


# AMISON INSTITUTE OF MUSIC

Changing the World One  at a Time

**Dear Parents and Students: 2016/2017 - Effective Immediately**

**Noy Amison will now be managing the studio** allowing Mr. Brandon to concentrate fully on teaching. Please update your registration information online at [amisoninstituteofmusic.com](http://amisoninstituteofmusic.com). **Business and payment matters** should be directed to [noyamison@gmail.com](mailto:noyamison@gmail.com)

First and foremost, we want to welcome you back from your wonderful summer vacation and would like to extend our thanks for allowing us to further you and your child's music education. We hope to inspire and grow your child's knowledge of music for academic achievements, career aspirations as well as his or her love and enjoyment of all kinds of music.

For the start of the new 2016/2017 teaching semesters, we would like to bring to your attention some of the changes in our teaching standards so that we can better service you and your child. These new changes will make for a better teaching and safe environment for all concerned. Unfortunately, due to the increase of insurance premiums, we do need to slightly increase our fees. Thank you in advance for understanding.

**Calendar:** With some of Katy I.S.D./federal scheduled holidays being quite long, we can compress the weekly schedule into a few full days for those who cannot afford to miss multiple weeks due to UIL competitions, orchestra tryouts, etc. Please see page 3 for more information

**If you are ill, THIS IS VERY IMPORTANT: "STAY HOME".** Mr. Brandon has an auto-immune condition that does not allow for him to be around sick people.

**Attendance:** It is **crucial** that you show up for your lessons, not only to further your child's music abilities and understanding, but also because *you are paying for it*. If there is a "**NO SHOW**" and you forget to come to your lesson, you forfeit the lesson and money. You will not be allowed to make up your lesson! Illnesses, emergencies and previously agreed upon cancellations are exempt and are eligible for rescheduling. A **24-hour notice** needs to be given if you are unable to make your scheduled lesson for any other reason. We are all busy, please be courteous!

**Arrival:** It is crucial that you are **punctual** to your lesson. Be sure to arrive at least 10 minutes before your lesson for setup with an additional 5 minutes for pack-up. This is to ensure we have a full 30 minute lesson. If you arrive with no time to tune or setup your instrument and need to do this during your lesson, this will be counted as part of your lesson time. ***I will not teach past your lesson time!***

**Extended family:** We are running out of room for students to setup before and after lessons. Because of this, **only 1 parent is allowed to stay with the student; sorry no siblings!** There just isn't enough room for everyone :) **Please stay seated upstairs only! No one is allowed to sit downstairs! Please refrain from touching any of the instruments or studio equipment** . Please **do not roam around the house and pet the "DOGS" without supervision**. Our insurance policy requires this as our home is not childproof.

**Parking:** Please do not park in the driveway (except during inclement weather) or across the street. Do not litter. We want to keep everyone safe as well as be respectful of our neighbors and our Home Owner's Association guidelines.

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Student(s):** \_\_\_\_\_  
\_\_\_\_\_

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## **Lesson Rates - Rate changes effective September 1st, 2016**

- \$32/30 minute lesson: same day & time each week, paid monthly at the first lesson of the month. \$128 for 4 weeks in the month and \$160 for 5 weeks in the month. This averages to \$138.67 per month since every third month has five weeks.
- \*Cancellation and rescheduling policies are firmly enforced.
- Lesson payments are due on the 1st lesson of the month if you are paying by check. All credit card payments will have a copy of a card on file. Payments will be charged on the 1st. **There will be a late fee of \$5.00 charged for any payments made after the 10th.** There will also be an additional \$1.00 for each day after until payment is received. Please pay on time; we do not like to collect late fees.
- Lesson payments can be paid by cash, check, credit/debit card or PayPal. **All credit card and PayPal payments will be charged an additional credit card convenience fee, Autopay customers excluded.**
- If you cannot fully pay upfront, please speak to **Noy Amison** personally to make arrangements.
- If you are writing a check, please make it out to "Amison Institute of Music". There will be a \$35 Bank Fee for any returned checks.

**AutoBill/Pay** - Our Summer program was a great success so during the school year- **for \$143/month set-up on AutoPayment, you can have up to 5 lessons each month (non-transferrable to the following month or sibling). This is the bargain deal. Extra lessons cannot be scheduled further than two weeks in advance.**

- This is a flat rate and is a contract for a complete semester (Fall or Spring).
- Lessons are non-transferrable to other individuals/family members. Unused lesson(s) do not transfer beyond the month they are available.
- If I cancel a lesson, you are allowed a make up or \*perhaps\* transfer to another month if we cannot agree on a convenient time. This makeup must be reserved within the first week of the month.
- You must agree to have your credit card on file and to be debited every month on the "1st"; no exceptions.

**Materials/Tuition Fee** - There is a non-negotiable annual materials fee. The fee is due annually on or before the anniversary start date. Additional family members pay only \$20 regardless of instrument.

- A. Category 1 - \$40 Violin, Viola, Cello, Double Bass
- B. Category 2 - \$30 Guitar, Electric Bass, Ukulele, Voice
- C. Category 3 - \$20 Piano, Theory


**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

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Non-refundable yearly materials fees are used to offset the cost of:

- Burning rehearsal CD's
- Buying music on iTunes
- Buying online sheet music
- Printing copies of music
- Instrument setups
- Tools and disposable materials used for instrument setups
- Recordings

## Cancellation and rescheduling policies

- If you must cancel a lesson, a 24 hour notice must be given either by phone, text [661-476-9641](tel:661-476-9641) / or email [brandonamison@gmail.com](mailto:brandonamison@gmail.com). Please make arrangements to reschedule for that lesson.
- **If you are ill, THIS IS VERY IMPORTANT: "Stay Home". Mr. Brandon has an autoimmune disease.** Please make arrangements to reschedule for the lesson. Thus, no ill students can be permitted on the premises. \*See KISD Guidelines on page 6.
- **No-Shows** - Payments are non-refundable. If you do not show up and have not contacted Mr. Brandon or Noy 24 hours before your lesson time to reschedule, you forfeit your lesson and a chance to make it up. We look forward to seeing you at every lesson, so please show up!
- I do require a 1 month notice if the student is no longer continuing lessons. Your credit card on file will be debited for the full month's tuition.

## Semester Summarization

- Fall semester starts on August 22nd to December 31, 2016
- Spring semester starts January 2nd to June 1, 2017
- Summer is considered Month to Month; months including June, July and August

*In 2016, there will be no lessons taught on November 24th, December 24th.*

*In 2017, there will be no lessons taught on May 29th, July 4th*

All other vacation days must be cancelled in advance. Makeup times available during long vacation times (personal, Christmas, Spring Break).

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Student(s): \_\_\_\_\_

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## **General Lesson Information**

I teach all stringed instruments (violin, viola, cello, double bass, ukulele, guitar plus piano, voice & theory). I am at near capacity of 80 students pre-registered for Fall 2016/17 calendar.

I teach from my home in the Parkway Oaks subdivision. It is very accessible from the Grand Parkway (99) & Bay Hill Blvd. / Highland Knolls exit; please be courteous to the neighbors.

I'm also a clinician with the KISD, helping them prepare for competitions and a member of the Katy Music Teachers Association & Katy Youth Symphony.

Music is fun and should always be fun even if we are struggling on a difficult piece. I want all of my students to share a common love of music that can be expressed to other family members and, perhaps one day, their own children. That being said, we also need to progress in technique.

Many lessons are recorded (to track progress or "jam") and we even have the ability to stream lessons over the internet to family members in other cities, states and countries.

During summer, there are lessons available all day on Mondays, Tuesdays, Thursdays, Fridays & Saturdays . During the school year, lessons are available all day Monday through Saturday.

Lessons are once a week, month to month. Generally, once a week is fine for most students unless they are advancing quickly or preparing for UIL or Orchestra auditions.

Feel free to look at my website for information, forms, and my calendar. Be sure to scroll ahead a few weeks to find any new openings.

We also participate with the Katy Music Teacher's Association recitals & theory tests. Visit [KMTA.org](http://KMTA.org) for more information.

Be sure to check out the Katy Youth Symphony at [nfaf.org/katyyouthsymphony.html](http://nfaf.org/katyyouthsymphony.html)

## **Additional information:**

- Please reference my website for calendar updates
- Allow [brandonamison@gmail.com](mailto:brandonamison@gmail.com) & [noyamison@gmail.com](mailto:noyamison@gmail.com) in your email program (check your spam folder)

Please call with any questions or make a time to drop by and meet!

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Student(s):** \_\_\_\_\_

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MONTHLY CALENDAR [www.amisoninstituteofmusic.com/page0/page0.html](http://www.amisoninstituteofmusic.com/page0/page0.html)

Blank or empty boxes = generally not available (submit your request)

Green boxes = summer lesson times (depending on school)

Yellow boxes = available lessons all year

Blue Boxes = filled lessons all year

Red boxes = temporary makeups

Purple = private

'\*\*' next to a name = excused lesson (24 hour advance notice given)

'A\*' next to a name = missed lesson, no credit given (not shown)

\*\*Due to lesson demands for prime time (3:30pm to 7:30pm) Monday thru Friday, we cannot keep the times opened for students once semester begins. Regular lesson payments must be paid in advance to keep those times reserved for you. We appreciate your understanding and consideration. Please contact **Noy Amison** [noyamison@gmail.com](mailto:noyamison@gmail.com).


(EXAMPLE ONLY - CHECK CALENDAR ON WEBSITE)

GMT-05	Mon 8/22	Tue 8/23	Wed 8/24	Thu 8/25	Fri 8/26	Sat 8/27
	First day of school					
9am	9:30 - Charlotte Sellers					9:30 - Alec Bell
10am		9:45 - *Taylin Elliot				10 - OPEN!!!!
		10:15 - Mica Holguin	10:15 - 11:15 KMTA		10:30 - Betsy Drinkard	10:30 - OPEN!!!!
11am		10:45 - Jack Elgie	Christ Church			11 - Renee Neuffer
	11:30 - Meredith Warmack	11:15 - *Tajal Mantora				11:30 - Renee Neuffer
12pm					12p - Taylin Elliot	12p - *Shreya Joshi
						12:30p - *Shreya Joshi
1pm				1p - *Olivia Musat		1p - Steven Gonzales
						1:30p - Taylor Glynn
2pm						2p - HOLD
		2:30p - Riley Henderson				2:30p - OPEN!!!!
3pm	3p - OPEN!!!!	3p - OPEN!!!!	3p - *Penleo Otto	3p - OPEN!!!!	3p - Kate Groves	3p - OPEN!!!! 3p - Glory Fuller
	3:30p - Ana Orendain	3:30p - JP Zapata	3:30p - OPEN!!!!	3:30p - OPEN!!!!	3:30p - Gavin Zhang	3:30p - Sadie Townsend
4pm	4p - OPEN!!!!	4p - OPEN!!!!	4p - Ashlynn Johnson	4p - OPEN!!!!	4p - Matthew Yekell	4p - Jason Felkovich
	4:30p - Shane McCollam	4:30p - Jonathan Clements	4:30 - OPEN!!!! 4:30p - Sadie T	4:30p - Annelise Hench	4:30p - Matthew Yekell	4:30p - Alex Barton
5pm	5p - *Tanvi Koyyada	5p - Elijah Curtis	5p - Anna Adewole	5p - Anders Wiik	5p - Dana Raiston	5p - Shaad Kabir
	5:30p - *Anshu Koyyada	5:30p - OPEN!!!! 5:30p - Renee N	5:30p - Abigail Adewole	5:30p - OPEN!!!!	5:30p - Ian Koster	5:30p - Sienna & Matteo
6pm	6p - Varun Chapa	6p - OPEN!!!! 6p - Renee Nel	6p - Drinkard	6p - *Sarah Ahmed	6p - Ian Koster	6p - Sarjana Natarajan
	6:30p - OPEN!!!!	6:30p - OPEN!!!! 6:30p - Zach Nk	6:30p - Drinkard	6:30p - Emma Kate Strickland	6:30p - Helen Lu	6:30p - Varsha Natarajan
7pm	7p - Ana Mudigere	7p - Jimmy Bora	7p - Kyle Montenegro	7p - Gracie Strickland	7p - Millan Puru	7p - Magha Natarajan
	7:30p - OPEN!!!!	7:30p - Risa Bora	7:30p - William Lu	7:30p - Uchechukwu Ewelike	7:30p - Sebastian Iskandar	7:30p - E. Isaree Yez
8pm	8p - OPEN!!!!	8p - Beau Evans	8p - OPEN!!!!	8p - Michael Pietrzykowski	8p - Samantha Iskandar	
9pm		8:30p - Karl Fleischmann				

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Student(s): \_\_\_\_\_

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## **IMPORTANT! We will be using the same illness policy that Katy I.S.D. uses.**

Dear Parent or Guardian,

Your child needs to stay home from lessons with symptoms of illness. This is to ensure the health and safety of all students/teacher and requires that students who exhibit vomiting, diarrhea, sore throat, pink eye, or a fever  $>100.4$ , must be excluded from lessons. Re-admittance is allowable as follows:

1. Free of Fever ( $<100.4$ ) for at least 24 hours without the use of fever-reducing medications such as acetaminophen or ibuprofen. Common trade names of products containing these medications include, but are not limited to Tylenol, Motrin and Advil. All aspirin-containing products should be avoided.
2. Food and liquids have been tolerated for at least 24 hours without vomiting and/or diarrhea, and without the use of medication to relieve symptoms.
3. Students diagnosed with a contagious illness that is being treated with prescription medication, must complete a minimum of 24 hours of the prescribed dosage prior to returning to their lessons.

**A DOCTOR'S NOTE DOES NOT SUPERSEDE THE "24 HOUR RULE"**

A makeup lesson or lessons will be allowed in this case.

If the guidelines indicated above have been met, your child can return to his/her lesson.

*Date:* \_\_\_\_\_ *Signature:* \_\_\_\_\_

*Student(s):* \_\_\_\_\_

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## Please adhere to the following rules

1. Every student/parent / caretaker must walk directly to and from the front door only and make sure they remain seated on the chairs or inside the lesson room at all times.
2. Allow \*only\* a primary parent/ caregiver with no other siblings or other uninvited guests unless part of a lesson.
3. Do to the heat index, the dogs cannot be locked outside while a student is coming or going. If you are afraid of dogs, please make arrangements. We will restrain them as best we can!
4. **NO** Food and/or Drinks allowed!
5. Your child requires lots of concentration while being instructed in their music lesson, so **NO** cell phones are allowed in use during a lesson. If you have to make/take a call, please leave!
6. Please take off your shoes at the entrance to avoid tracking in dirt or mud from the outside. It is hard enough to clean up after our dogs.
7. Wash your hands before your lesson if you are taking piano lessons. It is amazing how dirty the keys are after a lesson.
8. There is free internet access available. You are expected to comply with local, regional and national decency, copyright and criminal laws.

Much of my gear is custom and irreplaceable. This is my career and the tools of my trade. Please respect them.

- a) **You are responsible for your actions and the actions of your family members and siblings.** My home and its contents are not for personal use nor are we "open to the public". Nor are we "child-proof".
- b) Recently, **my insurance premium has tripled.** My adjuster made it \*very clear\* that since you have access to the entire house, my liability insurance went through the roof. So if, for example, a child running around slips on the kitchen floor - this would be a controllable situation on your part for which we will not be held liable.
- c) **If anyone is caught touching, using, breaking or stealing \*anything\* in this house, not related to your lesson, you will be asked to leave immediately. In addition, your lesson will not be refunded and your lesson contract will be forfeited!** There are multiple video cameras. They will be reviewed after an incident and appropriate action will be taken. **\*Recently we have had a small number of items stolen plus damage\***

We appreciate your business and would like to continue our business. Thank you for your continued understanding and help.

*Date:* \_\_\_\_\_ *Signature:* \_\_\_\_\_

*Student(s):* \_\_\_\_\_

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—————Supplies List (take with you to the store)—————

**Violin, Viola**

High quality rosin -  
Dominant strings or better  
Kaplan Solutions Non-Whistling e-string (violin)  
Wood or Carbon Bow  
Fully adjustable shoulder rest  
Metronome/Tuner  
Tuner clip  
Music Books - Essential Elements, Suzuki, Master Theory, etc.  
Cleaning cloth  
Folding Music Stand

**Cello, Double Bass**

High quality rosin - Hindersine (cello)/Pops (double bass)  
HeliCore strings or better  
Wood or Carbon Bow  
Metronome/Tuner  
Tuner clip  
Endpin Strap  
Music Books - Essential Elements, Suzuki, Master Theory, etc.  
Cleaning cloth  
Tall stool (double bass)  
Folding Music Stand

**Guitar, Bass, Ukulele**

Guitar strap (if required)  
Assigned Music  
Folding Music Stand  
PlanetWaves Capo (appropriate for instrument)

**Piano**

Alfred's, John Thompson's, Master Theory, etc.  
Metronome

**Voice**

Folding Music Stand  
CD/MP3/iPod player

**Theory**

Study Materials - Theory Time or Master Theory

**Everyone is expected to bring to class (as needed):**

Practice book  
Assigned Music  
Pencil  
Music bag  
Rosin  
Cleaning cloth  
Tuner

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Student(s):** \_\_\_\_\_

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