

STUDIO HANDBOOK



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Thank you for joining my flute studio! The following policies are in place to ensure that students receive my most effective and creative teaching.

MATERIALS AND RESOURCES

Included in your tuition:

Studio Classes
Recitals
Monthly Newsletter
RCM and Audition Preparation
50% off student membership
with *National Flute Association*
70% off annual subscription to
Sight Reading Factory

Student responsibility:

Flute, annually cleaned, oiled,
and adjusted
Cleaning rod, microfiber cloth,
cotton cloth
Lesson books and sheet music
Metronome and tuner
Music stand
Pencils or stylus

TUITION AND SCHEDULING

Yearly tuition guarantees that I will be present to teach 40 weeks of lessons. For ease and convenience, tuition is divided into twelve equal monthly payments and automatically charged from your card or bank account on the 1st of every month, year-round:

60 minute lessons - \$4,000 yearly | \$333 monthly
45 minute lessons - \$3,400 yearly | \$283 monthly

I handle payment, scheduling and contact information through the Fons app. A non-refundable registration fee of \$50 per student, or \$75 per family, will be added every September to help offset administrative costs and keep tuition lower.

Please note, tuition already accounts for twelve weeks of holidays, school breaks and vacation days. Summer lessons are included in the tuition schedule and are self-scheduled through Fons.

TUITION AND SCHEDULING

MISSED LESSONS

If students must miss a lesson, please cancel on the Fons website with at least 48 hours notice. Please also call, text or email if missing due to a last-minute emergency or illness.

I offer these options to students when they must miss a lesson:

Studio Classes: I teach these biannually at Bethesda Presbyterian as a form of “makeup lesson.” They are included in tuition and a great way to receive additional instruction.

Rescheduling: I set aside several hours during select studio breaks for rescheduled lessons. Students may reschedule one lesson each time this is offered. Students/Parents are responsible for scheduling via Fons using the special link shared in monthly newsletters.

Send me a Video: Ahead of their reserved lesson time, students may opt to record themselves playing their assigned material and upload it to our shared google drive. I will use the time to send feedback and answer any questions they have.

Offer Missed Lesson to a Sibling: Do you have another child in the studio? They may receive some additional instruction that week!

Switch to Virtual: Virtual lessons are always an option if students are sick and must stay home but well enough to have a lesson.

I will notify you in advance if I need to cancel a lesson for any reason. If I am sick, I will let you know the morning of the lesson by 9:00AM.

“Lessons with Meghan are instructional, engaging, and fun-filled, something I highly look forward to every week.”

— Matthew O.

COMMITMENT

To maximize our time together, students will:

- Practice a minimum of 30 minutes per day, 5 days per week.
- Arrive on time, well prepared and with all materials.
- Participate in our studio events, like recitals and studio classes.

Optional: Many students enjoy auditioning and performing with school and community ensembles and music camps, as well! They meet other students with similar interests and learn valuable ensemble skills.

COMMUNICATION

The fastest way to reach me is by email:
info@meghanshanleyalger.com.

You may also call or text during my office hours from 10a to 2p EST:
(516) 965-1151.

This is my personal phone so I turn the focus feature on during rehearsals and performances, while teaching and after office hours. I do my best to respond to emails, texts and calls within 48 hours.

COVID-19 POLICIES

Below are protocols to follow so our studio feels comfortable and safe playing in lessons together:

I will: disinfect surfaces, keep windows open, remain at a six-foot distance, stay masked unless demonstrating and wash hands often.

Students will: wash hands before entering, wear masks unless instructed and sanitize if necessary.

For Parents: Please contact me if anyone at home has symptoms or is under quarantine so we may discuss switching to virtual lessons.

TERMINATING LESSONS

30 days written and paid tuition notice is required to stop lessons for any reason. I will prorate the tuition for your final month to reflect the number of lessons you have received based on the last lesson date.

Regrettably, I will dismiss a student if any of these circumstances occur:

- Failure to pay tuition on time
- Persistent absences
- Uncooperative attitude
- Failure to follow practice as instructed

VIDEO RECORDINGS AND PHOTOGRAPHS

During private/group lessons and performances, I (“the teacher”) reserve the right to use video recording or take photographs of students for use in lesson demonstration, advertising materials and studio-owned websites. Photos taken by the teacher or shared with the teacher by other parents or students become the property of the studio and can be used at the discretion of the teacher in regards to the studio. The studio follows online safety rules in this matter.

*Thank you for your commitment to your child's music education!
I'm looking forward to working together!*



MSA
FLUTE STUDIOS



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