

TORI LUPINEK

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Online Lesson Policies

Welcome!

Welcome to my private flute lesson studio! I know you have many choices when selecting a lesson teacher for you/your student, and I thank you for choosing me. You/your student are now part of a selective group of high-quality flute learners! Each week I do additional work outside of your lesson time to elevate student learning to the next level.

Your monthly lesson payment includes:

- ★ My weekly studio newsletter (TGIF: Thank Goodness its Flute Friday) direct to your inbox
- ★ End-of-term progress reports
- ★ My intelligently-designed practice packets for junior high and high school region band auditions
- ★ Access to performance opportunities (online and/or in person)
- ★ A FREE MyMusicStaff account
- ★ Access to my large private collection of online resources for students through MyMusicStaff
- ★ Personalized recordings and practice videos to aid in at-home practice

Teaching Philosophy

I believe that each and every student benefits from private music lessons. At the most basic level, private lessons allow students to have a one-on-one relationship with an adult outside of the formalities of a classroom setting. It is important to me that my students understand that flute lessons are a safe space in a world spinning faster by the day. I teach students to engage and question, and I encourage self-discovery. In lessons, we have fun, we learn, we make music. Oh, and we learn how to play the flute too!

Since all flute lessons will be conducted online for the foreseeable future, I felt the need to make some adjustments to my usual lesson policies. Please see below for changes from my usual policies.

Online Lesson Guidelines

- ★ Weekly lessons are recommended for all students
- ★ Prospective students receive a free 30 minute intro lesson before signing up for their first month! New students receive 20% off their first month!
- ★ Students are expected to log-on on time, prepared and with their flute in good working order, their assignments ready to go, and pencil, metronome/tuner on their music stand.

Necessary Equipment for Online Lessons

- ★ Students must have an up-to-date Zoom account. You can create one for free at zoom.us.
- ★ Webcam or built-in camera on a desktop computer, laptop, tablet, or smartphone. Generally, ethernet connection works better than wi-fi and data.
- ★ Speakers or headphones for your chosen device
- ★ External or built-in microphone on your device
- ★ A tripod or sturdy prop for tablet or phone
- ★ Access to a printer

Required Materials

- ★ Flute in good working order, cleaning swab and polishing cloth
- ★ Tuner/metronome or a combination app. I prefer Tunable, which is \$8.99 in the app store
- ★ Pencil
- ★ Binder for paper/handout materials
- ★ MyMusicStaff account (will setup during intro lesson)
- ★ Beginners should purchase *Flute 101: Mastering the Basics* by George and Louke to use for their first year of lessons
- ★ Non-beginners should purchase *The Flute Scale Book* by George and Louke
- ★ High Schoolers should purchase *The Mary Karen Clardy Flute Etudes Book* for use in preparing for All-State band auditions
- ★ High Schoolers should purchase *Practice Book for the Flute Volume 1: Tone* by Trevor Wye

Intro Lesson

All new students will receive one FREE 30 minute initial lesson. This will allow us to make sure we have everything set up properly. First lesson is a get-to-know you lesson and consultation. We will play some, so have your favorite piece you are working on ready to go!

Absences

Excused: Please notify me AT LEAST 24 hours in advance of your scheduled lesson time if you/your child will be unable to make it to our virtual lesson. **All lessons canceled with enough notice will either be rescheduled later in the week**, or will receive a credit toward your next lesson.

Unexcused: If I receive notice less than 24 hours before your/your child's scheduled lesson time, then your absence is unexcused, and you are responsible for payment for that lesson. This DOES NOT apply for emergencies, which will be addressed on a case-by-case basis.

Tardiness

Students 5-10 minutes late for their scheduled lesson will be considered tardy and may forfeit those 5-10 minutes of their lesson, depending on my schedule. If I do not have another student scheduled immediately after, we will be able to go long and make up the time. **If a student is more than 10 minutes late, it is considered an unexcused absence.**

Payment

Your monthly lesson payment is due on/by the first lesson of the month. I always email invoices during the last week of the previous month. Since lessons are exclusively online, online payment is required. Here are my online payment options:

PayPal: PayPal.Me/torilupinek

Venmo: @Tori-Lupinek

Zelle: (410) 476-7959

Late Fees

If payment is not received by midnight on the day of the first lesson of the month, it is considered late. **A late fee of \$25 will be added to your invoice the next day, and each week the invoice is not paid.** Please make every effort to pay on time, as this is my paycheck!

*If you would rather pay at the middle or end of the month due to your paycheck dates, that is fine. It is your responsibility to communicate with me so you do not accrue late fees.

Termination of Lessons

In order to terminate lessons, I require notification by the 15th of the month prior to the month of the requested termination of services. **Failure to give notice by the 15th will result in a non-refundable payment for the following month's lessons.**

Teacher Discretion

- ★ If a student is continually not prepared, not practicing, and not respecting my time over the course of several weeks, then I reserve the right to discontinue lessons with that student. No refunds will be issued.
- ★ If a student is being disrespectful during their lesson, they will be dismissed. No refunds will be issued.
- ★ If a student comes to their lesson without their materials, or not having practiced adequately, they may be dismissed from their lesson. No refunds will be issued.

Expectations

- ★ Student is expected to be prepared to the best of their ability for each lesson
- ★ Student is expected to be on time for each lesson
- ★ Student is expected to have their music and lesson materials, tuner/metronome and pencil on their music stand for each lesson.
- ★ Practicing: Minimum of 15-45 minutes per day, 6 days per week. The student will have an individualized practice plan based on their age, ability, and performance goals.
- ★ Student is expected to participate in summer flute lessons if they are enrolled for the academic year
- ★ Student is expected to make every effort to participate in audition and performance opportunities when they arise
- ★ Students and parents are expected to regularly check their email. Students are also expected to be familiar with MyMusicStaff and use the resources there to aid in lessons.

Please do not be afraid to reach out if you have any questions, comments, or concerns about these policies! I am happy to make accommodations where necessary. I appreciate your efforts to adhere to these policies. **Both parent and student must acknowledge that they have read and understand the policies outlined here before enrolling in lessons.**

Thank you for entrusting me with your child and the music within them. Let's have some fun!

Sincerely,
Tori Lupinek

P.S.

If you're interested in following me on social media, seeing what I'm up to, and what I'm cooking up for flute lessons this year, see my handles below! Students can follow me on all my platforms for regular educational posts. I do not "follow back" or add students as "friends" until they graduate from high school.

Facebook: Tori Lupinek, flutist

Instagram: @Torilupinekflutist

YouTube: Tori Lupinek

Twitter: @torilupflute

LinkedIn: <https://www.linkedin.com/in/torilupinekflutist>

Read my blog on my website torilupinek.com

Follow my flute teaching blog at torilupinek.mymusicstaff.com

You can also find my bio on my website: torilupinek.com/bio