

# Williams Violin Studio Policy Sheet and Information – [www.williamsviolin.com](http://www.williamsviolin.com)

## **Violin Instructors:**

Lauren Williams – Suzuki certified, specializing in teaching young children and beginners on the violin  
Michael Williams – teaching intermediate to advanced students

## **Fees:**

\$100.00 per month - includes a 30 minute lesson per week based on four lessons per month

\$180.00 per month - includes a 60 minute lesson per week based on four lessons per month

We ask payments be made for the month, on the first week of the month. Cash or check are accepted.

## **Instrument Rental:**

We have school approved violins available of different sizes we have acquired over the years for our students – the fee is \$25 a month for the violin, case, rosin, and bow. Other accessories (stand, metronome, shoulder rest) will need to be purchased at a local music store.

## **Tardiness:**

There are certain days when lessons may run back to back so if you are late, we cannot run lessons over. Try to allow extra time for traveling especially during rush hour or after school traffic.

## **No Shows:**

Students that don't show up for their lesson and do not call with an explanation will be charged for their lesson – therefore it is up to the student / parent to call and reschedule a lesson with the teacher, in the same week if possible to avoid time lapses between lessons.

## **Rescheduling lessons:**

Please call/email us at least 24 hours if the student cannot make a lesson. Please notify that the student will not attend and will need to reschedule as we set aside time in our schedule for you. If the teacher must miss the lesson, you will be informed in advance and can choose to have either a make-up lesson or receive credit. If for some reason something pressing comes up the day of (day of illness, death in the family, etc.) we will do our best to reschedule the lesson.

## **Holidays:**

We will email and notify the parents of days we will not be teaching ahead of time. Breaks will be observed to allow for family travel during the holidays.

## **Young Learners:**

We require the parent(s) to stay during the lesson so that concepts being taught can be reinforced to the child at home – this is a very important part in learning the violin.

## **Waiting/Pickup:**

We ask that students be picked up promptly by the end of their lesson until we move into a full studio with a waiting area, to keep a smooth transition for everyone, as well as keep available parking.

## **Where to Buy Accessories:**

We provide extra strings, rosin, and bows, and replacement violins if the student needs anything – ask us first as we may have the product you need on hand, or we can order it for you and have things ready by your next lesson.

## **Phone Calls / Email:**

We will never answer our phone during a lesson. If you call and we are unable to respond, leave a message and we will respond when we can. We also check our email at least twice a day and will stay in contact.

## **Contact:**

Mike Williams 843.224.2997 – [mike@williamsviolin.com](mailto:mike@williamsviolin.com)

Lauren Williams 843.532.8656 – [lauren@williamsviolin.com](mailto:lauren@williamsviolin.com)