

YORKFLUTE STUDIO POLICY

LESSONS

Please be sure the student arrives on time and is picked up in a timely manner at the end of the lesson. Lesson time is spent working on tone and vibrato development, technique development, solo and/or ensemble literature, and any band or church music that your student wishes help with. Students will be required to purchase music for their lessons - usually a method book appropriate for their age level as well as a book of solo literature or music for Solo and Ensemble festivals. Most standard music can be purchased through amazon or local music shops. I also have access to many public domain PDF files that I will use often that are free to students. I will also require a 3-ring notebook or folder for lesson logs.

Please be considerate about keeping your lesson times. Generally, I expect to see a student about 30 times between Labor Day and Memorial Day. I try to be very flexible and will reschedule lessons that are missed due to illness or a scheduling conflict. Lesson consistency is important, but I am flexible and willing to work with all students and families to accomplish their musical goal.

VIRTUAL LESSONS

Virtual lessons will be taught via Skype, FaceTime, Google Hangout, or Zoom platforms. Whatever the student is most familiar with is recommended. After we schedule a time, I will call the student at the start of the lesson. Make sure the student is ready to go - flute and music out and computer ready for my video call. We can get a lot more done if we can avoid any set-up time. PLEASE be flexible - technology does not always go as planned, so occasionally we might need to reschedule or go a few minutes over our time because of technical difficulties.

PAYMENT AND CREDITS

Payment of lesson fees is required at or before each lesson. If you wish to pay monthly, please do so at the beginning of each month. I accept payments through Stripe (all major credit cards), PayPal, Apple Pay, and Venmo. Invoices can be sent weekly or monthly. You can request an invoice at www.yorkflute.com/resources/ to make a payment. If other arrangements need to be made, feel free to let me know. Credits for missed lessons paid for in advance will be given for the following month. I do not charge for missed lessons if I am informed of the absence before the lesson. I am happy to give make-up lessons or change a lesson time when you have a conflict. Please let me know as soon as possible if you know you will not be at a lesson or if you need to reschedule.

My website is www.yorkflute.com. Here, you can make payments and view

PRACTICE

I feel that if a student is studying privately, then he or she must want to improve. I do not have a practice time requirement but will be giving your child some guidelines based on age and playing level. Be sure to ask your student about this!

INSTRUMENT MAINTENANCE

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Instrument maintenance is important! Make sure your instrument is in good working order. A flute that doesn't play well can be very frustrating to a student, especially a beginner or young student. When in doubt, take your instrument to a repair shop and ask for a COA - clean, oil, and adjust.

MUSIC & CD LIBRARY

I often lend students music and/or CDs in order to help them select and learn solo flute literature. Please be sure to return these things within 2 weeks. There will be a \$5 fee for lost or misplaced CDs. I will assign listening assignments through Spotify or MP3 download if you are taking virtual lessons.

BAND CREDITS

Some Band Booster programs give students a reimbursement or credits into their band account for each private lesson taken. Remember to bring your Band Credit form so that I can fill it out each week. This is your responsibility.

SUMMER LESSONS

I do give lessons during the summer and am willing to be very flexible in setting up lesson times around vacations and other summer activities.

AREA FLUTE ACTIVITIES

There are often special concerts, recitals, flute groups and choirs, honors bands and orchestras, concerto competitions, guest artists, scholarship offerings, etc offered throughout the year. I will try to keep your student informed of these special events.

SPECIAL NOTE TO STUDENTS WHO TAKE LESSONS AT SCHOOL

If you take your lessons at school during the day, please try to let me know of school scheduling changes in advance. I am not always aware of these changes and sometimes I can accommodate time changes or change the day of your lesson for that week. Also, please try to let me know if you will be absent from school. I realize that this is not always possible for last minute illness, but a phone call is appreciated if possible. I will always be at school on prearranged days unless I specifically make a change with you and parents. Should I not be there, I will leave a voice mail message with the band directors. Please be aware that they do not always receive that message before band. If I am absent I will follow up with a phone call to your home that evening.

Please try to be timely with your lesson fee payment. Because you are not bringing your child to my home/office, lessons are often overlooked and materials and fees are forgotten at home.

Parents/guardians, always feel free to contact me or stop in to listen to your child's lesson - virtual or in person if you have any questions or concerns. Thank you for letting me be a part of your musical goals!

Dr. Molly L. York