



Phillips Studio Policies and Resources

Location

1. All lessons take place at First Baptist Church or online. First Baptist Church is located at 125 NW 10th St, Corvallis, OR 97330. Free parking is available in the lot behind [First Baptist Church](#) off of 10th St. for the duration of the lesson.
2. A parent or other adult guardian is required to be present for the duration of each lesson for all students under the age of 18, per the church's policy.
3. Lessons are upstairs in the Fellowship Hall. To get to the Fellowship Hall, go in the double doors off of the parking lot. To go up the stairs, turn left at the first doorway opposite the orange welcome desk, and go up **one** flight of stairs. Pass the stairway that continues going up, and continue going straight to the next doorway, which has a sign that says "Fellowship Hall". Alternatively, you may take the elevator up to the second floor; please ask me or FBC staff to direct you to the elevator.
4. Online lessons are conducted via FaceTime or Zoom. The Zoom link is <https://us05web.zoom.us/j/4890332310?pwd=NUNhcGtTN1dkS0RzOGxQbUxneFpVQT09>. The meeting ID is 489 033 2310, and the passcode is HqRj08. Please be ready to FaceTime or have the Zoom meeting launched at least 5 minutes prior to the beginning of your lesson time.

Scheduling, Billing, and Tuition: My Music Staff

5. Lessons may be rescheduled if a cancellation takes place, either due to cancellation on the student's part, cancellation on my part, or due to illness or emergency. Students must pay in full for late cancellations (less than 24 hours in advance) unless the cancellation is due to illness or emergency.
6. Scheduling and billing are through My Music Staff as of June 2025. You can log into the My Music Staff portal [at this link](#), or through the portal registration email you initially received with the first invoice. If you need your login information to be re-sent, please notify me by email.
7. Tuition is paid monthly and is post-paid. Invoices for the previous month are automatically sent on the first day of each month based upon the number of lessons in the previous month. Tuition for the previous month is due by the 15th day of each month. (For example, if a student has four lessons in September, then they will receive an invoice for 4 lessons on October 1; this invoice will be due on October 15.) You may use the automatic payment feature in the My Music Staff portal if you like, but this is not required; the auto-invoicing works regardless of whether payment is also automated. Payment via PayPal, Venmo, or check is also accepted. A 5% late fee is applied to all invoices if they are paid more than 7 days past the due date (the 15th day of the month).
8. The default lesson tuition rates are \$30 per 30-minute lesson or \$60 per 1-hour lesson. Students in need of financial assistance may receive discounted rates; please discuss your needs if the affordability of lessons is a concern.
9. My Venmo account is @Ellie-Phillips-14 and my PayPal link is <https://www.paypal.biz/ElliePhillipsMusic1>.

Hours and Communication

10. Studio hours are weekdays from 12:00pm–6:00pm.
11. For ordinary schedule changes that do not require significant notice (i.e. quitting lessons, taking an extended leave of absence, or extraordinary situations of some kind), please modify your schedule using the [My Music Staff Portal](#) rather than emailing or texting me. I make this request to save us both a back-and-forth email communication! If you are canceling a lesson more than 24 hours in advance, you can also do this via the [My Music Staff Portal](#). If it is a last-minute cancellation due to illness or emergency, then it is acceptable to email, text, or call me; however, please avoid emailing or texting when it is possible to cancel or reschedule via the portal.
12. When possible, please resolve all scheduling concerns using My Music Staff rather than email. Likewise, if you have questions about [practicing](#) or [repertoire](#) during the week, please see if you can resolve these questions yourself using [resources on my website](#) (or on linked sites). You are also welcome to discuss all questions with me at the next lesson. I highly recommend keeping a list of questions to bring to lessons each week; this can even be in your or your child's spiral-bound notebook. It is best to discuss all questions within lesson times rather than over email.
13. In case of emergency, please call or text me at (503) 706-4163.

Curriculum

14. [Links to standard method books can be found on my website.](#)
15. For most string students, I recommend starting with Essential Elements Book 1, then progressing to the first [Suzuki method](#) book. Students are also more than welcome to use any of the [popular music or fiddle books on this page](#) as learning material too. That said, I strongly recommend that all beginning string players at least have a copy of Essential Elements Book 1, if not Suzuki Book 1 as well. It will not be possible to learn most of the songs on the popular music page without becoming proficient in the Essential Elements songs first.
16. Links to Essential Elements and Suzuki books are in the table on the next page, as well as [on my website](#). The first Suzuki book (for both violin or viola) is typically appropriate for any student who has less than 2 years of experience in private individual lessons.

Violin	Viola
Essential Elements for Strings – Violin Book 1	Essential Elements for Strings – Viola Book 1
Suzuki Violin School, Volume 1 – International Edition	Suzuki Viola School, Volume 1 – International Edition

17. The required piano curriculum for children and teenagers is [Piano Adventures by Nancy and Randall Faber](#). Although the website designates the *My First Piano Adventure* series as being for children ages 5–6, I find that these books are the most appropriate ones for most students under the age of 10 due to their gradual progression and deemphasis of music reading. I recommend the Basic Method for middle-school-age students, and the Adult Piano Adventures series for high-school-age teenagers and adult students. Students are also welcome to find other songs they would like to learn [from this list](#) (or other published arrangements)! I encourage adult students especially to identify goals and learn music

theory/keyboard skills outside of the Faber curriculum books. Links to books are in the table below:

My First Piano Adventures	Basic Method	Adult Piano Adventures
ages 4–10	ages 10–14	ages 14–adult
<u>My First Piano Adventure Lesson Book A</u>	<u>Piano Adventures Primer Level Lesson Book</u>	<u>Adult Piano Adventures All-in-One Course Book 1</u>

18. Students are expected to practice each week between lessons. For children under the age of 7, a minimum of 1 hour of practice per week (e.g. 15 minutes 4 times per week, or 10 minutes 6 times per week) is recommended. For most elementary-school-age children, 2 hours of practice per week is recommended as a minimum. Older children and adults should expect to practice at least 2–3 hours per week. It takes time to get good at an instrument! Part of taking lessons is learning how to learn by oneself.
19. For children under the age of 12, it is important for parents to be involved in the learning process. Parents need to help their children to practice, because children do not typically know how to practice on their own. For this reason, parents of young children are learning the instrument just as much as the child is learning to play! As children grow up, they can begin to practice more independently.
20. It is strongly recommended that students listen to the music that they are learning! Audio recordings of songs from method books, as well as some additional listening resources/suggestions, are linked in this document: [Listening Resources Document](#).
21. Many pedagogical resources are available on my [YouTube channel](#) as well as my [website](#). In general, I recommend searching YouTube for recordings of pieces, instructional videos, and masterclasses!

Instrument Maintenance and Recommendations

22. Pianos should be tuned at least once a year. It is strongly recommended that students have access to acoustic pianos or digital pianos with weighted keys, as unweighted keyboards are vastly different from keyboards with weighted keys. It will be nearly impossible to learn to play piano well on an unweighted keyboard due to the physical difference.

Recommended digital piano keyboards include [Roland FP-10](#), [Roland FP-30X](#), [Korg B2](#), [Korg D1](#), [Kawai ES110](#), [Yamaha P-45](#), or [Yamaha P-125](#). Typically a good digital piano keyboard costs between \$300–\$800; it is occasionally possible to find a used one for around \$200–300. If an 88-key fully-weighted keyboard is not an option, an unweighted digital keyboard that has at least 37 keys can temporarily suffice.

For OSU students, faculty, and staff, pianos are available at the Corvallis campus in Community Hall, in the Memorial Union (by reservation), and in the lobby of Kelley Engineering Center. If you have difficulty accessing a piano to practice on, please discuss this with me.

23. Violins and violas need new strings at least once a year, and bows need new hair once a year. The cost of a set of violin or viola strings is approximately \$75, and the cost of a bow rehair is typically about \$100. It takes a minimum of approximately 4 hours to rehair a bow, so typically bows must be left in the shop overnight.

24. Responsibility for purchasing instruments, books, sheet music, and other equipment falls upon the student. Some good resources for instruments and repairs are listed below:

Name of business and link to website	Email	Phone number	Address
Nancy Rohn Violin Shop	nancyrohnviolins@gmail.com	(541)231-1724	301 SW 4th St., Suite 140 Corvallis, Oregon
Beacock Music	Contact form on website	(541) 609-1672	805 Burkhart St SE

			Albany, OR 97322
David Kerr Violin Shop	For general questions, use the contact form on the website .	(503) 238-4515	4451 SE 28th Ave. Portland, OR 97202
Schuback Violin Shop	Contact via phone	503-916-4430	110 S Elliott Road Newberg, OR 97132
Classic Pianos	Email via contact form on website	(503) 239-9969	3303 SW Milwaukie Ave. Portland, OR 97202
Eugene Piano Company	Email via contact form on website	(541) 600-0330	850 Conger St. Eugene, OR 97402
Summit Piano Service	summitpianoservice@gmail.com	(541) 968-7765	434 39th St. Springfield, OR 97478
Spencer Williams, piano technician	spencerwilliamspiano@gmail.com	(206) 953-5884	
Jim Harter Piano Service	jmharter@msn.com	(503) 409-2814	

Some more helpful links are listed below:

- [Shar Music](#) (online retailer for string instrument accessories)
- [Faber Piano Adventures](#) (piano method books)
- [IMSLP](#) (online database of free sheet music in the public domain)

Thank you for reading! I look forward to making music with you soon.

