

## **Financial Responsibility**

When a student begins lessons, a time-slot in the studio is reserved for the year with that teacher. As such, registration at SMID constitutes a commitment through the end of the school year.

The school year consists of 38 weeks of private lessons and 33 weeks of group classes. Students beginning lessons mid- year will receive pro-rated invoices.

### **Payment plans:**

SMID provides 4 payment plans which divide tuition into one, two, four or ten payments over the year. If the ten payment plan is selected, these must be paid via automatic bank draft to be set up at the beginning of the year. Payment plans are selected online during registration.

One payment: billed on July 1st

Two payments: billed July 1st and November 1st

Four payments: billed July 1st, November 1st, February 1st and May 1st

Ten payments: billed on the first of each month starting August 1st (specific autograft day can be arranged)

An annual Registration Fee of \$150 and new family fee of \$200 must be paid online during the registration process.

**Any family owing more than \$150 for more than 60 days will have an automatic hold placed on all lessons until payment is current or until a written payment plan is agreed upon with the director.**

Any family facing extenuating circumstances is asked to please contact the director immediately. It is our goal to ensure that every student is able to continue their studies at SMID. However, families must remain in good standing in order to be eligible for aid or individual payment plans.

## **School Closures:**

SMID will announce weather related closures on the website, via facebook, and by contacting parents directly when feasible. We will most often follow the weather-related closures of the Richardson ISD after school programs.

Our teachers are afforded one missed lesson per year due to weather. Teachers are not obliged to make up these lessons.

## **Attendance**

The Suzuki Music Institute of Dallas strives to provide the best possible environment for you and your child. Consistency and respect for lesson times at SMID is crucial. Please remember that your child's lesson time has been exclusively secured for your child.

To benefit fully from your allotted time, please arrive early, unpack and be ready to begin.

If a student misses or cancels a lesson, the teacher is NOT required to make up the lesson.

Late arrival or "no show" means you have forfeited that time. When a student knows in advance that he/ she will be unable to attend a lesson, the student may trade lesson times with another student, providing that the teacher is made aware of the trade.

If a teacher cancels or misses a lesson for any reason, the teacher is required to make up the lesson.

Our teachers are afforded one missed lesson per year due to weather. Teachers are not obliged to make up these lessons.

## **Mission Statement**

The Suzuki Institute of Dallas aims to foster and promote a learning community that strives for excellence and nurtures the human spirit through music.

## **Non Discriminatory Policy**

The Suzuki Institute of Dallas is a non-profit school governed by a Board of Directors. SMID accepts students regardless of gender, race, color, nationality or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. SMID also welcomes students with learning differences. SMID does not tolerate acts of discrimination of any kind.

## **Adult Student Policy**

Students of all ages are welcome at the Suzuki Music Institute of Dallas. Adult students are not required, but are encouraged to participate in group lessons and performances.

## **Teacher Code of Ethics**

THE SUZUKI MUSIC INSTITUTE OF DALLAS respects and abides by the Code of Ethics as set out by the Suzuki Association of the Americas.

As Suzuki teachers and members of the Suzuki Association of the Americas, we should commit ourselves to Dr. Suzuki's philosophy and his approach to education. The following SAA aspirational Code of Ethics deals with six broad areas of commitment: our responsibility to the Suzuki philosophy, to the SAA, to our students and their parents, to our colleagues and to our own continuing development.

As members, we demonstrate responsibility toward the Suzuki philosophy by:

- Reflecting and promoting the Suzuki philosophy in teaching and in dealings with others
- Maintaining high standards of personal conduct and professional integrity.
- Encouraging untrained or minimally-trained teachers to pursue Suzuki training.
- Seek opportunities to endorse the philosophy of Dr. Suzuki and promote public understanding of it.
- Recognizing the dignity and the potential of all individuals.

As members, we demonstrate responsibility toward the Suzuki Association of the Americas by:

- Participating in Association activities that promote and upgrade the Suzuki teaching profession.
- Carrying out our responsibilities toward the SAA in a manner that brings credit to the SAA and to Dr. Suzuki's name.
- Respecting and supporting the values and vision of the SAA.
- Respecting privileged information received in confidentiality.
- Demonstrating an open, sharing spirit and cooperation and collegiality toward other teacher members.
- Avoiding activities that seek personal gain at the expense of the Association's integrity or growth.

As members, we demonstrate responsibility toward our students by:

- Providing an encouraging environment in which students can develop their musical potential.
- Setting an excellent personal and musical example for students.
- Teaching with loving awareness of each child's individuality.
- Considering first the welfare of the child when guiding decisions in his/her behalf.

As members, we demonstrate responsibility toward parents by:

- Educating and encouraging parents to participate effectively in their child's musical education.
- Respecting and supporting parent efforts.
- Maintaining confidentiality in personal matters regarding student and family. Maintaining an appropriate teacher-child relationship.

As members, we demonstrate responsibility toward our colleagues by:

- Maintaining a professional attitude and acting with integrity in regard to colleagues.
- Respecting the rights of colleagues when speaking of their work and/or students and respecting difference in teaching styles.
- Respecting the instruction of a student's regular teacher when serving as an interim instructor.
- Giving credit to colleagues for ideas they have shared.

As members, we demonstrate responsibility for our own personal and professional development by:

- Making a commitment to life-long learning.
- Conducting business in legal and honest manner.
- Representing our professional training and competency accurately and honestly.
- Avoiding activities that would create a conflict of interest or the appearance of impropriety.