

Welcome to the Kayla Noelle Flute Studio.

My mission is to help you achieve your goals and to see you become the best flute player and person you can be. Listed below are my studio policies. Each of these will ensure your growth as a musician and will help define our professional relationship.

I'm so excited you are here!

Goals

Each student comes to lessons with different goals in mind. During the first few lessons, we will define those goals and determine the path to achieve them. In addition, I would like each student to achieve the following goals:

1. Love playing the flute and listening to all periods of classical music.
2. Learn how to practice efficiently to accomplish the most in the shortest amount of time. It is a great feeling of accomplishment when you can play something that looked impossible in the beginning.
3. Enjoy your music. I will always try to give you solos that you will enjoy working on. If you absolutely hate the piece, tell me and we will find something else that will accomplish the same goals.
4. We will explore music from different time periods and countries to expand your knowledge of history and theory.

Expectations

Although I love to keep a fun environment for my students, I do have a set of expectations that all my students need to follow. These include the following:

- Be prepared for your lesson. I would like you to be warmed up and ready to go.
- Be on time for your scheduled lesson.
- Practice on a consistent basis. The amount of time that you practice depends on what you are working on. Below is the amount of time I expect each student for that age group to practice a day. Try to practice between 5 and 6 days out of a week.

Suggested Practice Minimums

Middle school students:

- 30 minutes/day in addition to the time you play in band class.

High School Students:

- 60 minutes+/day or more if you are preparing for an audition or Solo & Ensemble.

High School Students going into music:

- 90 minutes +/day.

Practice Habits:

- **Warm Ups:** Your warm up is what helps you get ready for a successful practice session. The Warm Up should consist of long tones, intonation practice, harmonics, scales, and any other technique exercises assigned.
- **Scales:** All scales, major and minor scales, will be learned as well as chromatic scales.
- **Technique:** You will be assigned patterns and exercises from a book that will be recommended to you after the first lesson. I will let you know what books to get.
- **Metronome Markings and Articulations:** Assigned each week to allow you and me to measure technical progress.
- **Etudes:** Some Etudes will be musical, and some will be technical. They will be assigned according to the skill that needs attention.
- **Solo Repertoire:** Solos are the reason we need to work on tone, technique, and musicality. I will always give the student options as to which solo to work on. Most of the time, the solo is for Solo and Ensemble, so you will have months, and sometimes a year to get it to performance standards, so you must love it.
- **Keep a practice log** - I would like everyone to keep a practice log. It helps to stay organized and know what you need to practice. If you would like help setting up your practice log, just let me know. I do have a template that I can share.
- **Band/Orchestra Music:** There will always be time to work on Band or Orchestra music, just let me know at the beginning of the lesson so I can leave some time.
- Most of all, I want you to **develop a deep appreciation for music**. It is the only universal language and is something that crosses all barriers.

Required Materials

You need a flute that is in good working order. At your first lesson, I will evaluate the overall condition of the instrument and let you know if any repairs are necessary. If you are interested in purchasing a new flute and/or piccolo, I will help you through that process. **DO NOT** purchase an instrument online from Amazon!

- Once we determine your goals and level, I will have you purchase a technique book and etude book. If you are not able to purchase the books right away, I will send copies through your email until you are able to purchase the books.
- **You must have a metronome and tuner.** An app on your phone is fine but please check with me to see which one is best. Also, the free app **Gizmo - Flute** is a necessity. This gives you fingerings, alternate fingerings, and trill fingerings.

- **ONLINE STUDENTS:** If you are a student that will be online, you must have good working headphones and a microphone so that the quality is as best as possible. The microphone that I recommend getting is the **Samson Go Mic**.
- Below is a list of required books. After your first lesson, **I will let you know which books to get first based on your skill level.**

6th and 7th Grade Middle School/Beginner Students:

- Flute Student (levels 1&2)
- Intermediate Method Book for Flute by Rubank
- Blocki Flute Method Book 1

High School/8th Grade Middle School Students:

- Trevor Wye Scales and Technique Books
- Taffanel & Gaubert 17 Daily Exercises
- **BEGINNER STUDENTS:** You will be required to purchase a **Pnuemo Pro** through Blocki Flutes. This device will be an essential part to success when starting the flute. Having this device will make it easier for you to work on embouchure, air speed, and gaining control with angling your air.

Lesson Time

I currently teach in Taylors, South Carolina. For lessons, I will either be teaching in my home, traveling to students, or teaching online. For students that choose online, I use platforms such as Zoom and FaceTime.

Be on Time!

Online Students: Please make sure you are ready for your lesson at the start of your lesson time. I will call you at the time of our scheduled meeting. If I do not call you right away, it is because I am with another student and will get to you as soon as I am done. Other than that, I will never be late. I respect your time and I hope you will respect mine.

In-Person Students: Please make sure you are ready for your lesson at the start of your lesson time. If I am working with another student right before your lesson, you may come in (the door will be unlocked in that case) and wait on the couch in the living room until the previous lesson is over.

If I am driving to your home, I will always plan to be on time and available. If I am expected to be late due to traffic, I will let you know, and we will make up the time at the end of the lesson.

Other than that, I will never be late. I respect your time and I hope you will respect mine.

Recitals and Performances

Every year, students will get many opportunities to perform. This year there will be at least two opportunities for students to perform and dates are TBD but I will let all parents know well in advance. **Every student is required to perform at one of those performances.** You may choose to perform more than once.

- **If you commit to performing at least a month before the performance you must perform in the performance.** You may only back out of a performance if you are sick or there has been a family emergency.
- **Attendance:** Even if you are not performing, all students are required to attend performances so they can support their other studio mates. If you have a conflict due to a prior engagement and cannot attend, you may watch the livestream afterwards.

My Music Staff

- The studio will be using My Music Staff as a form of scheduling and communication as well as processing monthly payments. This will allow a student and their parents to receive text and email notifications about important information in the studio. Once you sign the studio policies, the student and parent will receive an email instructing them to make a username and password.
- At the beginning of each month, I will send an invoice using the account. Payment is done through Stripe. Through this application you can pay directly from your bank account or from a credit card.

Tuition

30 minutes - \$135/month

45 minutes - \$199/month

60 minutes - \$260/month

- I recommend that beginners and 6th - 7th grade students take 30 - 45-minute lessons. 45-minute weekly lessons are the most popular option. 8th grade students and High schoolers should be taking 60-minute lessons.
- During the year, your student will receive **48 lessons (or 24 lessons if you do every other week) at the rate stated.** Knowing how many lessons you will receive in the year makes it easier to keep track of. **At the end of every three months, I will send out a report on how many lessons were completed and if we need to make up any lessons to stay on track.**
- Invoices will always go out the 24th of every month.
- **Payments are due no later than the 4th of every month.** If the payment is late, there will be a \$10 late fee applied.

If the payment has been late (starting at a day past due) three months in a row you will be dropped from the studio. I understand things happen and if you know you need to pay late one month, please communicate that to me in advance, if possible. I will work with you however, if the payment is consistently late and there is no communication, I will not be able to continue teaching your student.

Weeks/Days Off

Please put these in your calendar as weeks off from lessons. If you would still like a lesson during one of these weeks, please let me know! They are listed as they appear in a calendar year. These are accounted for in the lesson planning process.

Halloween - Friday, October 31st

Thanksgiving Break - Monday, November 24th- Sunday, November 30th

Christmas Break - Monday, December 22nd - Sunday, December 28th

Spring Break – Monday, March 9th – Sunday, March 15th

Good Friday - Friday, April 3rd

Summer Vacation Break - 1 week TBD

Summer Break Policy

Students who choose to take a break from lessons during the summer months of June and July may keep their reserved spot for the upcoming school year by paying a Summer Holding Fee. This fee ensures that your spot is secured when returning from summer.

- **Summer Holding Fee:** \$50 per month of absence (or \$100 in total if you pay in full).
- **Payment Term:** The fee will be due on June 1st if paying in full or on June 1st and July 1st if you are paying monthly.
- **Resuming Lessons:** Students who pay the Holding Fee are guaranteed their previous spot upon returning from the summer. Students who do not pay the summer holding fee will have the opportunity to re-enroll subject to studio availability.

Cancellation Policy

Your lesson time is reserved for you. If you need to cancel a lesson, the following policy applies:

- 24-hour notice** – Attend a make-up class or reschedule based on my availability.
- < 24-hour notice** – must attend a scheduled make up class or forfeit the lesson.
- No Show** – no rescheduling, no make-up class, and no refund.

Note: I understand that there can be emergencies. Each one will be looked at on a case-by-case basis.

- If you cancel a lesson at the last minute (which is less than 24 hours), your only option to reschedule will be a make-up class that will be held on the last Saturday of every month (unless there is a designated break). These classes will be an hour long and will cover topics about music and playing. Topics are **TBD**. There will be **NO** individual make-up lesson times due to schedule capacity.
- If you need to make-up a lesson, there will be a sign-up sheet that will be emailed to all students and parents a week before so I know who will be there. **One Make-Up Class = One Lesson**. If you need to do three make-up lessons, then you need to attend three make-up classes.

- The make-up lesson credit will be good throughout the entire year (will not expire) so, if you miss a lesson and need to attend a make-up class but it conflicts with a marching band competition, you can make it up once the season is over.
- The dates and times for the make-up classes are below:

Saturday, August 30th at 10:00-11:00am

Saturday, September 27th at 10:00-11:00am

Saturday, October 25th at 10:00-11:00am

Saturday, November 8th at 10:00-11:00am*

Saturday, December 13th at 10:00-11:00am*

Saturday, January 31st at 10:00-11:00am

Saturday, February 28th at 10:00-11:00am

Saturday, March 28th at 10:00-11:00am

Saturday, April 25th at 10:00-11:00am

Saturday, May 30th at 10:00-11:00am

Saturday, June 27th at 10:00-11:00am

Saturday, July 25th at 10:00-11:00am

*earlier in the month to accommodate any traveling for the holidays.

- If you are a student primarily on zoom, you will also be required to go to these classes virtually if you need to make-up a lesson.
- **Zoom Students:** If you are 15 minutes late to your lessons, you will forfeit the lesson.
- If your family takes a trip to another state or country and it conflicts with a lesson day, please let me know well in advance so that we can plan to reschedule the lesson(s).
- If you know days where you schedule conflicts with the lesson within a month before, we can reschedule the lesson to make it work.
- If I need to cancel your lesson that day because I am not well or have an important event that I cannot miss, I will make sure to let you know as soon as possible. We will make time for makeup lessons when we need to.

Discontinuing Lessons

If you decide that you are no longer able to take lessons with me, **I need to know 2 weeks before the start of the next month.** I will not make an exception on this. If you were to let me know less than 2 weeks before, you will still be expected to pay for the next month of lessons. If there are any questions about this, please let me know.

Contact

I preferred to be contacted through email at kncieslak@gmail.com. I will try to answer emails within 24 hours.

My phone number is (586)530-8333. Please only call if it is an emergency (for example, if there is a flute malfunction and you need help talking through how to fix something on the flute, etc.) otherwise, texting is fine if a student has a question that they would like to have answered faster than through email.