# Private Lessons Handbook

FOR TUBA AND EUPHONIUM
STUDENTS OF ELLEN LEE

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# Welcome!

I am so excited that you and your student have decided to take a big step in their musical development journey by starting private lessons! This handbook is a guide to navigating the curriculum, basic procedures, finances, and other odds and ends that tackle any major questions you may have about starting the process! Of course if you have any questions after reading this handbook, do not hesitate to reach out and contact me! I look forward to working with your student!

## When, Where, and What?: Lesson Structure and Content

### When?

I will send my calendar and weekly schedule out to parents at the beginning of each session of lessons.

Session 1: August-December (Fall/Winter)
Weekly lessons at assigned time unless otherwise scheduled.

Session 2: January-May (Winter/Spring)
Weekly lessons at assigned time unless otherwise scheduled.

Availability for the summer session is posted as we get close to May, but will not be weekly due to my attendance at conferences and other summer workshops.

### Where?

**For Private Lessons**
I prefer to teach at the music building at U of M, but I am also able to teach lessons in other locations. Other options include:
-My home: email me for the address
-Your home: email me with the address and please have a distraction free space available for me and your student.
-Zoom: I only teach online lessons for rescheduling purposes or for long-term students who do not have access to another teacher.

**For Groups of Students:**
If you are a teacher looking for group lessons/masterclasses, I prefer to teach at your school. Contact me in advance with any information and forms I need to make this happen.

# Lesson Content

## What You Should Expect

I will reserve a weekly time for lessons that are designed to meet a student's needs to enhance musical and personal growth. I will work with a student to create short term and long term goals, and we will develop good practice habits, and build skills to aid in technical ability, expression, creativity, and personal development. I thrive to maintain a positive, safe, and supportive studio culture, and I work inside and outside of lessons to ensure success for my students.

**A Sampler of things we learn about and refine in lessons:**

- Fine Motor and Executive Skills
- Movement
- Listening, Reading, and Singing!
- Rhythm Comprehension
- Scales and Arpeggios
- Musicality, Phrasing, and Style
- Intonation and Tone
- Collaboration with pianists and other musicians
- How to Perform and Audition
- Assistance with auditions (all-state, solo and ensemble, HBOA, etc..)

## Outside of Lessons

**Purchasing New Equipment**

I am always willing to help students find their new mouthpiece, tuba, or euphonium! I will help you research brands, models, vendors, and I will assist you with trying out horns when you decide it's time to upgrade your equipment!

**College Applications and Auditions**

If a student is interested in pursuing music in college, I will gladly serve as a guide through the entire process, from program selection and applying for schools, all the way to the audition and commitment to a program!

**Coaching**

For Solo and Ensemble preparation, or any other audition preparation that involves collaboration with a pianist or group of musicians, I will make myself available for additional coaching at a rate of $50/hour.

# Expectations

Taking private lessons is a big responsibility for students! I keep the following expectations for my students in place to ensure that they are successful and are helping me maintain the safe and fun environment I have fostered for my studio. Please take the time to review the following expectations with your student before their first lesson, and do not hesitate to reach out to me with any questions!

## Professionalism

Professionalism, for me, means embracing a positive attitude, effective communication, and a strong work ethic. Together, let's create an environment where everyone feels valued, supported, and inspired to bring their best selves to lessons each week.

## Practicing

I expect all students to not only be on time for lessons, but prepared as well. Students are expected to practice and prepare all materials assigned to them, and should be “performance ready” for the next lesson, materials in hand (which means don’t try and prepare everything day of!). Students should practice as much as they can, and I will work with students at the beginning of our lessons to find out what a realistic weekly practice goal is.

## Correspondance

I ask that all students and families respond promptly to emails and any other form of correspondence from me. I ask that families communicate on behalf of students in middle school and younger, but high school students can communicate for themselves.

# Materials

I will provide electronic files or links to purchase when a student is in need of pedagogical materials, like music, method books, and other tools.
Any supplemental work that we will only need for a few lessons, I will provide photocopies of.
Purchasing new permanent materials like mouthpieces or instruments will be discussed with families thoroughly, and I will work with students to find their best fit before anything is purchased. A link to recommended resources is on my website, but please refrain from purchasing anything before I give the go-ahead.

# Commitment

I recognize that middle schoolers and high schoolers lead busy lives, and I want to keep their relationship with music positive and welcoming. Therefore, I do not require semester-long commitment for lessons. If at any time you or your student need to discontinue lessons due to busy schedules or other conflicts, I only ask that you let me know in advance! Students are always welcome back into my studio after discontinuing lessons if I have the room in my schedule, no matter how much time has passed since our last lesson. No student is given priority over the other, if I have room in my schedule for lessons, lessons will happen!

# Fees, and Payment

I do not charge a monthly or semesterly tuition, I only ask for weekly or bi-weekly payment for lessons. If paying weekly, payment is expected at the start of the lesson or directly after before you leave. If paying bi-weekly, payment is due before the lessons that are being paid for are held.

My rate is $60/hour, with anything under an hour being adjusted accordingly (see table below). I only teach 30 minute, 45 minute, or hour long lessons.

**Breakdown of lesson fees:**

| 30min: | 45min: | 1 Hour: |
|---|---|---|
| $40 | $50 | $60 |

Contact me about rates for coaching, masterclasses, or group lessons!

## Missing a Payment

Life happens! If a payment is missed, please try to get it to me before the next lesson, or contact me in advance to discuss an alternate payment schedule. If three consecutive payments have been missed, lessons will not continue until I have received payment for those previous lessons. Again, contact me ASAP with any issues!

## Needing a Discounted Rate

Lesson expenses can pile up! My first priority is being able to provide tuba-euphonium students with a quality private education, and if cost is the barrier keeping you from lessons, let me know! Space is limited, but I do sometimes have room for students to take private lessons at a lower cost, or I can help your student find alternative resources.

# Attendance, Cancellation, and Scheduling Policies

## Attendance

Students are expected to show up to lessons ready to play. I do not allot time in lessons for bathroom or snack breaks, so please do that outside of your lessons time.

## Missing a Lesson: Non-Emergency

If a student is going to miss a lesson for a reason that is not categorized as an emergency, I require a **48 hour notice** either by text or email of the cancellation. If I do not receive this notice or communication of an emergency, **payment for the lesson is still required** as I have reserved that time out of my schedule for the student.

## Missing a Lesson: Emergency

If a student is misses a lesson due to an emergency or unexpected situation, payment for the missed lesson is not required. I ask that parents/guardians contact me as soon as you know you are going to miss a lesson or as soon as you can!

## Rescheduling Lessons

**Student needing to reschedule:**

If you know that at some point in the semester that you are going to need to take a lesson on an alternate date outside of your usual time, please let me know ahead of time. I am able to reschedule lessons easily if I am given a 2-3 weeks notice.

If a student misses a lesson and wants to reschedule, I will try to reschedule if I am given the 48 notice or if it was an emergency cancellation, but rescheduling isn't always guaranteed.

**Instructor needing to cancel/reschedule:**

I try my hardest to keep my lessons schedule as consistent as possible, but I am also a student and professional musician. While I send out my calendar and weekly schedule at the beginning of the semester, sometimes new performance obligations come up. I will be in contact with students as soon as I know I need to reschedule, and I ask for some flexibility. I will only suddenly cancel lessons for illness or emergencies.

# Photo and Video Release Information

Occasionally I will take photos and videos of students for their own development and for performance practices, and also for use in online posts (with permission to post from students ahead of time). I also have a personal website, and I would love to feature my students and their achievements! Please let me know if you would not like me to use any videos or images of your student. (Students are only identified by first name)

# You're All Set!

Thank you for taking the time to read over all of the information in this handbook. If you have any questions or concerns, please do not hesitate to contact me and I will be more than happy to talk over anything. If you don't have any questions, please complete and sign the bottom section of this page and turn it in to me at our first lesson (students over 18 can fill this out themselves). I'm looking forward to it!

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As legal parent/guardian, I give permission for _____ to participate in private tuba/euphonium (circle one) lessons with Ellen Lee. I have read the handbook and agree to follow and help my student follow all policies and expectations.

_____ Parent/Guardian Signature

_____ Student Signature

_____ Date

_____ Agreed Rate for Lessons

_____ Instructor Signature