

MLBS STUDIO GUIDELINES

Martorano's Low-Brass Studio, 2023-2024

This two page document outlines the general procedures and expectations for lessons.

Please read both sides and return signed by student and guardians. Thanks!

Student Guidelines

I. Practice

1. Daily Practice
 - a. Becoming a good musician requires persistence & focused practice.
 - b. For this reason, students are expected to practice lesson assignments daily.
 - c. Some music practice techniques include:
 - i. Studying the music (counting/fingering challenging sections, review the key/time signature, wind patterns).
 - ii. Start simple and go complex (i.e., play it slowly with a metronome, take the music down an octave).
 - iii. Listening to recordings of professionals and record yourself play.
2. Goals
 - a. Just as important as daily practice, is QUALITY practice.
 - b. For this reason, students will work with Dr. Martorano to set clear achievable goals.
 - c. Some goal setting/maintaining techniques include:
 - i. Using a practice log to help keep track of your progress.
 - ii. Set aside time each day to have a practice session (at home or at school).
 - iii. Set short term goals (weekly) that help you work to your long term goals (semesterly).

II. Lessons

3. Be on Time
 - a. Unlike other classes, we only meet once a week for 30-60 minutes.
 - b. For this reason, we need to be on time (or early) and ready to play.
 - c. If we are unable to meet at our regular time, we should schedule a make-up lesson (See Parent Guidelines)
4. Be Prepared
 - a. There is no such thing as being "post-pared"
 - b. For this reason, bringing all required materials and warming up is key to a great lesson.
 - i. If possible, students should warmup before our lesson:
 1. If our lesson is during school, please warm-up that morning.
 2. If our lessons are after school, please come 5-10 min early and warm-up.
 - ii. Required materials:
 1. Their Instrument.
 2. Mouthpiece.
 3. Assigned music and practice logs.
 4. Metronome/Tuner (very important).
 5. Pencil (even more important).
5. Have Fun!!!
 - a. The action verb for music is not to recite, to drill, or to quiz; IT IS TO PLAY!
 - b. For this reason, students are encouraged to pick their music, plan performances, and be creative.
 - i. Learning something new can be challenging, but it doesn't have to be unpleasant.
 - ii. This is a quite wonderfully unique thing we get to do.
 - iii. Remember: WORK HARD & PLAY HARDER

III. Horn Maintenance

6. Oil and Clean Your Horn
 - a. Regular use of valve oil, slide grease, and cleaning cloths can help brass instruments play well and last for decades.
 - b. For this reason, students should regularly maintenance their instrument (at least once a week).
 - i. Dr. Martorano will provide recommendations and guidance in this process.

(Parent/Guardian Guidelines and Parent/Student Signatures on Back)

Parent/Guardian Guidelines

I. Scheduling Lessons

1. Signing Up
 - a. Sign-ups are first-come, first-serve and Dr. Martorano will work hard to accommodate every schedule.
 - b. To sign up, please send an email to [Guy.Martorano@gmail](mailto:Guy.Martorano@gmail.com), including:
 - i. Preferred lesson time (before school / during band class / after school).
 - ii. Preferred lesson duration (20-60 min, once a week):
 1. For beginners, 20-30 minutes is recommended.
 2. For more experienced players, 30-60 minutes is recommended.
 - c. A "Lesson Confirmation Email" will be sent upon successful scheduling.
2. Cancellations and Rescheduling Procedures
 - a. If a lesson needs to be canceled/rescheduled, please do so 24 hours in advance.
 - b. Cancellations:
 - i. To cancel a lesson, please send an email to [Guy.Martorano@gmail](mailto:Guy.Martorano@gmail.com).
 1. Cancellations 24 hours in advance will be marked as "Excused Absence".
 - a. All excused absences will result in no charge.
 2. Cancellation under 24 hours:
 - a. If there is an emergency, it will be marked as "Excused Absence".
 - b. If there is no emergency, it will be marked as "Unexcused Absence".
 - c. All unexcused absences will result in a charge (regular lesson price).
 - c. Rescheduling a lesson:
 - i. In-person lessons are preferable for rescheduled lessons, but online lessons are available.
 - ii. To reschedule a lesson, please send an email to [Guy.Martorano@gmail](mailto:Guy.Martorano@gmail.com).
 1. Dr Martorano's current availability can be found via the Studio Calendar:
 - a. Go to <https://www.martoranolowbrassstudio.com/> and click on the black clock.

II. Encouraging Daily Practice

As the old saying goes, "It takes a village to raise a child". I will work with them one-on-one once a week; and the band directors will work with them daily in groups. You can help your child achieve their very best by encouraging daily practice. You know them best: their personality, their likes/dislikes, their habits. Your help is beyond invaluable.

As always, feel free to reach out anytime with any questions or concerns!

III. Lesson Payment

3. Lesson Rates
 - a. In-person lessons are rated at \$50.00 per hour and proportionally valued.
 - i. 20 min (\$16.67 per lesson) 30 min (\$25.00 per lesson) 45 min (\$37.50 per lesson)
 - ii. In-person lessons are preferred, as they result in higher quality lessons.
 - b. Online lessons are rated at \$45.00 per hour and proportionally valued.
 - i. 20 min (\$15.00 per lesson) 30 min (\$22.50 per lesson) 45 min (\$33.75 per lesson)
 - ii. Online lessons are only available when in-person lessons are not possible.
 - iii. This pay rate excludes rescheduled lessons, which is at the in-person rate.
4. Monthly Invoice
 - a. Invoices are sent out at the end of each month, and are due at the end of the following month.
 - b. Example:
 - i. Month of Lessons – May Date Sent – May 31st Date Due – June 30th Past Due – July 1st
5. Payment Methods
 - a. The most convenient way to pay is through PayPal, via the link at the bottom of each monthly invoice.
 - i. Payments can also be made via Venmo, Cash App, or Zelle.
 - b. Payments may also be made via personal check or cash.
 - i. If paying by check, please specify the month/student's name in the memo.
 - ii. If paying by cash, please put it in a sealed envelope with the month/student's name on front.
 - c. **Late payments will result in a \$25.00 late fee added to the following invoice.**
 - i. After two months of unpaid lessons, lessons will halt until payment has been made in full.

Once you have thoroughly read this form, please return it signed by both parent(s) and student (via print or email).

Parent(s) Signature

Date

Student Signature

Date