



September 26, 2011

Dear Parent or Guardian,

Seventh and eighth graders this year are permitted to check out their instruments over the weekend or, in some cases, overnight, for practice. This is not required: students are always welcome to practice in school at lunch or after school several days a week.

All students who wish to check out their instruments must agree to the following:

1. Instruments checked out during the week must be returned **before school** the following day. Instruments checked out over the weekend must be returned **before school** on the following Monday.
2. Instruments must be properly cared for and returned in the same condition they are received.
3. Students and parents are responsible for all damage that occurs to the instrument outside of the school. (This does not include damage that occurs owing to a faulty instrument.) Any loss or damage must be reported immediately upon return. **Damaged instruments should be returned to the school: do not attempt any repairs.**
4. Students must practice conscientiously on their instruments at home.

Due to their size, **all cellos and basses must be transported home by car** (cellos may be walked home if a student lives nearby), and only on weekends.

To give your permission, please sign and detach the bottom of this letter, and keep the top for your reference. Some additional Instrument Care Tips are listed on the back.

In Stewardship,

Eric Shieh,
Music Teacher

I, _____ (student's name), have read the conditions for checking out my instrument, and agree to take proper care of my instrument, return it on time, and practice carefully at home.

Signature of student: _____ Date: _____

I give permission for my child to check out his or her instrument this year for practice. I have read the conditions, and agree to take responsibility for proper care of the instrument and any damage to the instrument while it is in the possession of my child.

Signature of parent/guardian: _____ Date: _____

Instrument Care Tips

1. Keep your instrument out of the heat or cold. AVOID rapid temperature changes: if you bring your instrument from a cold area to a warm area, leave it in its case for a while. NEVER leave it in a car except when transporting it.
2. Keep your instrument in its case when you are not using it. Set cellos and basses on their *side*.
3. Do not tune the instrument. If it falls out of tune, you may still practice on it, but wait for Mr. Shieh to tune it when you return it to MELS.
4. Always loosen the bow when you are not using it.
5. After you are finished playing remove any rosin and hand oils from the instrument with a soft cloth. Don't let rosin build up on your instrument.

