



HANDBOOK

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Our Mission

The mission of the Suzuki School of Columbus-Worthington is to develop the musical talent, understanding, and appreciation of its students and to enhance their learning skills, concentration, and poise by teaching them to play the violin and providing performance opportunities for them to display their skills.

The Suzuki Method

Shinichi Suzuki (1898 – 1998) is one of the most influential educators of our era. His primary goal was not to teach young people how to play musical instruments (though most music educators would judge it to be the most successful approach in use today). He was more concerned with the unique contribution music can make in the total learning process – including pride in accomplishment, talent education, work habits, and cooperation with teacher and parent.

Suzuki believed that talent is not an accident of birth, but that the potential of all children can be highly developed if they are given the proper training and learning environment.

The Suzuki method is based on the process of learning spoken language. Infants learn their native language by interacting, on a daily basis, with their parents. The parent models a sound and the child imitates it. By building on small steps, the child learns to speak with great sophistication as the parent encourages the child to learn and use more and more complex words. The Suzuki method teaches music in an analogous fashion. The parent models a simple tone on the violin and asks the child to imitate it. The intimate interaction between the parent and child gives the child confidence and encouragement. As the child learns each skill, the next task builds on the ones that have preceded it. The child's progress is augmented by daily listening to Suzuki pieces and by continually playing and reviewing previously learned pieces in the same way that words, once learned, are reused every day. Using these simple steps, musical ability can be produced in very young children.

Success with the Suzuki Method is contingent upon a triad that includes: the student, the parent and the teacher. The Suzuki Method also requires participation by the student in several types of instruction: **private instruction** by a trained Suzuki teacher; **group class** with other children at a similar level of proficiency, **and Kodaly, music reading, orchestra or chamber music** depending on the student's level of skill. Our Suzuki Violin Program has been designed to assure success in all areas.

Early Beginnings

Talent Education, another name for the Suzuki philosophy, usually begins at an early age. Dr. Suzuki suggested that parents repeatedly play recordings of classical music for their infants and toddlers. Actual music lessons ideally begin around the age of three, but it is never too late to begin!

Suzuki students listen, practice, and perform – all under the careful supervision of parent and teacher. Private lessons and classes are held weekly. **The Suzuki parent is actively involved in the learning process.** The parent attends all lessons and practices with the student each day, making sure the student follows the instructions of the teacher.

Young ones may have several brief practices a day to accommodate their short attention spans. The parent encourages the child, giving praise for each effort and devising game-like activities, so that practice is a positive experience. Parents need not be musicians! They are taught step by step how to help the child at home, and have the fun of learning to play themselves. Many opt to go ahead and take some of our adult classes.

Listening and Observing

Students are encouraged to observe the private lessons of other students, with the permission of the teacher and the student. Much can be learned and reinforced through observation. Often it is easier to understand one's own problem when it is seen in others. This also provides students the opportunity to play before a small audience.

The student must listen each day to a recording of the piece he is learning. The child begins playing before he is taught to read music, learning to depend on his ear for the proper pitch and tone. The child acquires skill and confidence in his/her playing ability before asked to read music, just as the child learns to speak before he/she learns to read.

All compositions are memorized. Repeated listening to the Suzuki pieces makes the process easy, as music quickly goes from the ear to the fingers of the student. Only after a song is memorized can the teacher concentrate on proper technique and musicality.

Review

Just as a child learns to speak, adding words to his/her repertoire, so the Suzuki student reviews polished pieces as he/she learns new ones. The student masters each composition, moving carefully forward, acquiring new skills with each piece. Each piece prepares the student for the others that follow.

A Group Effort

Suzuki students attend group lessons, where they have the pleasure of playing for one another. Younger students hear the pieces of older students and become familiar with watching and hearing how they will sound in the future. They also take Kodaly classes, music reading, and chamber music classes to round out their musical skills. With a spirit of cooperation and enthusiasm, the students and parents encourage each other.

Benefits to the Child

The Suzuki Method of violin instruction offers numerous benefits to children. These are just a few of the many wonderful benefits that children and adults experience as a result of music education through the Suzuki Program:

- ♪ Greater family bonding and nurturing through the shared learning experience
- ♪ Positive social environment with other students and families in the school
- ♪ Develops enjoyment of music, sense of rhythm, pitch, listening ability, performance confidence and poise, and ensemble playing skills
- ♪ Improves fine motor skills, enhances spatial reasoning and brain functioning (resulting in better math, reading and science skills), increases ability to focus, and increases ability for self-knowledge and expression
- ♪ Encourages self-discipline and diligence, which will translate into improved skills in pursuits other than music.
- ♪ Contributes to greater abilities in creativity, cooperation and communication with diverse groups of people.
- ♪ Contributes to greater feelings of relaxation, peace, and decreased anxiety.

Parent Training and Involvement

One of the key features of the Suzuki Method is that the parent is actively involved in the learning process. The parent attends all lessons and practices with the student each day, making sure the student follows the instructions of the teacher. This is one of the primary reasons that when a family enrolls in our school for the first time, we require a parent to take the 10-week Parent Orientation Class.

Role of Teachers

The role of teachers in our program is to participate in, and direct, the parent-student-teacher triad that is central to the Suzuki Method of instruction. Teachers not only instruct students in violin technique, but also assist parents with encouragement and motivation of the student. It is important for families to discuss group class placement of their children with their private teacher, as well as the group class instructors. There are many factors that enter into satisfying placement of children within group classes, including not only skill levels, but also maturity and social development of the child.

Description of School Program

History of the School: The Suzuki Violin School of Columbus-Worthington began in 1977 when Kari Gunderson was on the faculty at The Ohio State University. It grew quickly enough that she resigned in 1979 to devote her full time to the Suzuki school and to performing. She was active in cultivating a greater Suzuki community in Ohio, co-founding the Suzuki Association of Ohio, doing many Suzuki workshops, and helping to found the Capital University regional Suzuki Institute for study in the summer.

The school had many distinguished graduates and teachers who were often also professional musicians. It operated as a private school with modest financial means until 1998, when it became a 501 (c) 3 nonprofit organization. We have informal ties to the Columbus Symphony Orchestra; with whom we regularly perform during family preconcert activities. We have a culturally diverse group of student families, and we enjoy playing ethnic music as well as our classical repertoire to diverse audiences

Who We Are: The Suzuki Violin School is a nonprofit organization dedicated to the musical education of young children. The Suzuki method uses the intimate learning relationship between parent and child to access musical ability even in very young children by creating an environment that is nurturing, mutually supportive and fun!

The method also teaches cooperative work habits, expressiveness, concentration, confidence and poise. The benefits of acquiring these skills at an early age are invaluable to school, interpersonal relationships and spiritual development. Not surprisingly, many of our older students have won prestigious competitions and scholarships to institutes and festivals, and to music schools including Interlochen, Oberlin, Indiana University, and Cleveland Institute of Music, Eastman, Manhattan and Yale.

We welcome everyone to participate in our school. The Suzuki philosophy is that you are rarely too young to play the violin and never too old. Violin lessons may be started as early as age 3, depending upon the ability of the child to focus for short periods of time, although it is never too late to begin. Adult students are always welcome to sign up for lessons with a private teacher, and we do provide classes at different levels.

The Suzuki Violin School of Columbus-Worthington is a non-profit educational organization. Having families and students from diverse backgrounds in our school enriches us. Our School does not discriminate on the basis of gender, religion, race, color, nationality, ethnic origin, sexual orientation, or marital or family status.

We offer private lessons and group classes at a variety of times and locations. Please see the "How to Register" section of our website (www.suzukicolumbus.org) for fees and registration information.

What We Offer

- ♪ Weekly private lessons
- ♪ Weekly group classes, which include a combination of the following class options, depending upon skill level of the student:
 - Parent orientation class
 - Keyboard class
 - Violin class
 - Kodaly (rhythm and movement)
 - Music reading class
 - Violin orchestra, violin choir, and chamber music
 - Adult classes

Group Class General Description

An important aspect of Suzuki instruction is the student's involvement with group activities. During group classes, students perform a common repertory together, play memory and ear-training games, and work on the musical details for a polished performance. Students learn to react quickly, to follow instructions, to lead and follow a leader, and to concentrate while surrounded by other players. Younger students hear the pieces of older students and become familiar with watching and hearing how they will sound in the future. They also take Kodaly classes, music reading, and chamber music classes to round out their musical skills. With a spirit of cooperation and enthusiasm, the students and parents encourage each other.

Group classes are a required part of the program at our school. They are important to musical enrichment and act as aids to motivation in sharing time with other students and playing music.

Private Lesson General Description

Each Suzuki student will choose a private teacher from a list of available Suzuki teachers in our program. Typically, a beginning student will sign up for a 30-minute private lesson each week. Once your registration has been received you will be contacted with private teacher information so that you may select a teacher that is a good match for your family situation. If there are no available teachers, students will be placed on a waiting list.

Master Classes

Once each quarter our advanced students in books 4 and up will have an opportunity to work with our artist teachers such as Dr. Kia-Hui Tan from the Ohio State University and other professional violinists in the community. Other teachers and families in the school will be able to attend these master classes, which are open to observers on scheduled Sunday afternoons or Wednesday evenings. Notice of these will be in the monthly Suzuki newsletter.

School Policies and Procedures

Enrollment

New students are encouraged to visit classes or make arrangements to observe teachers in order to determine whether or not a teacher would be a good match for them. It is also a good idea for interested families to observe classes or private lessons to get a better idea how the Suzuki program works. If you decide to enroll, you will find registration information on our website and you may also contact the administrator to get answers to specific questions.

We often have a waiting list, and you may not be able to get the most convenient lesson time for you when you first join us. You do not need to apply by the stated deadline for each quarter – as this is for returning students so that we can learn how many new spaces we'll have. However, an early application will help you be placed right away instead of having to be placed on a waiting list.

Returning students are encouraged to check with your teachers about reserving a lesson time when you enroll. This lesson time will not be held if you don't enroll by the deadline, as the teacher will want to fill the space with another student.

If you decide to change teachers for any reason, ask the new teacher if there is space, then speak to the administrator and the previous teacher. We are generally good-natured about this, realizing that there are many reasons why a particular combination of teacher and family may work better than your initial assignment.

Non-discriminatory Policy

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Code of Conduct

The spirit of the Suzuki Method is one of respect between teachers, parents and students, as well as between families within the school. In order to ensure the highest quality learning experience for all students enrolled in the program, we insist on considerate, cooperative behavior during lessons, classes, and special events. Parents may not leave any of their children unattended in classes, or throughout the building. Instead, you must remain in classes with them, or arrange for a responsible adult, other than the teacher, to monitor your child/children. Non-participating siblings may attend classes with the parent, if they remain quiet and non-disruptive to the class.

During class and lesson times, there are a large number of children and families in the building, and teachers are very busy. Teachers are not able to keep track of wandering children, nor can they manage disruptive children who are in class without their parents. It is the responsibility of parents to ensure the safety and cooperation of their own children while attending classes and lessons. Parents are asked to remove their children from group class if he/she behaves in a way that continues to disrupt the class. If, after some time away from the class, the child is able to participate in a cooperative and positive way, returning to class is permitted.

Parents are asked to bring disruptive behavior to the attention of the teachers and administrator and to help prevent and contain the behavior. Respectful, cooperative behavior not only sets a good example for our children, but also is conducive to a much better learning environment for everyone.

Behavior Policy

In keeping with the Suzuki philosophy, the Suzuki Violin School of Columbus-Worthington, promotes a positive environment where respect and consideration for the rights of others is of profound importance. Disruptive or inappropriate behavior can be detrimental to the learning process in individual as well as in group classes, and cannot and will not be tolerated. The teacher will inform the parent if a child's behavior is having a negative impact on the learning process, and will help, if asked, to develop a plan to encourage appropriate behavior.

Although we prefer to assist the family in resolving any behavior issues, in the unlikely event the negative behavior persists, the teacher may ask that the child be removed from the program. Similarly, if a parent is impeding the learning process in ways such as failing to help control a child's behavior or by being uncooperative with the teacher, the teacher also may ask that the child be removed from the program. If a family is asked to leave the school, tuition will not be refunded for the remainder of the classes and lessons.

Payment and Fees

Registration & Payment - Registration in the program requires the following:

1. Completion of the Suzuki Violin School of Columbus – Worthington Registration form; and
2. Parent Signature on the completed registration form; and
3. Receipt of the applicable tuition payment due at the posted due date.

Tuition rates and program offerings are fully outlined on each quarter's registration form and on the school's website.

All completed registration forms should be mailed to the school Administrator at:

Registrar, Suzuki Violin School of Columbus-Worthington
2722 Nottingham Rd
Columbus, Ohio 43221

Late Fees and Tuiton Deadlines - A postmark deadline will accompany each quarterly tuition schedule. A \$35.00 late fee will be charged for all payments received after the posted deadline. If your payment is postmarked at any time after the deadline, you MUST include the late fee with your registration. If you do not send the late fee, you will receive an invoice for that amount.

Note: If full payment (including any late fees) is not received by the third week of classes the student will be disenrolled from the school for that quarter and will be unable to take group or private lessons until full payment has been received.

Registration Fee – Payment of a \$10.00 non-refundable registration fee is required of every family with each quarter's payment.

Volunteer Requirements - A quarterly enrollment requirement for each family includes 3 hours of volunteer service for the school. A \$30 non-volunteer fee, per family, per quarter, may be paid in lieu of performing the volunteer activities.

Discounted tuition for multiple children - The second or subsequent child(ren) in each family receives a 20% discount on tuition only if the second and subsequent child's (children's) fees are equal to or less than those of the first child.

Priority for lesson time assignments will be extended first to enrolled students. Teachers will not be obligated to reserve lesson time for late enrollees (and/or those who have not completed all of the stated registration requirements).

Prorated Tuitions

The success of the Suzuki Method of instruction is heavily dependent upon group classes as a key feature of the program.

“Parents who understand children make fine teachers. In the classroom there are private lessons and group lessons. Parents who do not understand children think they are paying for the private lessons and that the group lessons are just recreation periods. So although they make sure that their children attend the private lessons, they often fail to bring them to the group lessons. But the fact is that what the children enjoy most is the group playing. They play with children who are more advanced than they are; the influence is enormous and is marvelous for their training. That is the real talent education.”

-- from “Nurtured by Love” by Shinichi Suzuki

We often receive requests from parents who would like us to prorate their student’s tuition to exclude group classes and take private lessons only. Although we recognize that there might occasionally be a difficult family situation that might warrant special consideration, in most cases tuitions will not be prorated for partial enrollment in the school.

Any special consideration requests for prorated tuition will be considered a form of tuition leniency, much in the same manner as scholarships. Therefore, if you make such a request, it must be submitted to the school administrator, at least 3 weeks prior to the deadline for the payment of quarterly fees. You may be asked to provide supportive documentation to indicate need for the request. Your request will be evaluated by a committee of board members who will determine if the prorated tuition will be granted or not. You will receive notification of the approval or denial at least one week prior to the payment deadline.

Tuition Assistance/Scholarships

Due to the generosity of contributors, the Suzuki Violin School of Columbus – Worthington is able to offer a limited number of financial aid scholarships. A portion of registration fees is also used to help fund scholarships for eligible students.

Families of students who would like to be considered for any available tuition assistance must submit a completed financial aid application to the School, according to the specified deadline. Financial assistance forms are available for download from the school website www.suzukicolumbus.org. You may also contact the School Administrator for additional details. Financial aid requests are reviewed prior to each quarter. Continuing awards are not automatic and students must reapply each quarter.

Delinquent Accounts

The Suzuki Violin School of Columbus – Worthington reserves the right to terminate a student's instructional activities if there is an unpaid account balance (unless a formal agreement has been reached with the school regarding financial aid). A \$35.00 late fee will be charged to all accounts with outstanding balances beyond the specified tuition deadline.

Withdrawals and Refunds

If a student decides to stop taking lessons after the semester has begun, the School Administrator must be informed of the decision by the student/parent in writing. Verbal notice will not be accepted

Once enrolled, the family is obligated for the remainder of the quarter, even if they should decide to drop out sooner. Otherwise our teachers and classes will not be able to count on the income needed to support the school. Please let us know a month in advance if you will not be returning to the school. There is no refund for missed lessons or classes during the quarter.

Cancellations and Makeup Lessons

Make-up lessons are given at the end of each quarter (see school calendar for dates) during the designated make-up week. Student absence from group instruction will not be made up. In the event that classes or lessons must be cancelled due to severe weather, there will be no make-up for the missed lessons or classes.

Students are permitted one make-up lesson per quarter during the make-up week. However, no make-up lessons will be given unless a phone call is made to the school or to the student's teacher on or before the day of the originally scheduled lesson. Scheduled make-up lessons missed by a student will not be made up.

Volunteer Requirements

The Suzuki Violin School of Columbus-Worthington is a non-profit, educational organization. The success of our school depends upon the volunteer contributions of the enrolled families, and therefore a service requirement is expected of each family.

The service requirement may be satisfied in one of two ways. First, families may volunteer three (3) hours each quarter to assist the School by selecting from a number of activities such as: set-up/clean-up for recitals, receptions, play-ins, picnics, petting zoos, clerical duties, DVD copying, etc. These service opportunities will be communicated through the School's monthly newsletter and website www.suzukicolumbus.org.

The second option is to support the school by paying an additional \$30.00 per family per quarter.

Scheduling Classes and Lessons

We attempt to offer at least 2 different group classes each week for every level of class, beyond the beginning parent orientation, keyboard, and Kodaly classes, in order to accommodate everyone. Please keep in mind that group classes are a required and integral part of the Suzuki program.

If you are newly enrolled in the school, you will be given a list of private teachers who have available lesson times. You may contact those teachers to find a teacher, time and location that suit your family. Initially, it is possible that there may not be a teacher that is conveniently located to you. At the end of the quarter, you may reschedule with a different teacher, if there is an available lesson time and if you have communicated with both the previous and the new teachers.

Class Locations

As a non-profit organization with limited funding, the school uses various churches and homes for teaching locations, with the central location being:

Worthington Presbyterian Church
773 High St. (Rt. 23)
Worthington, OH 43085

For a complete list of lesson and class locations, refer to the “Weekly Class Options” section of the school website (www.suzukicolumbus.org), or you may contact the school administrator or your private instructor via the “Meet Our Faculty” section of the website.

Acquisition and Care of Instruments

There are a variety of places where you may acquire an instrument. Refer to the “Instruments, Music, Supplies” section of our school website (www.suzukicolumbus.org) for a partial, but not all-inclusive, list of possible suppliers. For enrolled families who would like to buy or sell amongst themselves, we have a volunteer who helps coordinate that information. Contact the volunteer coordinator for more information regarding the purchase of used instruments volunteer@suzukicolumbus.org.

Proper care and maintenance of instruments is very important. This topic is discussed in the Parent Orientation Class that all new families are required to take. The Parent Orientation Class Manual contains a “Caring For Your Instrument” handout. The School also periodically offers Care and Maintenance workshops that include a detailed handout. You may also acquire a copy of this handout from the school Administrator, or you may consult with your private instructor for any care and maintenance questions that you may have.

Performances, Recitals and Special Events

One of the skills that Suzuki students develop is the ability to perform confidently and with poise. There are numerous opportunities to perform during the course of group classes that help students increase their abilities to perform without fear.

At the end of each school quarter we hold school recitals, where each student has the opportunity to show their accomplishments to family and friends. Recitals are a wonderful opportunity for students to demonstrate what they have learned, and also a good way for students to learn from the performances of others.

We offer other opportunities for students to experience public performances, through Columbus Symphony Orchestra (CSO) pre-concert activities, community concerts and other special events scheduled by the school. Recently these have included a performance with Les Yeux Noirs (the world's premiere Gypsy group) as part of the World Music Series, a CSO concert with Hilary Hahn, and both the summer Popcorn Concert series, and the Family Concert series with the CSO.

Safety and Security

If anyone who is not part of our school is on the premises and if you think this person might be a concern to our youngsters, please bring this to the attention of a teacher or administrator immediately. Do NOT leave valuables or children unattended. We have made every attempt to choose safe teaching locations, but proper caution is still in order.

Newsletters

The Suzuki Violin School of Columbus-Worthington publishes monthly newsletters to communicate school information, such as special event times and dates, student accomplishments, introduction of new faculty members, volunteering opportunities, scheduling and registration information, and other important newsworthy items. These newsletters are emailed or mailed to enrolled families and posted on the school website (www.suzukicolumbus.org).

School Website

The Suzuki Violin School of Columbus-Worthington has a detailed and informative website located at www.suzukicolumbus.org. You may find the answers to many of your questions on the website.

School Library

Our school library offers a variety of Suzuki-related books, periodicals, and DVDs that have been donated to the school by various contributors. These materials are available for enrolled families to check out for a period of time, depending upon current demand. A complete list of materials are available on our school website www.suzukicolumbus.org, or you may contact the school librarian to acquire materials at librarian@suzukicolumbus.org.

School Organization

The Suzuki Violin School of Columbus-Worthington is comprised of the Board of Directors, the School Administrator, the Faculty, and the enrolled families.

The Board – functions as a governing body that sets school operating policies to ensure that the organization’s charter, mission and laws are followed. The board establishes and reviews school fiscal policies, budgets, establishes rates for tuition and other school fees, prescribes duties and compensation for any employees or contracted consultants, and numerous other responsibilities that are outlined in detail in the school bylaws.

The Administrator – oversees the administrative duties of the school, including faculty, scheduling, communication, curriculum, and finances.

The Faculty – teaches private lessons and group classes, advises students, class teachers, and the administrator about the child's specific needs in class placement and such matters as recital needs. Works with administrator, parents and board when any problems arise.

APPENDIX

Suggested Suzuki Violin Reading Materials

Title	Author	Media
Nurtured by Love.....	Suzuki, Shinichi	Book
To Learn with Love.....	Starr, William and Constance	Book
They're Rarely Too Young and Never Too Old to Twinkle	Slone, Kay Collier	Book
Teaching From the Balance Point.....	Kreitman, Edward	Book
How Muscles Learn, Teaching the Violin with the Body in Mind	Kempton, Susan	Book
Everything Depends on How We Raise Them, Educating Young Children by the Suzuki Method	Tanaka, Shigeki	Book
Diamond in the Sky	Cannon, Jerlene	Book
Nurtured by Love.....	Cleveland Institute of Music.....	Video
Ability Development from Age Zero	Suzuki, Shinichi	Book
Where Love is Deep: the Writings of Shinichi Suzuki.....	Seldon, K. translated	Book
Journey Down the Kreisler Highway	Timmerman, Craig	Book
First Class Tips for Suzuki Parents A Collection of Articles	Amer. Suzuki Journal.....	Journal
Your Child's Self-Esteem	Briggs, Dorothy Corkille	Book
Mommy, Can I Practice Now?	Parkinson, M.....	Book
Luedke Parent Education Newsletters.....	Luedke, Jeanne	Period
Listen to Records More	Suzuki, Shinichi	Article
Joyful Learning.....	Durbin, Timothy	Article
Johnny Doesn't Want to Practice and I Don't Want to Force Him...What's a Mother to Do?	Legg, JoAnne M.....	Article
The Listening Cycle.....	McSpadden, Joseph	Article
Ten Key Elements of the Talent Education Philosophy.....	Reuning, Sanford.....	Article
Ten Biggest Mistakes Suzuki Parents Make	Luedke, Jeanne	Article
How to Help your Child at his Lesson	McAshan, Juliana	Article
Surviving my First Year as a Suzuki Parent	Calhoun, Lee	Article

*Some materials maybe available for check out from our school library.