

Phyllis Louke
Flute Instructor
16800 SW Silver Ridge Lane
Beaverton, OR 97007
503-579-6987

Studio Policies

***Please drive slowly and carefully through my neighborhood—
especially around the steep turn at the top of the hill.
There are many children and adults who walk on our street.***

Tuition: Tuition is due the first lesson of each month. **A late charge of \$5.00 will be assessed for late tuition.**

Lessons:

- ◆ Lessons will be conducted during the regularly scheduled time. If a student is late, the remaining time scheduled will constitute the complete lesson.
- ◆ **During the regular school year, there will be no refund for missed lessons,** except in the case of severe winter weather or icy road conditions. During the regular school year, your monthly tuition is a retainer that reserves your time slot in the teaching schedule. Credit will *always* be given should the instructor have to cancel a lesson.
- ◆ For lesson conflicts that will occur during the upcoming month, a student may arrange to switch lesson times with another student. A Swap List will be distributed upon request showing my teaching schedule. Please plan ahead as much as possible when you have a lesson conflict. *Let me know if you don't wish to be listed on the Swap List.*
- ◆ **Make up Lessons:** In case of illness, or with 24 hours notice, a cancelled lesson may be made up within one week of the cancellation *on a space available basis. Only one make-up lesson may be scheduled during the fall semester and one lesson during the spring semester.* If a make-up lesson has been scheduled and agreed upon and you do not show up, that lesson will be forfeited.
- ◆ Lessons during Winter Vacation and Spring Break are optional. I will have a special vacation schedule for those wishing to have lessons during these times. There will be no lessons on Memorial Day, Labor Day and Thanksgiving (Thursday and Friday).
- ◆ **Summer Lessons:** *During the summer months, a minimum of 48 hours notice must be given in order to receive credit for a missed lesson.*

Recital: The students will have the opportunity to perform in one or two recitals per year, scheduled in February and April. The students will be given information on date, location and recital fees several weeks prior to the recital. A studio accompanist is provided for a nominal fee.

Materials: Music is normally selected by the instructor. Cost will be added to the following month's tuition.

Please Bring to All Lessons:

- ◆ FLUTE: should be well-maintained. It is difficult and frustrating to play and progress on a flute with leaks. I can recommend competent repair people.
- ◆ ALL CURRENT MUSIC, preferably in a folder.
- ◆ ASSIGNMENT NOTEBOOK (any spiral notebook, preferably 4"x 6" or larger)

Recommended Materials for Home Practice:

- ◆ MUSIC STAND and QUIET AREA WITH PROPER LIGHTING
- ◆ METRONOME & CHROMATIC TUNER are very helpful

Practice: Students are expected to practice regularly; the recommended amount of time depends on their age and skill level. There is a difference between playing and practicing. *The key to success when learning to play an instrument lies in regular repetition of a specific detail.* This is practice. Please use the following guideline to consider minimum requirements for this activity.

- ◆ Beginning Students: 20 to 30 minutes daily
- ◆ Intermediate Students: 30 to 45 minutes daily
- ◆ Advanced Students: 60, 120 to 180 minutes or more daily

I also encourage my students to become members of GPFS (Greater Portland Flute Society). It is a wonderful organization that promotes flute playing and sponsors many flute activities. I also encourage my students to attend music performances. I will keep you informed of upcoming musical events (especially flute-related). Listening to other performers is a valuable part of music education.

Please sign and return prior to second lesson of the term:

I have read the above Studio Policies of Phyllis Louke and have been given a copy of them for my records.

I understand the following policies regarding missed lessons:

- ◆ For lesson conflicts that will occur during the upcoming month, a student may arrange to switch lesson times with another student.
- ◆ During the regular school year, **there will be no refund for missed lessons.** I understand that make-up lessons are limited and will only be offered on a space available basis.
- ◆ Tuition is due at the first lesson of each month. **A late charge of \$5.00 will be assessed for late tuition.**

Student _____ Date _____

Parent _____ Date _____