



Traverso Studios  
Studio Policy and Rules  
Summer/ Fall 2009

Welcome to Traverso Studios! As owner and instructor of the studio, I invite you to join many other talented young musicians as we explore the flute and its repertoire together. The following document provides valuable information for both students and parents, including descriptions of private lessons, a list of performance opportunities for the summer/fall semesters, scheduling and attendance rules, an explanation of billing procedures, a list of required materials and a guide for parent involvement in the studio. If we each follow the simple rules that are spelled out in this policy, we will keep the business end of lessons running smoothly so that we can concentrate solely on making and performing music during lesson times.

Always feel free to contact me if you have any questions or concerns. The studio phone number is 303-718-6901 and my e-mail is [Jblue81@yahoo.com](mailto:Jblue81@yahoo.com). For issues concerning lesson times or cancellations, or to request an in-person appointment please call rather than e-mail. I look forward to working with you and to embarking on a terrific semester!

Sincerely,

Jennifer J. Pauley

### 1) Private Lessons

The private lesson is an opportunity for the student to explore the flute and musical expression, ask questions and receive constructive criticism in a fun, friendly, and risk-free environment. In order for the student to receive the most benefit from each lesson, he or she should come prepared. This means spending adequate practice time on the previous lesson assignments, exercises and repertoire, coming to the lesson on time and with all required materials (see section 5). Students receiving a half hour lesson should expect to practice a minimum of 30 minutes a day, students coming for an hour lesson should spend at least an hour per day.

The following list provides examples of some topics that may be addressed during a given lesson:

- Designing a helpful practice routine
- Embouchure development
- Articulation
- Posture
- Extended Techniques
- Breath control
- Auditioning techniques
- Form and Analysis
- Concert etiquette
- Memorization
- Tone production
- Vibrato
- Technique
- Dynamic control
- Stage presence
- Theory

### 2) Lesson Scheduling and Attendance

*Traditional Lessons* (recommended): Students will select a weekly private lesson time. You may choose a half-hour slot or an hour slot and may take lessons every week or every other week. This

time will remain the same every week in the semester (see later paragraph about lesson cancellations and studio holidays).

*Coaching Sessions:* Coaching sessions are either an hour or half-hour lesson developed for students traveling long distances. Students may call at least 24 hours in advance of their desired lesson time and if there is an open time slot in the instructor's schedule, they may take a lesson at that time. 24 hour notice is required, more than 24 hours is preferred because there will be a better chance of a lesson time coming available. Each lesson is paid for separately at the time of the lesson and before the lesson begins and a payment receipt will be issued in place of the traditional lesson invoice.

The advantage of this style of lesson is that it allows for a great deal of flexibility. The disadvantage is that the student is not guaranteed a lesson slot as traditional lessons take priority over coaching session. Coaching sessions are excellent opportunities to polish contest music, audition music, etc., but do not provide the consistency and time necessary to develop accurate technical skills or focus on tone development.

*Lesson Cancellation by the student:* Traditional lesson times will remain the same every week and will not be moved to accommodate other appointments. Once an appointment is made for a coaching session, students are expected to keep the appointment. If a student needs to cancel a lesson or coaching session, he or she must call the studio phone at 303-718-6901 and leave a name, contact number, the date of the lesson and reason for cancellation at least twelve hours in advance of that lesson. If a phone call is not made at least twelve hours in advance, the lesson will not be refunded and no make up lesson will be scheduled. If a student can't attend their scheduled lesson, they may also have the option to trade lesson times with another student in the studio. This arrangement should be made between the students and then both should call the studio phone at least twelve hours in advance of the first switched lesson in order to explain the situation. Students are allowed two make-ups per semester.

*Lesson Cancellation by the Instructor:* If the instructor should cancel a lesson due to a professional performance, master class or seminar or family emergency, the lesson may be credited on the student's next monthly invoice, or a make-up lesson or coaching session may be scheduled.

*Holidays:* Lessons are generally not conducted on major Holidays such as Thanksgiving, Christmas, New Year's, 4<sup>th</sup> of July, Labor Day, Memorial Day. Students may choose to skip lessons that fall on holidays and will not be charged for them on the monthly invoice, or students may schedule a makeup lesson. If students have commitments on other holidays and wish to cancel or make-up a lesson, please contact the studio phone at 303-718-6901. The instructor will provide the student with a list of holidays or days in which the instructor will be absent at the beginning of each term.

*Tardiness:* If a student arrives late to a lesson, he or she will be charged for the entire lesson time, but will only be taught from the moment the student arrives until the time that the lesson is scheduled to end. For example, a student who comes fifteen minutes late to an hour lesson, will receive a forty-five minute lesson, but pay for an hour.

### 3) Payment

Private lessons are thirty dollars for an hour and fifteen dollars for a half hour. Lessons are paid for by the month, one month in advance. Students will receive an invoice by the 15<sup>th</sup> of each month, due by the first of the following month or the first lesson of the following month. For example, students will receive an invoice for July lessons which will be due by the first of July or the first lesson in July. Please see the attached sample bill. New students beginning lessons in the middle of a month have the option of paying for the rest of that month by their second lesson, or having those lessons added to the following month's invoice. Parents may also request to have the bill invoice e-mailed to their account. The file will be in Adobe Acrobat (pdf) format. If the parent does not have this software, it is available as a free download at <http://www.adobe.com/products/acrobat/main.html> (look for the free software link at the bottom right hand side of the page). The money that Traverso Studios saves on postage will be saved along with a certain portion of other studio profits in order to purchase instruments such as a bass flute for the

flute choir. Lesson and performance rates will not change during the semester. Rates will be re-evaluated at the end of each semester and if a change is deemed necessary, the student will be informed at least two-months prior to the change.

Checks should be made payable to Jennifer Pauley, please do not send cash through mail. Lessons will be listed by date; other charges (see section 4) will be listed along with a description. A record of previous payments and check numbers will appear for reference just before the current month's charges. If the parent or student elects to have the invoice e-mailed, please print one copy to mail with payment and one copy for the parent's record.

#### 4) Additional Fees

*Ordering Materials:* The student may request that the instructor order required music, books, recordings or materials for them. The price of the item plus tax and shipping and handling will be charged to the student's account after the student has received the materials. These additional charges will appear on the next invoice, along with a description of the items ordered.

*Hiring an Accompanist:* Performing with an accompanist is a valuable skill to learn and is important for all students to experience. Students may wish to perform with an accompanist for solo and ensemble competitions, concerto/ young artist competitions, studio performances, etc.

The student is welcome to choose a recommended accompanist from the following list, or use any other accompanist he or she is familiar with. Payment to the accompanist should be arranged between the student and pianist. The student will also be responsible for arranging rehearsal time with the accompanist.

The instructor needs to hear the piece with the accompanist at least one lesson before a performance. If the lesson time needs to be changed to fit the accompanist's schedule, call the studio phone as soon as possible and arrangements will be made to find a suitable time.

##### List of Accompanists:

Judy Abplanalp (303) 479-9970  
Marlys Harp (303) 659-3607  
Muriel Bennett (303) 857-2865  
Gerrie Swart (303) 659-2686

*Recording Fee:* The term studio recital is usually recorded. Recordings are available after the performance for \$5, covering the cost of operating recording equipment, editing and materials. Students can pay cash for the recording or have it charged to the next invoice.

#### 5) Required Materials

Each student will need to bring the following items to each private and group lesson:

*Flute:* The student's instrument should be in good repair and receive yearly maintenance inspections. For advice on purchasing or renting an instrument or for repair shop recommendations please don't hesitate to call the studio phone at 303-718-6901.

*Cleaning rag and tuning slide:* Flutes are usually purchased with a metal tuning slide which is used to check cork placement, the instructor can demonstrate how this is done, and can be threaded with a handkerchief or scrap of fabric for swabbing out the inside of the flute tube. The flute should be swabbed out after every use to ensure a clear resonating space and clean pads and to prevent mold build-up. If the student's flute does not come with a tuning slide, one can be purchased for five dollars at any music store. Wooden or plastic tuning slides are preferable to metal, as the metal can scratch the inside of the flute tube.

*Pencil*

*Three ring binder:* For students to keep records of assignments, notes and exercises

*Staff paper*

*Notebook paper*

*Practice assignment sheets:* supplied by the instructor at the end of each lesson  
*Music and exercise books:* as assigned  
*Recordings:* as assigned

The instructor may request that the student purchase exercise books, sound recordings or sheet music for study. The instructor will try to limit the number of required purchases to a reasonable number per semester. In addition, the instructor will attempt to keep required purchases to a minimum by allowing students to borrow books, music and recordings from the Traverso Studios library. These items must be returned by the end of semester. Students will receive fines for lost or late items. If the student has any concerns regarding the cost of required materials, please feel free to contact the instructor by the studio phone, 303-718-6901.

Required materials may be purchased by the student at any retail venue, or the instructor can make the purchase for them and the materials will be billed to the next month's invoice.

#### 6) Summer/Fall Performance Opportunities

*Traverso Studios Fall Recital:* Students will perform at least one solo or ensemble piece in a casual, relaxed recital atmosphere. The date for the fall recital is yet to be determined. Brighton students will probably combine with Lafayette students for a performance at the Rocky Mountain Center for Musical Arts' excellent Grimes Recital Hall.

*Summer and Fall Flute Choir:* The Trill Seekers flute choir performs prior to Brighton Orchestra concerts and will be touring Strasburg and other nearby communities during the summer to help provide the SCFD grant funds necessary for sustaining the orchestra for the 2009-2010 season. Participation in the choir is open to all students with a middle school reading level or higher. Interested students may be asked to give a short informal audition.

*Inglenook Senior Recitals:* The Euterpean Society of Brighton will be providing live 45 minute-1 hour recitals for a very appreciative and encouraging audience at the Inglenook care facility every first Tuesday of the month. Students are welcome to play a polished piece.

*Brighton Euterpean Society:* The Brighton Euterpean society is an organization of women musicians who meet once a month (excluding the months of June, July and August), in homes and community venues to perform for one another and to raise money for student scholarships in an effort to promote music and musical education within the Brighton community. Membership is restricted to adults, though performance opportunities through the Euterpean Society will be available to students of all ages.

#### 7) Parent Involvement

Parents and guardians are strongly encouraged to take an active role in their child's musical education. Parents are invited to observe all private lessons and performances. Parent's also show a deep commitment and support in transporting students to and from activities and supervising at home practice sessions.

In order for students to receive the maximum benefit from parent involvement, please follow these simple guidelines when participating in Studio sponsored events.

- 1) *Be as quiet as possible* when observing private lessons. Do not be tempted to give advice or encouragement during the middle of the lesson, as this can both distract and confuse the student who is also receiving instructions from the instructor.
- 2) *Leave discipline and instruction* to the instructor during group and private lessons. If you have a question please don't interrupt. Bring a notebook and pencil to jot down notes and ask questions at the end of the session.
- 3) *Leave the cell phone at home.* Cell phones will not be permitted at performances and can create a great distraction during lessons. If you forget to turn off your phone during a lesson, please don't answer it in the studio. If you must answer, please go outside.

- 4) *Other children* may observe their sibling's lesson, as long as they can remain quiet and entertain themselves for the duration of the lesson.
- 5) *If a parent, guardian or family member causes a disruption* or chooses not to follow the above rules during a private or group lesson or performance, he or she will be asked to leave.
- 6) *The instructor may request a consultation* with a parent or guardian at any time in order to remind them of Studio rules and etiquette or discuss their student's learning situation.

By signing this page, the instructor, parent and student acknowledge that all parties have read the studio rules and policies stated in this document, understand them to the best of their ability and agree to act upon them as necessary. This is not a legal document or binding contract, but a statement of good faith by all concerned.

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Instructor Signature

Date

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Parent/Guardian Signature

Date

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Student Signature

Date

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