

## *Erika Skye Andres-Skye Flute Music Studio Policy*

Hello students (and parents)! Welcome to my flute studio, I greatly look forward to working with you! All students are welcome to call me by my first or last (or middle!) name, whatever you prefer is fine!

Please review this studio policy as it establishes the rules and expectations of the studio. At the end you will find a contract binding you to these terms. While I know that unexpected events may arise that could necessitate exceptions to these rules, I solely reserve the right to determine when to grant these exceptions.

### **I. Scheduling and Tuition**

Lessons can be held for 30 minutes, 45 minutes, or an hour Tuesday through Saturday. Lessons are held online through Zoom. In general, beginners and younger students require less time and more advanced and older students require more, but this is to be determined on a case-by-case basis. Permanent time slots are reserved for students who regularly take lessons once a week or more. A minimum of weekly lessons is highly recommended, but if you are planning on meeting less than that, I will do my best to work with you but you may not get the same time slot each lesson.

Every new student is given a free consultation and allowed one free 30 minute trial lesson.

30 minutes	\$30
45 minutes	\$45
1 hour	\$60

*Please contact me if you have serious financial concerns and we will find a solution.*

### **II. Payment**

Payment is made for one month's of lessons at a time and is due by the end of the last week of the previous month. A late fee of \$10 may be applied if proper notice (at least 24 hours in advance) or reason is not given. No payment means no lesson, and if there are continual issues with timely payments, your lesson time slot may be forfeited. There will be a \$25 fee for returned checks to cover bank fees and then only cash or Venmo will be acceptable forms of payment. New students not starting at the beginning of the month pay a prorated fee.

Payment is accepted from Venmo (to username Erika-S-Andres).

A 10% discount is offered if lessons are paid for in full in the first week of the first month of lessons at the start of each semester (in September, January, and May).

### **III. Additional Fees**

#### **Books and Materials**

Please set aside \$20-30 per semester for any books and materials needed. Students will be required to purchase the books that the teacher determines to use for lessons. Other materials a student should have include a tuner and metronome (either physical ones or apps on a phone, I like the Tonal Energy (TE) Tuner app), a music stand, a cleaning swab and cloth for their flute, and of course their

instrument. For links to some recommended resources, please go to <https://skyefludemusic.com/recommended-resources/>.

A student's instrument should always be in good working condition, so be prepared to pay for repairs if necessity arises. For more information on obtaining and caring for your instrument as well as accessories, please see my free course <https://skyefludemusic.com/courses/finding-your-first-or-forever-flute-and-how-to-make-it-last/>.

### **Piano Accompanist**

Students may require an accompaniment with which to play and recordings can be used. However, you might be expected to hire a local accompanist depending on your goals and needs.

### **IV. Resources**

- Skye Flute Music <https://skyefludemusic.com/>  
I have supplementary courses, sheet music, and a flute blog on my website. Get the newsletter here [subscribepage.io/skyefludemusic](https://subscribepage.io/skyefludemusic). There is also a social group where students can interact with myself and other flute students in the studio, join it by enrolling in the course <https://skyefludemusic.com/product/finding-your-first-or-forever-flute-and-how-to-make-it-last/>. For links to resources like music and accessories, please go to <https://skyefludemusic.com/recommended-resources/>.
- Flute Tunes <https://www.flutetunes.com/>  
A large, free collection of flute sheet music with electronic recordings, including accompaniment only recordings for pieces with piano, with adjustable tempo. Some editions of scores, particularly for early music, are not always ideal. Consult me if you have questions.
- Petrucci Music Library <http://imslp.org/>  
A large, free collection of sheet music in the public domain. Some editions, particularly for early music, are not always ideal. Consult me if you have questions.
- Flute Specialists <https://www.flutespecialists.com/>  
Has most a flutist needs at good prices with fast delivery. Use code EA9968 and mention my name for free shipping on extended instrument trials with free instrument warranties, and 10% off sheet music and COAs. Or use code ClubFCNY and mention my name at Flute Center of New York for same benefits and free sheet music shipping above \$75 <https://flutecenter.com/>. There are also many other good flute companies including Flute World, Carolyn Nussbaum, Flutastic, Flutistry, and Flutacious among others.
- Sheet Music Plus <https://www.sheetmusicplus.com/>  
Has a lot of the sheet music a flutist needs with cheap shipping. Sign up for the easy rebates program to get money back. However, some specific editions cannot be found there and regular shipping is slow.

### **V. Technology**

It is recommended that students use the device with the best mic and the fastest internet speed possible (being close to the source of wifi or having an ethernet cable is best). I have a free course on how to set up your technology <https://skyefludemusic.com/courses/the-guide-to-playing-flute-virtually/>. Or please see more info on how to change your Zoom audio settings for the best sound here <https://www.lessonface.com/content/advanced-audio-settings-zoom>.

It is also recommended that a student have a device to record themselves. I might occasionally give a student a playing homework assignment to be recorded and sent to me. It is also useful for the student to record themselves for their personal practice and self-evaluation. The student might also possibly need a separate device from the one running Zoom during lessons to play audio recordings.

Each student will have a Google Drive flute folder for their lesson materials and weekly homework instructions. Please save the link for easy access during the lesson and when practicing.

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## **VI. Lesson Expectations**

Students are expected to be courteous and attentive but are more than free to voice observations or ask questions at any time. Parents are welcome to quietly sit in on lessons given that the student remains comfortable and receptive to instruction under parental observation.

Students are expected to be prepared for lessons. Students should practice at home to reinforce concepts learned in lessons, and simply the only way to get better at playing an instrument is to play it frequently. While I know that schedules can get busy and it is not possible to practice every single day, general requirements are:

Beginners-15 minutes a day, 5 times a week

Intermediate-30 minutes a day, 5 times a week

Advanced-45 minutes a day, 5 times a week

Those wanting to be a music major in college-1 hour a day, 5 times a week, or more

But remember, quality over quantity! We will talk about effective practicing in lessons.

Student flute recitals or other performing opportunities will be held at least once a year and all students are highly encouraged to attend or perform.

## **VII. Summer Lessons**

Summer is a great time to take flute lessons! It is generally expected that the student continue to take lessons in the summer (although the student should contact me about any scheduling concerns) as it is a chance to get ahead for the fall and prepare any recital, audition, or competition materials in advance. For students in school, you have the opportunity to work on music that you might not be able to during the school year and learn some music of your choosing. There is less stress and you have more time to practice. Students who continue to play during the summer make quicker progress than students who take the entire time off. Also, students who take summer lessons get first pick for schedule slots in the fall! And if a student takes time off during the summer without giving a specific date for when they will be recommencing, their spot in the studio will not be reserved and may be put on a wait list if the studio is full when they wish to begin again.

## **VIII. Attendance**

### **Absences**

One makeup lesson will be granted a month given proper notification. Please inform me at least 24 hours in advance of the planned absence or the lesson will be forfeit without makeup or credit. The student only has 30 days from the day of absence to receive the makeup lesson, but it is best to try to schedule it the same week if possible to avoid double lessons in one week. If a rescheduled lesson is missed, there will be no other rescheduling of that lesson.

In the case of illness, emergency, or bad weather, please take care of yourself. As long as I am notified, the student will have 30 days to make up the lesson.

No lessons will be taught on Thanksgiving, Christmas Eve/Day, or Easter. If your regularly scheduled lesson falls on one of those days, you have 30 days to receive a makeup lesson. Lesson suspension due to vacation or holidays must be communicated to me at least two weeks in advance or a full monthly fee will result.

### **Teacher Absences**

If the lesson must be missed because of my absence due to illness or emergency, you have 30 days to receive a makeup lesson. As I am an active performer, occasionally a rehearsal or performance might fall during lesson times. If that were to happen, I would notify the student (and parent) at least two weeks in advance and a makeup lesson can be had within 30 days.

When I take a vacation, I will notify students at least two weeks in advance, and the week(s) missed due to my absence will not be charged in that month's tuition.

### **Tardiness**

Lesson time will not be made up if the beginning minutes are lost due to tardiness. Lessons will end at the scheduled time. Please plan to arrive early. In the rare event of teacher tardiness, that time will be made up in a future lesson or the student will be given extra resources to compensate.

### **Termination of Lessons**

I am certainly not in the habit of dropping students, but I reserve the right to terminate a student's lessons if I feel there is justifiable cause such as excessive absences or a lack of cooperation. Prior to any termination, a meeting with the student (and parents) will be held to discuss the situation and find alternate solutions if possible. Refunds for prepaid lessons will be provided in the case of termination. If the student wishes to terminate lessons, please notify me at least two weeks in advance or a full monthly fee will result. If you are leaving because you feel like your needs are not being met, please feel free to contact me or set up a meeting to discuss solutions before termination.

If a student stops lessons without scheduling a future time to restart, the student's given time slot allotted for lessons will not be saved and the lesson fee rate will not be fixed or discounted if it were to rise in the future, in the case that the student's lessons were to recommence. And if the studio is full at that future time, the student may be put on a wait list.