

# The Victoria Lee Oboe Studio

## Policies & Agreement

Welcome to the Victoria Lee Oboe Studio! In this document you will find information about private lessons, from scheduling and preparation to required materials and more. Please be sure to read the entire policy thoroughly and feel free to ask questions. Having a solid understanding of lesson operations will ensure that the student, parent, and teacher work together as an efficient team!

### **SCHEDULING**

To ensure your student's maximum growth potential, lessons should be scheduled consistently. Prior to the first lesson, the student's parent/guardian and I will decide on a day of the week, time, duration, and frequency (weekly, bi-weekly, etc.) at which lessons will occur. This will ensure consistency in my schedule as well as the student's progress.

Should your student be involved in seasonal activities, we can schedule lessons around them, with consideration to the student's availability and the existing lesson schedule, provided there is sufficient advance notice (see Attendance policy).

Changes in lesson frequency (such as increases, decreases, or termination of lessons) should occur with a month's notice.

### **ATTENDANCE**

The student is expected to attend and be prepared for every scheduled lesson. Cancellations may be made no less than 24 hours ahead for any reason. Lessons canceled with a sufficient advance notice (24+ hours) will not incur a cancellation fee and payment for that lesson may be credited to the next month. However, any cancellation made less than 24 hours prior to a scheduled lesson will incur a 100% cancellation fee.

Emergency circumstances are an exception and will result in no charge for a canceled lesson. These include but are not limited to medical emergency, illness, family emergency, etc. Circumstances that do *not* qualify as emergencies include but are not limited to scheduling mishaps, such as conflicts with sports, school activities, other extracurriculars, social events, etc. Please note: lack of preparation is *never* a reason to cancel a lesson. Keeping your schedule and your student's schedule in order will benefit both you and me!

Emergency cancellations on the part of the teacher (i.e. illness, a last-minute work call) will result in payment for that lesson being credited to the next month.

When possible, canceled lessons (lessons canceled less than 24 hours ahead) may be rescheduled within the week, but again, they are subject to existing scheduling and availability.

This cancellation policy is necessary because our time and money are valuable. Private music lessons are essentially appointments with a specialist in the field, similar to a medical doctor or dentist (but far less costly!).

### **STUDENT PREPARATION**

Students are expected to practice all their assigned exercises and repertoire each week to ensure their maximum potential growth. For beginning students, I recommend practicing at least 20 to 30 minutes a day for at least 5 days out of the week. (An hour would be incredible!) More advanced students should spend at least as much time as their lesson (45 or 60 minutes) every day. Basically, students should prepare for their lessons as I will.

If a student does not prepare adequately for their lesson (i.e. cannot successfully play through their exercises or repertoire due to unsatisfactory effort), we will spend the remaining portion of the lesson on scales, arpeggios, and other fundamental exercises, and that will be the day's lesson. This is intended to reinforce the previous week's material. However, we all occasionally have "off days." I am an attentive teacher, and will quickly develop a knowledge of the student's normal progress. The differences between an off-day and a week spent without practice are often quite clear. As long as the student is practicing regularly, there is nothing to worry about.

### **RECOMMENDED & REQUIRED MATERIALS**

In order to achieve the student's maximum growth, it is essential for the student to have a fully-functioning instrument and accessories, which include but are not limited to: a sufficient supply of reeds (at least 3 good reeds in working condition, 5+ is ideal), cork grease, a swab, a neck-strap if needed, a reed-soaking cup, etc. If the student's instrument/accessories are deemed unfit in a lesson, the student and/or parent are responsible for fixing those issues as soon as possible. (*\*\*Please do not confuse "possible" with "when convenient"!\*\**) It is imperative that young students learn and retain good habits early - and inadequate instruments/supplies only hinder healthy progress, and can result in bad habits.)

The student must bring their own sheet music to each lesson. Should a student fail to bring their music to a lesson, the student will be subject to a lesson completely on scales, ear-training, and other fundamentals. If a new method book or piece is assigned in a lesson, the student is expected to bring it to the next lesson. (Many books are available on Amazon, and many pieces are easily accessible through IMSLP or by order through TrevCo, RDG Woodwinds, Forrests Double Reeds, etc.)

I also require the inclusion of a notebook or writing pad in the student's standard "lesson kit." Our memories are only capable of so much, and I find that it is useful to the student if they are given a written list of assignments every lesson. Not only can they use their notebook for their assignments, but they can also use it as a practice log, and track their own progress!

## **OBOE REEDS**

Oboe reeds are a very crucial component - so much so that I felt the need to address them in their own section of the studio policies rather than brushing over them in "Materials."

Depending on the student's playing frequency (individual practice, playing at school, and playing in extracurricular activities), reeds can be expected to last anywhere from four to eight weeks. This duration is an estimate and may be affected by other factors, such as weather, humidity, or the high-energy child your student sits next to in band class. Upon request, I will provide a list of resources from which oboe reeds may be purchased. Oboe reeds may also be purchased from me (\$22 each).

Beginning students will likely start with Jones or similar factory-produced reeds. As playing abilities mature, students will eventually "graduate" to professionally hand-made oboe reeds, which are generally higher quality. As this transition is made, it is not unusual to find that students have developed reed preferences. I will help the student select reeds that best meet those preferences.

Whether you purchase oboe reeds from me or another resource, please be conscientious of the fact that oboe reeds take some time to make and that there may be other reed orders placed ahead of you. That being said, I strongly recommend purchasing/ordering reeds *before every reed in your case fails or starts to fail*. You don't want to be caught unprepared right before an audition, playing test, or concert! Don't bank on reedmakers always being able to save you last-minute.

## **PAYMENT**

Lessons will be paid for monthly in advance (usually four lessons). This ensures that the attendance and scheduling policies are respected. Payments will be due at the first lesson of each month. Cash, check, or Venmo/PayPal are all acceptable forms of payment. If your family needs to work out an alternate payment schedule, please contact me.

The first trial lesson/consultation is complimentary. This is because I will be assessing the abilities and needs of the student, as well as making a list of necessary supplies.

If the student does not have an instrument/set-up, I am happy to make arrangements to go to an instrument dealer and help select an instrument for the student - a service for which I will not charge.

My rates are (per lesson):

- 45 minutes (recommended for beginners): \$55
- 60 minutes (intermediate through advanced students): \$70

**Please continue on to the last page for the Studio Agreement Form.**

## LESSON AGREEMENT

Regular Lesson Duration	
Regular Lesson Frequency	
Regular Lesson Fee	

I, \_\_\_\_\_, have read the above policies for oboe lessons  
*(Student Name, printed)*  
provided by Victoria Lee, and agree to them as stated above.

I, \_\_\_\_\_, have read and agree to the above policies for oboe  
*(Parent/Guardian Name, printed; or Student Name if 18 or older)*  
lessons provided by Victoria Lee, and to abide by the selected duration, frequency, location, and fees as stated above.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature, or Student if 18 or older

\_\_\_\_\_  
Date

\_\_\_\_\_  
Victoria Lee, instructor

\_\_\_\_\_  
Date

This agreement covers the 2019-2020 school year, beginning September 1, 2019 and ending on August 31, 2020.