



<http://pugetwoodwindstudio.com>
<http://www.facebook.com/pugetwoodwindstudio>

Welcome to Puget Woodwind Studio! We hope to create a fun and informative environment for your or your child's music education.

Instructors:

Aaron Wolff, clarinet and saxophone

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Ninee Petchprapa Wolff, flute/piccolo and violin

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Please, no calls after 8pm.

Lesson Policies

- ❖ Lesson fees are \$20 for half an hour, \$30 for 45 minutes, and \$40 for a full hour. All checks are made payable to Puget Woodwind Studio.
- ❖ After the first lesson, if the student decides to take regular weekly lessons, a full month's payment is required in advance. \$80 for four half-hour lessons, \$120 for four 45-minute lessons, and \$160 for four half-hour lessons. **No exceptions.**
- ❖ A late fee of \$10 will be incurred if your payment isn't received by the 1st of the month.
- ❖ If you forget to bring your payment to the lesson, you **must** mail it to 1132 Puget St NE, Olympia, WA 98506 and it must still be received by the 1st of the month.
- ❖ A penalty fee of \$30 will be charged for any NSF checks.
- ❖ Students must not be more than 10 minutes late to their lesson, or else the lesson will be canceled unless the instructor is notified ahead of time. The instructors cannot go overtime and the payment **will not** be refunded. Students are encouraged to come to their lessons early.
- ❖ The instructor will be able to provide the student with some materials. However, some music and gadgets, such as metronome and tuner, are required to be purchased by the student for their lessons. It is very important for those items to be purchased in a timely manner.
- ❖ Students are required to have an instrument a good working condition. He or she must bring it to every lesson. Once the student has exceeded the ability of the instrument, the option of upgrading will be discussed with both the parent and the student.
- ❖ For their advancement, students are responsible for practicing during the week, and have the assigned materials prepared for his or her weekly lessons.
- ❖ **The instructor may reserve the right to terminate lessons if the student comes to lessons consistently unprepared.**
- ❖ Parents are responsible to supervise the student to practice adequately during the week.
- ❖ The student is required to have a small notebook for writing down their weekly assignments and practice logs which may be signed to validate by their parents. The

- instructor will ask to see the notebook. Therefore, bring it to every lesson.
- ❖ Parents or guardians are welcome and encouraged to observe lessons.

Studio Activities

- ❖ Our studio is very active and has various activities for the students to participate. These activities will assist greatly in the advancement of playing.
- ❖ Once reached an appropriate level of playing, students are required to participate in at least one or both the biannual recitals.
- ❖ Students are encouraged to participate in the local Solo and Ensemble competition.
- ❖ Flute students are highly recommended to participate in the annual Flute Masterclass in January, and at least one of the two Olympia Youth Flute Choir concerts a year if you are 18 or younger.
- ❖ Prior to the performance, Students are responsible to make arrangements to rehearse with the accompanist themselves in a timely manner. Keep in mind that during the competition season, accompanists are extremely busy. You may not be able to find the time to rehearse unless arrangements have been made well in advance.
- ❖ Other competitions and activities will be posted at the studio's bulletin board or on our Facebook website <http://www.facebook.com/pugetwoodwindstudio>.

Missed and Make-up Lessons Policy

- ❖ Missed lessons **are not** guaranteed to be made up and **cannot** be credited in place of other lessons.
- ❖ However, absences due to **our** illnesses or other emergencies will be credited or made up pending availability.
- ❖ We teach during most federal holidays. If you assume that you do not have a lesson on a holiday and do not show up for your lesson we cannot make it up. Be sure to confirm your lesson with us on those holidays.
- ❖ Availability for make-up lessons is very limited. Make-up lessons can occur if there is a cancellation of other time slots. If we know ahead of time of any cancellation we will post a sign up sheet or contact students who have lessons to be made up. Therefore, please be courteous and let us know as far in advance as possible of your upcoming absence(s) so others can be benefitted as they will do the same for you.
- ❖ When you make your monthly payment, you only pay for four lessons, regardless of how many lessons there are in the month. If there is a fifth week in the month, it will be reserved exclusively for make-up lessons. Priority of the time slot will be given to the student who usually takes lesson during that time. If he or she does not want to take advantage of it, then the time slot will be available for others to sign up for their make-up lessons. **This is our most preferred method of making up lessons.** We strongly encourage students to come to their fifth week lessons.
- ❖ If you are going to be absent for a long period of time i.e. for a vacation, **you still have to pay for the time that you are absent.** Otherwise, we cannot afford to secure your time slot. Therefore, please plan ahead and use your make-up time slot in months with five weeks.
- ❖ There is the possibility of our extended absence i.e. for performances with a touring band or on a cruise line, vacation. During these times, **you are not required to pay for the**

lessons that we are not present. An advance payment for the first lesson upon our return must be made to secure your time slot.

Thank you for entrusting your musical education to us. We will do our best to challenge the student to excel. We trust that you will supervise adequate practice time for the student and make sure that he or she attends lessons regularly. **It is very important** that you understand our missed and make-up lesson policies. The summer and Holiday Seasons are popular times for vacations, but they are also times that we gain the most new students. If you choose to take a vacation, your payment is required to ensure us that you wish to maintain a spot in our studio. The make-up opportunities, provided in the months with five weeks are your chance to receive services for your payment. If you plan to vacation, and choose not to secure your time slot with a payment, it is likely that it will be requested and filled by a new student. You must understand that, we are losing one month's income every year to allow for the fifth week make-up lessons so please take advantage of it. We keep very close track of every student's credited and received lessons, but it is ultimately your responsibility to follow up. Let's make this an enjoyable learning experience for both sides. Teachers learn as much from their students as their students learn from them. Practice hard and enjoy music. We are looking forward to working with you.

(Visit <http://pugetwoodwindstudio.com> to download the policy for your own keeping.)

I, _____ (parent, or guardian, student's name if over 18), parent of
_____ (student's name) have read and agreed to comply with Puget
Woodwind Studio lesson policies.

_____ (sign) Date _____

Please Like us on Facebook to be notified of our updates and activities.
<http://www.facebook.com/pugetwoodwindstudio>

Mailing address for receiving the Studio's newsletter:

Street address _____

City _____ State/Zipcode _____

(Check your preferred phone number)

Home phone # (_____) _____ Cell phone # (_____) _____

Work phone # (_____) _____

Email address _____

How did you hear about us? (Check all that apply)

- Instructor's school visit
- Puget Woodwind Studio's website

- Postings/Signs
- The Olympia Youth Flute Choir (OYFC)
- Music Store (please specify)_____
- The Studio
- Phone Book
- Teacher Reference (please write name)_____
- Other (please specify)_____