

# Gabriel Fadale Private Lesson Studio Policies

## **Instructor Contact Information:**

Name: Gabriel Fadale, DMA

Email: gfadale@gmail.com

Phone: 607-745-1730 (personal cell phone)

Website: www.gabrielfadale.com

## **Offering:**

- Private lesson instruction on all levels of saxophone and clarinet, and beginner/intermediate flute
- Private tutoring in Music Theory, Aural Skills, Music History

## **Ages/Levels:**

- Beginner (elementary school)
- Intermediate (middle school)
- Advanced (high school to adult)

## **Private Lessons/Tutoring Session Time and Tuition:**

- 30-minutes (\$20)
- 45-minutes (\$30)
- 60-minutes (\$40)

## **What to expect from the instructor:**

- All students and families will be treated with care and respect.
- Instructor will give his best to each student during each lesson/session.
- Instructor will return phone calls and emails in a timely and professional manner.
- Instructor will always begin and end lessons at the arranged time.
- Instructor will always listen to student and parent/guardian concern(s) and will make every effort to address concern(s) and solve the problem to the best of their ability.

## **What instructor expects from the students and parents/guardians:**

- Please be punctual to all scheduled lessons/sessions.
- Please be sure to have your instrument and all necessary “extras” (ie: mouthpiece, neck strap, reeds, music, etc.) at each lesson.
- Instructor expects student to diligently practice assigned material in between each lesson (more specific information to be provided at first lesson meeting).

## **COVID-19 Pandemic information**

Given the health concerns of the COVID-19 Pandemic, all lessons and tutoring sessions will be given online via Zoom or Skype for the Fall of 2020. In-person lessons will continue as soon as social distancing is no longer required for health and safety reasons. Please see informational sheet with more specific information regarding applied lessons via remote instruction.

### **Other Expenses:**

In addition to private lesson/tutoring tuition, families may be responsible for additional expenses associated with private music instruction. Typical additional expenses can include:

- Purchasing original music (solo pieces, method books, etc.)
- Purchasing “gear” (mouthpiece, ligature, reeds, reed case, swab, neck strap, etc.)
- Instrument Maintenance/Repair
- Competition Entrance Fees

### **Exchange of Money:**

- Payment for the *month* is due at the first lesson of each month, and can be calculated by multiplying the number of lessons in that month (please see Studio Calendar) by the fee for the lesson duration. For example, if the student is taking 30-minute lessons (\$20/lesson) in a month with 4 lessons, the payment due would be \$80.00.
- Payments can be made by check or cash.
- A Late Payment Fee of \$5.00 will be added to each lesson if payment is not received at the designated date.
- Instructor reserves the right to assess a lesson fee for missed lessons or lessons not cancelled/rescheduled 24-hours prior (see Cancellations below).

### **Cancellations and Tardiness:**

#### ***By Instructor***

- If the instructor needs to cancel or re-schedule a lesson, it WILL be made up at a convenient time for the student and family. If finding a make-up time is not possible, the lesson tuition fee will be credited back to the family.
- By default, no lessons will be given on holidays like Thanksgiving, Christmas, etc. (Please see Calendar). During weeks when these holidays fall, the Instructor will make every effort to adjust teaching schedule to accommodate a different meeting time. If no suitable time can be found, family will not be financially responsible for that particular lesson.
- Cancellation of private lessons/tutoring due to weather or emergency situations will be up to the discretion of the instructor and Franklin College.
- Instructor will attempt to follow the local school district’s decisions regarding school closure and cancellation of after school activities. Delayed openings will not affect our activity as no lessons will be scheduled before or during school hours.

#### ***By Student or Parent/Guardian***

- If a private lesson/tutoring session needs to be cancelled or re-scheduled, please attempt to give the instructor notice at least 24-hours prior to scheduled lesson.
- Instructor will not be required to make up any private lesson/tutoring session missed by the student or cancelled without prior notification.
- Emergency situations do come up, and that is understood. If a lesson is missed, please make an effort to contact the instructor as soon as possible.
- If a student is late arriving to a lesson, the instructor will teach until the end of the scheduled time, however, the full lesson price payment will be charged.

### **Electronic Communication Policy:**

- Electronic Communications regarding lesson cancellations due to schedule, weather, etc. will be sent via email and text message unless other arrangements are made by the Parent/Guardian with the Instructor.
- Individual communication will be made via email/phone call/text message via Parent/Guardian preferred method of contact (see Contract).
- Parents/Guardians may “add” the Instructor on social media, but official communication regarding lesson cancellations/rescheduling/payments/any other studio policies should be made via email, phone call, or text message.

**Child Protection Policy:**

In order to create a safe learning environment, the Instructor is committed to putting the following measures in place:

- During a private music lesson with a student under the age of 18 years, the instructor will teach in a room with a window, an open door, or a large room or open area which can be accessed from a main hallway.
- Parents are always welcome to stay in a waiting area within earshot of a private lesson. If they find it necessary, a parent is welcome to check the window or open door at any time without disturbing the lesson.

**Please read and sign below:**

I \_\_\_\_\_ have read the above Private Lesson Studio Policies and agree that my child and I will abide by the policies and procedures set forth therein.

Signed: \_\_\_\_\_  
(Parent/Guardian)

Date: \_\_\_\_\_

Instructor: \_\_\_\_\_

Date: \_\_\_\_\_