

THE EVESHAM FLUTE STUDIO

STUDIO POLICIES

(Updated 8/31/24)

SCHEDULING

- The studio operates year-round, with three semesters during the school year and a separate summer session. For your convenience, we are available Monday through Saturday by appointment only.
- Scheduling forms are posted on the website and are available starting in mid-August for the school year, and in May for the summer session.
- For consistency and continuity, we encourage students to stick to the same day/time throughout the year. Please provide a minimum of two weeks' notice if you need to make a schedule change, and we will do our best to accommodate you.

PARKING

- The studio has a parking lot behind the building. In addition, there is free street parking on Cooper Avenue, and a public parking lot across the street.
- When dropping off and picking up students, please be respectful of the other business in the building and do not park in front of or block the stairs at the main entrance to the studio for more than a few minutes at a time.

STUDENT/PARENT EXPECTATIONS

Attendance

- Students should arrive at the studio at least 5 minutes before their assigned lesson time to be ready to start on time. Please communicate any unanticipated lateness to your teacher via text message. Any lateness incurred will count towards the total lesson time.
- Students who need to miss a lesson for any reason should communicate with the teacher as soon as possible via phone/text/email. To warrant a make-up lesson, 24 hours' notice is required. (See tuition policies below for more information).
- Students who are not of driving age must be picked up within 10 minutes of the lesson's ending time. If not picked up within a timely manner, an additional lesson fee will be charged.

Preparation

- Students are expected to come prepared to lessons with their instruments and all music/materials.
- If possible, students should also "warm up" at home for at least 20-30 minutes prior to coming to their lesson to be adequately prepared to play and progress.
- At-home preparation for weekly lessons is necessary for optimal success. Students should plan to practice a minimum of 5 days a week, with the length of time spent determined by their age, experience, and performance responsibilities. Parents should aid younger students in setting a practice routine and proper environment (quiet room with a straight-back chair, music stand, good lighting, etc.)

- Parents are encouraged to listen in on lessons, and ask questions, especially with younger children, to better understand what is expected of them at home in between weekly lessons. For your convenience, the studio offers a comfortable waiting room with wi-fi access.

Other

- No food or drink should be brought into the studio except for water bottles.
- Cell phones are to be set to silent during lessons and left out of the way unless being used for a specific purpose (recording, using a tuner or metronome app, etc.)
- Like anything mechanical, flutes require regular maintenance for students to succeed and perform at their best. Students should keep their instruments in good condition by cleaning them after each practice and should report any functional issues to their teacher right away for assistance with repairs. It is recommended that flutes are serviced at least once a year by a qualified technician to avoid problems and costly repairs down the road. Technician references will be provided.

MUSIC AND MATERIALS

- The studio will supply all music and materials unless the student is specifically told to purchase something on their own. This ensures that the student obtains the proper editions of any music required by us, or by any auditions and competitions that they wish to participate in.
- We take advantage of special educator discounts wherever possible and look for the best prices on music and other supplies so that you don't have to!
- Music and materials distributed during the semester will be billed with the next invoice. When making monthly payments on semester invoices, please include any music balances due with the first tuition payment.

STUDIO CALENDAR

- The studio's Google calendar includes semester start and end dates, studio holidays, dedicated make-up lesson dates, ensemble rehearsals, performances and other important dates and deadlines.
- The studio is open on most minor holidays as well as NJEA convention week, but will be closed on Memorial Day, Labor Day, Thanksgiving weekend, and Christmas Eve through the New Year.
- Depending on the local school districts' spring break schedules, the studio may close for one week or offer flex scheduling for the two weeks surrounding Passover and Easter.

LESSON LENGTHS AND RATES

- Lessons are offered in 30-, 45- and 60-minute blocks.
- Standard weekly lesson rates apply to those students wishing to pay by the individual lesson, or who only want periodic coaching (bi-weekly, once per month, etc.).
- For students enrolled in regular weekly lessons, tuition will be discounted and billed by the semester (Fall, Winter, Spring and Summer, 10-14 weeks at a time). For current lesson rates, please contact the studio.

TUITION POLICIES

- Payment is due at the time of a lesson. You can make one payment at the beginning of the semester or pay in installments at the first lesson of each month. A late charge of \$5.00 may be assessed for payments not received by the second lesson of each month. If tuition is not received by the third lesson of the month, the student may forfeit their slot in the schedule.
- Statements will be emailed via QuickBooks at least one week in advance of the semester.
- Payment may be made via QuickBooks with a bank transfer, but cash or check is preferred. Checks should be made payable to Evesham Flute Studio. If you use online bill pay, please feel free to add the studio as a vendor. Tuition payments via credit cards, Venmo, or PayPal payments may be accepted upon request but will incur additional processing fees.
- For those who wish to pay the semester tuition in monthly installments, it is best to pay by cash or check as any online payments after the first installment will incur a \$3.00 QuickBooks processing fee.
- You may be invoiced separately for additional items as they occur, such as music or supplies obtained on behalf of the student, instrument repairs, or any competition or recital fees that may arise. These invoices are to be paid within 14 days of receipt. Alternately, these charges may be added to the next semester's invoice.

Please Note: Semester tuition is a retainer that reserves your weekly time slot in the teaching schedule at a discounted rate. Please read the following guidelines carefully:

- Students are expected to pay for the entire semester of lessons, regardless of any impending absences. Refunds will not be given for missed lessons. However, make-up lessons may be scheduled providing at least 24 hours' notice is given for a cancellation, and there is availability in the studio schedule. Make-up lessons do not need to occur in the same week as the absence but need to be completed in the same semester. Dedicated make-up days will be included in the semester schedule as time allows. See the [studio calendar](#) for actual dates.
- Last minute cancellations will not receive a make-up, refund or credit. Also, if a make-up lesson has been scheduled and agreed upon and the student does not show up, no further make-up time will be granted.
- Lessons will be conducted during the regularly scheduled time. If a student arrives late, the remaining time allotted will constitute the complete lesson.

Other important notes:

- If you wish to pause or discontinue lessons at any time during the semester, please give two weeks' notice to the teacher. Any remaining paid tuition will remain on credit for one year. No refunds will be given for pre-paid tuition.
- Tuition will be prorated for new students joining mid-semester.
- Credit will always be given should the teacher have to cancel a lesson for any reason.
- Summer Lessons: An 8- to 10-week summer schedule will be arranged prior to the end of the school year. During the summer session, students select the number of lessons they wish to take and pay only for those lessons. Students enrolled in 6 or more lessons will pay the current semester rate. Those enrolled in less than 6 summer lessons will pay the per-lesson rate. This is the only exception to the above-stated tuition policy.