

WMT

Wilson Music & Tutoring LLC

MUSIC & TUTORING HANDBOOK & POLICIES

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Dear Parents/Guardians and Students,

Welcome to Wilson Music and Tutoring! We are excited you have chosen WMT to begin or continue an exciting journey through music and education. Since January of 2014, we have been offering the finest music lessons and tutoring sessions. We offer lessons on piano, guitar, drums, violin, saxophone, flute, clarinet and voice. The WMT Staff take pride in what we are teaching here and our teachers are qualified, talented and motivated to instill the joy of music and learning to their students.

This handbook has been carefully designed to assist you in making the most of your lessons and/or tutoring and inform you about the policies of our program. Please read it thoroughly and consider implementing the ideas contained within it. We are always available to answer any additional questions or concerns you may have. Our contact information can be found on the front of this handbook.

Thank you!

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Mission Statement

The mission of Wilson Music & Tutoring is to promote literacy in music and academics by providing lessons and tutoring services to a diverse cross-section of individuals regardless of economic background, social status, racial or ethnic origin. We strive for excellence in compliance with the standards of the Connecticut State Department of Education Common Core in English Language Arts, Literacy and Mathematics.

Tutoring Information

Student Objectives

English

- Students will develop skills in reading and understanding of a variety of texts.
- Students will develop proficiency in writing and communication in English including diction, grammar and spelling competencies.
- Students will develop skills in listening and comprehension.
- Students will apply study strategies that will enhance information retention and output.

English

- Students will practice vocabulary, spelling, and grammar and sentence mechanics in order to become proficient in English.

Reading

- Students will read a variety of texts and respond using oral and written skills to analyze and interpret their understanding of the material. Material will include, but is not limited to stories, cards and books used in the Connecticut school system in order to maintain consistency.

Writing

- Students will write, based on grade level, using a variety of literary devices including descriptive, narrative, expository, persuasive and poetic forms.
- Students will learn to communicate effectively by developing a strong vocabulary that will enhance both oral and written skills.

Study Skills

- Students will learn appropriate strategies in order to develop effective study skills to enhance retention and to prepare for exams.

Successful Lessons

The Student

Students should be on time for their assigned lesson and have their piano books and music with them every week.

Students bring home a weekly assignment with a number of elements. There are new pieces to be learned, scales to be mastered, technical exercises and written work specifically designed to reinforce the various musical concepts that we may be working on at the time. Practicing and completing all of the assigned work from week to week is essential to the progress of the student.

Students must carefully prepare for each lesson through careful and thoughtful daily practice. Beginning students should practice at least 20 minutes a day and as a student's level increases, the time for practice should also.

The Parent/Guardian

Parental/Guardian involvement is essential in the learning progress regardless of musical background or capability.

Parents/Guardians of beginner students between the ages of 5 and 7 must sit, observe and participate in their child's music lessons for the first three months.

Here are some suggestions to make lessons and practice a positive and rewarding experience:

- Have an accessible instrument at home
- Encourage your child in practice sessions by reminding them of practice directions in their notebook.
- Provide your child with a quiet and distraction-free practice environment.
- Praise your child for accomplishments. This is a strong incentive for the student to continue making progress.
- **Very important:** establish a definite schedule for practice. Unless practice time is given a high priority, it will probably not take place.

The Teacher

Our teachers are highly trained and committed musicians who have dedicated time to teaching students their craft. They have many years of experience and put in every effort to make lessons productive and fun.

Lesson Etiquette

Be on time for your scheduled lesson. If a student arrives late to a lesson, they will be given the remaining minutes of their time slot.

Always bring music books, notebooks and any music you are practicing to every lesson.

Do not enter the lesson room until your appointed time.

Parents are allowed to sit in during lessons. Siblings or family members who may be distracting to the student are asked to remain outside the lesson room.

Missed Lessons and Cancellations

Every effort should be made to attend every scheduled lesson.

If a student has to miss a lesson, please notify the teacher **at least 24 hours in advance**. In the case of an emergency (sudden sickness, accident, family illness, etc.), please notify the teacher **by 12:00pm on the same day** (or by Friday at 6:00pm for Saturday lessons). If the teacher is not notified about a missed lesson by the appropriate time, then no make-up lesson or credit will be issued.

At that time, the teacher will provide other possible days and times for the lesson to be made up. Each student will be allowed two make-up lessons per semester.

If a student anticipates a missed lesson later on during the semester, a pre-makeup lesson may be given. A pre-makeup lesson is given before any cancelled lessons occur so that once a lesson is cancelled during the semester, the student will already have credit for the cancelled lesson. Day and time for a pre-makeup lesson will be decided upon by the student and teacher.

Lessons missed by the teacher will either be covered by another teacher, made up at a convenient time for both the student and the teacher or credited to the tuition fees for the semester.

Inclement Weather

In the case of inclement weather, we follow the Hartford Public School system. If school is cancelled for the day or if there is an early dismissal, then lessons will be cancelled. Students attending lessons on Saturday will receive notification about cancelled lessons from their teacher in advance. The decision to cancel lessons will be up to the Director and the teacher.

Holidays

There will be no lessons on the following holidays:

- Thanksgiving Day, Christmas Day and New Years

Summer Lessons

Summer lessons are available to all students beginning the last week in June. Lesson day and time will be decided upon by the teacher and student. Summer lessons are encouraged so that students can remain consistent in their progress.

Recitals

Every student in the WMT Program has two performance opportunities each year.

Our Winter Recital is held the Saturday before Christmas in December and our Grand Recital is held the second Sunday of June. Both recitals provide students the opportunity to showcase their progress and gain motivation from seeing other students of different levels perform. It is also a wonderful opportunity for students and parents to meet and get to know each other.

Attire for recitals should be “concert attire”. For example: pants and collared shirts for boys; pants/skirt and blouse or dress for girls. No jeans/shorts and t-shirts.

Students should also be prepared to remain for the entire recital in order to show their support for the other performers.

Method Books and Purchases

Our teachers use the method books of their choice. If a new or transfer student already has a method book, it will be up to the teacher whether to continue with that method book or switch.

There are two options for receiving new method books:

- The teacher can purchase the books and then be reimbursed by the student.
- The student can get the name and level for the new books from their teacher and purchase the books from a local music store. This option is encouraged so that students have an opportunity to view the many resources that music stores provide.

Some local music stores include:

- Windsor Music Center – Windsor, CT
- Music & Arts – East Hartford, CT
- La Salle Music & Sound – West Hartford, CT

Instruments

Buying an instrument is one of the most important investments you will make toward becoming a proficient musician. Please speak to your teacher before making any instrument purchase so that you will have input as to the best-quality manufacturers.

A real acoustic piano is the best purchase for pianists but can be expensive and has to be maintained. If a student shows long-term interest and promise as a pianist, purchasing a piano is a great investment. There are low-quality and high-quality pianos, new and used, so speak to your teacher before purchasing any piano.

For many, a keyboard is a more affordable and feasible purchase that also takes up less space in the home. An ideal keyboard should have **88 weighted** keys. Weighted keys will help the student develop finger strength and is essential for any pianist. 88 keys would be a full-size keyboard so that student will not be limited when practicing pieces. Please speak to your teacher before purchasing a keyboard.

Semesters

Please contact Dr. Wilson for tuition and fee amounts.

Fall Semester: September - December

Spring Semester: January - 2nd week in June

Summer Semester: TBD

Fees for the current semester must be paid in full before beginning a new semester.

Payment is expected at the beginning of the semester.

For financial arrangements, contact Dr. Wilson.

Make checks payable to: Emmett Wilson