

Flute Studio of Natasha Loomis (NYC)

Policies & Expectations 2019-2020

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www.natashaloomis.com

Below you will find my studio policies and expectations for the year. Lessons are on a weekly basis in 30, 45, or 60 minute time slots, determined by the student's age, level, and commitment, and run September through June. Summer lessons are also available.

These policies are in place to avoid any miscommunications and ensure an equal understanding and commitment from the student, parent, and teacher. I ask that parents and students read through these policies together and sign at the bottom before beginning lessons.

I am available by phone, text, or email should you have any questions.

TRIAL LESSON

I recommend that prospective students take a 30 minute trial lesson with me prior to committing to lessons. This allows me to assess the student's level and interest and recommend an appropriate lesson length, lets us see if we will be a good fit moving forward, and also offers a chance for parents to ask me any questions they may have about lessons. A trial lesson is **\$50** and may be paid by cash or check. Should you choose to continue in the studio after our trial, lessons will be billed monthly as outlined below.

MATERIALS

All students are expected to have all materials ready and available at each lesson.

- Flute (in good working order)
- Metronome and tuner (apps are okay)
- Lesson books
- Assignment notebook and pencil
- Music stand (in-home lessons only)

PRACTICING

Students are expected to practice the concepts learned during lessons throughout the week in order to see progress and develop skills; simply attending lessons will not result in progress. One of my major goals of lessons is to teach students how to use their practice time effectively and efficiently, and quality of practice is far more important to me than quantity.

Parents (of younger students, especially), I encourage you and your child to work together and come up with a practice schedule or routine, whether that involves practice charts, stickers, points systems, etc. Create a quiet space where the student can practice and schedule a time for practice each day. Parental support is an extremely important factor in musical training, and students whose parents take an active role in their progress tend to be more enthusiastic and productive.

The following can be used as a loose guideline for recommended daily practice time, although every student's needs will vary. Students should aim to practice at minimum 5 times per week; although, like anything else, the more time you put in, the more progress you will see. Please feel free to talk to me for any ideas or questions regarding practice.

- 1st year: 15-30 minutes
- 2nd-3rd year: 30-45 minutes

- 4th-5th year: 45 minutes - 1 hour
- 5+ years: at least one hour
- Serious, college-bound students: 2-3+ hours

TUITION

Tuition reserves your weekly time slot and studio membership. In addition to the time we spend together each week, it also covers lesson planning and repertoire selection, maintenance of an up-to-date sheet music library and resources, transportation time and cost, and administrative work to keep the studio running efficiently.

- 45 minute lessons: \$280/month
- 60 minute lessons: \$320/month

PAYMENT

Lessons run from September through June and are billed on a monthly basis. Students will receive a minimum of **(38)** lessons for the 2019-2020 academic year. All lessons for the year must be completed by no later than **June 30th, 2020**. Invoices are emailed during the last week of the month for the upcoming month. Payment is due at the first lesson of every month, and a **\$10 late fee** will be charged for payments received after the 10th of the month. Payments via cash or check are accepted.

SEMESTER 1: September 9th, 2019 – January 31st, 2020

SEMESTER 2: February 1st, 2020 – June 30th, 2020

You may also opt to pay a semester at a time for a 5% discount. Please let me know if you wish to utilize this option, and I will generate an appropriate invoice. A semester constitutes a minimum of 19 lessons.

Should something come up where you cannot financially fulfill your commitment to lessons, please speak with me immediately. Advanced notice and open, ongoing communication is required.

ABSENCES/MAKE-UPS

- **48-hour notice** is required for lessons needing to be rescheduled due to *conflicts known in advance*. This includes doctor's appointments, school concerts, sports practices, and other events that have already been scheduled. Lessons cancelled less than 48 hours in advance **will not be given a makeup credit**.
- Cancellations due to illness, family emergencies, inclement weather, etc. will be given a make-up credit to be scheduled at a mutually convenient time and completed by no later than June 30, 2020.
- **ILLNESS:** Please do not attend lessons if you are sick. I must be notified by **12:00pm** on the day of lesson in the event of illness. If you are well enough, Skype or FaceTime lessons are a great option to avoid missing your lesson that week.
- **INCLEMENT WEATHER:** In the event of snow or other inclement weather, I must be notified by **12:00pm** should you not be able to make it to your lesson. Similarly, I will notify students by 12:00pm should I decide to cancel lessons for that day. Skype or Facetime lessons will be made available should lessons be cancelled due to inclement weather.
- Cancellations on the part of the teacher will always be made up. Lessons will be arranged at a mutually convenient time throughout the semester or on a designated make-up day.

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- Please note that lack of preparation is never an acceptable excuse to cancel a lesson, and any lessons cancelled for that reason will be charged in full. Should a student not have their assignment prepared, we will spend time working on theory, sight reading, or tone and technique work.
 - It is important to keep up lesson continuity and missing too many weeks will hurt the student's progress. I ask that we both respect each other's time and work together on matters of scheduling. Remember that, much like a doctor's appointment, you are paying for the block of time, not just the lesson itself.

RECITALS & PERFORMANCES

I believe performing is an essential part of developing as a musician, as well as an opportunity for students to interact, share what they have been working on, collaborate, and support each other, regardless of age or level. Participation in recitals, masterclasses, or other events is not mandatory but strongly encouraged.

There will be a small recital fee, determined closer to the date, which allows me to rent a space and hire a professional accompanist for rehearsals and the performance.

Exact dates and times for all studio events will be announced throughout the year.

- DECEMBER: Holiday Nursing Home Concert- students volunteer and perform holiday tunes at a local nursing home.
- FEBRUARY/MARCH: Chamber Music Concert- students will have the opportunity to collaborate on small ensemble pieces with either other students or myself.
- JUNE: Annual Solo Recital- Students will perform with piano accompaniment a solo piece that they have been preparing, culminates in full studio ensemble performance and reception.

MYMUSICSTAFF.COM

All lessons will be posted to the calendar on this website, as well as all invoices. Should you need to swap lessons with another student, you may use this as a resource to figure out a solution. Please cc me on communications so that I am aware of any changes to my schedule.

Lesson reminders are sent out via email and/or text through this website, as well. Should you wish to opt out of receiving reminders or are not receiving your reminders, please let me know.

TERMINATION OF LESSONS

Music is a lifelong pursuit, but lessons are not always possible for a multitude of reasons. If you are unsatisfied with your lessons for any reason or if you are contemplating discontinuing lessons, please speak freely to me about your concerns.

Should you wish to discontinue lessons for any reason, I must be notified by the **15th** of the current month, as I set my schedule for the following month well in advance. Should I receive notification after the 15th, you will incur a **\$50** cancellation charge. There are no refunds once a month's tuition has been paid.

REFERRALS

If you enjoy our lessons, please feel free to recommend me to a friend. I will give 1 lesson 50% off for any referrals.

AGREEMENT

I agree to the above policies for flute lessons provided by Natasha Loomis and to abide by the policies and expectations as stated above, effective September 9, 2019.

Student Signature

Parent Signature

Teacher Signature