.com)**

**Lessons for Students of All Ages!**

**Student Handbook**

**2017-2018 Session**

Revolution Music School offers music lessons and education for all ages, including Simply Music Piano, Simply Music Play-A-Story, Bass Guitar, Flute, Guitar, Harp and Violin, Voice, Percussion and more. Piano lessons are offered exclusively through the breakthrough Australian Simply Music curriculum. Simply Music provides breakthrough results, and we are committed to achieving those results with our students.

These results require a cooperative effort between student, teacher, and parent (if the student is a child). The following policies are designed to facilitate the entire process and ensure that your investment in this lifelong skill yields *the highest possible return*.

### **Fundamental Goals of Revolution Music/Simply Music Piano**

## **REVOLUTION MUSIC IS A STUDIO OFFERING FAMILIES INSTRUCTION THAT BUILDS MUSICAL CONNECTIONS FOR LIFE!**

Everyone without exception is musical! We truly believe we can teach anyone to play, IF that person really wants to learn. Using this method, I can provide the unique experience of bringing the job of music to students. This program is attainable for those with brain injuries, dyslexia and autism! This program is for students of any age: CHILDREN, ADULTS AND SENIORS! Due to the breakthrough of the Simply Music method, students with no previous experience are playing great sounding pieces within the first few lessons.

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**We want to maximize the likelihood of students acquiring and retaining music as a lifelong companion.**

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Revolution Music has four specific goals for students as follows:

- To maximize the likelihood of students acquiring and maintaining music as a lifelong companion.
- Experience playing as a natural self-expression
- Play a vast repertoire covering a broad array of musical styles and genres
- Develop the ability to self-generate, i.e. the ability to progress independently. This includes arrangement, structure and theory, etc.

## **Students (and parents)**

It is important that our records reflect your latest contact information should we need to contact you. Please inform us of any changes to any of your contact information. Revolution Music uses email as the primary means of communicating with students and parents for scheduling, account and balance information, upcoming events, and changes to classes. Please provide an email address that you check frequently. If you do not use mail or prefer another communication method, please let us know.

## **Registration**

Revolution Music attempts to provide a streamlined registration to gain appropriate information related to students' participation in lessons. Registration consists of the following steps:

1. Student (and parents) will be asked for basic contact information (including phone and email) when you contact the studio. The staff will assist you in enrollment and scheduling.
2. Student (and parents) will be given enrollment options, and choose to begin lessons.
3. Students work with studio staff to determine an appropriate lesson time.
4. Students begin their lessons.
5. Students complete Registration Process:
  - Student (and Parents) read through the Student Handbook
  - Students (and Parents) should initial the Student Contract and Sign it and return it to me before me leaving the studio following THEIR FIRST LESSON.
  - Students (and Parents) will be asked to sign a photo/video release form to allow the studio to use any media with their student on our website or other publications. While agreeing to release your child's media is optional, the form is not. All students need to have a form on file.
  - Students (and Parents) will also be given additional various informative documents informing them of important details related to their lessons.

Below are the reasons for some of the information we request **during registration**:

- *Medical Conditions, Allergies, etc.*—We ask for this information as we would like to make every attempt to create a safe and healthy environment for our students, we appreciate your confidence in addressing any concern for your child.
- *Photo/Video Release* – as the release (option) explains, we frequently have media taken at our events and may post photos or videos to the website or Facebook to share with both you and the public. We also publish this media for advertising or demonstration. Our best tools in drawing new students are the results and students we currently have in their element, Creating Musical Relationships for Life.

## **Enrollment**

Revolution Music School is committed to our mission to creating musical relationships for life. However, like all new things, we have found that there is a period of adjustment when starting lessons (or switching to a new instrument). After years of experience, we have found that it takes several months for a student to get a good understanding of the instrument and to adjust their mindset around this new adventure they have begun.

If you should have any questions or concerns, please contact your instructor and they will be happy to discuss with you. We want to hear your questions so we can work with you on this journey! Many students avoid asking questions when they are unsure and this can eventually lead to quitting. The students who seek answers to their questions are often able to find solutions which leads to a satisfying lesson experience.

### **Roles and Responsibilities**

The following roles and responsibilities are in place in order to ensure the best possible results and to help foster a relationship with music for all students. Students and their parents, as well as teachers have important roles to play in this process. We can discuss these further with you should you have questions or concerns.

#### ***Parent (or self for adults)***

In the lesson, the parent's role is to be an active observer and participate in discussions (not behind a cell phone, book or magazine!) The parent is considered a "life coach" for their child in the lesson and at home. Adult students serve as their own life coach, or finding someone else to fill this role can be beneficial.

At home, the parent's role is to support the child in effective practicing and by:

1. Providing an instrument that is in good condition within one week of starting lessons.
2. Providing the child with an environment that is most conducive to successful practice sessions. Consider placing your instrument in a high traffic area that is well lit.
3. Ensuring that the child gets to their instrument at the established time and completes assignments.
4. Listen to materials with your child.
5. Replicate whatever requests are made of the student by the teacher.
6. Read any forms or sheets sent home with the student. Read email updates and announcements.
7. Meet financial commitments by the due date
8. Commit to a long-term relationship with music lessons and structured practice at home. Hopefully the student will want to, not have to!
9. Support and encourage your child's progress by attending lessons

10. Allow the teacher to be the teacher.
11. Be available at the end of the lesson to discuss what your child needs to work on for the week. When not available, make sure to check your child's notebook.

### ***Student***

- Practice at least 30 minutes per day – 5- 6 days per week
- Be courteous and respectful to everyone present in class
- Bring all your materials to class every time
- Read your notes book every week to make sure your assignments are completed
- Follow your teachers instructions carefully
- Fill out teacher evaluation at the completion of each level
- Commit to a long-term relationship with music

### ***Teacher***

Students and parents can expect that the teacher will:

- Be prepared, on time, enthusiastic, and patient during lessons
- Maintain a strong communication and be available for questions and concerns ⓘ  
Continue to train in new levels and auxiliary programs.
- Actively participate in discussions and meetings with other teachers.
- Be committed to finding the best possible way for the student to learn.

### **Practicing/Home Materials**

Students are expected to practice 30 minutes per day\*, 5-6 days a week. A consistently scheduled practice time, at the same time each day, is important for success. (For younger students, shorter sessions several times a day are best.)

- *It is important that the student practice at the same time each day.*
- *It is important that the student practices on the same day of the lesson to reinforce what was learned.*

### **Attendance**

When you enroll into lessons, you are paying to secure a specific time, on a specific day. This is your time that you are paying for, and this time is set aside, for each paid month, as your exclusive time. As such, classes missed for any reason cannot be credited. Students are responsible for regular attendance during their scheduled lesson time.

There will be no credits, or refunds for any reason. This includes absences from regular lessons due to family vacations, sports, illness and traffic and weather conditions.

## **Inclement Weather Policy**

In the event that schools are closed due to the weather, the general policy is as follows:

- Revolution Music Studio will generally remain OPEN. Check the website!
- Call Revolution Music Studio or check your email prior to your lesson if you think there is any chance that classes may be cancelled.
- If you opt to not attend that day, the usual make-up requirements and options apply.
- If the weather is severe and classes are cancelled, the studio voicemail will be updated and an email will be sent to all students with information about the cancellation. This decision will be made 3 hours in advance of lessons (generally 1:00 p.m. for evening lessons) or as soon as weather conditions require cancellation.

## **Holiday Observance**

We will teach lessons on some national, bank and school holidays. You will be notified if Revolution Music will be closed on dates other than noted below:

- Labor Day
- Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day
- Good Friday
- Memorial Day
- 4th of July

## **Extended Vacations**

Please let your teacher know well in advance (at least two weeks) of an extended absence (including vacation). If you choose to take an extended leave for any reason, you will have two options:

1. Paying tuition to reserve your regular timeslot.
2. Discontinuing classes temporarily and re-enrolling with the appropriate level and available time slots upon return. We will do our best to place you upon your return. In the event that we cannot place you, you may be put on a waiting list.

Regardless of your decision, you will need to discuss your intentions with the studio staff prior to your leave.

## **Etiquette**

### *Parking*

Revolution Music assumes no responsibility for damage to your vehicle while parked during your lessons. Revolution Music will exercise due diligence in maintaining the property to ensure you can park and proceed safely to the studio entrance. During the winter season, snow and ice will be removed as quickly as possible for your safety from the entrance. Revolution Music is not responsible for clearing snow from the road and parking lot and cannot predict when plow vehicles will do so. Please exercise caution while traveling, parking and walking on the parking lot.

### *Waiting Area/Studio*

- Please, NO food, drink or gum in the studio.
- Please wash your hands or use hand sanitizer prior to entering the studio to help control the spread of germs and maintain the health of other students as well as Teacher!
- Please arrive a few minutes early to the scheduled lesson time to get situated, **but not more than 5 minutes early**. Please exit in a timely fashion for the next class.
- Prior to entry into the studio, please turn OFF your cell phone or turn to silent.
- Please DO NOT answer calls in the studio rooms. Should the call be urgent, and you need to answer the call, please leave the room PRIOR to answering.
- Please do not leave your child unattended in the waiting area after their lesson. We cannot be responsible for your child when we are with other students.

## **Tuition**

Lesson fees vary for each teacher. Monthly tuition is paid in advance for the upcoming month. Payments are made directly to the teacher either by cash or check. This is their personal income. They count on their students attending on a consistent basis.

### *Discontinuing Lessons*

Should you decide to discontinue lessons, we require that you give a **30-day notice**.

- Please notify your instructor in writing of your intentions to discontinue by the 5<sup>th</sup> day of your last month of lessons.
- If your notification is received after the fifth, you will be asked to pay for and continue lessons through the following month.
- Tuition refunds cannot be issued for this period. ⌚ Partial month payments will not be accepted.

### *Paying Tuition on Time*

- If account balance is not paid in full on or before the 1<sup>st</sup> of the month, tuition will increase by \$10 for that month.
- If account balance remains unpaid after the 7<sup>th</sup> of the month, tuition will increase by an additional \$10, and students will not be permitted to attend the next lessons until tuition is paid.
- If account balance remains unpaid after the 11<sup>th</sup> of the month, the student will be dropped from their class, however all tuition for the month will remain due. The student will be required to pay an enrollment fee upon re-enrollment, and there is no guarantee the student will be able to recommence with the same group.
- All tuition payments are non-refundable.

### **Referral Bonus**

Revolution Music offers a referral bonus for all new students referred to the studio. The referral bonus will be paid after the new student's first two regular months (not summer months) of lessons are completed.

Referrals can be friends, acquaintances, or relatives who are interested in learning more about the Simply Music method. Please have potential new students contact Revolution Music and mention you referred them. When a new student signs up due to your direct referral, you will receive a \$25.00 referral bonus. We appreciate your recommendations!

**The policies and this document are subject to change without notice. This document may not be reproduced in any matter without the express written permission of Revolution Music.**