



## MINDFUL MUSIC, LLC

*Patient, personalized instruction in piano, voice, & composition/theory*

Jonathan D. Flowers

Website: [www.jdflowersmusic.com](http://www.jdflowersmusic.com)

Email: [jdflowersmusic@gmail.com](mailto:jdflowersmusic@gmail.com)

Phone: 610-724-2540

413 Conshohocken Sate Rd., Bala Cynwyd, PA 19004

## STUDIO POLICIES

Dear Client,

Thank you for choosing me to share the joy of music with you or your child. My mission is to help my pupils to create harmony in their lives through the study of music. Thanks to your support, the studio has grown to include a diverse community of students of all ages and levels. To ensure that we make the most of our relationship, please read the following policies, and keep this document for your files. You also may access a copy of this document online under the "Student Resources" menu on the Mindful Music website.

### TUITION

- *Included Services.* Tuition includes reserving the client's spot in the teaching schedule, accessing online practicing materials, performance opportunities at studio classes and recitals, maintaining an extraordinary piano for the studio, and the teacher's time to plan and continually adjust an individualized course of study for each student between lessons.
- *Due Dates.* Invoices are issued by the 25<sup>th</sup> of each month. Payments are due online payable to Mindful Music LLC, by the 1<sup>st</sup> of each calendar month to confirm your reserved times.
- *Late Payments.* A charge of \$15.00 will be billed for payments received after the 10<sup>th</sup> of the month.
- *Returned Payments.* A fee of \$30.00 will be charged for all payments returned to a client's financial institution.
- *Rates:* Fall (September through January) and Spring Term (February through June) tuition is charged in 5 equal monthly installments. **Monthly tuition remains the same regardless of the number of lessons scheduled or attended.**
- *Summer Tuition:* All students are encouraged to schedule at least 4 lessons during the summer months of July and August. Rates will be charged according to the number of lesson times reserved. Payment for the summer term is due by July 1 to reserve the client's lesson times.

### LESSON ATTENDANCE

- *Arrival.* Clients are expected to arrive 5 to 10 minutes before their scheduled lesson time and to enter without ringing the doorbell. Use that time to enjoy the brief meditation activity that will be waiting for you in the foyer.
- *Billing.* To honor the times reserved for all clients, no credit or extra time will be given for late arrivals.

- *Absences:* Regular attendance is essential to gain maximum benefit from music instruction. Clients are encouraged to use all their reserved lesson times during the term. No credits or refunds will be issued for unused lessons.
- *Make-up Lessons.* Cancellations affect the efficiency of the studio. Clients will be offered two makeup lessons per term. Makeups will not be offered for absences beyond this amount. Lessons not made up during the current term will be forfeited.
- *Notice.* Twenty-four hours' notice is required if you need to reschedule a lesson. If you are aware of an upcoming schedule conflict, please notify the studio as soon as possible, but no later than the 20<sup>th</sup> day of calendar month preceding the lesson to be missed so a makeup time can be reserved for you and your vacated time can be reassigned by the studio.
- *Missed Lessons.* Lessons missed without 24-hours' notice will be forfeited. In the case of illness or emergency, the lesson can be rescheduled as one of the two allowed makeups.
- *Inclement weather:* In the event of snow and other inclement weather, lessons will be offered by Skype at their scheduled times. All clients are expected to setup a free Skype account for this purpose. If Skype is unavailable, a snow lesson can be scheduled.
- *Teachers' Absences.* Lessons that are cancelled by the teacher due to illness, emergency, or other circumstances will be made up according to the teacher's availability.

## TERMINATION OF LESSONS

- *By Client's Request.* Clients who wish to terminate lessons are expected to contact the studio by the 20<sup>th</sup> of the month so their account can be closed for the next monthly billing cycle. Students are expected to complete lessons through the end of a calendar month to allow studio time to reassign their spot in the schedule.
- *Billing.* No refunds will be given for partial months.
- *By Teacher's Request.* The studio reserves the right to terminate lessons for poor attendance, noncooperation, unpreparedness, or nonpayment.

## PARENTAL SUPPORT

- *Scheduling.* Parents of school-aged children are expected to check for schedule conflicts and to support their child in managing their school, family, and extracurricular activities in a way that leaves time for regular music practice and lesson attendance.
- *Young Students.* Parents of younger children (Grades PK to 4) are expected to actively observe lessons, learn content with their child, supervise daily practice at home, and ensure that all required materials are brought to each lesson. The goal of the studio is to teach students to practice more independently as they mature.
- *Participation in School Music Programs.* If your child is participating in musical activities for school, an ensemble, or a show, please let me know so we can incorporate support and connection in the lessons. I want to support my students' musical activities.

## PRACTICE

- *Purpose.* The purpose of taking lessons is to give students the inspiration and guidance they need to practice productively and joyfully on their own.

- *Consistency.* I recommend that all pupils practice at least five days per week, with no more than two consecutive days off. The number of practice sessions per week is more important than the total number of minutes and hours. Practicing 20 minutes a day for five days will produce more results and enjoyment than two sixty-minute sessions. (That's right—100 minutes practiced over five consecutive days will be more beneficial than 120 minutes practiced in two days!) If a student has limited time one day, he or she can practice for less than their normal time, cut the time into two short sessions, or take a few minutes to study assigned music without playing or singing it (e.g. clap the rhythms, memorize words or notes, complete music theory or appreciation assignments, finger passages away from the piano). Remember-- inconsistent practice leads to inconsistent enjoyment and inconsistent results. Give yourself or your child the gift of enjoying music each day. Consistent daily practice is a musician's best teacher!
- *Preparedness.* Students are expected to bring their notebook and all assigned music and materials to each lesson. If a student does not bring required materials, an ideal lesson experience cannot be guaranteed; however, best efforts will be made to provide an effective learning experience.
- *Lack of Practice.* I understand that there will be occasional weeks when a student has less time to practice than usual. At those times, students should not cancel or feel uneasy about their upcoming lesson due to limited preparation. We can use our lesson time together to provide stimulating learning experiences and to help the student develop practice strategies for the upcoming week. No judgment—only encouragement!
- *Be Positive.* Remember that purpose of lessons is not for students to impress themselves or their instructor; rather, lessons give students opportunities to deepen their love of music through interactions with a caring teacher. A music lesson can provide just the lift you or your child needs during a busy time!

### **PLANNING FOR FALL SEMESTER**

- During June, clients will have the opportunity to make a deposit to reserve their lesson time for the upcoming fall semester.

Thank you for taking the time to read these policies. Your cooperation will help the studio to run efficiently so that I can continually improve my service to you.

Please contact me any time you have questions or concerns. I feel privileged to support my pupils' personal development through the study of music. Thanks again for choosing Mindful Music.

Musically yours,

*Jonathan*