



Studio Policies

Required Materials:

The materials below must be obtained by your second scheduled lesson.

- a flute in good working condition
- a microfiber cleaning cloth, a silk swab, and a wooden or plastic cleaning rod
- a metronome - Metronomes can also be obtained as free applications on smart devices. Skype students must have access to them during their skype lessons.
- a tuner - Korg devices are preferred. Skype students must have access to them during their skype lessons.
- a pencil
- a new spiral notebook
- a sturdy, medium-sized three-ring binder with divider tabs
- a daily planner or calendar
- sheet music and other texts, etc., as deemed necessary by the instructor. (I am aware that music is expensive, and I will always attempt to find economical prices whenever possible.)
- a sturdy music stand for practicing at home
- a full-length mirror for practicing at home
- a web cam (Skype lessons only)

Skype Lessons:

Students participating in Skype lessons should ensure that they have downloaded the most up to date version of Skype, and that the connection has been tested prior to their first lesson. Students should be standing with their entire flute visible in in the screen when performing for their Skype lessons. Payment must be received BEFORE the Skype lesson is scheduled to take place. If payment is not received BEFORE the scheduled Skype lesson, the lesson will be cancelled, and you will be charged for the missed lesson.

Notebook:

At each and every lesson, I will take notes as the student performs. He/she is expected to keep this notebook in their three-ring binder and refer to its contents in their practice. For students participating in Skype lessons, I will be taking notes for you in the form of Microsoft Word documents, which will be sent to you at the conclusion of each lesson. Students are expected to print their notes for each lesson and include them under a separate tab in their three-ring binder. Each student must produce their notebook or typed notes at the beginning of every lesson.

Three-Ring Binder:

Students are expected to keep a lesson binder of medium size. This binder should contain:

- divider tabs
- all music
- lesson assignment sheets
- any printed notes (Skype lessons only)
- a copy of these studio policies
- all handouts

Tuition:

Tuition is due at the beginning of every lesson, as outlined in the payment contract. If a student arrives at their lesson without payment, the student will be dismissed, and lesson will not be conducted.

Tuition includes:

- the lesson (a time is reserved for the student, even if he/she is absent)
- transportation to the lesson site (if applicable)
- online payment fees for payment via Paypal (Skype lessons only)
- a variety of handouts
- exercises written by the instructor
- assistance in purchasing new instruments

Attendance and the 48 Hour Rule:

If a student must cancel their lesson, they must provide 48 hours (2 days) notice to reschedule.

Regular flute lessons are important in encouraging regular practice routines and musical development. Therefore, I prefer to reschedule lessons rather than cancelling them completely.

Please avoid scheduling medical or dental appointments during lesson times. Please understand that because time is reserved for each student, and the price of tuition includes more than just the weekly lesson, I must charge for cancellations received less than 48 hours (2 days) prior to the scheduled lesson time. Exceptions to the 48 hour rule include:

- illness (I will not teach a student if they are ill, but I will work with you to schedule a makeup lesson.)
- family emergency
- severe weather conditions

If a student must cancel less than 48 hours prior to their scheduled lesson: Please send a text message or leave a message on my voice mail. **E-mail is NOT an acceptable method of lesson cancellation or rescheduling.** Please do not assume that I am aware of government holidays or school vacations. Not all educational institutions follow the same calendars. **Finally, if a student has not practiced, they should not cancel their lesson.** Students are encouraged to appear at their lessons and be honest about their progress. The student and I will work together to discover ways to rejuvenate their practice routine. There are many areas that can be addressed during lesson time, even if the student did not practice. Some of these areas include intonation, double tonguing, vibrato, sight-reading skills, duets, instrument care and maintenance, music theory, mediation, and aromatherapy. I will never run out of ideas! Therefore, students are encouraged to come and enjoy their lessons anyway! **If an emergency cancellation is made, the missed lesson must be made up.**

In order to maintain the professionalism of this studio, children under the age of 8 must be accompanied by a parent.

For liability purposes, please do not arrive more than five minutes prior to your scheduled lesson time without obtaining permission from the instructor in advance.

Make-up Lessons:

If a lesson is missed, all students are expected to schedule a make-up lesson. Make-up lessons will only be scheduled if the 48-hour rule is followed or in an emergency situation. No make-up lessons will be given for no call/no show lessons.

Physical Appearance:

In order to foster a positive, professional atmosphere in the studio, students should “dress the part.” Young ladies should embrace loose-fitting fashions to the knee. No cleavage and no midriffs. Long hair should rest away from the face. Young men should appear clean shaven. Baggy pants resting below the waist are not permitted. Rings are not permitted. False fingernails may be worn, but they must be filed down to the finger as to not interfere with finger technique. Only neutral fingernail polish is permitted for performances.

Lesson Content:

- As part of each lesson, I will address the areas of tone production, technical studies, and flute repertoire. I may also focus on school band music, and any solo repertoire that the student wishes to perform.
- Students are responsible for providing the required materials listed above and presenting them at every lesson.
- Parents are welcome to observe lessons at any time.

Practice:

Lessons are an exercise in “teamwork.” The “team” includes the student, the teacher, and the parent(s). Parents are expected to encourage students to practice, as well as help them to obtain needed materials in a timely manner. I have found that when parents take an active role in encouraging regular practice, students experience greater success. It is highly recommended that students in this studio practice a minimum of thirty minutes daily. Students who hope to participate in musical endeavors at the college level should be practicing a minimum of two hours per day. Remember, when you are not practicing, someone else is! ☺

Ensembles:

Private lessons are not intended to serve as a replacement activity for an educational ensemble. Because I feel strongly that school bands, orchestras, and choirs play an invaluable role in developing musicianship, I am reluctant to teach students (high school and younger) who are not involved in ensembles at school, if they are available.

Cell Phones:

When observing flute lessons, cell phones and all electronic devices should be switched to the silent (not vibrate) mode. Parents, if you must answer a phone call during a lesson, please step outside of the lesson space to take the call.

Resources for Sheet Music and Supplies:

When ordering music, please ensure that the item is in stock before purchase. Music stores will offer to back-order music, however it may take a great deal of time to arrive. Please do not substitute publishers!

- Flute World (248) 855-0410 (Discount for National Flute Association members)
- Performer’s Music (312) 987- 1196 410 S. Michigan Ave., Suite 904 Chicago, Illinois 60605

Please seek my assistance before purchasing or renting new instruments. I may be able to help with finding a better price or a higher quality instrument. I am more than happy to visit music stores with each student to assist in purchasing instruments for no fee.

Professional Servicing:

Instruments should be serviced every 6-12 months. In a routine service, the technician should complete such tasks as:

- ✓ removing any dents from the body
- ✓ checking all pads for wear, and make necessary replacements
- ✓ a small amount of shimming
- ✓ a thorough cleaning of the flute under the mechanism, removing dust and tarnish
- ✓ inspection of the case to ensure that it is adequately protecting the flute
- ✓ cleaning and oiling the mechanism
- ✓ inspection and necessary replacement of any worn or missing felts or corks
- ✓ inspection of the instrument for air leaks, making the necessary adjustments

Resources for Professional Servicing:

Eugene S. Gordon Woodwinds
 Fine Arts Building
 410 S. Michigan Avenue, Suite 709
 Chicago, IL 60605
 Tel: (312) 663-0414

Quinlan and Fabish
 6827 High Grove Boulevard
 Burr Ridge, IL 60527
 Tel: (630) 654-4111
 Web: www.qandf.com/burr-ridge

The Flute Asylum
 Fine Arts Building
 410 South Michigan Avenue, Suite 520
 Chicago, IL 60605
 Tel: (773) 241 – 4870
 Web: www.thefluteasylum.com

Jeff Ford Woodwind Repair
 69 Brockway Drive
 Oswego, IL 60543
 Tel: (630) 554 – 8723
 Web: www.jefffordwoodwindrepair.com

Lastly, I am your resource. Please feel free to contact me with any questions or concerns. If a student wishes to discontinue lessons, a minimum of two weeks’ notice must be given.

Please sign and date this form below to acknowledge that you have read and understand the studio policies of Dr. Jennifer Gosack Darwell.

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| <i>Student Name (Printed)</i> | <i>Student Signature</i> | <i>Date</i> |
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| <i>Parent Name (Printed)</i> | <i>Parent Signature</i> | <i>Date</i> |
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