

PARENT INFORMATION HANDBOOK



2008 - 2009

Please keep this book handy throughout the year. It has all you need to know about the studio, all the important dates for the upcoming year, studio policies, and more!

Virginia N. Koun, NCTM

STUDIO POLICIES

TUITION

VNK Music Studio runs throughout the entire year. It is divided into two semesters that follow the school year, as well as the summer session. Registration with the studio requires commitment for three semesters, including summer

A non-refundable Lab/Registration is due by July 15th each year.

The summer session requires a minimum of six lessons and/or one of the camps or workshops offered.

Tuition for the school year semesters is based on a set number of lessons. The total is divided into nine equal payments due the last week of each month, which is payment for the following month. An annual event/book fee is due by August 15th each year. You will receive a set of envelopes addressed to the studio for each month. Mail or bring them to the studio each month.

Tuition includes the scheduled private lessons and theory groups, plus the required lab time, and any extra rehearsals before auditions and recitals.

Please make checks payable to VNK Music Studio. There will be a late fee of \$25.00 for tuition not paid by the 15th, unless special arrangements are made. There will be a \$30.00 charge for any returned checks. Thank you for your cooperation in being prompt.

MUSIC LESSONS

Music lessons are like a triangle. It takes three sides to make a successful musical experience. The student, the parent, and the teacher must all work together.

THE STUDENT

The student must realize that practice is essential for success. It is best to set aside a regular time (or times) and follow that schedule. The teachers will discuss the length of time and practice habits with the student and the parents. The student needs to record their practice times daily on the assignment sheet. The student and a parent must

sign it each week. The student needs to follow the directions on the assignment sheet completely.

The student should arrive on time with all books and music. Each student will receive a loose-leaf notebook for their assignment sheets and other papers. Rules, practice directions, theory papers, and other important information are in these notebooks and need to be read. Students need to bring their notebooks, music, and a sharpened pencil to theory group sessions.

THE PARENT

Parental support is a must for the student's musical growth. Show an interest and enthusiasm for their music accomplishments. Make sure that the student has a good instrument that is kept in tune, good lighting, good seating (with a stool for their feet if they cannot touch the floor), and uninterrupted practice time. Young students especially need your help practicing. Sit in on some or all of the lessons to see and hear what you can do to help them. **BE SURE TO READ ALL COMMUNICATION FROM THE TEACHER SO AS NOT TO MISS DEADLINS, RECITALS, SPECIAL EVENTS, OR CHANGES IN ANY SCHEDULES.**

THE TEACHER

The teacher will always be available to discuss the lessons with you. Each student is an individual with separate needs and goals. We set these goals, both short term and long range, for each student. You are welcome to set up a time to discuss your student's progress (not during their lesson please). You are also welcome to sit in on a lesson any time you wish. Please call me, and if we are unavailable, leave a message and someone will return your call.

PROFESSIONAL DEVELOPMENT

THE TEACHER

VIRGINIA N. KOUN

Mrs. Koun has a B.A. Music Degree from Carleton College and an M.M.Ed. from the University of Georgia School of Music. She maintains an active role in the professional organizations, including the Music Teachers National Association (MTNA) and its state Virginia Music Teachers Association (VMTA) and local Tidewater Music Teachers Forum (TMTF) affiliates. She has served as local and state president and has served on Southern Division Board. Mrs. Koun keeps abreast of new music and new ideas by attending workshops and clinics and coaching with master teachers. In addition, she is an active clinician and has workshops in many areas including Virginia, Georgia, Florida, Minnesota, and Australia. She has also given workshops at the MTNA National Conventions of 1990 and 1995. She has published many articles in professional journals and is the co-author of music history books, "Playing with History."

PERFORMANCE

Music is meant to be shared! We encourage playing for each other at all ages and at all stages of development. We do a lot of duet and ensemble playing and perform for each other in theory groups. We will have several mini recitals, as well as various festivals and auditions. You will receive a list of all events that are available to your student(s). Support these endeavors. Encourage them to play for you often. Listen to them and enjoy their excitement!

MISSED LESSONS

There will be no make up lessons. If a student must miss a lesson for a legitimate* reason, it is the responsibility of the parent to switch lesson times with someone. There will be a schedule of each day's lessons with corresponding numbers to each student available at the studio.

In addition, there will be a make up day available for each of the two semester and extra workshops scheduled that can serve as make up times.

*Legitimate excuses include illness, weather conditions (if schools are closed), family emergencies, and required school performances such as choir, band, or orchestra events. There will be no make up times for any other reasons.

****If you need to switch times because of sports events, it is the**
****parents responsibility to do so****

The teachers will be entitled to a sick day per every six weeks without make up lessons being necessary. The teacher will always make up lessons that they have to change.

THEORY/MUSICIANSHIP CLASSES

These classes are a very important part of your student's music education. They are small classes, which as a group can give your student many things that we cannot accomplish in the private lesson. We do ear training, theory review, music history, listening to music, ensemble playing, and performance skills.

These groups do not mean that the student only does theory at group sessions! They have ongoing theory assignments each week and are studying theory at the computer each week during their lab time. They need to bring their Explorations Book and Composer Book to each lesson along with their notebook and music.

THEORY GROUP DATES

Mrs. Koun

<i>October</i>	6-8
<i>November</i>	24-26
<i>May</i>	11-12
<i>June</i> <i>(plays/pizza parties)</i>	15-17

STUDENT AGREEMENT

I have read and understand all the information presented to me in this handbook.

Signature _____ Date _____

RULES FOR STUDENTS

1. Be on time and bring ALL of your music, including your notebook, theory book, and composer book each week.
2. You must practice the designated time each day. Please see your page on practice procedures. Record your times on your assignment sheet and you and a parent must sign it each week.
3. The Music Lab is part of your lesson. The assignments are made out ahead of time according to what the teacher thinks you need to work on. The Lab Assistants will get everything ready for you and record your scores. If you need help, ask a Lab Assistant. That is what they are here for!
****ONLY LAB ASSISTANTS TURN ON****
****COMPUTERS AND LOAD DISCS****
4. Watch the bulletin board for special announcements and read your newsletters. It is your responsibility to follow through on any award programs. We are here if you need help, but you need to take the initiative on these special awards.
5. Please do not bring food or drink into the studio. The equipment is very expensive. Finish your snack before you enter the studio, and if your hands are sticky, please wash them. NO GUM ALLOWED IN THE STUDIO.
6. Please be careful and considerate of all the equipment and materials in the studio and the rest of the building.

REQUIRED LIST FOR STUDENTS

The following is a list of what each student will need. If they do not already have any of these items, they will need to get them.

Theory Book
Composer Book
Music (as assigned)
Music Dictionary*
Metronome*
Notebook
Pencil

Everything on the list, except the two that are starred, is what we give the student at their lessons. Books and music will be added to the statements. The other two items we can get for you, if you choose. We can get metronomes wholesale if we order in quantity, and they are much less than they would be if you purchased them at the store. We need the money in advance for the metronomes. They will be about \$29.00, and the music dictionaries are \$5.95 plus tax.

Students will need to bring all of these materials to their Theory Groups that will be held throughout the year. Please see the following page for Theory Group dates. The following is a listing of Theory Groups for Mrs. Koun and Mrs. Becky:

THEORY GROUPS

Monday

5:30-6:45 Grades 6-7
7:00-8:15 Grades 10-12

Tuesday

5:30-6:45 Grades 4-5
7:00-8:15 Grades 8-9

Wednesday

4:45-6:00 Grades K-3

2008-2009 CALENDAR
2008

2009

SEPTEMBER

8 Classes begin

OCTOBER

NO EVENTS SCHEDULED

NOVEMBER

23 Church Music Festival
First Presbyterian Church

27-30 Thanksgiving-
STUDIO CLOSED

DECEMBER

21 Holiday Recitals
First Presbyterian Church

22 Holiday Vacation begins-
STUDIO CLOSED

JANUARY

5 Studio reopens for 2nd semester

FEBRUARY

NO EVENTS SCHEDULED

MARCH

TBA Skills and Sight Reading Tests
Theory Tests

APRIL

13-17 Spring Break-
STUDIO CLOSED

MAY

15-16 Comprehensive Piano Examinations

17 Spring Recitals
First Presbyterian Church

JUNE

17 2nd semester ends

29 Summer schedule begins

NOTE: Some dates change; please read the Weekly Newsletter to note any changes and visit the website (<http://www.music-usa.org/vnkmusicstudio>)