

## **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

- Method books will be purchased by me and will be sent directly to your home. The cost of the method book will be added to your monthly invoice.

### **Performances**

Students are required to perform either a solo or duet in the 2 studio recitals (one in December and one in May).

### **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: \$48.00

60 Minute Lesson: \$63.00

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 \$20 late fee. Payment received after the 10th of the month is subject to an additional \$20 late fee and the lesson time for that student may not be reserved for the next month.

Tuition invoices will be sent 1 week before the first of the month 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), Paypal (anamarie@diazflute.com) 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 a student must miss a lesson, a makeup lesson will be scheduled within 1 month of the missed lesson. If it is not possible to reschedule, the student will be responsible for recording their lesson material for the lesson that will be missed and sending it to me (instructions will be provided). Once I have received the recorded lesson material, I will give comments and feedback on what to work on for our next regularly scheduled lesson.

24-hours notice is needed to schedule a makeup lesson. **If a cancellation is made with less than 24-hours notice, no makeup lesson will be scheduled, no exceptions.**

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**

Students and parents will be notified of any dates I am out of town prior to the invoice being sent.. If I am out of town on your lesson day, your monthly tuition will be prorated and no make-up lesson will be provided.

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.

### **Summer Lessons**

It is important that students continue with their musical studies over the summer (June - August).

That being said, I know many families travel and students attend summer camps through the summer months. In order to best accommodate travel and summer camps, summer lessons will be offered in the following ways:

- Lessons continued to be scheduled as usual

*Best for families who plan to travel or students who plan to attend summer camps for 1-2 weeks over the summer*

- 8 lesson over the summer months (June - August)

*Best for families who plan to travel or students who plan to attend summer camps for 5-6 weeks over the summer*

- 6 lessons over the summer months (June - August)

*Best for families who plan to travel or students who plan to attend summer camps for 7-8 weeks over the summer.*

If you choose to have 6 or 8 lessons over the summer, lessons will be scheduled throughout the summer months during your usual lesson day and time, no exceptions. **If you choose to have 6 or 8 lessons over the summer, they will be scheduled in advance to best accommodate your schedule and my schedule, and will be billed as a package.**

If you choose to continue lessons as usual, any dates that you will be traveling or your student will be at summer camp should be made note of in advance. Lessons will be billed as normal.

Families and students who elect to cease lessons over the summer will lose their day and time in the studio. If you would like to resume lessons in the Fall, space is not guaranteed due to studio capacity and you may be placed on the waiting list.

### **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](mailto:anamarie@diazflute.com)

Address: 2413 Rosewood Ave. Richmond VA, 23220

### **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. 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 videos 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 your child or yourself in DiazFlute Studio, you certify that you understand and agree to the studio policies.