



# *Revolution Music*

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

Lessons and Music Education

*Discover How to Express Your Musicality!*

[www.revolutionmusicschool.com](http://www.revolutionmusicschool.com)

*Lessons for Students of All Ages!*

Student Handbook

2017-2018

## **2017-2018 Annual Update**

We have revised some policies to help handle the growing studio. These policy changes are mentioned below and explained within.

### **Attendance and Make-ups**

As a general rule, I do not refund for missed or canceled lessons. The group has lessons regardless of one student's attendance. I do my best to accommodate missed lessons. Sometimes this does not always work out depending on what other classes are studying. I have placed a cap on the number of rescheduled lessons allowed per student to 2 for the year. Requirements for make-ups are also described, including giving a 7-day notice of lesson to be missed and completion of the make-up within 2 weeks. Finally, there will no longer be make-ups for missed or canceled make-up lessons.

### **Tuition**

Tuition is a set monthly fee due by the 1<sup>st</sup> of each month. I pay your monthly education fees to Simply Music, per student, regardless of holidays or missed lessons due payable on the 1st.

### **Paying on Time**

The policy regarding timeliness of tuition payments has been explained further to provide clarity.

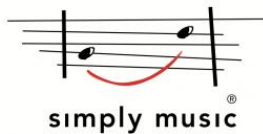
### **Events**

The policy for events has been added. The events will be clearly communicated with sign-ups required.

Please let me know if you have any questions, comments or concerns.

Warmly,

Teacher Kristin  
Certified Simply Music Instructor



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Revolution Music School offers music lessons and education for all ages, including Simply Music Piano, Preschool Piano, Bass, Guitar, Flute, Guitar, Harp and Violin, 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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Simply Music has four specific goals for students as follows:

- 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, and foster the ability to progress independently. This includes arrangement, structure and theory.

## 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 attendance of a FREE Introductory Session.
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**:

- *Birth dates of students* -- there are several reasons for a birth date. First, Simply Music asks that we report this information in the student registration system to help them in tracking age of students for marketing and future product releases. Also, Revolution Music uses this information in creating lesson groups that will work best together. Lastly, I want to celebrate with you on your special day!
- *Medical Conditions, Allergies, etc.*—I ask for this information as I would like to make every attempt to create a safe and healthy environment for our students, I 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 lesson). 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. Revolution Music requires all new Simply Music students to “try it” for two full month of lessons and preferably until they complete Foundation Level 1.

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

All new students will participate in orientation discussions during their first few weeks of lessons, which will be led by Teacher Kristin as part of the class.

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. Ensuring that the playlist is “check off” and “kept alive”. Teacher Kristin likes to call this “Stayin’ Alive”!

5. *Watch the DVD at least once a week and as needed when the student is stuck and to keep moving forward with material covered in lessons, but do NOT allow the student to go ahead with materials not covered in lessons.*
6. *Listen to the CD as much as possible with the goal to play along with the songs.*
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. Parent attendance is required for students ages 12 and younger unless otherwise discussed with the teacher. ***All electronic and wireless devices must be turned off during lessons.***
10. Allow the teacher to be the teacher.
11. Replicate whatever requests are made of the student by the teacher.

### ***Student***

- Practice at least 20 minutes per day – 5- 6 days per week
- Be courteous and respectful to everyone present in class
- Bring all your requested materials to class
- 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
- *Maintain your playlist!*

### ***Teacher***

Students and parents can expect that the teacher will:

- Provide instruction as a Simply Music “method coach”
- Be prepared, on time, enthusiastic, and patient during lessons
- Maintain a strong communication and be available for questions and concerns
- Practice 20 minutes per day, 5 – 6 times per weeks (just as required for the student) in order to maintain their own playlist
- Learn new pieces and create their own compositions to expand their playlist
- Continue to train in new levels and auxiliary programs
- *Be coached through the Simply Music method*
- *Attend a Simply Music conference annually at various locations around the country*
- Actively participate in discussions and meetings with other teacher.

## ***Siblings***

We at Revolution Music value a parent's commitment to all of their children. However, in an effort to provide the best possible service to all of our clients, we request that siblings do not sit in on lessons. It is important to the success of all students that they (and their parents) can devote their attention to the teacher and the lesson. If you have children that require some level of supervision, it would be great if they could take some form of entertainment for themselves. Our studios have windows so if it is absolutely necessary for you to take a sibling, you can sit outside in the waiting area and view the lesson.

## **Practicing/Home Materials**

Students are expected to practice at least 20 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.*
- *The student home materials must be utilized as directed by your teacher.*
- *The playlist must be kept alive, marked daily and turned in at each lesson. Parents are accountable for ensuring this happens if the student is not an adult.*

## **Flexible Learning Environment**

At Revolution Music, the ongoing flexibility of the learning environment is important for optimal results and may be affected by various factors, including but not limited to:

- The configuration and size of the lesson may change periodically.
- Shared lesson times MAY need to change at times to better accommodate the group.
- If you are left in a private lesson, there will be a grace period of 30 days before an alternative arrangement or private lesson rate will begin
- Lesson durations will be adjusted for the size of the group based on the following:

<b>No of Students</b>	<b>Duration of Lesson (Minutes)</b>
1(private)	25
2-3	30
4	40

\*\*As student advance through the program, and their play list grows, addition practice time will be required. 15 – 20 minutes is the recommended starting point for beginning students. Your instructor can help with practice time recommendations for more advanced students.



## **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. A parent is also required to attend their child's lessons as described in the Roles and Responsibilities section.

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.

## **Piano Shared Lesson Make-up**

Students may sit in on another lesson near their current level as a make-up. A Make-up may be available (for piano) IF:

1. The student (or parent) contacts the studio 7 days before their scheduled lesson they plan to miss.
2. A make-up time is available, scheduled and occurs no more than 2 weeks from the lesson missed.
3. The student has not exceeded TWO(2) make-up lessons in the current year.

**Make-up lessons will not be rescheduled or made up if missed!**

## **Private Lesson Make-up**

Make-ups for private lessons are available at the discretion of your teacher. The requirements for shared lesson make-ups (above) apply. In many cases, make-ups will not be private.

If you must miss a lesson, follow these guidelines:

- Contact the studio or your teacher prior to missing the lesson.
- It is the responsibility of the student or parent to contact a classmate for class notes and clarification of the assignments. Email addressed and/or phone number should be exchanged during class for this purpose.
- Do not go ahead in the DVD unless instructed to do so by your teacher.
- If space allows, you are welcome to attend another student's lesson to observe and make-up material. Please contact the studio to arrange a visit for another lesson.

**No credit is issued for missed lessons!**

You may also schedule a 25-minute individual make-up lesson(see Tuition section for price):  
Most often this is generally not necessary.

## **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 canceled.
- If you opt to not attend that day, the usual make-up requirements and options apply.
- If the weather is severe and classes are canceled, 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.

The following will be available for make-ups:

- Make-up sessions will be scheduled by level for larger group make-ups
- If space allows, you are also welcome to attend another student's lesson to observe and make up material. Please contact the studio to arrange a visit for another lesson.
- No credit will be issued.

### **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 (Week of Spring Break/April 1—no lessons)
- 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 time slot. You will be entitled to attend other classes for make-up of the classes you missed –both before and after your vacation (See Attendance Make-up Policy). You will return to the same class, provided the missed material is learned in a timely manner.
2. Discontinuing classes temporarily and re-enrolling with the appropriate level and available time slots upon return. Class placement may allow for review of material previously learned. Your re-enrollment is not guaranteed and the enrollment fee will be assessed. 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. Taking a month off of lessons without paying tuition is not an option.

### **Instructor Vacations**

Teachers will most likely take vacation time during the Holiday weeks or during the summer months of July and August. The tuition for the month will not be adjusted as tuition is prorated.

### **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**

#### *Enrollment Fee*

There is no enrollment fee for a new student.

#### *Lesson Fees*

Standard shared lesson tuition is \$90, paid monthly.

During the regular session, students will receive 3 -5 lessons per month. This fee is averaged over the entire year allowing for a consistent monthly rate. These fees do not contain student materials.

Monthly tuition payments are paid in advance for the upcoming month. They are due by the last lesson of each month or no later than the 1<sup>st</sup> of the month. This covers the following month's lessons, and secures your space for that month. **Tuition is due (in advance) on the first day of each month not the first week of lessons for that month.**

### *Summer Lesson Fees*

Summer Lesson fees are \$90.

The summer session (July and August) includes weekly lessons. If students forgo lessons in the summer, pre-payment for the following fall is required to guarantee a lesson time. Otherwise students may be placed on a waiting list if space is not available. Prepayment is non-refundable.

### *Discontinuing Lessons*

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

- Please notify Teacher Kristin 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.

### *Shared Lessons*

Shared lessons are the preferred way of learning at Revolution Music for Simply Music students. Shared lessons provide students with an interactive, engaging lesson environment. The larger the shared lesson, the more learning takes place. Shared lessons foster:

- Commitment
- A long-term relationship with piano lessons
- Excitement for piano
- Ensemble playing
- Social benefits
- Accountability

### *Private Lessons*

Lessons are most effective in a shared lesson environment. Tuition for private lessons may be required under some circumstances, which may include students with special needs. The decision to allow private lessons will be based on the teacher's discretion. Lesson fees for private lessons are \$135, paid monthly.

Occasionally, an extra private session may be necessary. There is a \$35.00 charge for each 25-minute private session.

### *Pay 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.

### **Material Fees**

#### *Simply Music Piano*

As you near the completion of each Foundation Level, you will be notified of the need of additional materials.

#### *Cost of Foundation Level Materials*

Most students will purchase 2 – 4 sets of Foundation Level Student Home Materials or Special Programs per year.

\$35 (plus S&H) for each digital Foundation program.

#### *Cost for Development Level Materials*

Most students will purchase 1 – 3 sets of Development level Materials. Prices vary for these materials, usually they are around \$20 for each supplemental program.

#### *Cost of Music*

Once at the reading phase, music will need to be purchased. These pieces are not covered by the teacher.

### *Other Instruments*

Materials for each instrument will vary. Materials may be available at the studio or may be the responsibility of the student to locate and purchase.

### **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 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!

### **Payment Options**

Revolution Music accepts several payment options for your convenience—Cash, Check or Credit Card online via the [www.revolutionmusicschool.com](http://www.revolutionmusicschool.com) website. Please refer to the payment section for further information.

#### *Check – Personal, Business, Cashiers*

Please make checks payable to “Kristin Hillegonds or Revolution Music”. Checks can be given to your teacher at your lesson or mailed in advance to 9209 Wicker Avenue, Suite E., St. John, IN, 46373

#### *Cash*

The studio accepts cash payments as well. However, cash is not kept on hand at the studio, and change is not readily available. Please bring exact change for your payments, or extra payments may be applied to your account. Cash payments should ONLY be handed directly to your teacher.

#### *Credit Card*

Payment via credit card may be made via the website only. Please go to [www.revolutionmusicschool.com](http://www.revolutionmusicschool.com) to use this method.

### **New Season Scheduling**

New for enrollment in the 2017-18 Season, we are planning to simply carry over the 2016-2017 Season scheduling (June, 2016). Students will have an opportunity to adjust their schedule as needed at given intervals. Classes that have not been prepaid will be available for other students that have or have continued lessons during the summer. The schedule will be as follows:

August 1—schedule adjustments begin for priority students (prepaid and continued summer)

August 8 – priority scheduling complete, other students may not begin to schedule

August 10 – preliminary scheduling complete

August 14 – class confirmations sent to all enrolled students, email invitation for all non-enrolled students

**NOTE: Maintaining your time is not guaranteed based on changes to teacher schedules and/or changes required by the group.**

### **Recitals and Performances**

Revolution Music will hold recitals at the chosen time of the year. This is a wonderful opportunity for students to perform for friends and family. The studio will foster planning other events during the year as well. Information will be sent out as these dates become available.

### **Evaluations**

- Parents will monitor their child’s progress on an ongoing basis at home.
- Parents and/or students may schedule a consultation with their teacher.
- When a student advances to a new level, the Teacher Evaluation form should be complete (parent and student may complete this together). The forms will be collected at the first lesson of the new level.

### **Revisions**

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.

**“We’re a team and I’m counting on you!!”**