



**2020-2021
Parent Guidebook**

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May 1, 2020

Dear ISA Parents and Students,

I have never been more grateful for our vibrant Suzuki Community. The ISA Faculty and Board of Directors are committed to nurturing beautiful character in every child through excellence in music. Our vision is for every child to realize their potential.

For the 2020-2021 Academic year, we remain committed to providing you with a quality Suzuki education through regular weekly lessons, recitals, and performance opportunities with Suzuki-trained, professional faculty.

As the public health situation related to COVID-19 continues to evolve, we will remain flexible, and adapt plans as needed along the way, to protect the health and safety of our students, families and faculty.

Our goal is to provide an excellent education and many opportunities for students to become lifelong learners, not just in music but in every walk of life. As Dr. Suzuki said, "Teaching music is not my main purpose. I want to make good citizens, noble human beings. If a child hears fine music from the day of his birth, and learns to play it himself, he develops sensitivity, discipline and endurance. He gets beautiful heart."

Sincerely,

A handwritten signature in cursive script that reads "Sarah Beck". The signature is written in black ink on a light-colored background.

Sarah Beck
Executive Director

ISA MISSION & VISION

Our mission is to nurture beautiful character in every child through excellence in music.

Our vision is for every child to realize their potential.

ISA History & General Information

The Indianapolis Suzuki Academy (ISA) is a not-for-profit 501 c(3) organization that provides quality music education for children from birth to eighteen years of age servicing Indianapolis and the surrounding area. We are located at 40th and Central on the north side of the city in Marion County. We have been providing music lessons for over 30 years, first as the Children's String Academy of Indianapolis, then as Indianapolis Academy of Music and now as the Indianapolis Suzuki Academy.

The ISA Board of Directors has ramped up its efforts in strategic and financial planning and set its sights on becoming a premier music organization serving Indianapolis. The Board is working to recruit and retain world class faculty, partner with other respected arts organizations and make a significant impact in children's and families' lives in Indianapolis.

Faculty and Leadership

Violin Faculty

Morganne Aaberg	Morganne@IndySuzukiAcademy.org
Sarah Beck	Sarah@IndySuzukiAcademy.org
Flora Nevarez	Flora@IndySuzukiAcademy.org
Rachel Osterhouse	Admissions@IndySuzukiAcademy.org
Karen Walls	Karen@IndySuzukiAcademy.org

Cello Faculty

Liz Efroymsen-Brooks	Liz@IndySuzukiAcademy.org
Lori Honer	Lori@IndySuzukiAcademy.org
Sally Murphy	Sally@IndySuzukiAcademy.org

Piano Faculty

Lauren Dornbirer	Lauren@IndySuzukiAcademy.org
Kyoko Tanno	Kyoko@IndySuzukiAcademy.org

Harp Faculty

Stephanie Hall	Stephanie@IndySuzukiAcademy.org
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Suzuki Early Childhood Education

Karen Walls	Karen@IndySuzukiAcademy.org
Holly Gunn	Holly@IndySuzukiAcademy.org

Staff

Sarah Beck, Executive Director
Rachel Osterhouse, Assistant Director
Erik Rohde, Artistic Advisor
Kyoko Tanno, Recitals Coordinator

Board of Directors – board@IndySuzukiAcademy.org

Erik Rohde- President
William Grubb – Vice President
Melissa Cavaghan – Secretary
Angela Della Rocco - Treasurer
Denise Huibregtse Traenkle
Lisa Heid
Austin Huntington
Johanna Kitchell
Erin Rohde

2020-2021 Calendar: Key Dates

August 9	First Day of Academic Year, Lessons & Classes begin See Academic Calendar for Details of Class Dates
September 15	Deadline to sign up for November 10 Solo Recital
October 11-17	Fall Break
November 8	Solo Recital @ Indiana Landmarks
November 22 – 28	Thanksgiving Break
December 13 – 19	Make Up Week
December 20 – Jan 2	Winter Break
January 3	Lessons & Classes Resume
February 15	Deadline to sign up for April 19 Solo Recital
March 13	Required Dress Rehearsal for Violin, Cello & SECE (morning)
March 14	Annual Concert @ Indiana Landmarks
March 28- April 10	Spring Break
April 18	Solo Recital @ Indiana Landmarks
May 3 – 8	Musical Achievement
May 16 – 22	Make-Up Week
May 23	Summer Lessons – Schedule 7 with your teacher through August 7

Annual Concert Policy

All Academy students participate in the Annual Concert in March at the beautiful Indiana Landmarks' Grand Hall. It is a moment for us to come together as a community and celebrate the hard work of our children, parents, and faculty. It includes play downs for each instrument and special performances.

Concert Attire

Violin, Viola, Cello, Harp:

- White blouse/dress shirt, elbow length or longer
- Black dress pants/skirt, below the knee or longer
- Black hose/stockings/socks
- Black dress shoes
- Red tie (boys) or red sash/headband (girls)

Piano and Suzuki Early Childhood Education Attire

- Solo Recital Attire (see p.14)

Dress Rehearsal: Attendance Required

- Violin, Viola, Cellos - Saturday, March 13, 9-12am
- Harps - Sunday, March 14 immediately before concert
- Piano students do not have a dress rehearsal.

Group Class Participation Requirements

Students are required to maintain at least 70% attendance in group class to be eligible to participate in the Annual Concert. (This means 6 or fewer group class absences for violin/viola/cello and 2 or fewer group class absences for harp/piano)

Tickets

This is a ticketed event. Each student is provided with two complimentary tickets. Additional tickets are available for purchase.

Volunteers

The success of Concert Day depends on the help of parent volunteers. Look for sign up information leading up to the concert.

Attendance at Private Lessons / Missed Lessons Policy

By enrolling in lessons at the ISA, it is expected that students adhere to their assigned weekly lesson and group class time. It is also expected that teachers maintain those times. Consistency is important for student's development and reinforces good technical and practice habits. Knowing that at times situations may occur that require lessons to be rescheduled by either the student or the teacher, the ISA has adopted the following policies:

Student Make-Up Lessons

Students are allowed one make-up lesson per semester during Make-Up Week. The First Semester is from August – December and Second Semester is from January – May. Once a semester has passed, that option expires if not used.

Teachers are not required to accommodate students' requests for additional make-up lessons during the semester. No tuition refunds will be offered.

Teacher Cancellations

The ISA expects its' teachers to attend scheduled lessons every week with an exceptional dedication to their students.

The ISA understands that many faculty members have professional commitments outside of their private students at ISA. We consider this a great benefit to the quality of teaching at ISA and believe that faculty keeping a well-rounded balance of professional commitments improves their quality of teaching. Therefore, this professional balance will be considered in terms of teachers needing to reschedule lessons on an occasional basis.

Teacher illness/personal days

Teachers are permitted to reschedule one (1) private lesson per student per semester for illness or personal reasons with short-term notice (12-48 hours). It is expected that those make-up lessons will occur within a timely fashion (within two weeks if possible). The rescheduled time must be mutually agreed-upon by the teacher and the student/family. If the teacher offers at least three (3) reasonable make-up times (one of which may include a make-up during make-up week) and no possible time is acceptable to the family, then the family forfeits that lesson.

Teacher professional commitments (with advance notice)

If a teacher needs to reschedule a lesson during the semester for professional commitments, advance notice must be given to students/families as early as possible, but no later than one week in advance. Families shall be asked to make reasonable accommodations to honor faculty's other professional commitments. Faculty are expected to keep this rescheduling to a minimum, not to exceed four times per year (or 10% of lessons). For each rescheduling request, faculty must offer at least three (3) reasonable make-up times (or a lesson during make-up week). If three (3) reasonable make-up times have been offered and a student/family refuses any of the options, they will forfeit that lesson and no refund will be offered. If a family believes that a teacher has rescheduled an excessive number of lessons without adequate make-up options, they may petition the Executive Director (or ISA Board if necessary) for a refund or lesson credit(s) for a future month. Teachers will only be paid for lessons that are successfully rescheduled.

Virtual Lessons

Because of the high value the ISA places on the in-person individual contact students receive from the faculty, the ISA deems teaching via Skype (or other online platform) as inappropriate as a substitute for in-person lessons. Only in the rarest of circumstances should Skype (or other online platform) be used to teach a lesson (i.e. extreme weather conditions preventing travel, etc.) and then only if both parties are in agreement to conduct the lesson via an online platform.

Building Use and Parking

ISA does not have a janitorial staff. It is the individual teachers of ISA who clean our studio space and common space. Please clean up after yourself and leave our space even better than you found it. Let's take care of the space together. Please speak with your teacher about the best place to wait for your lesson. Supervise younger children, cleaning up after them before leaving.

The parking lot is reserved for faculty and staff. Please park on the street.

Cell Phones & Other Devices

Please be present for your child, and silence cell phone and keep them away during lessons and group classes. The use of cell phones or other devices is limited to lesson-related activity (i.e. taking a picture or video of something the teacher wants you to remember).

Group Classes

Community that happens in group class both for children and families is an essential component of the environment that makes the Suzuki method successful.

Children learn from other children. "As any parent who has more than one child will testify, children are strongly motivated to learn new skills by watching and listening to other children. There seems to be an instinctive recognition that a task mastered by another person of a similar age must be desirable, achievable and worth pursuing." (*Every Child Can*, by Suzuki Association of the Americas, Inc, p A4).

Goals for group class:

- Having fun with our instrument and peers
- Learning from and being inspired by peers
- Learning to play together as an ensemble
- Reviewing and reinforcing technique learned in private lessons
- Performing for one another in a safe environment

Attendance expectations:

- Regular attendance is expected in order to support this community that helps all of our children learn.
- 70% attendance is required to be eligible to participate in the Annual Concert in March.
(Violin/Cello - 6 or fewer absences. Harp/Piano - 2 or fewer absences)

Fundraising

Tuition alone does not cover the cost of a quality Suzuki Education. ISA is a not-for-profit 501 c(3) organization that relies on individual donations and grant income to operate each year.

Practice Challenge

We ask families and students to seek support for our Annual Fund through our Practice Challenge. This is a fun time where students are given a practice challenge, and seek new donors to the ISA through a simple to use online platform.

Annual Innovation Fund

The ISA Innovation Fund is established as a means to support the growth of ISA and projects committed to developing the innate ability of every child.

Gifts to ISA fundraising efforts allow us to nurture beautiful character in every child. Support from our donors enables ISA to do the following.

- Invest in world-class Suzuki training for our faculty
- Provide students the opportunity to perform with local professional orchestras
- Connect our students to the community with outreach performances
- Nurture students in all our programs from Early Childhood to teenage Chamber Music

As we grow into the future, our vision is to allow our Indianapolis Suzuki Academy community to impact even more children's lives.

Illness Policy

In order to protect faculty and other students from contagious diseases, we request that students, parents and siblings with a contagious illness to refrain from entering the Academy until they are well. Teachers reserve the right to not teach lessons to students who are ill, or appear to be suffering symptoms of the flu, colds, etc. The same applies to parents or siblings accompanying the student. In the case of illness, please make every attempt to notify your Teacher at least 24 hours in advance. In the event of illness, the following options will be available for makeup lessons: 1) makeup weeks provided on the ISA Academic Calendar; or 2) forfeit the lesson. There are no refunds or credits given in the event of illness.

NOTE: ISA considers "illness" to include fever or diarrhea/vomiting within the previous 24 hours, and/or excessive "productive" coughing/sneezing/sniffing at the time of the lesson. Additionally, if the student has had chicken pox or a similar breakout, sores must be completely "crusted over" for at least 24 hours. In the case of lice, the student must be completely free of both lice and nits for at least 24 hours. Please note that all of the above guidelines also apply to parents and siblings attending lessons.

Inclement Weather Policy

Inclement Weather Closings

This policy applies to a situation where the entire ISA must close due to inclement weather.

Communication About Closures or Delays

When ISA closes, has late openings, or early dismissals for inclement weather, students and parents will be notified in the following manner:

- The announcement will be made on the homepage of IndySuzukiAcademy.org
- An e-mail will be sent through our subscriber-based list. Upon Enrollment, you will be added to this list, if you provide your e-mail address.

Closure announcements will be posted by 1 p.m. on weekdays, 8 a.m. on Saturdays and Sundays for morning activities, and by 1 p.m. for weekend afternoon and evening activities. Additional notices will go out for special circumstances as needed.

Please use your best judgment in regard to travel for lessons. If the Academy remains open but you consider it unsafe to drive during a storm, please inform your teacher that you will miss your lesson. No make-up lessons or credits apply when the school remains open and the teacher is present to teach.

No Make-Ups for Missed Lessons

The Board of Directors has implemented a policy that no make-ups will be offered for lessons missed due to inclement weather. Unfortunately, we have no control over inclement weather and all of us (students, teachers, and the school) are adversely affected when weather necessitates that we close the school.

Our teachers are dedicated professionals for whom teaching is their chosen career. With this in mind, we have instituted a snow day policy which we hope will allow all to share the loss associated with snow days.

There are 3 different procedures, one for each time we must close on the same day of the week (e.g. each time there is a snow day on a Tuesday).

--> First snow/cold day on a specific day of the week (e.g. first Tuesday snow day): Student does not receive a credit. Teacher is paid. (The student bears the cost.)

--> Second snow/cold day on the same day of the week (e.g. second Tuesday snow day): Student receives a financial credit. Teacher is paid. (Academy bears the cost.)

-->Third snow/cold day on the same day of the week (e.g. third Tuesday snow day): Student receives a credit. Teacher is not paid. (Teacher bears the cost.)

Credits Will Not Be Given for group class cancellations

There will be no make-up class offered for the first group class cancelled for weather, nor will a student receive a credit. If the same group class must be cancelled a second time in an academic year, an additional class session will be offered at a future date to students whose class was cancelled.

Instrumental Rental & Maintenance

Families are required to rent or purchase an instrument appropriate for their student to use for daily home practice. Please consult your private teacher before making any rental, repair, or purchase decision.

Violin, Viola, and Cello

Having an appropriately sized instrument allows the student to develop good technique and play with ease. It is better for the instrument to be a little small than a little too big. You may need to try different chin rests and shoulder rests to find the best fit for your child. At least once a year, string students should consider re-hairing their bow and changing strings. Contact Indianapolis Violins at 317-624-0441 or info@indyviolins.com for assistance.

Piano

Students enrolled in piano lessons are expected to obtain an acoustic piano or a high quality digital piano, which will enable the student to learn the proper key action and tone production. A keyboard is not sufficient. Contact Piano Solutions (www.pianosolutions.net) for assistance.

Harp

Students enrolled in harp lessons are expected to obtain and maintain a quality harp through Lyon and Healy (www.lyonhealy.com.)

Listening to the Recordings

Listening to the recordings daily is part of creating the environment that best helps your child learn to speak the language of music. The rhythm and melody of the piece become thoroughly familiar through listening. Through being immersed in a language, one absorbs the subtleties of accent and phrasing. In music, it is through being immersed in listening that children learn to play musically and with beautiful phrasing.

Both environmental and active listening are beneficial.

- Environmental Listening: Music plays in the background while eating, driving, playing, homework, going to sleep.
- Active Listening: This requires participation while listening, such as, tapping the beat or rhythm, singing, listening for dynamics, or other movement.

Musical Achievement

Musical Achievement is a time when students perform a selection of pieces for faculty and receive feedback as a capstone to the academic year. This will be similar in nature to an audition, a college jury, or Solo and Ensemble contest, but at an age appropriate level for each individual student.

The value in this experience is not just preparing and performing, but in learning from seeing peers play as well. One key principle in the Suzuki method is that children learn from each other. This experience is formulated on best practices from the renowned Preucil School of Music in Iowa.

Non-Discrimination Policy

The Academy does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, political affiliation or any other characteristic protected by law.

Parent Involvement, Attendance & Practice

Our faculty is excited to partner with you and your child in developing character through learning to play an instrument. The parent, child, teacher relationship is often described as the Suzuki Triangle and is one of mutual respect, encouragement, and collaboration. The teacher's job is not only to teach the child but equip you as the parent to be the teacher at home. The Suzuki method is founded on the idea that "every child can" given the right environment. Your job is to create that environment throughout the week including, daily practice times, listening, and lots of encouragement.

We expect a parent to be present for lessons and group class and be actively engaged in their child's practice at home. You will work with your child's teacher to decide when and how much independence to give your child in lessons and practice. This often happens around age 12.

Review

One of the foundations of the Suzuki Method is its focus on reviewing pieces a student has already learned. Most teachers have a systematic way to have students go through their review pieces and it often varies from teacher to teacher.

Reviewing pieces on a daily and weekly basis not only keeps students ready to participate in group classes, concerts, play throughs, and at institutes in the summer – it also helps students to master their pieces in a way that a cursory study would never be able to do.

What so many people do not realize, is that when a soloist comes to town to perform professionally, they are usually playing what is (for them) a review piece during their performance! Their performance pieces are pieces that they know inside and out and have played many, many times.

While students are often much more excited to start something new than play a piece they have already learned, I would argue that review is one of the most important parts of each practice. It isn't until a piece is in the review stages that a student really knows it inside and out and can play it with ease. It is so important to include review pieces into everyday practice to build confidence and ease in playing any instrument.

A basketball player, for example, will learn to dribble and pass the ball first. Eventually, the player goes on to learn more complicated drills and plays. However, basic dribbling and passing drills aren't left behind – practicing those skills is the basis for everything else the player is doing. The same is true for Suzuki students and their review songs – the music they are learning now is built on the foundation of everything else they have learned so far.

(Source: The Suzuki Triangle, C. Goodner, 9/30/2010)

Solo Recital Policies

Participation in a solo recital requires the approval of your private teacher. We expect that each student in the school will perform at least once each year on a solo recital.

New students must observe a solo recital before performing the first time.

The piece selected to perform should be a polished piece. Your teacher will help you to choose a piece that represents your best playing. Your child's piece should be fully polished (played with virtually no mistakes) prior to the deadline for the Recital Sign-up.

- For a regular Solo Recital performance, students and their teachers must choose the piece for performance – and submit the online Recital Sign-Up Form prior to the deadline.
- For Graduation/Honors Recognition, students and their teachers must have graduated their level and choose the piece for performance, and complete the online Recital Sign-Up Form, prior to the deadline.

2020-2021 Recital Sign-Up Deadlines – remember these deadline dates!!!

The sign-up deadline is a firm deadline, and no additions can be made after the due date has passed.

- September 15 Deadline for November Recital
- February 15 Deadline for April Recital

Piano Coachings and Rehearsals

Violin, viola, and cello students perform with piano accompaniment. A brief rehearsal with a pianist is scheduled for the week before the recital for book 1-4 students.

Book 5+ students should individually schedule rehearsals with the pianist. Rehearsals are offered in 15-minute increments at the rate of \$15. Discuss the appropriate amount of rehearsal time for your piece with your private teacher. Payment can be made by check to ISA or online at Make a Payment. Payment must be made prior to rehearsal. If you cancel, you must provide 24 hours' notice, or you will be responsible for paying for the coaching session.

Recital Attire

Performers should dress appropriately for a formal recital. Practice in your performance attire before the concert to be sure you are comfortable!

Examples of clothing suitable for public performance are:

- Dresses, nice skirts of appropriate length, blouses, or dress pants and dress shirts for girls.
- Dress pants with belts and dress shirts (tucked-in) and sweaters for boys (no suit jackets).
- Dress shoes for both girls and boys (boys wear dark shoes with dark socks).
- Dangling earrings and beaded necklaces should be avoided as they will rattle against the instrument.
- Harp Students: Skirts must have a hem that hits below the knee. For all who have pedal harps, shoes must have a closed toe and non-slippery sole.

Recital Etiquette

As an audience, our job is to provide a respectful setting in which our performers can offer the best of their skills and talents.

- Students performing in the recital are expected to attend the full duration of the recital. If you have a conflict which would require the performer to “play and leave,” then s/he should not perform on that day.
- If a young child becomes unhappy and vocal, please feel free to leave the performance area immediately and as quietly as possible.
- Stay seated during performances. If necessary, you may get up and move during the applause.
- Flash photography is not allowed during the performance.
- Silence and put away cell phones and other devices.

2020-2021 Tuition Schedule

Lesson Length	Annual Tuition* 2020-2021	Monthly Payments
	Pay In Full	Monthly via ACH
Violin, Viola or Cello - 30 min	\$1,830	\$153
Violin, Viola or Cello - 45 min	\$2,480	\$207
Violin, Viola or Cello - 60 min	\$3,130	\$261
Piano or Harp - 30 min	\$1,580	\$132
Piano or Harp - 45 min	\$2,230	\$186
Piano or Harp - 60 min	\$2,880	\$240
Suzuki Early Childhood Education 12 Week Session	\$216	Pay In Full Req'd
Suzuki Early Childhood Education 5 Week Session	\$90	Pay In Full Req'd

**Approved by the ISA Board of Directors, March 22, 2020*

Enrollment in the ISA provides your student year-round quality Suzuki instruction.

ISA tuition includes:

- Private lessons according to Academic Calendar
- Group classes according to Academic Calendar
- Solo recitals
- Annual all-academy concert
- Community performances and outings
- Web resources, practice tips, review ideas and student support

Additional Costs outside of Annual Tuition

- Instrument rental and repair
- Music repertoire books and supplemental materials
- Accompanist rehearsals for solo recitals for Book 4+ students (\$15 per 15 minutes)

Payment Processing

- Tuition payment options: Pay In Full, or Recurring Monthly Payments.
- Monthly Tuition Payments will only be accepted by bank transfer. Families electing monthly installments must complete the ACH Authorization form and provide a copy of a voided check with their registration materials. Payments will be processed by ISA administration, on the 15th of each month, August 2020 – July 2021.
- Pay In Full: Families paying in full may submit a check, payable to ISA by August 10, 2020.
- Any payment more than 2 weeks late, will result in suspension of private lessons and group classes/ensembles until the payment is resolved.

Withdrawal Policy – new for 2020-2021

Out of consideration for the Academy, and specifically your Teacher, a student may withdraw from the academic year only during one of two Withdrawal Periods listed below.

December 1 withdrawal date

- **Required Notice** of withdrawal is due no later than December 1.
- **Last monthly payment** would be processed December 15.
- **Last Lesson** would occur no later than December 19, or earlier upon mutual arrangement of the teacher and student.

July 1 withdrawal date

- **Required Notice** of withdrawal is due no later than July 1.
- **Last monthly payment** would be processed July 15.
- **Last Lesson** would occur no later than the 7 summer lessons through August 7, or earlier upon mutual arrangement of the teacher and student.

For example, a student wishing to end lessons on October 15, will be responsible for tuition through the end of the December 1 withdrawal date, regardless of number of lessons. They will be responsible to pay tuition on October 15, November 15 and December 15.

These enrollment and withdrawal periods have been identified in order to support our faculty who have chosen to make this their livelihood.

Parents are responsible for tuition through the end of their withdrawal date, regardless of number of lessons the prefer to have with their teacher.

If a teacher owes a makeup lesson to the student for a cancellation by the teacher, the student will receive their makeup lesson prior to the last lesson date.

Dismissal

The Academy takes seriously its commitment to an exceptional program and reserves the right to dismiss any student due to frequent tardiness or missed lessons, behavioral problems, lack of improvement, delinquency in payment of fees, failure to abide by policy, or other serious misconduct.

Indianapolis Suzuki Academy

3959 Central Avenue
Indianapolis, IN 46205

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317.296.5258

Our mission is to nurture beautiful character in every child through excellence in music.

Our vision is for every child to realize their potential.