

Andy Hall, Saxophone Instructor
Lessons Policies/Handbook
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734-262-2871

- Best Driving Directions to my home:
6655 Jackson Road Unit 550 (550 Plum Lane)
Ann Arbor, MI, 48103

Enter neighborhood (Scio Farms) from Jackson road at 6655 (Sign in median of road). Follow main street through many stop signs and speed bumps until you hit a dead end. Turn onto plum lane and my house will be on the right, 550.

Lesson Structure at a Glance:

- I offer house visits (your home) and lessons at my home.
- Classes will be held in three terms with make-up days and times sprinkled throughout:
 - Terms laid out in separate document on calendar page of website.
 - Terms are roughly:
 - Sep-Mid February
 - Mid February-Mid June
 - Summer upon availability, as sign-ups
- Payments are tuition-based, based on the number of lessons in entire term, divided by the number of months.
- There will be a studio fee of \$40/term. This contributes to the cost of bookkeeping, scheduling, expanding and improving my library of music, printing and copying, recital fees, and group classes/organization. There will be no fees for summer term.
- There will be two studio masterclasses with a special guest teacher per year at no additional cost to the student. A rehearsal with an accompanist prior to this event will provided at no cost to the student.
- There will be an All - State Mock Audition Class at no additional cost to the student in the Fall (October)
- There will be at least two recital opportunities per year. The venue will be covered by me but accompanist will be an additional cost if needed. If I have excess studio funds I may be able to cover partial accompanist fees.

- There is a lesson calendar that is posted to my website and should outline everything and answer all questions dealing with dates and scheduling.
- All scheduling and makeups will be handled via my website.

WHAT YOU SHOULD EXPECT OUT OF LESSONS

- I will reserve a weekly time for you with lessons uniquely designed to meet you or your child's needs and enhance musical and personal growth. I will call upon a variety of educational resources and musical styles to help each student achieve their goals and grow as a musician. Each lesson will build on greater musical understanding, technical ability, and emotional expression. I will work with you to set short-term and long-term goals, and develop good practice habits. My studio is a positive, enthusiastic, and encouraging environment where students and parents support each other through thoughtful listening, skillful playing, creative exploration, and personal development.
- I will prepare and give thought to a student's development outside of their lesson time. In addition to lessons, I will provide opportunities for exchange and growth through group studio master classes, mock auditions, and studio recitals.
- I will keep in good communication with you by phone/email about student development and growth as we work together towards optimal learning. Please notify me if there are ever concerns.
- **Studio Masterclasses:** There will be at least two studio masterclasses with a special guest teacher per year at no additional cost to the student, a rehearsal with an accompanist prior to this event will provided at no cost to the student. Each student will be given priority to perform once in one of these classes per academic school year, and may be able to perform more times pending time availability and resources. Students are encouraged to attend even if not performing.

Dates will be listed on website and announced via email when available.
- **Studio Recitals:** I will be organizing at least two studio recitals per year that students will have an opportunity to perform in. I will be organizing an accompanist for these recitals when needed. The accompanist cost will be collected by myself prior to the recital and paid in one large lump sum to the accompanist, for ease of accounting on their part. The cost of an accompanist for recitals will be an additional charge but will likely be able to be grouped with the cost of performing at solo and ensemble for a reduced rate. If I have leftover studio funds, I may be be able to partially cover accompanist fees.

Dates will be listed on website and announced via email when available.

- **All State Preparation:** All students who are eligible are encouraged to audition for All-State band in the FALL. EVERYONE HAS A CHANCE! Before the All-State band audition, I will organize a mock audition class in which all students auditioning are welcome to perform for each other and get feedback from me and their peers. This is an opportunity to play under pressure and prepare yourself in the best possible way for your audition.

Dates will be listed on website and announced via email when available.

- **Solo and Ensemble Preparation:** I will be providing recital opportunities for students to perform their pieces they have worked up for solo and ensemble. I will guide students in picking our repertoire, and will allow students to borrow the original copy of scores on the day of solo and ensemble. I will also make myself available for additional coaching with piano or for coaching a small group ensemble on designated days at a rate of \$50/hour. This can be split up amongst members of the group that is preparing for solo and ensemble. I will do my best to be at solo and ensemble the day of, pending no prior-scheduled performance dates.

WHAT I EXPECT OUT OF LESSONS

- Students are expected to arrive to lessons on time with all books and materials on hand, having practiced the assignments from last class. Students should not cram and try to prepare all their materials the day of their lesson. Their embouchures (lip muscles) can be fatigued and the lesson can end up being unproductive. Music practice takes consistency and sleep to truly pay off.
- **On time at my house means:** Arriving 10 min early, reed on and working (you may play in the living room outside of my studio), music organized and in hand, ready to start your lesson. Late arrivals cannot be adjusted to move into a later time (The lesson will end at its scheduled time).
- **On time at your house means:** Student should be playing and warmed-up for at least 10 minutes upon my arrival. The lesson starts as I arrive. Should I be late due to unexpected traffic or other glitches between houses, student should keep playing/practicing until I arrive. Time changes vary a bit due to different travel conditions each day but students will get their full lesson time starting when I arrive.
- Daily home practice is expected for true progress. Of course life happens (and time can be made up on other days or the weekends), but at least an average of 30 minutes of practice a day is expected to make substantial progress in the long-term. Students who practice this much or more will see exponential results, and will become the best musicians around in their

age group. Studio masterclasses and recitals/performance are valuable and participation is strongly encouraged!

- I ask that my families respond promptly to emails and correspondence, and let me know of any changes at home or school that may be affecting the student. I ask that my families make music an active part of their family culture as much as possible!

MATERIALS

- I will provide emails and links to purchase when a student is in need of pedagogical materials, like music and method books.
- I will often provide photocopies of supplemental work.
- I will send emails and links to purchase with recommendations on upgrading saxophone equipment such as reeds, mouthpieces, ligatures, and instruments.

COMMITMENT

- **NEW students:**
 - If you are trying out lessons for the first time with me, your first lesson is free, and you may have lessons on a per-lesson basis before committing for the remainder of the semester.
- When students enroll they are reserving their place in the studio for the entire term. Please give me as much notice as possible if you are relocating or discontinuing lessons at the end of the term. In extreme situations I may consider refunding part of tuition, at my discretion. (An unexpected prolonged sickness, a sudden move for work, etc.)
- Students who choose to not participate in lessons for a term are welcome back at any time, pending available space for them. I receive request for lessons regularly so I might not be able to fit the student back in.
- The summer term will be a minimum of 4 lessons, all one hour in length. These lessons will be scheduled by sign-up and will be located at my home only. You can sign up for more lessons if you would like, there is no maximum. Students choosing to not participate in summer lessons are welcome back in the fall, pending space in my schedule (students taking summer lessons are given priority). Sign-up will be posted on my website and by email.

TUITION

- Tuition is charged by the term. It covers not only lessons per school-term semester, but also my time preparing in addition to associated fees for recitals, group classes, master-classes. •

- There will be a studio fee of \$40/term. This contributes to the cost of bookkeeping, scheduling, expanding and improving my library of music, printing and copying, recital fees, and group classes/organization. This payment is due with the first payment of the term. There will be no fee for summer term.
- You can choose to pay in full, quarterly or monthly. Due dates will be listed clearly on website. Collecting payment or post-dated checks prior to due dates allows me to spend the entirety of each lesson focused on music with you or your child and prevents forgetfulness on your part. It also helps me to organize my bookkeeping with many students, and gives me a consistent income across the school year. Thank you for making this possible!
- Extra lessons in addition to our set amount can be scheduled pending availability at the same rates listed in tuition document..

ATTENDANCE, CANCELLATION, SCHEDULING POLICY

- Students are expected to be at their lesson every week with the following exceptions:
 - Students are not required to make up the lessons in which I am not in town, unless my absences cause us to not be able to reach 15 lessons. These times will be marked clearly on my teaching calendar. Most performances will be marked before the semester begins.
 - If I need to cancel a lesson after the term has started due to illness, important professional opportunity, etc. While rare, I ask students and parents try to be flexible and find another time for the lesson. If we cannot find a time, lesson will be refunded.
 - Breaks that are clearly marked in my calendar.
 - One free lesson is technically included in the cost (unless otherwise indicated), so one cancellation with no makeup is allowed. This should be used for sickness and emergencies only. If you choose to not use this, then you get a free lesson.
 - Students are allowed two reschedules per term, makeups can only be on designated makeup days (first come-first serve), and in other student lesson time slots that are empty, which will be marked at least one week ahead of time. One reschedule must be given a minimum of one-week notice, the other 24 hours notice. Additional reschedules are at my discretion, pending availability, and ample notice. I ask everyone try to restrict their conflicts.
 - Makeup house visits can only be rescheduled in other empty house visit slots (posted with one-week notice), or at my home. A house visit is not guaranteed for a reschedule but the tuition remains the same.

- Force Majeure: Snow cancellations and other weather-related cancellations by either party does not alter the price of tuition. Those lessons can only be made up in the summer block, with a maximum of two allowed.
- Because I am an active performing saxophonist, I've designed each semester's tuition to include a few weeks when I am away and unable to teach the regular lesson due to performances. Any additional lessons owed because of my absence will be made-up before the end of the term or refunded.

With one-week or 24 hour advance notice, I will try my best to reschedule lesson-conflicts at a time that works for both parties. Keep in mind however that with a studio of around 30 students, this is often an immense and constant challenge, and takes considerable time on my part. I expect that you will hold your regular lesson time free of constant conflicts, as I will for you. Any additional lessons that are cancelled by you are non-refundable.

PERMANENT LESSON TIME CHANGE

- I will do my best to accommodate a lesson time change needed by a possible sport schedule change, but I ask that we try our best to find a time that can help avoid this. I also ask that we keep a lesson time change down only once per term, and that I get at least 2 weeks notice on the pending needed change.

CALENDAR

- Please reference the calendar that I will be posting on my website regularly it notes the days I am away, studio events, holidays, and will hopefully be a helpful visual reminder through the year.
- I will also post a shortcut list of dates for the semester.

PHOTO AND VIDEO RELEASE FORM

- Occasionally I take photos or videos of my students for their own development, and also for use in educational presentations and online posts for other teachers. I will have a personal/studio website this year, and I would love to feature my students and their achievements! These videos/photos are helpful to the pedagogy field, and are often motivating for the students to see as well. If you do not want your child's images to be used, please let me know. Students are identified only by first name. I understand and agree to the studio policies for the 2017/2018 Fall/Winter term.

Student Signature _____ Date _____
Parent Signature (if applicable) _____
Date _____