

CNOTE STUDIOS

PRIVATE FLUTE LESSONS POLICY

Revised, August 2019

Mission Statement

The mission of CNote Studios is to develop the minds and behavior of students through the shared joy of excellence in music performance.

Contact Information

The Instructor can be contacted at any time through the following means:

- Email to cmy.proverbs3130@gmail.com
- SMS Text or phone call to 301-412-7297

Responsibilities

Taking private instruction on the flute is a three-way commitment on behalf of three parties:

- The Instructor
- The Student
- The Parent/Guardian (for students under the age of 18)

Adult students are expected to take on the responsibilities of “Student” and “Parent/Guardian” outlined here.

Instructor Responsibilities

The instructor shall:

- Schedule a regular time and length for lessons.
- Collect payment for lessons on a regular basis (see Tuition below).
- Be on time to each scheduled lesson.
- Carefully plan each lesson to fit the individual student’s current and desired playing capabilities.
- Provide motivation and direction for the student to develop his or her knowledge of the instrument and its performance.

- Provide resources for use by the student during the lesson time (music, metronome, tuner, etc.) as appropriate.
- Provide a way to obtain personal resources for the student (method books, sheet music, applicable literature, etc.) as appropriate.

Student Responsibilities

The Student shall:

- Come fully prepared for each lesson time.
- Bring all necessary materials for the lesson.
- Be present and on time for each lesson, calling ahead if running late.
- Provide advanced notice if a regularly scheduled lesson is to be missed (see Tardiness/Missing Lessons below).
- Commit to daily practicing of band and private lesson literature at least 30 minutes each day (see Practicing below).
- Be committed to excelling as a flute player.
- Deliver payment to the instructor if necessary when it is due (see Tuition below).

Parent/Guardian Responsibilities

The Parent/Guardian shall:

- Provide the agreed payment at the scheduled time (see Tuition below).
- If necessary, provide transportation for your child to and from his or her lesson
- Always be aware of your child's progress in playing. You are welcomed to stay during their lesson if you see this as beneficial.
- Encourage the student to practice daily on band and private lesson literature (see Practice below).
- Feel free to call or e-mail the instructor to express any questions or concerns.

Lesson Administration

Location

When at all possible, Christine prefers to teach lessons out of her home. This environment:

- Avoids the distractions available in the student's own home
- Allows the instructor to administer lessons on a regular, predictable schedule
- Ensures that the proper space, equipment, teaching materials, and other resources are available

Lesson Length and Frequency

Christine prefers a 30-minute weekly lesson format for her typical students. This format:

- Emphasizes punctuality and preparedness
- Fights the urge to replace individual practice sessions

In exceptional cases, longer lessons are possible. Less frequent lessons are discouraged due to their lack of effectiveness for the student.

Lesson Format

Christine develops customized lesson plans for each student, built around the following activities:

- **Sight Reading:** These drills improve the ability to read and play new music "on sight". They improve the student's overall musicality and make the student an invaluable member of any flute section.
- **Scales and Technical Drills:** These drills focus on classic building blocks like scales and arpeggios, which grow into the famous flute runs and trills of orchestral masterpieces.
- **Progressive Exercises:** The student will perform prepared routines from a flute method book, which focus on combining fundamentals.
- **Performance Pieces:** The student will perform selections from one or more solo pieces.

Each individual lesson is customized, and may emphasize one or more activities to promote the student's growth.

Tuition

The instructor will meet with the student on a weekly basis at a regularly scheduled time. For providing the service of individual instruction, the Instructor charges the following standard fee:

- \$75 / month, for 30-minute, weekly lessons

Payment Due Date

Payment is expected to be made at least 4 weeks in advance, paid at the first regularly scheduled lesson of each month. If this lesson is to be missed, please make arrangements to deliver payment by the regularly scheduled time.

Payment Options

Options for payment include:

- Cash, with exact change preferred
- Check from a local bank made out to “Christine Robbins“
- PayPal to the account “bryantrobbins@gmail.com”

Payment Refunds

No refunds will be given for missed or cancelled lessons, but these lessons can be rescheduled or skipped at the convenience of all parties. See “Tardiness/Missed Lessons” below for more information.

Tardiness and Missed Lessons

Please be not only “on time” for lessons, but five minutes early if at all possible to warm up. If you arrive late for your lesson, your tardiness and warm up time come out of the lesson time. The instructor is not required to stay late due to tardiness, and in fact may not be able to stay due to schedule commitments.

If you have to miss a lesson for any reason, please notify the instructor at least an hour before the scheduled lesson time by e-mail or phone.

At the convenience of all parties, missed lessons may be rescheduled or skipped. Should the instructor need to miss or cancel a lesson for any reason, the student and guardian will be notified in advance and a make-up lesson will be scheduled as soon as possible.

Termination of Lessons

Should any party (instructor, student, or parent/guardian) feel that the responsibilities described herein are not being upheld, he or she reserves the right to discontinue private instruction. A face-to-face meeting involving all three parties should occur and arrangements made for discontinuation of lessons.

Areas of particular concern in this matter include: failure or tardiness of payment, consistent tardiness or absence without notifying the instructor, lack of commitment on behalf of the student (practice, preparation, attitude, etc.), lack of improvement after a period of time, and others.

Additional Information

Practice Expectations

It takes daily commitment on the part of the student if he or she is serious about learning and improving as a musician. This commitment includes at least 30 minutes of practice each day, and often much longer in order to improve your playing consistently.

The Instructor will help you establish a daily practice routine, including recommended warm-ups, scales, technical exercises, and prepared selections. When the student does not practice as they should, the difference will be noticeable to the instructor. This indicates a lack of commitment on behalf of the student and can be a cause for concern.

August Policy Review

This policy will be updated every August by the Instructor. Any changes must be communicated to all students and parents/guardians before taking effect.