

## Paula Hartsough's Flute Studio Policy

### Philosophy

In order to provide the highest quality of private flute instruction, students must be open and willing to learn. I create an environment for freedom of expression while molding students into classically trained musicians. Working together, we can achieve greatness!

### Required Materials

- Your flute! Must be clean and in good working order

\*Carolyn Nassbaum, J.L. Smith, or Local Music Store

- Cleaning rod, inside cleaning swab, and outside cleaning cloth
- A metronome and tuner (Smartphone apps are acceptable)
- A black binder and notebook to keep notes
- A pencil!
- Required books/pieces of music

\*I run a legal studio. You must purchase your own music from a music store or online

### Expectations

- Arrive on time to weekly lessons.
- Come prepared to your lesson with required materials.
- Communicate with me.
- Keep a positive outlook while learning new concepts and ask questions.

### Practice

You are expected to practice regularly based on your schedule. I will assist you in writing a weekly schedule to find a times that work best for you. Specific practice strategies will be discussed in your lessons.

### Attendance

- If late to a lesson, the lesson time is not required to go later than the assigned time.
- If you need to cancel/reschedule a lesson, give me 24 hours notice to be counted as an excused absence. Before rescheduling with me, try to swap with another student's time for that day.
- During each academic year, each student is given 2 unexcused absences before being excused from the studio.
- In the event of inclement weather, the student will have the choice of either taking a FaceTime/Skype at the same time as your scheduled lesson or forfeiting the lesson without repayment or rescheduling. If poor internet connection or technical difficulties, the student will be reimbursed.

**Teacher Attendance**

- The teacher reserves the right to cancel/reschedule lessons due to professional conflicts or illness. Lessons will be made up at the students' convenience.

**Fees**

- Tuition fees are \$20/30 minute lesson and \$40/60 minute lesson. If the student is unavailable to commute, Skype lessons **may** be arranged. Lessons are prepaid monthly or biweekly (Due at the time of the lesson). You will be sent an invoice via email and it can be paid by cash, check, or PayPal.
- Excused absence payments will transfer over to another week. Unexcused absences may not receive reimbursement at the discretion of the teacher.
- Payments will be paid in full on time. Failure to do so on multiple occurrences will result in being excused from the studio

**Communication**

- I am usually able to be reached via email [PaulaHartsoughFlute@gmail.com](mailto:PaulaHartsoughFlute@gmail.com)
- Check out my website! [www.PaulaHartsough.com](http://www.PaulaHartsough.com)
- Contact me to reschedule lessons or if you have any questions regarding studio policy.

Interested about flute lessons? Email me for an introductory lesson!