

Slap Happy Music Studio LLC
190 W Rafferty Gardens Ave #4
Littleton, CO 80120
www.slaphappymusic.com

Felicia Behm
instructor, performer, arranger
(720) 295-8209
felicia@slaphappymusic.com



New Student Registration

Name: _____ Age: _____ DOB: ____/____/____
Mo. Day Yr.

School: _____ Grade: _____

Parent/Guardian Name(s): _____

Address: _____ Home Phone: _____

_____ Cell Phone: _____

Email Address: _____

Preferred Method of Contact (circle one): Home Phone Cell Phone Email Other: _____

Have you taken any musical lessons before? Yes / No

If yes, what instrument(s)? _____

What lessons/ensembles at Slap Happy are you interested in taking? _____

What level do you consider yourself to be on the above instruments (circle one)?

Beginner (0-1 year, very basic)

Intermediate (1-4 years, comfortable knowledge of instrument)

Advanced (4+ years, advanced high school and college level repertoire, extended techniques)

Why do you want to take the above lessons/ensembles? _____

What instruments do you have access to at home or school to use for individual practice?

What other activities are you involved in (sports, clubs, etc.)? _____

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For parents of students in grades K-5:

Will you be available to help your child with practice as needed? Yes / No

Does your child read well on their own? Yes / No

Does your child have any mental or physical handicap that may affect music lessons, or that you wish the teacher to be aware of? Yes / No

If yes, please explain: _____

For all students / parents:

What are your preferred lesson days/times? (Circle any that apply)

- Monday: *studio closed*
- Tuesday: 1-3pm 3-6pm
- Wednesday: 1-3pm 3-6pm 6-9pm
- Thursday: 1-3pm 3-6pm 6-9pm
- Friday: 1-3pm 3-6pm 6-9pm
- Saturday: 9am-12pm 12-3pm
- Sunday: *studio closed*

Special requests for lesson block: _____

Requested "Free Week": _____

Other comments/information you would like me to know? _____

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Audio/Visual Online Agreement

The vast majority of the world now lives online most of the time. As such, much of the advertising, notification, and scheduling for Slap Happy Music Studio is done on the website at www.slaphappymusic.com. One portion of the website is called "Spotlight On..." This is a space I have dedicated to stellar and outstanding students from the studio. If a student has a particularly good lesson, a great performance at one of our semester recitals, is accepted into a great college or youth symphony, etc, I want to highlight them on the website. These spotlights may include photos or video.

Any videos added to the site will be added to SHM's YouTube page first and then embedded on the website. If you are at all uncomfortable with you / your child's image, video, or name being used on the website I completely understand. This is a public website, and it is an excellent opportunity for you / your child's talent to be featured and praised. Unfortunately, there are always people online who will be unnecessarily cruel in the comments that are posted on each video. I do my best to manage these comments, but it is impossible to control completely. Please consider that before giving me permission to use you / your child's videos or photographs on the website.

Please sign and return:

I give / do not give (circle one) permission for any photo/video documentation of me / my student to be used on www.slaphappymusic.com or any other social network run by SHM (Facebook, Youtube, Twitter) and in print for studio publications.

If you give permission to use photos/videos of you / your child online, but would prefer not to have their name used, please check the following statement:

I would prefer that you use a pseudonym for me / my student in the descriptions of any video or photo used online.

Parent Signature

Date

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Attendance and Cancellation Policy

Regular attendance is important for any progress to occur. Please arrive 5-10 minutes before your scheduled lesson time to ensure a prompt start to the lesson. Lessons will end at the scheduled end time, regardless of late arrivals, in order to respect the following lesson time.

If you must miss a lesson for any reason, please contact me as soon as possible. I will use cancelled lesson blocks to schedule make-ups for other students, and appreciate having advanced notice for that reason. All cancellations must be made at least 24 hours in advance, with exceptions only for emergency and illness.

In the event of a school cancellation due to inclement weather, lessons will also be cancelled. All cancellations will be put on the website before noon of that day. Call the studio at (720) 259-8209 if you are unsure about the status of lessons on a snowy day.

Any lessons cancelled by the student must be made up within 30 calendar days of the missed lesson. Missed make-up lessons will not be rescheduled. Any lessons cancelled by the teacher will be made up at the student's convenience, and are not subject to the 30 day limitation. Unexcused lessons will not be made up.

Every quarter has 13 weeks, with certain weeks set aside for holidays (see attached calendar). There will be 11 lesson weeks and one holiday week per quarter (totaling 12 weeks). This leaves one week for the student to take a needed break or for an extra lesson at an additional price. Please use this time for:

- family vacations
- extra study for finals week at school
- sport/club trips
- make-up lessons
- to explore a new instrument (flute, percussion, or piano; added cost)
- to try a music theory lesson (added cost)

These "Free Weeks" are not paid for in your quarterly bill, so no make-up lessons are issued for these weeks. Free Weeks are to be scheduled at the beginning of the quarter. These are excellent times to schedule a make-up lesson for any illness that may occur during the quarter.

During the winter and summer quarters, there will be a recital during the last lesson of the quarter. These recitals are not required, but all students are highly encouraged to participate. There is no recital fee, as it is paid for as the last lesson of the quarter. Recitals will generally be no more than 90 minutes, followed by a pot luck reception. Look for more information as the recital date approaches.

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Practice Policy

The only way to improve on a musical instrument is to practice. Every student is required to have a practice journal that they bring to their lesson every week. This journal can be either a spiral-bound notebook or a three-ring binder. At lessons I will write notes in the journal to help you remember what we discussed. We will also come up with a weekly practice goal at each lesson, and students will be instructed on how to use the practice journal in their daily practice sessions.

Billing Procedure:

Tuition for each quarter can be paid in either one, two, or three installments. (See attached rate sheet for specific prices.) These installments are due on the following days:

- One Installment: Due first lesson of quarter
- Two Installments: Due first and sixth lesson of quarter
- Three Installments: Due first, fifth, and ninth lesson of quarter

Those electing to pay in two installments will receive a 3% discount on their total bill. Those who pay the entire quarter in one installment get a 5% discount. Invoices will be emailed to you one week before your next payment is due. Please bring this invoice with payment to the next lesson. If you prefer, a hard copy invoice can be given to you at the lesson the week before payment is due.

Please make checks payable to **Slap Happy Music Studio** and put the student's name in the memo. Unfortunately, I am not currently able to accept credit cards. Check or cash only.

There is a late fee of \$10 for each week payment is past due. Please include this late fee with your payment. After 3 weeks of non-payment the student will be dropped from the schedule.

If you must stop lessons for any reason you must give at least a two week notice. There will be no refund given for breaking your lesson commitment.

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Wait Policy

Parents: What do I do for the next hour?

For students in grades K-5, I recommend that the parents remain at the studio during the entire lesson time. If this makes your child nervous, you are welcome to sit in the office, out of sight. I prefer the parents of my younger students to stay for a variety of reasons:

- Parents will often be asked for help when their child is practicing. Remaining at the lesson will give you a better understanding of what they are studying with me.
- Particularly for the youngest students, it is a comfort to have Mom or Dad nearby, in case they get nervous or frustrated.

I may occasionally give a student a “Teacher for a Day” assignment in which they are asked to teach a parent or a sibling how to do something they are learning in lessons. This helps them to see the task in a new light and forces them to explain how to do it. If they can practice it with their parent during a lesson, it will be an easier task to accomplish at home during the week.

For students in middle school and older, I request that parents wait elsewhere. Once a student reaches middle school, they tend to feel much more comfortable without their parents nearby, particularly if the instrument is challenging for them. It is easier to struggle and make mistakes when your parents are not there to witness it. That said, parents are welcome to stay, but I ask that you do not interfere or comment during the lesson.

Any parent who chooses to stay during the lesson is welcome, as long as you silence your cell phones and computers. Please keep siblings quiet during the lesson time, and do not interfere with the lesson unless asked to comment by the teacher.

Some places to wait during your child’s lesson:

- Starbucks (0.5 miles)
50 West Littleton Boulevard
Littleton, CO
303-798-2016
- The Duffeyroll Café (0.2 miles)
5198 South Broadway
Englewood, CO
303-996-5900
- Romancing the Bean (1.5 miles)
5800 South Prince Street
Littleton, CO
303-797-8257
- Delizio’s (1.4 miles)
2299 West Main Street
Littleton, CO
720-897-6550

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Parent/Teacher Conferences

There will be yearly parent/teacher conferences to discuss the progress and goals of each student scheduled late in the winter quarter. These are not required, but are extremely helpful both to the teacher and the parent. A yearly evaluation (similar to a school report card) will be sent home with each student in the lesson before the conference day.

Conferences will be approximately 15 minutes long. We will discuss your child's progress in lessons, organization, goals, practice routines, the status of their instrument, and other class offerings that students may be interested in. This is an excellent opportunity to discuss increasing a student's lesson length, if so desired. This is also the perfect forum for parents to discuss any concerns they may have either with their child or with the way lessons are conducted.

In order to have the most open conference possible, I request that no students or siblings are present for these conferences. Sometimes it may be unavoidable, or you may have to schedule a conference around your child's lesson time. In these cases, the conference will be held in the office while the student practices in the studio.

You will be asked to sign up for a conference time in the four weeks prior to the scheduled conference day. Conference day for 2011-2012 is **Thursday, March 1, 2012.**



Welcome to Slap Happy Music Studio! I look forward to working with you, and hope you are excited to begin a new journey into the world of music.