

Sarah Roberts Studio Policy

Phone: 940.390.8470 -- website: <https://robertssax.musicteachershelper.com> -- e-mail: SarahLynnRoberts@yahoo.com

Goals:

Private lessons are a vital component to a complete musical education. In addition to participation in school ensembles and chamber groups, private instruction will aid the student in achieving a more comprehensive understanding of the instrument and the proper fundamentals concerning issues of tone, technique, repertoire, and history that are specific to the instrument.

Lessons:

To maximize the lesson time the student **needs to be prepared**. All equipment (i.e. reeds, mouthpiece, ligature, neck-strap, etc.) must be with the student at the time of the lesson and be in **good working condition**. In addition to the instrument and its proper parts, the student must also bring his/her **lesson book, band binder, and a pencil**. Assignments will be given to the student each week and the student will be expected to practice a minimum of thirty minutes a day to keep up with the assignments. Private lessons are a chance for the student to learn outside of the classroom, and must therefore be treated as such during the student's preparation and practice. Students are encouraged to log on to my website and record their practicing.

Payment:

Lessons payments will be made for a month at a time (typically four week blocks – please note some months will have five weeks). All account information is available through my studio website provided you have created a username and password.

Payment can be made in three ways. First, payments can be made online with a credit card. Please note, there will be a small service fee of \$2.00 for all online transactions. This will be charged at the end of each semester depending on the number of online transactions.

Second, payment can be made by check. Checks can be made payable to Sarah Roberts and can be sent to school with the student or mailed to Sarah Roberts -- 2411 S-I 35E Apt. 1313 -- Denton, TX -- 76210. **There will be a \$20 service fee on ALL returned checks.**

Finally, some have found it helpful to create a reoccurring deduction from their bank account each month an automatic bill pay.

Payments for lessons need to be made by the **15th of each month**. There will be a **\$20 late fee** on all student accounts if payment has not been received by the 15th of the month. In addition, the student's lesson may be forfeited if the payment is not received by the 20th of each month.

Missed Lessons:

Cancellation of a lesson needs to be done **at least 24 hours in advance** of the lesson time to facilitate a possible make-up lesson. If the instructor is not notified within 24 hours of the lesson, the lesson will be forfeited and the student will be responsible for the payment of that lesson. There are, of course, certain extenuating circumstances that will be handled on a case by case basis.

As a graduate student and freelance musician, there will be times lessons will be cancelled. 24 hours advance notice will be given and make-up lessons will be scheduled, or adjustments to the monthly fees will be made.

Recommended Materials:

The following are a few items that are not necessarily required, but will definitely aid in the student's growth as a saxophonist and musician:

- Metronome
- Tuner
- Repertoire will be assigned individually
- Reed case (preferably one that holds more than one reed)
- Mouthpiece patch
- Cork grease (Selmer tuning slide and cork grease works great!!)
- Cleaning materials (i.e. silk swab, mouthpiece mouse, polishing cloth)