

# Whitney Kelley Flute Studio Policies

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## Teacher's Role

My role is to teach the language of music to each student at all levels. My goal is to provide an individualized and nurturing environment for each student that promotes musical growth, character, and life-long skills. I will provide activities, games, challenges, and assignments during each lesson with one main teaching focus per week. I will also provide performance and competition opportunities as well as occasional masterclasses for students to be able to work with guest teachers. I will provide information about music events happening in our community that students can attend and external resources for both students and parents. I am also dedicated to continuing education for myself as a teacher to ensure that I can continually improve my own teaching skills.

## Parent's Role

In addition to helping the child arrive on time and providing all of the materials needed for the lesson, the parent plays a very important role as the "home teacher" in this studio. The parent is responsible for providing a nurturing musical environment at home, including listening to the CDs, encouraging practicing and positive reinforcement during those practices. Note-taking is also an essential role for the parent, especially for children who are not yet in high school. Good lesson notes will not only help the child know what to practice at home, but will also help you to direct and reinforce the lesson themes throughout the week. Parents also should understand that they need to be in communication with me about any challenges or successes during the week (including new ideas or feedback concerning the activities assigned during the lesson). Please read through "The Role of the Suzuki Parent" document for further details and expectations (also posted on [www.whitneykelley.com](http://www.whitneykelley.com)). The parent is responsible for their child's conduct and consequences of misconduct within the lesson facility, including before, during, and after lessons.

## Student's Role

Students must be willing and ready to learn in each of their lessons. While I will make assignments and challenges into games for them, they must be willing to try to ideas and remain committed to learning through difficult stages. Finally, agreement to consistent practice at home is essential to learning and will help them to build confidence, self-efficacy, and enjoyment.

## Tuition

Tuition will be paid on a monthly basis as a part of this studio. However, it is understood that each student is committed to a full school year of lessons, as stated in the Lesson Agreement (once the school year has begun, it is often difficult for me to fill open spots from my waiting list, as I refer many of these students to other teachers). Tuition covers lesson time, time preparing for each student, and other external costs such as facility rent, organization memberships (to allow students to participate in competitions and other events), and other extraneous expenses. Tuition rates are charged monthly and based on lesson lengths as follows:

- 30 minutes: \$125/month
- 45 minutes: \$190/month
- 1 hour: \$250/month

Any days that I must miss will be refunded or credited. I will contact you as soon as possible if lessons will be cancelled for weather, and any cancelled lessons will be credited or refunded. Refund rates are as follows: \$30/30 minute lesson, \$45/45 minute lesson, and \$60/60 minute lesson.

## Schedule, Special Events, and Additional Fees

Lessons are arranged in conjunction with the school calendar so that there will not be lessons during school holidays and snow days (the only exception to this is spring break, as school schedules vary. I will announce the dates for all breaks each year in the fall). Recitals and workshops featuring guest teachers will be held occasionally. The dates and times of these will be announced several months in advance. Students are highly encouraged, but not required, to participate in these events. There will be a minimal charge for each event.

## Summer Lessons

Lessons are offered over the summer on a sign-up basis, and students are encouraged to sign up for at least four lessons during this time. Full summer schedule and information will be posted and sent by email in late spring.

## Cancellation Policy

Each student will receive two sick days per year, which can be made up during my make-up days. Make-up days will be announced at the beginning of the year. Any lessons not scheduled during these make-up days will be forfeited. Because I will be paying for rent at the churches in addition to a sitter for my children during my teaching hours, you will be charged for all other lessons (unless I have to cancel for any reason, in which case you will be refunded or credited that lesson amount). Snow days are always a concern in the winter; I will contact you as soon as possible if lessons will be cancelled for weather and any cancelled lessons will be credited or refunded.