



## **The National Capital Suzuki School of Music Table of Contents**

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**Welcome!**

We welcome you and thank you for joining our music school community and beginning your child's musical journey with us.

**Our Mission:**

Our Suzuki community offers an encouraging atmosphere to nurture every child's full potential and love for music.

**Our Vision:**

Music and Much More

The National Capital Suzuki School of Music's Vision is to be the first choice for Ottawa families looking for music education following the Suzuki method.

Our goals:

1. to nurture the whole child through their music education
2. to be a place for parents to share precious family time with their children as they develop their ability and love of music.
3. to provide an environment where children can learn and succeed through private and group classes and events
4. To provide the opportunity for children to discover the energy and joy created by making music together and sharing it with the community.

**SuzukiMusic Directory 2021-2022****General Manager / Collaborative Pianist**

Liko Yamane

[info@suzukimusic.ca](mailto:info@suzukimusic.ca)

**Assistant General Manager/Volunteer Coordinator**

Susan Wooltorton

[volunteer@suzukimusic.ca](mailto:volunteer@suzukimusic.ca)

**Artistic Director**

Keite Gularte, Violin and Viola Faculty

[artistic@suzukimusic.ca](mailto:artistic@suzukimusic.ca)

**Board President**

Hubert Furey

[president@suzukimusic.ca](mailto:president@suzukimusic.ca)

## SuzukiMusic Faculty 2021 - 2022

### Violin and Viola

#### Carol Deaville

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Ottawa, ON, K2E 7P1  
613-221-9389  
[caroldeaville@hotmail.com](mailto:caroldeaville@hotmail.com)

#### Keite Gularte

Nepean  
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[keiteng@gmail.com](mailto:keiteng@gmail.com)

#### Janice Mah

[janicemah@gmail.com](mailto:janicemah@gmail.com)

#### Sonya Matoussova

Gatineau QC  
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#### Judy Olmstead-O'Regan

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Orleans, ON, K1C 6J3  
613-824-4706  
[judy@judyolmstead.com](mailto:judy@judyolmstead.com)

#### John Pohran

7098 Quinnfield Way,  
Greely, ON, K4P 1B6  
H. 613-821-2016  
[jpohran@gmail.com](mailto:jpohran@gmail.com)

### Cello

#### Emma Grant-Zypchen

38 Gilchrist Ave  
Ottawa, ON  
K1Y 0M6  
514-746-8523  
[emma.grant.zypchen@suzukimusic.com](mailto:emma.grant.zypchen@suzukimusic.com)

#### Sonya Matoussova

Gatineau QC  
[sonya.matoussova@gmail.com](mailto:sonya.matoussova@gmail.com)

#### Margaret Tobolowska

#10 – 407 Montfort St.  
Ottawa, ON K1L8G8  
613-261-6968  
[margarettobola@yahoo.ca](mailto:margarettobola@yahoo.ca)  
[www.enchanten.com](http://www.enchanten.com)

### Guitar

#### Graciela (Chela) Escudero

[chelaescudero@gmail.com](mailto:chelaescudero@gmail.com)

#### Daniel Srugo

39 Bentworth Cr,  
Ottawa, ON, K2G 3X1  
613-680-1680  
[daniel@suzukiguitar.ca](mailto:daniel@suzukiguitar.ca)

### Flute

#### Tamara Zea

906 – 89 Rue Vaudreuil,  
Gatineau, QC, J8X 4E8  
613-276-8265  
[tamarabogunovic@hotmail.com](mailto:tamarabogunovic@hotmail.com)

### **3. General Information & Policies**

#### ***3.1 Primary Contact***

If you require assistance from our General Manager Liko Yamane, please contact her by email: [info@suzukimusic.ca](mailto:info@suzukimusic.ca)

#### ***3.2 SuzukiMusic Year***

Each SuzukiMusic year is made up of 36 instructional weeks, basically following the public school calendar. These weeks are grouped into 4 terms of 9 weeks each. During the year, each student attends 36 private lessons, 15 group classes, solo recitals, ensemble and/or group concerts and other special events.

#### ***3.3 Payment of Fees***

At the time of registration, all fees must be remitted by post-dated cheques. SuzukiMusic registration fees are non-refundable. See 3.7 for details on term cheque refunds.

#### ***3.4 Late Registration Fees***

Returning students who return registration packages after the posted deadline are subject to a late fee. More information can be found on your studio teacher's registration webpage.

#### ***3.5 NSF Fee***

A fee of \$25 is levied for each NSF cheque.

#### ***3.6 Bursaries***

Families experiencing temporary, short-term financial difficulties may apply, in confidence, for bursary assistance. Application forms, criteria and additional information may be obtained from the General Manager at [info@suzukimusic.ca](mailto:info@suzukimusic.ca)

#### ***3.7 Withdrawal***

We understand that at times withdrawal is necessary. Please share your notice of intention to withdraw from the school in writing by email to Liko Yamane, the General Manager, at [info@suzukimusic.ca](mailto:info@suzukimusic.ca). Notice of withdrawal must be received at least **two (2) weeks prior** to the beginning of the next term and must contain the date on which the student will formally cease being a student of the school.

If you need to withdraw after the start of a term, the fees for the remainder of that term cannot be refunded, however the following term fees will be returned as long as the two week notice has been given.

In all cases, registration fees cannot be refunded.

Upon withdrawal, all property of the school must be returned to either the faculty or General Manager on the last day of such student's group classes or private lessons, whichever is later.

### ***3.8 Switching Instruments and/or Faculty***

Sometimes a student decides they would like to learn a different instrument and sometimes a change of faculty is needed. These changes can be accommodated through communication with and approval of both the existing and new teacher. These changes need to be planned at least two weeks in advance of the end of a term and will take into effect at the start of the new term.

If a student would like to change instruments or faculty at any point during the school year, please provide notice in writing by email to Liko Yamane, the General Manager at [info@suzukimusic.ca](mailto:info@suzukimusic.ca). Notice of change must be received at least two (2) weeks prior to the beginning of the next term and must contain the date on which the change will take effect.

## **4 Private Lessons**

### ***4.1 Lesson Scheduling***

Lessons occur weekly each term and vary in length from 15 minutes to one hour. Your teacher will advise you on the length suitable for your child.

### ***4.2 Lesson Substitutions***

Your teacher may substitute coaching with an accompanist or attendance at your child's performance in Kiwanis Festival or an RCM exam for scheduled lesson time. These substitutions are at the discretion of your studio teacher and will be announced in advance of the special event.

### ***4.3 Missed Lessons***

Your lesson time is reserved for you and your child. Lessons missed or cancelled by the student will not normally be made up. Lessons cancelled by your teacher will be made up at a mutually convenient time.

#### ***4.4 Holiday Policy***

Lessons that fall on statutory/legal holidays (ex. Thanksgiving, Good Friday) will either be given on these days or be rescheduled at a mutually convenient time. Holiday lesson schedules are at the discretion of the teacher.

#### ***4.5 Instruments***

All students are expected to acquire their own instruments. Your private lesson teacher will assist you in selecting an instrument of the appropriate size and quality. The SuzukiMusic program has some cellos, flutes and violas available as part of our instrument rental program. All rental fees are waived for the first year of study.

All instruments must be kept clean and in good repair at all times. Your teacher will advise you of any routine maintenance or repairs that need to be made. We recommend that instruments be insured against fire, theft and damage. The SuzukiMusic program is not responsible for any damage to your instrument.

#### ***4.6 Recitals***

The SuzukiMusic program provides the opportunity for each student to participate in two solo recitals during the year. Your studio teacher will announce the date, time and location over the course of the year.

### **5 Group Classes**

Fifteen group classes and musicianship classes are scheduled each academic year. All group classes (except Pre-Twinkler groups) participate in the Kiwanis Music Festival in April.

Each year, the faculty carefully places students in the appropriate group class level. After the first 3 group classes, if you believe your child has been misplaced, please discuss the situation with your private lesson teacher. Your private lesson teacher will then discuss your child's placement with the group class teacher and the Artistic Director. You will be notified of the resolution as soon as possible.

#### ***5.1 Attendance***

Part of what makes the Suzuki philosophy special is the combination of private one on one lessons and group classes. Group classes provide a rich learning environment and a more social atmosphere for students.

Students are expected to attend all group classes in order to benefit from all that these classes offer and to contribute effectively to the group's music making. If more than three group classes are missed, your child's participation in group class performances (ex. Kiwanis Festival, Viva Suzuki) will be at the discretion of the group class teacher. Please be careful not to register your child for other activities that conflict with their group class times.

### ***5.2 Disruptive Students***

After every effort has been made in collaboration with the student, parent and group class teacher to adjust disruptive behaviour, the student will be removed from group class in consultation with the group teacher, private teacher, parent, Artistic Director and Board of Directors and with an invitation to return to group classes when the student is ready to participate positively.

### ***5.3 Musicianship, Ensemble Skills and Orchestra***

SuzukiMusic offers a comprehensive musicianship and Orchestra program to enhance each student's musical experience. Musicianship involves learning to read music, rhythm practice, theory and a dash of music history. Ensemble skills involve learning to play different parts together. In the earlier groups these skills are incorporated into one longer group class for Violin, Viola and Cello classes and are given as separate classes for Guitar and Flute students. Intermediate violin, viola, cello and flute students participate in junior orchestra and intermediate guitar students participate in junior guitar ensemble.

### ***5.4 Senior Ensembles***

There is a senior ensemble for the most advanced students of each instrument. These ensembles and students participate in additional performances and community outreach events.

### ***5.5 Group Class Performances***

All students participate in our final performance, Viva Suzuki. Group classes of all levels (except Pre-Twinkle) participate in the Kiwanis Music Festival. Our Ensembles and Orchestras perform in our annual Ensembles Concert.

### ***5.6 Workshop Series***

Occasionally we host special workshops with guest musicians. These can be instrument specific or more general. Sometimes these workshops

involve parent education sessions. Every two years we host a Teen Mentor Workshop for our senior students.

### ***5.7 Special Recitals and Community Concerts***

Students have the opportunity to participate in special recitals (ex. Family & Friends Concert) and at various community events. Senior students are invited to participate in many community events as part of the SuzukiMusic Outreach program.

## **6 Parent Education**

The SuzukiMusic program strives to support all parents in our program. Being a Suzuki parent is a joy and a challenge. All parents are encouraged to seek out Suzuki resources to enhance their knowledge and understanding of the Suzuki philosophy.

### ***6.1 Orientation***

SuzukiMusic holds a parent orientation session for all new parents in September and again in January for anyone who started later in the year.

### ***6.2 SuzNews Parent Education Corner***

Each SuzNews has a relevant parent education article to add to the Suzuki parents' repertoire of knowledge, tips and support for a successful parent child Suzuki journey.

### ***6.3 Resources***

Included in this Parent Handbook are several articles and a list of suggested Suzuki reading materials. Additional resource materials can be found on the [Suzuki Association of the Americas](#) and the [Suzuki Association of Ontario](#) websites. If you are looking for material relating to a specific topic, your private lesson teacher may be able to assist you.

## **7 Volunteer Commitment**

SuzukiMusic is a non-profit organization. We rely on volunteer support and donations to supplement our operational costs, and keep our term fees as low as possible. For questions or feedback relating to volunteering, please contact our Volunteer Coordinator, Susan Wooltorton: [volunteer@suzukimusic.ca](mailto:volunteer@suzukimusic.ca)

### **7.1 Commitment Fee Policy**

As part of the registration package, each family must submit a post-dated cheque for \$100 as a Volunteer Commitment Fee. This cheque will be returned to all families who contribute at least 6 hours of volunteer time to the school during the academic year. For those families unable to volunteer, your Volunteer Commitment Fee cheque is remitted as an alternative means of supporting the SuzukiMusic program.

### **7.2 Volunteer Positions**

There are many positions which require volunteers throughout the year. Please see the complete list on the SuzukiMusic website [here](#).

### **7.3 Vulnerable Sector Check**

All participating parents are asked to submit a vulnerable sector check. Please email Susan at [volunteer@suzukimusic.ca](mailto:volunteer@suzukimusic.ca) to request a volunteer letter which will allow you to get the check done at the volunteer rate. Recently the application process has been streamlined by the Ottawa Police Services and the vast majority of individuals can apply online. <https://www.ottawapolice.ca/en/contact-us/Types-of-Records-Checks.aspx> We require the level 3 Vulnerable Sector check for volunteering with minors.

### **7.4 Log Sheet**

To keep track of your volunteer hours, you may print your own log sheet from the SuzukiMusic website or pick up a copy at the front desk during group class. It is your responsibility to fill in the form to record your volunteer hours. Upon receipt of the completed log sheet by the post-date for the Volunteer Commitment Fee, your cheque will be returned.

### **7.5 Website Links**

All families are able to sign up for tasks, print forms and access additional volunteer information. Click [here](#) to access the volunteer page on the website.

## **8 SuzukiMusic Parent Guide: Asking Questions**

In an effort to keep parents well connected to our program, our General Manager will send periodic emails to keep you informed of group class reminders, upcoming events and concert information. Any important information regarding group class events (ex. Kiwanis Festival, Viva Suzuki) will be posted on our website: [suzukimusic.ca](http://suzukimusic.ca). At any time, if

you require additional information or assistance, please contact the person most suited to your question.

### ***8.1 SuzukiMusic Administrative Matters***

If you have administrative questions about registration, financial matters, term fee dates, etc., please start by checking our website, [suzukimusic.ca](http://suzukimusic.ca). If you are unable to find the answer to your question, please contact Liko Yamane, the General Manager at [info@suzukimusic.ca](mailto:info@suzukimusic.ca).

### ***8.2 Studio Recitals***

Please contact your private lesson teacher regarding any musical or logistical questions relating to recitals.

### ***8.3 Studio Special Events***

If your child is participating in an event that includes only students from your private teacher's studio, please contact your private lesson teacher or the designated studio representative for additional information.

### ***8.4 Group Classes and Viva Suzuki***

Please contact your group class teacher for all information regarding your group class and their role in large group events. Group class dates and concert information will be posted on the [Calendar Page](#) of our website.

### ***8.5 Group Class Special Events***

If there is a special event involving students from your child's group class only, please contact either the group class teacher or their designated representative for additional information.

## **9. SuzukiMusic Parent Guide: Problem Solving**

If at any point you have a problem, it is important that you find the right person so the situation can be resolved as quickly as possible. In most circumstances, your private lesson teacher will be able to help you with the issue or, at the very least, guide you to the person who will be able to help you. If you are unable to discuss the situation with your private lesson teacher, please contact our General Manager at [info@suzukimusic.ca](mailto:info@suzukimusic.ca) or our Artistic Director at [artistic@suzukimusic.ca](mailto:artistic@suzukimusic.ca)

### **9.1 Private Lesson**

Generally, any questions or concerns with respect to your child's weekly lessons should be addressed with your private teacher directly. This is particularly true if you are concerned about the lesson dynamics or your child's behaviour towards the teacher. The Suzuki triangle of Parent-Teacher-Student depends on open communication between all three sides. Your teacher will want to know about any question or concern as soon as possible.

If you feel that you are unable to raise a specific concern with your teacher directly, please contact our Artistic Director at [artistic@suzukimusic.ca](mailto:artistic@suzukimusic.ca). Confidentiality will be respected.

### **9.2 Group Class**

If you have a question or concern with respect to your child's group class, you should discuss this with your child's group class teacher first. This is especially important if you are concerned about your child's behaviour, general group dynamics or repertoire. Your child's group class teacher will want to know about any of these questions or concerns as soon as possible.

If your concern is about your child's group class placement after the first 3 group classes, please discuss this with your private lesson teacher. Your teacher will then address the issue with your child's group class teacher and the Artistic Director. You will be notified as soon as a resolution has been reached.

If you feel that you are unable to raise a specific concern directly with your child's group class teacher, you may discuss the issue with your private lesson teacher or contact the Artistic Director at [artistic@suzukimusic.ca](mailto:artistic@suzukimusic.ca). Confidentiality will be respected.

### **9.3 Musicianship, Ensemble Skills and Orchestra**

If you are concerned about your child's placement in their musicianship, ensemble skills or orchestra class, please discuss your concern with your private lesson teacher. You may also contact the Artistic Director at [artistic@suzukimusic.ca](mailto:artistic@suzukimusic.ca).

### **9.4 Special Events**

If you have any problems or concerns with respect to a special event, please contact the coordinator of that event directly. If you are unsure

who that might be, please contact Liko Yamane, the General Manager at [info@suzukimusic.ca](mailto:info@suzukimusic.ca) for additional information.

### ***9.5 Miscellaneous Issues***

Administrative issues, problems or concerns will be addressed by our General Manager, Liko Yamane. Please contact her directly at [info@suzukimusic.ca](mailto:info@suzukimusic.ca) for assistance with these matters.

If your problem or concern does not fit into any of the previously listed categories, please feel free to contact any member of our Board of Directors. These dedicated parent volunteers are always happy to help. You can find their contact information listed on our website [here](#) or by emailing Liko Yamane, the General Manager at [info@suzukimusic.ca](mailto:info@suzukimusic.ca).

We wish you and your family all the best in your SuzukiMusic journey and we look forward to getting to know you at group class and special events.