

JESSICA HULL-DAMBAUGH

FLUTE PERFORMANCE & PRIVATE INSTRUCTION

Studio Guidelines & Policies

I. **Payment of Lesson Fees:** Payment for lessons is due at the time of the lesson in the form of exact cash or check made out to "Jessica Hull-Dambaugh". If payment is not received at the time of the lesson, an additional \$2 late fee will be added to the following lesson. A fee of \$25 will be charged if a check is declined due to insufficient funds.

Prices for lessons are as follows: 30 minute lesson – \$30 45 minute lesson – \$45 1 Hour lesson – \$60
The cost of lesson books, assignment books, instruments, and other materials required for the lessons are the financial responsibility of the student/parents.

II. **Student Cancellation or Absence:** In the event of a conflict with a lesson time, I must be notified via phone at least 24 hours in advance. If a lesson is canceled within less than 24 hours, it will be considered an unexcused absence, and you will be expected to pay for the missed lesson at the following lesson.

Exceptions apply for emergency or sickness only. If there is advance notice of a conflict with a lesson time, every effort will be made to schedule a make-up lesson, however, due to prior work commitments and schedules, a make-up lesson is not guaranteed. Excessive canceling of lessons is grounds for termination of lessons.

III. **Teacher Cancellation or Absence:** Should a conflict arise with my schedule or a sickness leading to the cancellation of a scheduled lesson, a make-up lesson will be scheduled. Every effort will be made to accommodate the student's schedule for the make-up lesson, however, a make-up lesson cannot be guaranteed.

IV. **Lesson Preparedness & Practice:** It is expected that each student will arrive at the lesson prepared to work. This means he/she should have practiced the music adequately and completed all assignments given in the previous lesson. This requires that he/she will have practiced every day for at least the amount of time which corresponds to the length of the lesson. Most of the student's learning comes from practicing at home. Progress is expected every week. ***If a student should arrive for the lesson unprepared, I reserve the right to send him or her home without completing the lesson and charge for the lesson as if it was an unexcused absence. Persistent neglect of practice is a waste of the student's money and the teacher's time and is adequate cause for termination of lessons.*** The student is also expected to arrive on time for the lesson with all of his or her materials (I.e. instrument, music, assignment book).

V. **Lesson Structure:** Each lesson will consist of a mixture of scales and technical studies, etudes, and solo work, depending on the level of the student. All of these things are necessary for the development as a musician, whether the goal is playing in band for fun, or in a professional symphony orchestra.

VI. **Required Materials:** Each student is required to bring a staff notebook (for weekly assignments) and folder (used for copies of music handed out) *used only for private flute instruction* to each lesson. After the first lesson, I will assign lesson books for future study based on the level of the student. Please refer to the attached book list for titles and places to obtain the books.

VI. **Arrival/Pick-up:** Parents are always welcome to observe their child's lesson. When dropping off a child for a lesson, please arrive no more than 5 minutes prior to your lesson's start time, and please be sure to pick up your child no later than the end time of the lesson. Late pick-up or early arrival will interfere with other students' lessons.

