



2024-2025 Flute Studio Policy

Welcome, or welcome back to flute lessons! Get ready for a fun, exciting, and musical year together! This studio policy is for every student enrolled in lessons, and it helps me, the band directors, and YOU (the students and parents) understand the goals, expectations, and business policies that come with flute lessons. Please read the following information carefully and let me know if you have any questions or concerns.

GOALS:

Working toward goals is a very important part of flute lessons. In the first few meetings, we will discuss a few long- and short-term goals. These goals will help you see and celebrate your progress while highlighting your strengths to help you develop the highest levels of musicianship.

Some goals may include (but are never limited to):

- Develop a full, beautiful tone on all registers of the flute
- Develop fluent and tension-free technique
- Understand and interpret different styles of music
- Learn how to practice effectively to achieve the best results
- Conquer challenges by creating solutions to problems
- Learn new music for region, area, state, or Austin Flute Society competitions

EXPECTATIONS:

I expect that students attend lessons with an open mind, positive attitude, and the curiosity to learn. I expect students to be honest about their time commitments and *always do their best* to complete weekly assignments. *Making practice time dedicated to private lesson material is expected.* Flute lessons are not tutoring for band. I use a curriculum I designed to boost progress and allow students to learn their band music more independently. During lessons, students should:

- Be ready to enter their lesson at their assigned start time. Please wait outside the lesson room 1-5 minutes before the start time. If possible, it is recommended to warmup before the lesson time starts.
- Be ready to take in new information and try something different.
- Attendance is mandatory. If there are conflicts, illness, or you are feeling overwhelmed with school expectations, make sure you let me know at least 24-hours in advance so we can work through it and make alternative arrangements.
- **Students are expected to practice most days of the week and come to lessons prepared.** I will help you establish a practice routine that is appropriate for you to feel prepared. **Please bring a flute notebook or notebook paper to each lesson.** This will be a place to keep notes, assignments, and serve as a practice journal focused on achieving your goals.

- While I understand that some days are tough to get practice in, repeated failure to practice and/or the absence of a strong commitment to improve may result in my asking the student to discontinue lessons.
- Parents are welcome to become involved with lessons by communicating with me, providing reminders to practice, and attending lessons.
- Students are expected to clearly communicate any conflicts or changes to their schedule in a timely manner (minimum of 24 hours in advance).
- **Signing up for lessons now holds your place all year long.** My curriculum is most effective when students show up regularly throughout the school year. A minimum of one month's notice is required to stop lessons for any reason. If notice is not given, a \$75 charge will be added to the final invoice.

REQUIRED MATERIALS

- Your instrument must remain in good condition to get the most out of lessons and home practice. I will let you know how to keep your instrument in the best shape possible. If you are in search of a new instrument, please consult with me first! I would be happy to recommend brand names and help you with finding the right instrument for you.
- A metronome and tuner for practice is required. It can be purchased at a music store or downloaded on a smart device. I recommend Tonal Harmony.
- A cleaning rod and cloth is required to have and be used after every practice.
- A music stand for at home practice is required and is available at any music store.
- Books and additional materials will be assigned by the instructor each year and must be purchased in a timely manner.
- VIRTUAL MATERIALS: a good internet connection, microphone (USB condenser mic for podcasts works well), and webcam are recommended for the best virtual experience. For recommendations, please ask! A recording device for all students can be a helpful practice tool.

LESSON FEES

- Students can choose between 25-minute (\$25 each), 30-minute (\$28 each HS only), or 45-minute (\$45 each). Longer lessons will likely need to be scheduled outside of class time.
- Invoices will be sent at the beginning of the month and will include a month's worth of lessons. Invoices are due by the 15th of the month (or the date on the invoice). **Failure to pay the month's fees by the due date on the invoice will result in a \$10 late fee.** If the invoice continues to be unpaid a month after its due date, additional fees will be added each month and lessons will be paused until the fee is paid.
- Lesson fees can be paid via Venmo (@HilaryJanysek), Zelle (hcjanysek@gmail.com), or directly through the invoice.
- **Fees will not be refunded or transferred if the student fails to show up to the lesson without notice at least 24 hours in advance. In the case of an illness, or other emergency, the instructor must be notified by 8AM the day of the lesson.** Makeup lessons will be offered based on availability.

CANCELLATION / MAKE UP POLICY

Attending lessons on a weekly basis is very important to maintain progress, establish a practice routine, and develop musicianship. Please try to avoid conflicts during regular lesson times as much as possible. Text and/or email reminders will be sent out, **so after 10 minutes into the lesson, the student will be considered a**

no-show and will still be billed for the lesson. It is the student's responsibility to remember their lesson and show up on time. If there are technology or traffic issues, please call me immediately at 361-676-3941.

If an absence is unavoidable, there are two options for rescheduling:

- Make up lesson: If the instructor was notified with advance notice, a make-up lesson may be provided at the request of the student. **Makeup lessons this year will not be offered unless there is an extreme circumstance.
- Lesson Switch: If the instructor approves a switch and advance notice is provided, students can arrange a schedule switch with another student.
- If no other option, the lesson will be credited to the next month's invoice.

TEACHER ABSENCE

I will do my best to let you know of schedule changes far in advance. Should I need to reschedule or cancel a lesson, I will contact you no later than 24 hours prior to the scheduled lesson and reschedule a make-up lesson as soon as possible.

ILLNESS

If you are unable to attend your lesson due to an illness, you need to notify me as soon as you know you will be unable to play the flute. This should be by 8 AM of the day of your absence. Lessons are usually in a small room, so please be considerate of spreading germs to others.

COMMUNICATION

If you have any questions, concerns, or ideas, I would be happy to hear from you via text, email, or phone call. I try my best to respond to all communication within 48 hours.

PERFORMANCE REQUIREMENTS

Students are also strongly encouraged to participate in all band and Austin Flute Society competitions and events. They are great learning experiences!

I look forward to being a part of your support system this year! Please let me know if I can help in any other way, or if there are any issues I should be made aware of.

To confirm that you have read and agree to these policies, please complete [this google form](#) at your earliest convenience and we can get started!

See you soon,

Hilary

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