

# Flute Studio Policies

## Nicholas Southwick, flutist & instructor

Artist Website: [www.nicholassouthwick.com](http://www.nicholassouthwick.com)

*Training:* Master of Music Performance, Bachelor of Arts in Music *summa cum laude*

*Current Faculty:* Concord Conservatory of Music, Tufts University Community Music Programs,  
Ipswich Schools Lesson Program, Private Studio

### About my teaching:

As a pedagogue, I am committed to exploring new approaches of teaching classical technique that incorporate a deep understanding of air management, acoustic/scientific principles of the flute, and body mapping. The goal: to equip you with the tools you need to communicate fluently in the language of music, empowering you to explore your innate creativity. Together, we'll build an atmosphere of patience, trust, and empathy so you feel comfortable to take risks and learn to celebrate your progress as you acquire new skills of music making. We'll explore how basic technical skills such as proper intonation, articulation, and rhythmic accuracy exist to serve phrasing and expression so you can craft your musicality.

### Studio Policies:

*Missed Lessons:* Prior to the first lesson of each month, I will send an invoice, via email, which lists all of the days that I have reserved for your lesson that month. **Please make every possible effort to keep the scheduled lesson time.**

That being said, I understand that students have busy lives and am willing to accommodate your schedules to the best of my ability. If you would like to request a rescheduled lesson for a planned conflict (sports game/competition, school play, club competition, traveling out of town, etc.), **you must do so at least a week (but preferably further) in advance.** If you do not want to reschedule or are simply too busy to do so, you can always opt to not schedule a make-up lesson, but please understand that you will not be reimbursed or credited tuition to the next month.

When emailing to request a rescheduled lesson, I will reply with several alternate time slots that are available that week. **If we are not able to find a suitable time to make-up the lesson from the times I have provided, you will simply miss the lesson but will not be reimbursed or credited tuition.** The best way to schedule make-up lessons is to look over the monthly invoice carefully and let me know ASAP which days, if any, will need to be rescheduled for the month.

If you do not let me know at least a week in advance of a planned absence, I will still try to schedule a make-up lesson, but you will likely forfeit the tuition for that lesson if an alternate time is unavailable.

Here are some exceptions to the one-week-in-advance policy:

- *Illness:* If the student becomes ill (to the point where they would miss school) on the day of a lesson, please get in touch with me by 10:00 am on the day of your lesson to cancel and we will reschedule at a mutually convenient time. I understand that illness can sometimes come on suddenly and that sometimes students are unable to communicate their worsening condition to their parents while they are in school. If this is the case, please let me know as soon as possible. We will try to find a make-up time.

- *Weather:* If I come to your school to teach and the school closes due to inclement weather, our lesson will be canceled. If the weather makes it impossible for me to travel to a teaching location even if they remain open, I reserve the right to cancel lessons. In either case, I will try to schedule a make-up lesson but will credit your account for the next month if we are unable to set up an alternate time.
- *Teacher absence:* Since I am an active performer, I will occasionally need to reschedule a lesson due to a professional rehearsal or concert commitment. I will communicate planned conflicts with the usual lesson time far in advance so we can reschedule for that day. If a performance obligation arises last-minute, I reserve the right to cancel a lesson and will credit your account for the next month if we cannot find a make-up time. If I am sick or need to cancel a lesson for a personal reason, I will let you know as soon as I can and we will attempt to reschedule. If we can't find a time on short notice, I will credit your tuition for that lesson in next month's invoice.

*Promptness:* Out of respect for each other's time, please plan to arrive 5 minutes early to get ready so we can start promptly. I strongly adhere to the scheduled lesson length, as I usually see students back-to-back, so minutes lost due to tardiness will not be made up.

*Student expectations:* Students must come prepared with all instruments and materials (music, **pencil**, cleaning cloth, etc.) to each lesson. They are expected to thoroughly prepare assigned materials each week. It is expected that the student practice at regular intervals to ensure progress in their musical development. I develop specific practice schedules with each student taking into account his or her age, level/experience, lesson length, and goals.

**Tuition:**

Payment is due monthly by check or cash at the first lesson of the month. As explained above, I send personalized invoices to each family prior to the first lesson of each month. If this policy creates financial hardship, or if you would like to request tuition assistance to offset the cost of lessons, please do not hesitate to reach out to me. I understand that private lessons are an investment and am very happy to discuss how we can work together to give your child access to high level music instruction.

Individual rates vary based on lesson length and the location where the student will be taught. Please contact me directly to discuss current rates.

**Communication:**

The best way to communicate with me is via email ([nicholas.southwick@gmail.com](mailto:nicholas.southwick@gmail.com)). If you need to reach me right away, you may call or text (207) 951-7897.

**Thank you for your attention to these studio rules and policies!!** I strive to be approachable, easygoing, and accommodating. I am deeply committed to my teaching and take my time with each student very seriously. I feel honored to be a part of each student's life and it truly brings me so much joy to work with them each week! Please don't hesitate to reach out at any point if you would like to discuss your student's progress or have concerns about any lesson policies or rules.

Thank you in advance for respecting my career as a full-time professional musician and instructor by adhering to these studio policies.