

## Registration Form

### **Student Information:**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Birth Date \_\_\_\_\_ Male \_\_\_ Female \_\_\_

Desired Lesson Length: 20 minutes \_\_\_ 30 minutes \_\_\_ 45 minutes \_\_\_ Two Times/Week? Yes / No

### **Parent/Guardian Information (if different from Student):**

Parent/Guardian #1: Name \_\_\_\_\_

Phone Numbers: Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_

Email address: \_\_\_\_\_

Parent/Guardian #2: Name \_\_\_\_\_

Phone Numbers: Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_

Email address: \_\_\_\_\_

Rates will be as follows:

20 minute lesson - \$30.00	(5 x \$30 = \$150.00)
30 minute lesson - \$45.00	(5 x \$45 = \$225.00)
45 minute lesson - \$60.00	(5 x \$60 = \$300.00)

There is a Group Class fee of \$100.00 per participating student per semester.

There is a Church fee of \$100.00 per family for the use of the Church facilities, due at the first lesson.

We are very fortunate to be able to use the Church for the Violin Program.

### **Attendance Policy:**

If a student does not attend a scheduled lesson, it will be considered a student absence for that day. If I am given reasonable notice of an anticipated absence, a make-up lesson may be offered – if I have time available. Due to the fact that my time is being reserved for that student, refunds may not be granted unless I determine that there are extenuating circumstances that warrant such a refund. Lessons cancelled by me will not be charged to you unless a make-up lesson is scheduled for an alternate day or time.

***I have read this entire form and agree to all terms and conditions.***

Student/Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Group Class Information**

**New Preston Congregational Church**

**New Preston, CT Location**

**2013 – 2014**

**5:45 – 6:15 PM (\* Unless Otherwise Specified)**

**Group A – Early Book 1**

**Group D – Mid Book 2 and up**

**Group B – Mid Book 1 – End Book 1**

**Group E – Concerts/ Events**

**Group C – Book 2**

### **SPECIAL EVENTS 2013 - 2014**

**\*Friday – December 13, 2013**

Holiday Concert – 6:00 PM Arrival  
6:30 PM Concert (Dinner Follows Concert)

**Friday – March 21, 2014**

Fiddle Tune Night – 5:15 PM

**\*\*\* Sunday – April 6, 2014**

SUZUKI PLAY-DOWN/POTLUCK DINNER  
3:30 PM Arrival - Please Help With Set Up  
4:00 PM Concert ---East Hartford Location  
Please bring Potluck Dish – See Sign-up Sheet

**\*Friday – May 16, 2014**

Shopping Day – Time TBD

## Group Class Information

**FRIDAY – \*5:45 PM**

**2013 – 2014**

**SUZUKI VIOLIN GROUP CLASS**

(\*Unless Otherwise Specified)

**LINDA EMBSER – NEW PRESTON CONGREGATIONAL CHURCH – NEW PRESTON LOCATION**

BUSINESS (860) 375-4117

CHURCH – (860) 868-7854

PAGER – (860) 363-1258

DATE	GROUP(S)	EVENT
September 27,2013	CD	
October 4	BCD	
October 11	CD	
October 18	D	
November 29	BCD	
December 6	BCD	
December 13	ABCDE	Holiday Concert – 6:00 PM Arrival --- 6:30 PM Concert ( Dinner Follows Concert )
January 10, 2014	ABC	
January 24	BCD	
February 7	CD	
February 21	ABC	
March 7	BCD	
March 21	BCDE	Fiddle Tune Night
April 4	ABCD	
<b>***SUNDAY – APRIL 6, 2014</b>  ( EAST HARTFORD LOCATION)	ABCDE	<b>***SUZUKI PLAY-DOWN/ POT-LUCK DINNER 3:30 PM ARRIVAL – 4:00 PM CONCERT</b>
April 18	CD	
May 2	BCD	
May 16	ABCDE	*Shopping Day – Time TBD

**LINDA EMBSER – NEW PRESTON CONGREGATIONAL CHURCH – NEW PRESTON LOCATION**

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2013 – 2014

PRIVATE VIOLIN LESSON SCHEDULE – ALL LESSON PAYMENTS ARE DUE IN ADVANCE

	<b>TUESDAY</b>	<b>FRIDAY</b>
FIRST PAYMENT DUE	Sept. 3, 2013	Sept. 6, 2013
5 Weeks Plus Group	Sept. 10, 2013	Sept. 13, 2013
Class And Church Fees	Sept. 17, 2013	Sept. 20, 2013
	Sept. 24, 2013	Sept. 27, 2013
NEXT PAYMENT DUE	Oct. 1, 2013	Oct. 4, 2013
	Oct. 8, 2013	Oct. 11, 2013
	Oct. 15, 2013	Oct. 18, 2013
	Oct. 22, 2013	Oct. 25, 2013
	Oct. 29, 2013	Nov. 1, 2013
NEXT PAYMENT DUE	Nov. 5, 2013	Nov. 8, 2013
	Nov. 12, 2013	Nov. 15, 2013
	Nov. 19, 2013	Nov. 22, 2013
	Nov. 26, 2013	Dec. 6, 2013
	Dec. 3, 2013	Dec. 13, 2013
NEXT PAYMENT DUE	Dec. 10, 2013	Dec. 20, 2013
	Dec. 17, 2013	Jan. 3, 2014
	Jan. 7, 2014	Jan. 10, 2014
	Jan. 14, 2014	Jan. 17, 2014
	Jan. 21, 2014	Jan. 24, 2014
NEXT PAYMENT DUE	Jan. 28, 2014	Jan. 31, 2014
Includes Group Class	Feb. 4, 2014	Feb. 7, 2014
Fee	Feb. 11, 2014	Feb. 14, 2014
	Feb. 18, 2014	Feb. 21, 2014
	Feb. 25, 2014	Feb. 28, 2014
NEXT PAYMENT DUE	Mar. 4, 2014	Mar. 7, 2014
	Mar. 11, 2014	Mar. 14, 2014
	Mar. 18, 2014	Mar. 21, 2014
	Mar. 25, 2014	Mar. 28, 2014
	Apr. 1, 2014	Apr. 4, 2014
NEXT PAYMENT DUE	Apr. 8, 2014	Apr. 11, 2014
	Apr. 15, 2014	Apr. 18, 2014
	Apr. 22, 2014	Apr. 25, 2014
	Apr. 29, 2014	May 2, 2014
	May 6, 2014	May 9, 2014
NEXT PAYMENT DUE	May 13, 2014	May 16, 2014

	May 20, 2014	May 23, 2014
	May 27, 2014	May 30, 2014
	June 3, 2014	June 6, 2014
	June 10, 2014	June 13, 2014
<b>*SUMMER PAYMENT</b>	June 17, 2014	June 20, 2014
DUE BY JUNE 20, 2014	June 24, 2014	June 27, 2014
SUMMER	July 1, 2014	
(SCHEDULE STILL TBD)		

**\*SUMMER LESSON DATES TO BE SET UP BASED UPON STUDENT AVAILABILITY.  
JULY/AUGUST SCHEDULE TO BE DETERMINED ON AN INDIVIDUAL BASIS.**

**IMPORTANT - 2013 – 2014 LINDA EMBSER'S VACATION SCHEDULE**

Thursday – November 28, 2013 --- Sunday – December 2, 2013  
 Sunday – December 22, 2013 --- Wednesday – January 1, 2014  
 Sunday – May 25, 2014 --- Monday – May 26, 2014  
 Friday – July 4, 2014

July/August Schedule To Be Determined On An Individual Basis...

(More Dates May "POP UP" As The Need Arises)

**\*\* IMPORTANT NOTE \*\***

Sunday – April 6, 2014 – ABCDE – **SUZUKI PLAY-DOWN/POTLUCK DINNER**

**\*\*4:00 PM CONCERT (3:30 PM ARRIVAL)**

DINNER FOLLOWS CONCERT

Please bring Music/ Stand/ Violin/ Potluck Dish...

EAST HARTFORD LOCATION

South Congregational Church

1301 Forbes Street

East Hartford, CT

## Policies and Guidelines

*So that we may have a clear understanding regarding payments, fees, and attendance issues, I have put together this set of guidelines*

### **Lesson Fees:**

Payment for the first five lessons will be due at the first lesson in September. Each subsequent payment will be due at the final lesson of each pay period, in advance of the next set of five lessons.

The payment schedule will be as follows:

1 <sup>st</sup> Payment	September, 5 lessons plus Group Class fee and Church fee
2 <sup>nd</sup> Payment	See lesson schedule
3 <sup>rd</sup> Payment	See lesson schedule
4 <sup>th</sup> Payment	See lesson schedule
5 <sup>th</sup> Payment	See lesson schedule plus Group Class fee
6 <sup>th</sup> Payment	See lesson schedule
7 <sup>th</sup> Payment	See lesson schedule
8 <sup>th</sup> Payment	See lesson schedule

July and August will be determined with each family individually, based upon the number of lessons anticipated during the summer vacation. The days and times need to be confirmed based upon who will be studying during these months.

I need to ask everyone to please make a conscious effort to pay according to the schedule. This allows me to focus my attention on the students.

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## Policies and Guidelines

### **Contacting Me:**

There are two levels of urgency that need to be addressed.

1. Urgent issues:

Certainly, the most urgent issue is when I am teaching and families need to notify me of scheduling issues for that same teaching day. In this situation, the best solution is to page me at **860-363-1258**, listen for the beeps, dial your phone number, listen for the beeps, then hang up. I will return your call asap. Please understand that I will most likely not interrupt the lesson that I am teaching to do so.

For those of you studying at the New Preston Church location, I suggest a backup plan. If I do not respond to your page, consider that an indication that the page was not received. Dial the New Preston Church phone number (**860-868-7854**), let it ring two times, hang up, then call again so that I may answer the phone.

2. All other issues:

For all other needs, please try to contact me at home during the morning hours at **860-375-4117**. If your schedule does not permit this, then please page me in the evening. I will return the page as soon as possible. Please realize that I may not be at home until late in the evening, so returning your page or phone call may have to wait until the next day.

### **Absences For Health Reasons:**

If a student is ill, particularly with any respiratory flu, virus, or common cold illness, please notify me in advance of any exposure I may have to that student. Whenever possible, I need to avoid such exposure. This minimizes the possibility of a long absence on my part and will allow lessons to remain ongoing as much as possible.

Thank you, everyone, for your patience, flexibility, and enthusiasm. Here's to our continued success this year!

Linda J. Embser