

LAUREN JETT

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Lauren Jett - Flute Studio Policies 2024-2025

Hi, thank you so much for your interest in joining my flute studio! I offer lessons in the Cincinnati area for students of all ages and experience levels. Below, you will find my policies and expectations for your flute lessons. Let me know if you have any questions!

Required Materials:

- Flute
- Cleaning rod and cleaning cloth
- Pencil and eraser
- Notebook for assignments
- Folder or Binder to keep all handouts organized
- Rubank Method Books (Elementary, Intermediate, and Advanced)
- Blocki Flute Method Books for beginning students

Etudes, exercises, method books, and solo repertoire will be assigned based on the student's abilities and needs at the time. Most flute music will cost from \$10-30. If purchasing music or materials will be an issue for you, do not hesitate to let me know and we will work out a solution together!

Communication:

My preferred form of contact is through email, and I will be sure to get in contact with you in 24-48 hours of your messages unless on a holiday. This method of contact is a way for us to keep track of all billing, scheduling, and performances. My email is laurenelizabaeth@gmail.com

If you need to get in contact with me immediately, feel free to call or text me at (717) 602-8833. In the event that you do not get a response from me, please do not hesitate to send a follow-up message!

If you would like to start lessons with me at Willis Music in Cincinnati, feel free to go on their website to sign up for my available time slots. Be sure to complete the registration fee to ensure your spot is secure! If you do not wish to do this online, you are welcome to call the store and sign up with them either on the phone or in-person at their store.

Lesson Payment Options:

Payment is expected by the beginning of each lesson, or by the 1st of each month. I will send an invoice by the 25th of each month prior if you choose to pay by the month. If payment is not made by the due date, there will be a charge of \$5 each week payment is delayed.

Please note: monthly rates are a flat fee and do not change regardless of whether there are 4 or 5 weeks in the month.

Payment will be collected via Venmo or PayPal. My Venmo is @Lauren-Jett-22, and my PayPal is @lejett22. All payments should be labeled with the student's name, "flute lesson," and the lesson date (or if for the full month, the month of lessons being paid for).

If there is any financial hardship, do not hesitate to contact me to come up with a solution together.

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Lesson payments can be done per lesson or per month, depending on what you prefer.

Tuition for lessons is as follows:

- 30 minute lessons: \$30
- 45 minute lessons: \$40
- 60 minute lessons: \$55

If you prefer paying by the month, the rates are as follows:

- \$120 per month for 30 minute lessons
- \$160 per month for 40 minute lessons
- \$220 per month for 60 minute lessons

Cancellations and Missed Lessons:

Cancellations: If the student must cancel their lesson, 48 hours notice of cancellation is required, with the exception of emergencies and/or illness. All others will be considered on a case-by-case basis. If the student does not give proper notice, the lesson fee is still due, and will incur a \$5 fee each week it is not paid.

Missed Lessons: If the student misses their lesson without giving notice in 24-48 hours, the lesson fee is still due, and will incur a \$5 fee each week it is not paid.

If I have to cancel a lesson for any reason, I will let the student know immediately. The time will be made up at a future date, or can be added onto the next lesson if the student and teacher both have the time available.

Calendar of Non-Lesson Dates:

On these days, there will be no flute lessons due to holidays.

- November 27-30th 2024: Thanksgiving Holiday
- December 23rd, 2024-January 2nd, 2025: Winter Break
- May 26th, 2025: Memorial Day
- July 4th, 2025: Independence Day

New students who begin lessons in the months with breaks will have prorated rates to accommodate their time. Due to the flat rate, continuing students' tuition remains the same for monthly payments.

*Please note: If any additional dates come up, I will communicate them to you ASAP through email.

Studio Recitals:

Recitals are a great way to share your music with the community, practice your performing skills, and celebrate your achievements! They can teach you about recovering from mistakes, managing performance anxiety and nerves, as well as connecting with your audience to tell them the story behind the music.

Recital dates will be communicated to families when a date is set that works for everyone. Generally, recitals will happen 1-2 times a year (fall and spring) and will take place at Willis Music in Kenwood.

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Resources for Flute Music, Instruments, and Supplies:

- Willis Music Store - required materials and additional accessories will be available in the store for you to purchase before or after a lesson!
- other flute vendor websites available:
 - www.flute4u.com - Carolyn Nussbaum
 - www.fluteworld.com - Flute World
 - www.flutecenter.com - Flute Center of New York
- other free resources:
 - www.flutetunes.com - Flute Tunes
 - www.imslp.org - International Music Score Library Project

Please click on this link to sign the parent and student names to show you have read and understand each of the studio policies:

<https://forms.gle/nwR1D7hkPgsS8Agb7>