

Studio Policy - Allen Crump - (859)298-1696 - acrumpmusic@gmail.com

This document serves as an agreement between the teacher and the student/parents. By beginning lessons, all parties commit to the expectations outlined below.

Lesson Expectations

- Come to lessons prepared with the assigned material, as well as their own instrument or baton.
- For advanced students: Be ready to justify musical decisions such as phrasing, articulation, and tempo.
- For beginner students: Come prepared, having practiced the material that was assigned; demonstrate a clear understanding of the notes and/or rhythms.
- Practice consistently. For beginners, 30 minutes of focused practice per day is recommended. For advanced students, an hour of focused practice per day is recommended.
- Required materials:
 - Trombone students: Arban's Method for Trombone
 - Conducting students: Conducting Technique for Beginners and Professionals
- Participate in at least two performances per year (school, community, or studio).

Tuition and Payment

- \$20 per 30 minutes, or \$30 per hour.
- Pay per lesson or prepaid monthly.
 - Lessons will not be given until the last lesson given has been paid for.

- Accepted payment methods: Cash, PayPal, CashApp, or Venmo.
- Tuition increases will not exceed \$5 at a time; new rates are negotiable in cases of hardship.

Cancellation and Attendance Policy

- If late, the lesson still ends at the scheduled time.
- Cancellations with one week's notice are eligible for reimbursement.
- Cancellations with 24 hours' notice are non-refundable but may be rescheduled at the teacher's discretion.
- Trial lesson: one 30-minute lesson at \$10 (limit one trial per student).
- Prepaid lessons not completed with proper notice will be reimbursed.
- Emergencies: Rescheduling or reimbursement is available regardless of the timeframe.

Communication Policy

- Students aged 18 and older may contact me directly (by phone or email).
- Students under 18 may contact me by email only; parents are responsible for handling phone communication.
- I will respond only between 8:00 a.m. and 5:00 p.m.
- Expect responses within 24 hours; follow up if needed.

Parent Involvement

- Parents may sit in on lessons but should refrain from interrupting instruction.

- Encourage practice at home.
- If a student struggles, remind them to practice at a slower pace.

Lesson Structure

- Warm-up and fundamentals
- Application of fundamentals to repertoire
- Occasional assignments:
 - Practice sheets
 - Listening tasks
 - Recordings with reflections

Recital Policy

- Studio recitals are announced at least three months in advance.
- Attendance is expected of all studio members, performing or not.

Health and Instrument Care Policy

- Trombone students:
 - Keep the slide lubricated and dent-free
 - Clean the mouthpiece regularly
 - Give the instrument a bath or professional cleaning every six months
- Conducting students:
 - Bring scores that are marked, prepared, and legible
- Illness:
 - If sick, stay home

- Lessons may be held virtually with at least 24 hours' notice
- Virtual lessons:
 - Camera on
 - Music ready
 - Stable internet connection required

Annual Schedule

- No lessons between May 20 - August 10
- No lessons between December 15 - January 10
- Students should continue practicing independently during these periods.

Studio Rights and Final Notes

- I reserve the right to deny lessons to any student.
- Students must treat the teacher, studio space, and learning process with respect.
- I reserve the right to make final decisions in situations not addressed by this policy.
- Any changes to this policy will be announced at least one week in advance.

Student Commitment Statement

By signing below, I acknowledge that I have read, understood, and agree to uphold this studio policy to the best of my ability.

Teacher: _____ Date: _____

Parent/Guardian (if under 18): _____ Date: _____

Student: _____ Date: _____