

**8144 Pennsylvania Blvd.**

**Fort Myers, FL 33967**

**Beth’s cell: (239) 822-8494**

**Bill’s cell: (239) 826-0817**

**Our Studio Policies**

Studio policies help teachers clarify to students (and parents), their studio goals, rules and business policies. The purpose of these policies is to eliminate ambiguity and to serve as both a reference guide and an avenue for open communication.

**Goals**

Every teacher has a different approach based upon the guidance of their own teachers, their method of learning and communicating and their level of performance ability. After many years of teaching, Beth and Bill have identified the several skills that we believe are most important in developing students who are technically proficient, love playing the flute and embrace music into their lives. Some of these skills are measurable and others are not. We have achieved our goals when our students:

-Strive towards musicianship and are not just good flute players.

-Learn the fundamentals necessary to produce good tone and technique.

-Learn to play musically, produce good phrases through good breathing, how to express

the composer’s intentions and their own emotions through their playing.

-Play a wide variety of solo and ensemble literature.

-Learn the necessary components of music theory and history that bring deeper

understanding to the craft of making music.

-Learn to become their own “best” teacher by applying the knowledge learned in lessons to

their daily practice of music. This involves learning how to identify and solve issues.

-Place before themselves a series of personal goals to work towards becoming better

musicians.

-Enjoy private lessons.

-Listen to music on a regular basis.

**Student Responsibilities**

Learning a musical instrument can be one of life’s greatest challenges. Our job as teachers is to share with our students our knowledge, teaching skills and love of music. We promise to be respectful of students, work hard to develop their skills and be sensitive to their individual needs. Although we will maintain our status as teachers, we will also become reliable and trusted friends. We expect our students to maintain these same high standards and responsibilities:

-Arrive promptly to lessons.

-Bring all lesson and assignment books.

-Be prepared for lessons by providing enough time for individual practice.

-Be open to new ideas.

-Buy all the necessary music and equipment as requested by teacher.

-Pay tuition promptly.

**Required Materials**

-A flute in good working order with a sturdy case.

-A cleaning rod and a soft cotton cleaning clothe (handkerchief).

-A composition book or a 3 ring 1” binder.

-A pencil.

-A music stand for home practice.

- A metronome should be purchased within the first year of playing.

-A tuner should be purchased within the first two years of playing.

**Tuition**

Tuition is due on the first lesson of each month and is based on the number of lessons in each month. Though the total tuition for the month is based on an hourly amount, tuition paid also includes time and effort we invest outside of lesson time. If the student misses the first lesson of the month, please mail complete payment to:

Bill/Beth Larsen

8144 Pennsylvania Blvd.

Fort Myers, FL 33967

We run our studio on the following trimesters:

January 1 to Memorial Day (regular schedule)

Memorial Day to Labor Day (a more relaxed schedule)

Labor Day to Christmas (regular schedule)

We do not adhere to the school calendar. We teach on: Teacher service days, hurricane days, and scheduled breaks (Spring Break). We do not teach on New Year’s Day, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving, or Christmas. If your lesson falls on one of these holidays, the student and the studio has the right to reschedule.

There will be a short break between Christmas and New Years. If we are available and a student wishes to take lessons during this period, we will accommodate them.

**Monthly Payments**

Your monthly tuition is a retainer that reserves your time slot in the teaching schedule. There will be no refund or credit for missed lessons. We will adhere to the following fee schedule:

Enrolled students (regularly scheduled weekly lessons):

-half hour lessons $25 $100 month

-hour lessons $40 $160 month

Bi-monthly (regularly schedule lessons twice per month)

-hour lessons $50 $100 month

Casual lessons (not scheduled regularly)

-hour lessons $60

Late fee: $5 per week.

Payment can be made in cash (preferred) or personal check. Students paying by check assume all fees for checks written on insufficient funds. Thereafter, all monthly payments are to be made in cash.

**Referral Bonus**: We offer credit for a ½ hour lesson for any referrals that bring new students into our studio. This credit will be made after the referred student’s first month of lessons.

**Attendance Policy**

Please remember that your monthly tuition is a retainer that reserves your time slot in our teaching schedule. Having said that: **PLEASE** don’t come to your lessons sick!

If you must cancel for any reason, please call us before noon of the day prior to your lesson. This makes you eligible for a makeup lesson. Heavy homework, a test, or not having practiced, is not sufficient reasons to cancel. We hold to this policy firmly.

Makeups must be scheduled within the month that the tuition covers. One makeup per month is allowed. These must be scheduled in mutual agreement between the teacher and the students. Because of our teaching and performing schedule, it may not be possible for the studio to reschedule.

If we cancel for illness or performance, we will reschedule or give credit towards the next monthly tuition.

Regrettably, because of our tight teaching and performing schedule, those students arriving late may receive a truncated lesson.

**Terminating Lessons**

Students wishing to terminate lessons must give 2 weeks notice. No refund of any lesson credits for that month will be offered.

**Dismissal**

Regrettably, upon occasions, we have had to dismiss students from our studio. These reasons may include:

-Failure to pay tuition in a timely manner

-Persistent absences.

-Uncooperative attitude.

-Lack of progress.

**Miscellaneous**

Please consult us prior to upgrading instruments. Quite frequently we may know of good deals or used instruments. We do not profit monetarily from guiding you to better instruments, but we all benefit from you or your child having the best possible choice of instruments within your set budget.

Please see our website ([www.theLarsenFluteStudio.com](http://www.theLarsenFluteStudio.com)) for information regarding instrument repair work.

Please see our website for selected sites for the purpose of purchasing music.

We feel that participation in a performing ensemble, such as a school music program or community band or orchestra is essential to learning an instrument.

Finally, if you think that we charge too much, consider this story:

*A woman was strolling along a street in Paris when she spotted Picasso sketching at a sidewalk café. Not so thrilled that she could not be slightly presumptuous, the woman asked Picasso if he might sketch her, and charge accordingly. Picasso obliged. In just minutes, there she was: an original Picasso.*

*“And what do I owe you?” she asked.*

*“Five thousand francs,” he answered.*

*“But it only took you three minutes,” she politely reminded him.*

*“No,” Picasso said. “It took me all my life.”*

**Agreement**

Please sign and return prior to the second lesson:

I have read the Studio Policies of the Larsen Flute Studio and have been given a copy of them for my records.

**I understand and accept the terms and conditions of enrollment into the studio.**

Student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent (if applicable):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_