

Blue Moon Bassoon 20-21 Studio Policies



Student Name:

Parent Name:

LESSONS

- **Private lessons are offered in 30 minute sessions.** Lessons are held weekly from late August 24, 2020, to May 22, 2021, following the studio calendar attached and posted on the website. Students should arrive on time with all required materials and a positive, teachable attitude. If the student arrives late, the lesson will end on time, and the time will not be made up. This policy ensures lessons run on schedule. **Lessons will be held online weekly via Zoom** until the teacher decides it is safe to return to in-person private lesson instruction based on information received from the school districts. Parents are welcome to observe or sit in on any lesson.
- **Extra lessons may be available via Zoom** as bonus lessons (charged at the standard rate) or rescheduled lessons due to an excused absence. **Login anytime at bluemoonbassoon.com/login to reserve an extra lesson or reschedule a lesson.**
- **Students should continue lessons during the summer.** The teacher feels strongly about continuing musical education throughout the summer months, which ensures ongoing progress for the student. If a student fails to observe this policy by refusing to continue lessons through the summer, the student cannot be guaranteed a spot in the studio in the fall.

SUPPLIES

- **Students are required to have the following supplies:** silk bassoon swab, seat strap, reed soaking cup, bocal brush or swab, cork grease, metronome/tuner, and three functioning reeds securely stored in a reed case with holes for ventilation. The student should bring a binder with band music, lesson books and materials, and a pencil to every lesson. A functioning instrument is also vital to the student's success. Please communicate with your band director regarding issues and repairs to ensure the bassoon is in proper working condition. Do not try to make any repairs yourself at home!
- **Student accounts are billed a non-refundable \$25 materials fee annually in September** to cover lesson books, minor repairs, solo music, and access to the lending library. If the student is missing any supplies, the teacher will replace them, and the cost will be deducted from your materials fee up to \$25. Parents will be notified of necessary supplies or repairs above that amount and will be billed at cost.
- **Students should have three functioning reeds at all times and are responsible for requesting new reeds via the form at bluemoonbassoon.com/current** **Reeds must be requested online seven days in advance whenever possible**, as rush orders are usually not available. Students may receive up to 2 reeds at a time for a total of 10 reeds per academic year at no additional charge.
- **Students should have the following items available for online lessons:** a music stand, a flat chair with no arms, an internet-connected electronic device with audio, video and microphone capabilities for video conferencing (computers and laptops preferred, if possible) and access to an area with appropriate lighting and minimal outside noise interruption.

TUITION

- **Tuition is billed monthly, per semester or annually based on your selection below.** The teacher reserves the right to raise fees at the beginning of each new academic year (September 1st). Online lessons held via Zoom will be billed at the same rate as in-person lessons.
- **Tuition rates include lessons and up to 10 reeds** to be provided during the studio year, which runs August 24, 2020, to May 22, 2021. Tuition and reed credits expire on August 31, 2021. Credits do not roll over, and no refunds will be offered.
- **Lessons are PRE-PAID. You will receive an invoice on the 20th, and your payment for the following month is due by the 1st.** You may pay via Credit Card, Online Billpay (automatic check payments through your bank), or mail a check to the address listed on your invoice. Your invoice will include all upcoming lessons for the following period and may vary due to the number of lessons held. No credits or refunds will be offered for lessons missed by the student.
- **A \$15 LATE FEE will be applied to any invoice that is five or more days past due.** Lessons may be discontinued until payments are current, and any missed lessons will not be made up.
- **Automatic payment is enabled for all accounts.** Your credit card or bank account is stored securely in your account and billed only when an invoice is emailed. **You can add or change a credit card or bank account in your MyMusicStaff account at any time.**

Lesson Length & Payment

Lessons are only available in 30 minute increments at this time. Once lessons resume in person, other options may be available.

Due to COVID, lessons will be billed monthly and "per lesson" this year. Payments will vary month to month based on the number of scheduled lessons. Instead of paying a fixed monthly tuition payment, monthly invoices will include prepayment for upcoming lessons for the following month. Excused absences will be credited back to your studio account and applied to the next invoice to avoid overpayment due to lesson disruption, unavoidable absences, school scheduling issues etc.

- **Half Class:** (30 Mins \$33/lesson)
- **Monthly:** Pay in eight monthly installments. Payments are due on the 1st of the month, October 1st through May 1st.

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ATTENDANCE

- **Twenty-four hours notice is requested for all lesson absences**, including illness, appointments, and school conflicts such as field trips, competitions, assemblies, and testing. **Please login to your MyMusicStaff account at bluemoonbassoon.com/login and click on a lesson to cancel and reschedule.**
- **Unexcused Absences: Lessons canceled or missed by the student with LESS THAN 24 HOURS notice will not be rescheduled or be refunded.** A lesson is also considered an unexcused absence if a student is more than 10 minutes late. Three or more unexcused absences from lessons are grounds for dismissal from private lessons.
- **Excused Absences: Lessons canceled with MORE THAN 24 HOURS notice will be given a make-up lesson credit to use within 14 days from the cancellation**, after which it will expire. The student must reschedule lessons by logging into MyMusicStaff at bluemoonbassoon.com/login and clicking on any open lesson time to reserve it. Extra lessons and make-up lesson times are available via Zoom subject to teacher availability.
- **Teacher Absences: The teacher will do her best to attend all lessons as scheduled.** If the teacher is unable to attend, she will give notice via email and text message and make-up the lesson as soon as possible or credit the lesson fee to the next month's tuition. If the teacher arrives late, she will extend the lesson if possible, or plan for additional time at a future lesson. Scheduled absences (such as school holidays, vacations and conferences) will be listed on the studio calendar and will not be made up.

PARTICIPATION

- **Students should bring their bassoons home daily and have a quiet area set up to practice at least 15 minutes a day, five days a week** with a music stand and chair. Students should practice lesson materials in addition to their band music.
- **Parents are encouraged to read the student's lesson notes, sent weekly via email, and offer guidance and encouragement to practice independently at home.** The study of music is rewarding and enjoyable, but it is also hard work! "You get out of it what you put into it." Students should opt to participate in events such as region auditions, summer camps, recitals, masterclasses, as much as they are able.

DISCONTINUING LESSONS

- **Students should enroll in lessons for the full academic year. One month's notice via email before discontinuing lessons is requested.** All students stop taking lessons at some point. Ideally, this decision is made thoughtfully with plenty of discussion between the teacher, parent, and student so lessons can conclude with a positive sense of closure.
- **At the discretion of the teacher, students may be asked to discontinue lessons at any time** due to: unpaid tuition, persistent absences, failure to prepare for lessons, failure to honor studio policies, inappropriate or disrespectful behavior. Parental notification will be given, and time will be provided to correct the situation before termination.
- **Payments will be discontinued at the time of cancellation, but NO REFUNDS will be offered for pre-paid tuition.**

COMMUNICATION

- **Watch your inbox for relevant emails** from bluemoonbassoon@gmail.com and noreply@mymusicstaff.com, which include lesson reminders, invoices, and monthly newsletters. Personal lesson reminders and notes will be emailed and/or texted weekly to the email addresses and mobile phone numbers listed in the student account.
- **Visit bluemoonbassoon.com/login** to login to your MyMusicStaff account, find teacher contact information, current studio policies and procedures, cancel or reschedule lessons, access the studio calendar, download music assignments, and more.
- **The best way to contact the teacher is via email at bluemoonbassoon@gmail.com**, which will be promptly returned. The teacher welcomes emails or text messages at (512) 537-4828 from parents and students Monday-Friday.

TEACHER RESPONSIBILITY

- **The teacher's responsibility to the student is to provide a welcoming atmosphere for learning and well-balanced musical education.** Lessons will be tailored to the student's particular skills, and challenges and direction will be given to the student regarding how to practice outside of lessons. Professional standards will be maintained, and clear objectives will be established for each student. It is the teacher's goal to give your student the best possible music education. The teacher belongs to professional organizations, attends workshops, and engages in other professional development activities regularly.

RELEASE

- **I hereby release Amanda Pierce from all liability from personal injury, illness, property loss, or damages resulting directly or indirectly from studio activities, lessons, virtual lessons, and workshops or bassoon reeds. I give consent for my student to participate in lessons held in-person and via the Zoom online platform.** During student and group gatherings and performances, the teacher reserves the right to use video recording or to take photographs of students for use in advertising materials, lesson demonstrations, and studio websites/platforms. 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 for studio business. The studio follows online safety rules in this matter.

I have read and agree to the Release of Liability and ALL policies outlined in this document.

Parent Signature:

Date:

Blue Moon Bassoon: 20-21 Studio Calendar

*Calendar is subject to change. For the most updated calendar visit bluemoonbassoon.com

Visit bluemoonbassoon.com/login to cancel lessons due to student absence. Weekly extra help and make-up lessons are available for sign-up online.

KICKOFF

NO LESSONS

GROUP LESSONS

RECORDING

INVENTORY

EVENTS

September 2020

M	Tu	W	Th	F	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Aug 24th: Self-Scheduled Lessons Begin
Sep 7th: School Holiday - No Lessons
Sep 14th: Beginner & Teacher-Scheduled Lessons Begin
Sep 21st-25th: Instrument & Supply Inventory Check - 3 good reeds + all required supplies and books!

October 2020

M	Tu	W	Th	F	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

12th: School Holiday (no lessons)

November 2020

M	Tu	W	Th	F	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

23rd-27th: Thanksgiving Break (no lessons)

December 2020

M	Tu	W	Th	F	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
31						

18th: Last Day of Fall Lessons
21st-Jan 11: Winter Break (no lessons)

January 2021

M	Tu	W	Th	F	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1st: Bocal Majority Solo Competition Recordings Due
11th: Spring Lessons Begin!
14th-18th: Instrument & Supply Inventory Check
18th: School Holiday (no lessons)

February 2021

M	Tu	W	Th	F	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

10th-13th: Teacher at Texas Music Educators Conference (no lessons)
15th: School Holiday (no lessons)

March 2021

M	Tu	W	Th	F	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1st: Bocal Majority ADRIT Audition Deadline
11th-15th: Bonus Group Lessons
16th-20th: Spring Break (no lessons)

April 2021

M	Tu	W	Th	F	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

10th: School Holiday (no lessons)
6th-9th: STAAR (lessons may be cancelled due to testing)

May 2021

M	Tu	W	Th	F	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	30	31		

4th-7th: STAAR (lessons may be cancelled due to testing)
15th: Bocal Majority Bassoon Camp Enrollment Deadline
21st: Spring Lessons End

June 2021

M	Tu	W	Th	F	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

TBD: Longhorn Music Camp & Bocal Majority Austin 1
7th: Summer lessons begin weekly. **3+ summer lessons are required to reserve your spot in the Fall.** Sign-up opens in late May. Summer lessons will be billed weekly/per lesson.

July 2021

M	Tu	W	Th	F	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

TBD: Bocal Majority Austin 2
26th-30th: Teacher Vacation (no lessons)

August 2021

M	Tu	W	Th	F	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	31	

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The teacher requests twenty-four hours of advance notice for all lesson absences, including illness, appointments, and school conflicts such as field trips, competitions, assemblies, and testing. Login to your MyMusicStaff account at bluemoonbassoon.com/login and click on a lesson to cancel and reschedule. **Lessons canceled or missed by the student with LESS THAN 24 HOURS notice will not be refunded.** Students who are 10 or more minutes late to a lesson will be marked absent. Lessons canceled with MORE THAN 24 HOURS notice will be given a make-up lesson credit to use within 14 days from the absence, after which it will expire. Students must reschedule lessons by logging into MyMusicStaff at bluemoonbassoon.com/login and clicking on any open time to reserve it, subject to teacher availability.