



Studio Policies

Upon signing up for lessons, the student/parent will be asked to read the studio Policies & Procedures and sign/date the document. By signing, you agree to respect and abide by the studio's current policies as long as the student is taking lessons with the instructor. If a new version of the policies is issued, the instructor will provide a copy with the changes highlighted.

At The Studio: Students are expected to arrive for lessons on time with all their materials and music. Parents and siblings may quietly peruse the waiting area, wait in their vehicle in the driveway, or run errands so long as they return to pick up their student in a timely fashion. To discuss student progress, parents are welcome to talk with the teacher before or after class begins, in order to respect each student's instruction time – or anytime via text, email, or phone call.

Online: Students are expected to be logged on and ready to go for their lesson on time and with all their materials. Parents and siblings may sit in on lessons provided they don't distract the student or interfere. Students are also expected to be setup in a quiet area on a laptop/computer/tablet that is suitable for online learning. It is also recommended students use a hardwire connection if possible and use headphones. While an external microphone is not always completely necessary, it is also encourages to get the most out of the lesson. To discuss student progress, parents are welcome to talk with the teacher before or after class begins, in order to respect each student's instruction time – or anytime via text, email, or phone call.

Practice and Instrument: Private students are expected to practice daily on their respective instruments, which should be well-maintained and serviced once a year.

Practice and Assignments: Students are expected to practice the materials given in lessons as well as complete their weekly listening assignment that will be sent via email or zoom. In the following lesson, students are expected to share their thoughts on the video or album that they listened to. Students and their parents are expected to check their emails, phone messages, zoom messages, or whatever method of communication is used for lessons for these listening assignments and other lesson materials that might be sent their way.

Materials: Students are required to have the necessary materials for lessons and their practice. Universal tools include: a metronome, tuner, and music stand. Additional materials will vary due to the nature of each instrument, to find the one that applies to you, you can find your respective instrument below.

Saxophone students are required to have: A neck strap that fits, more than three working reeds at a time, cork grease, a mouthpiece, ligature, and cap, cleaning materials, and a case to house and protect the instrument.

Clarinet students are required to have: more than three working reeds at a time, cork grease, a mouthpiece, ligature, and cap, cleaning materials, and a case to house and protect the instrument.

Flute students are required to have: cleaning materials, and a case to house and protect the instrument.

Music: Students are expected to print off their music when it is received so that they can practice it and be prepared for their next lesson. Students are also expected to keep a pencil and eraser on hand with their music. Alternatively, if the student is reading the music off of an electronic device, they are required to have an application or software that allows them to not only view the sheet music, but allows them to edit it by adding text, writing, or drawing on it.

Performances: Students are encouraged to participate in the annual Studio Recital (held in April) as well other informal or formal opportunities such as the Royal Conservatory of Music (RCM) exams (additional fee required). To help students prepare for these events, informal gatherings called Piano Workshop are held occasionally on Saturdays or Sundays throughout the year.

Payment: payments can be made either using cash, or via e-transfers.

When a new student is starting out, they will pay as they go for the first four lessons to ensure that they wish to carry on. Following those first four lessons, students are expected to pay for the month in advance. The teacher reserves the right to raise the fees at the beginning of each academic year due to inflation.

Scheduling, Rescheduling, and Missed Lessons: Students are expected to set up a recurring weekly lesson on the same day at the same time. Now of course, sometimes changes need to be made for this, if a conflict does arrive, it is expected the student will let the teacher now in advance so that the teacher can schedule other lessons, performances, or other things in the now vacant spot.

Missed Lessons: Due to the teacher's limited availability, rescheduling lessons cannot be guaranteed. However, if an absence arises due to unforeseen situations such as an accident, family emergency, or unsafe road conditions and if the student indicates a desire for a makeup lesson, the teacher will make an effort to reschedule the lesson.

If there are issues with travel, or timing, the student can do an online lesson instead. Now while some valid reasons may not be able to be foreseen, it is expected and required that students/parents give 24 hours notice in advance for any known upcoming absence

Summer Months: During the summer months (June through September), private students are expected to continue taking lessons. Not only does the teacher feel strongly about the value of continuing the student's musical education throughout the summer months, but the teacher's livelihood depends upon a regular income throughout the summer months because the tuition rate has been determined based on a 12-month calendar. For these reasons, if a student does not continue lessons through the summer, the student unfortunately cannot be guaranteed a spot in the schedule in the Fall especially if there is a waiting list.

Discontinuing Lessons: Every student stops taking lesson at some point. Ideally, this decision is made thoughtfully with plenty of discussion between the teacher, parent, and student so that lessons can cease with a positive sense of closure. For this reason, the teacher asks for one month's notice prior to discontinuing lessons. However, the teacher respects the student's right to end lessons at any time. Note: At the discretion of the teacher, students may be dismissed at any time if they have unpaid tuition, an excess amount of absences/unprepared lessons, or if they show a lack of interest.

Parent Participation: Parents are encouraged to be supportive and active participants in practice at home. Parents are also encouraged to attend and quietly observe lessons once a month or more.

Communication:

Email: jonwtbouchard@gmail.com

Studio Website: Visit jonbouchard.com to find these studio policies and more.

Social Media: Links can be found at the top of any page of my website

Other Means of Contact: Ex. Zoom, texting, calling, etc.

The best way to contact the teacher is via email, but emails or phone calls are also welcome. The teacher always welcomes correspondence from students during the week if they have questions regarding assignments or other matters.