

# Welcome to UpBeat Music and Arts!

Thank you for choosing UpBeat Music and Arts! We're excited to be working with both you and your child. At UpBeat, we strive to provide highest quality music education instruction while helping to develop character through a fun and inspiring environment.

Our goal is to help students reach their potential through the music. Whether through group classes or individual lessons, our students develop a strong foundation of music theory, technique and performance at their own pace from a values-based organization.

*In this packet, you'll find our general policies and some information about our organization. We've also attached a waiver that will need to be completed and returned to us before your first lesson. For more information on policies, please visit [www.upbeatma.org/faq](http://www.upbeatma.org/faq).*

## Table of Contents

- I. Contact Info
- II. Policies
  - A. Studio Policy
  - B. Registration and Payment
  - C. Cancellation & Makeup Lessons
  - D. Practice Policy
- III. Virtual Lesson Guidelines
- IV. UpBeat Lesson and Practice Philosophy
  - A. Elements of a Music Lesson
  - B. What a practice session looks like
  - C. How to Finish a Song

## Contact Information

**Phone** - (773) 384-3469

**General Emails** - [info@upbeatma.org](mailto:info@upbeatma.org)

**Scheduling Questions** - [jdonoghue@upbeatma.org](mailto:jdonoghue@upbeatma.org)

**Location** -

## Studio Policy

Students/parents are required to **sign in and out** when they arrive for each lesson and leave.

Students may wait in the lobby before or after lessons, but this is not an appropriate waiting area for extended periods of time.

When two children in the same family take lessons, children under 10 years old waiting must be in the presence of an adult.

If parents are dropping children off, please wait and watch to see that your child is safely inside the door before driving away.

Please ring the bell labeled for entry if needed as our front door automatically locks.

## Registration & Payment

Online registration can be completed via the link emailed to you. We ask that every family edit their profile to provide an email address, physical address and any emergency contacts.

The attached waiver must also be completed and returned to us via email or as a hard copy before your child's first lesson.

Payments can be made via **Credit Card, Check, or Cash**. Receipts and email reminders will be sent out to let you know when the fees are due.

**Checks should be made out to UpBeat Music and Arts.** We ask that anyone paying by check also have a credit card on file, which will only be processed in the event of an overdue payment.

With your permission, for those paying with a credit card, we will keep your information on our secure server and process the lesson fees when they come due. Receipts will be emailed for any transactions. Just let us know that you'd like to be enrolled in auto-pay.

**All lesson fees are due in advance of your first lesson.** If there are balances due from a previous session, scheduling of subsequent lessons may be delayed until payment is received.

## Cancellation Policy

**Lessons must be cancelled at least 24 hours prior to the scheduled lesson time in order to receive a makeup lesson.** No shows or failure to notify the school within 24 hours are considered a forfeited lesson.

Makeup lessons can be scheduled for any lessons cancelled at least 24 hours prior to your lesson time.

If you know of dates ahead of time where you/your child cannot make a lesson, please notify UpBeat when booking/paying for your lessons.

There are no refunds for unused or cancelled lessons.

Lessons cancelled at least 24 hours ahead will receive a makeup lesson at a time convenient to both the teacher and the student.

Makeup lessons typically take place on an alternate time/day and may be with a different instructor . In some cases, additional time will be added after/before the original lesson time.

**No more than 2 makeup lessons per quarterly session.** Makeup lessons are valid only within the session and will not carry over into a future session. Makeup lessons not used during the current session will be considered forfeited.

## Practice Policy

Practicing is as important as weekly attendance at lessons. When students commit to lessons, they should **expect to practice for a minimum of 10-15 minutes a day, 3-4 days a week.** Students should consider practice as part of their normal homework routine.

If we begin to notice multiple weeks of missed practice, we may notify parents and ask them to sit in during a lesson. Consistent at-home practice issues may cause us to re-evaluate enrollment.

## **Virtual Lesson Guidelines**

Students will need either a phone, ipad/tablet, or computer capable of video (Facetime or Zoom) with a good internet connection.

Find a quiet space with no distractions to have your lesson.

All materials ready at the start of the lesson. This includes your instrument, books, resource sheets and a pencil.

The camera should be at an angle where the teacher can see the students face and the instrument. For piano, this means off to the side and slightly raised. Think about where a teacher would be during an in-person lesson and try to place the camera accordingly.

# Elements of a Music Lesson

## Conversation

- Develop connection and trust between student and teacher
- Build relationships and strengthen community

## Scales

- Develop healthy hand position and technique
- Build skills and habits that make songs easier to play

## Theory

- Understand how to read music
- Learn the musical alphabet
- Identify patterns and cultivate a broader understanding of music

## Songs

- Use your skills to play and perform songs on your instrument
- Play music that you like
- Choose songs that will help you improve
- Build a repertoire of material

## Wrap up / Summary

- Create a plan for practicing
- Communicate and agree on objectives/goals
- Share with parents & provide full support

# What is a 'Practice Session'?

**Practice:** The repetition of an action with the goal of improvement.

*Practicing is just as important as weekly attendance in lessons. Students should consider practice as part of their normal routine and expect to follow these practice guidelines.*

## Schedule

- Make a schedule for the day/week
- Minimum 3-4 practice sessions a week
- Sessions can be as short as 10-15 minutes

## Format

- Start by practicing scales, then work on songs, complete theory assignment
- Practice ≠ Playing
  - *Practicing* means working deliberately to improve and finish songs and scales.
  - *Playing* is having fun and enjoying the instrument, performing songs you already know, and being creative with your instrument.

## Some practice tips!

- Make a Practice Plan
- Work in small sections
- Go slow
- Use the 5x Rule: When you can play a section perfectly 5x, move on
- Reference your journal
- Use the metronome

**Set goals and write them down. Celebrate your accomplishments!**

# How to 'Finish' a Song

How do we know when we have completed learning a song? Check that you have the following musical elements correct & present:

- **Notes**
- **Rhythm**
- **Metronome**
- **Articulation**
- **Dynamics**
- **Memorize**