

# MUSIC LESSONS CONTRACT

Martorano's Low-Brass Studio, 2022-2023

*Please read through the following document thoroughly (both front and back), as it outlines studio expectations and procedures for both students and parents.*

## Student Expectations

### **I. Practice**

1. Students are expected to practice daily
  - a. In order to become a music performance master, it requires persistence & focused practice.
  - b. For this reason, students are expected to work on their assigned music EVERY day.
  - c. Some music practice techniques include:
    - i. Playing the assignment on their instrument, both solo and with friends.
    - ii. Studying the music away from the instrument, such as chanting the note names and rhythms.
    - iii. Listening to (or creating) recordings of the assigned music.
2. Students are expected to create performance goals
  - a. Just as important as the frequency of practice, is the QUALITY of practice.
  - b. Creating achievable goals is a great way to become a music performance master.
  - c. Some goal setting/maintaining techniques include:
    - i. Beginning with the end in mind (i.e. set long term goals that you work toward each day).
    - ii. Keep a practice log that helps you track and guide your progress.
    - iii. Be proactive! (such as creating a calendar of important performance dates).

### **II. Lessons**

3. Students are expected to be on time, and with all required material
  - a. If possible, students should arrive 5-10 minutes early to warm-up.
    - i. This helps maximize the quality of their lesson and performance.
  - a. Required material for each lesson include:
    - i. The Instrument (and all its parts),
    - ii. Mouthpiece (and mouthpiece cleaner),
    - iii. Assigned music books/sheet music,
    - iv. Metronome/tuner device (could use smartphone app),
    - v. and a Pencil (and maybe a spare pencil just in case).
4. Students are expected to prepare assigned music for performance
  - a. Performing for others is a skill that requires repetition and practice to master.
  - b. Lessons are a safe and encouraging environment to help students with the challenges of music performance.
  - c. As students repeatedly perform in lessons/class/concerts, they will find this skill naturally grow and refine.
    - i. Students will also work with Dr. Martorano to learn performance techniques and strategies.

### **III. Horn Maintenance**

5. Students are expected to regularly maintain their assigned instrument(s)
  - a. Brass, like other metals, will breakdown in the presence of air and moisture.
  - b. Regular use of valve oil, slide grease, and cleaning cloths can help a brass instrument play well and last for decades.
  - c. For a list of recommended brass maintenance material, contact Dr. Martorano and/or your Band Director.

*(Parent(s) Guidelines and Parent/Student Signatures continued on the next page)*

## Parent(s) Guidelines

### I. Scheduling Lessons

#### 1. Lesson Sign-Up Procedures

- a. Sign-up for lessons are first-come, first-serve and Dr. Martorano will work hard to accommodate every schedule.
- b. Parents will have to select a lesson time (before/during/after school) and a duration (20-60 min).
- c. For less experienced players, 20-30 min lessons are recommended; For more experienced players, 30-60 min.
- d. Parents will receive a "Lesson Confirmation Email" from Dr. Martorano upon successful lesson scheduling.

#### 2. Cancellations and Rescheduling Procedures

- a. All lesson cancellations need to be at least 24 hours in advance.
- b. Doing this will result in an "Excused Absence".
  - i. All excused absences will result in no charge for that lesson.
  - ii. Lessons with excused absences may be rescheduled as time/availability permits.
- c. Canceling during/after the 24 hour window, will result in an "Unexcused Absence", for which there are no refunds.
  - i. In-person lessons require time and physical resources, both of which are limited.
  - ii. Unexcused absences restrict the ability to best use these resources.
  - iii. This excludes extreme circumstances, such as illness, adverse weather, and funerals.**
  - iv. This also excludes online lessons, as these generally don't require as much time or resources.
- d. In extreme cases, such as excessive absences or refusal to practice, lessons may be halted pending parental discussion.

### II. Lesson Payment

#### 3. Lesson Rates

- a. In-person lessons are rated at \$44.00 per hour and proportionally valued.
  - i. 20 min= \$14.66 per lesson    30 min=\$22.00 per lesson    45 min =\$33.00 per lesson
- b. Online lessons are rated at \$40.00 per hour and proportionally valued.
  - i. Online lessons are only available when in-person lessons are not possible.
  - ii. This pay rate excludes rescheduled lessons, which is at the in-person rate.

#### 4. Invoice Procedures

- a. Invoices are sent out at the end of each month via email (Guytano.Martorano@Yahoo.com).
- b. Payment(s) for that invoice should be made by the end of the following month.
- c. Example:
  - i. Month of Lessons – May      Date Sent – May 31<sup>st</sup>      Date Due – June 30<sup>th</sup>      Past Due – July 1<sup>st</sup>
- d. Parents should do everything in their power to pay for lessons on time.
- e. **Late payments will result in a \$25.00 late fee added to the following invoice.**
- f. After two months of unpaid lessons, lessons will halt until payment has been made in full.
  - i. If a personal emergency is keeping you from paying your balance, please email me.
- g. If payments are to be split between multiple parties, it is the responsibility of both parties to coordinate an payment schedule.
  - i. Each party splitting the invoice will also have to sign this "Music Lessons Contract"**

#### 5. Payment Method(s)

- a. The most convenient way to pay for lessons 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.
  - i. If paying by check, please make it out to "Guytano Martorano III" and specify the month in the memo.
- c. Payments may also be made via cash.
  - i. If paying by cash, please put it in an sealed envelope with the student's name and date paid.

**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