

STUDIO POLICIES

DiazFlute Studio

Welcome to DiazFlute Studio! I am excited to get down to work and start helping you achieve your goals.

Goals

Studying music can be exceptionally fun, sometimes challenging, and, if we're being honest, can be a little frustrating at times. The overarching goal of our lessons is to be aware of your progress and understand how it happened (don't worry, we'll discuss and work on developing these skills together).

We will begin by establishing short term and long term goals. These goals can be music or non-music related. I will take time to understand what your goals are and structure each lesson so that I can help you achieve them in the best way possible.

Student Commitment

I expect students to put forth mindful effort into their practice sessions and lesson preparation, practice self-kindness throughout their practicing, and take the time to reflect upon the work they are doing.

These lessons are an investment (financial and time). The more time students invest into practicing and reflecting, the more they will get out of it. This also includes being prepared for each lesson and always having required materials.

When Students Experience an "Off" Week: I get it. Life can get stressful and overwhelming at times. During an "off" week students are encouraged to be honest with me when lesson material is not fully prepared. I ask that students come prepared with an alternative lesson plan that may not consist fully of flute playing but continues to work towards their short or long term goals. If these "off" weeks become a habit, a conversation with parents may be required or lead to a termination of lessons.

Parent Commitment

I encourage all parents to take an active role in their child's music education. Parents are more than welcome to sit in on lessons, assist your child with developing a daily practice schedule, encourage your child to practice, and communicate any challenges that arise with your child's motivation, interest, or anything they feel may affect their child's progress on the flute.

Required Materials

- A flute, either personally owned or rented, in good working condition
- A cleaning rod and cloth
- Flute Notebook:
 - Either a sturdy plastic folder and writing notebook, or 3-ring binder with loose leaf paper for note taking
- Pencil
- A music stand for home practice
- Either a battery operated metronome and tuner, or a metronome and tuner app
 - I recommend the apps TE Tuner and Tunable
- Any required method books or repertoire specified by me
- Google Drive

Tuition

*Please note that tuition reserves the weekly time slot, but may not directly correlate with lessons received if the student does not attend the scheduled lesson times.

Students have the option to enroll in 45 minute or 60 minute lessons:

45 Minute Lesson: \$45.00

60 Minute Lesson: \$60.00

Tuition is calculated per lesson and is paid on a monthly basis. Tuition may vary by month in the case that there is an additional week of lessons or in the case of my own pre-planned absence.

Tuition is due in full by the 5th of the month. Payment received after the fifth of each month is subject to a \$10 late fee. Payment received after the 10th of the month is subject to an additional \$10 late fee and the lesson time for that student may not be reserved for the next month.

Tuition invoices will be sent by the 23rd of the month prior for all enrolled students. Invoices will reflect the number of lessons in that month based on the calendar and the studio schedule as well as any method books or repertoire purchased.

Tuition can be paid via check (only available for in-person lessons), Venmo (@DiazFlute-Studio), or credit card by Stripe.

Recurring late payments may result in termination of the student's enrollment.

Rescheduling/Cancellations

It is important that students find a lesson time that allows them to be present for the lesson each week. Consistency is key.

That being said, I understand that parents cannot plan for illnesses and emergencies. If you cannot make it to your lesson due to illness or an emergency, please give at least 24-hours notice before that lesson and let me know if you are interested in an alternative lesson option (see below). Any notice less than 24 hours will result in no makeup lesson or alternative lesson option.

Here are alternative options lesson if you cannot make it to your lesson in person (These options are only to be used in cases of a last minute cancellations and are not to be substituted for in person lessons):

- **Online Lesson:** This is a great option if your student is sick or if someone in your household is sick. This option will allow us to stay on track with your lessons and goals, and ensure that no make up lesson will need to be scheduled. Online lessons will be taught via Zoom. Please give at least 24 hours notice before your next lesson if this is the alternative lesson option you would like to go with. That way I will have enough time to set up all the logistics and ensure we will continue to be on schedule.
- **Recorded Lesson:** With this option, you will record all your lesson material for your upcoming lesson, upload it to Google Drive and then send it to me with a sharable link. I will provide you with either written or video feedback on what is sent to me. Please give at least 24 hours notice before your next lesson if this is the alternative lesson option you would like to go with. The lesson recording is due by the end of your lesson day.

In the event that we cannot utilize either of these options, there will be a designated make-up week every 8-weeks of lessons. This make-up week should only be used as a last resort and is only available for the previous 8-weeks of lessons. Students who have given me at least 24-hours notice that they will be unable to attend their lesson and cannot utilize the alternative lesson options may sign up for a time-slot (consistent with their lesson length) during that designated make-up week. The make-up day time-slot availability is on a first come, first serve basis. If all time slots are full, no other alternative make-up options will be provided.

There will be no refunds issued or lessons credited for a missed lesson.

In the event of inclement weather, I will provide you with 24-hours notice and all lessons will be held online.

Teacher Absence

Any dates that I am out of town will be marked on the monthly studio calendar. If I am out of town on your lesson day, your monthly tuition will be prorated and no make up lesson will be provided.

In the event that I have an emergency, I will provide you with 24-hours notice and your lesson will be made up during the make-up week.

There will be no refunds issued or lessons credited for a lesson that is canceled by me.

Illnesses

If you or someone in your household is sick, please do not attend your lesson in person. In this case, please choose from one of the alternative lesson options and provide me with at least 24-hours notice.

In the event that I am sick, I will provide you with at least 24-hours notice and lessons will move to an online format.

Online Lessons

Online lessons should be treated just like in-person lessons. Students should find a lesson time that allows them to be present for their lesson each week. Consistency is key. The same expectations as in-person lessons are held for online lessons.

All online lessons will be taught via Zoom. It is preferred that students use a laptop or desktop computer for the online lesson. During the first initial online lesson, we will discuss how to adjust the audio settings.

In the event that the student must miss their online lesson, please provide me with at least 24-hours notice before that lesson. The student should prepare to have their lesson material recorded and sent to me by the end of their lesson day (option 2 of the alternative lesson options).

It is expected that students are still well prepared for their lesson, complete the weekly practice reflection, and have all lesson materials on hand.

Contact

The best way to contact me is through text message or email. All texts and emails will be answered within a 24 hour period.

Cell phone: 571-438-1122

Email: anamarie@diazflute.com

Address: 3600 Monument Ave. Apt 11

Photo and Video Release Form

From time to time I use photos and short videos of my students around the studio, on the studio website, or in social media posts (Facebook and Instagram, @DiazFluteStudio). These videos and posts are encouraging to other students and helpful to other teachers. If you do not want your child's image(s) to be used, please let me know. In general, the students love to see their pictures and video on my website or around the studio. They find it motivating and exciting to think that others want to know what they are learning. The students are identified only by first name.

By enrolling and paying tuition for my child in DiazFlute Studio, I certify that I understand and agree to the studio policies for the 2020/2021 school year.

