Traverso Studios
At the RMCMA
Studio Policy and Rules
Fall Session 2009

Welcome to Traverso Studios at the Rocky Mountain Center for the Musical Arts! I invite you to join many other talented young musicians as we explore the flute and its repertoire together. The following document provides valuable information for both students and parents, including descriptions of private lessons, a list of performance opportunities for the fall semester, scheduling and attendance rules, a list of required materials and a guide for parent involvement in the studio. If we each follow the simple rules that are spelled out in this policy, we will keep the business end of lessons running smoothly so that we can concentrate solely on making and performing music during lesson times.

Always feel free to contact me if you have any questions or concerns. The studio phone number is 303-718-6901 and my e-mail is Jennifer@traversostudios.com. For issues concerning lesson times or cancellations, or to request an in-person appointment please call rather than e-mail. I look forward to working with you and to embarking on a terrific semester!

Sincerely,

Jennifer J. Pauley

1) Private Lessons

The private lesson is an opportunity for the student to explore the flute and musical expression, ask questions and receive constructive criticism in a fun, friendly, and risk-free environment**. In order for the student to receive the most benefit from each lesson, he or she should come prepared.** This means spending adequate practice time on the previous lesson assignments, exercises and repertoire, coming to the lesson on time and with all required materials (see section 5). Students receiving a half hour lesson should expect to practice a minimum of 15 minutes a day, students coming for an hour lesson should spend at least a half hour per day. All students should listen to Suzuki or related repertoire CD as background music at least 30 minutes a day. (At bedtime, in the car, at meal time, during homework.)

The following list provides examples of some topics that may be addressed during a given lesson:

- Designing a helpful practice routine -Breath control - Tone production
- Embouchure development - Auditioning techniques - Vibrato
- Articulation - Form and Analysis -Technique -Theory
- Posture - Concert etiquette - Dynamic control - Review materials/ schedule
- Extended Techniques - Memorization - Stage presence

2) Group Lessons

The group lesson is an opportunity for all the students at the RMCMA Traverso Studios to become

acquainted and share performances, ideas and musical experiences. It is also an excellent opportunity for parents to actively participate in their student's musical education. These lessons will be designed to include all students and available parents, regardless of level of musical experience, in activities and discussions that will work on rhythmic fundamentals, flute mechanics and stage presence. Group lessons will begin with general flute related topics such as breathing, rhythm or scales. The middle part of the lesson will be a repertoire class. All students will play common repertoire together, while polishing pieces and learning how to play in an ensemble. The last portion of the lesson will be a master-class format where students will be selected to perform for the studio and will receive helpful suggestions for improving their next performance. Group lessons are scheduled for Sept. 21st, Oct. 19th and Nov. 16th 2009, at 5:00pm in Grimes Recital Hall.

3) Lesson Scheduling and Attendance

Lessons: Students will schedule lessons by contacting the Registrar at the RMCMA office at (303) 665-0599 x100. The office is open Monday-Friday 10am to 6pm. Half-hour, 45 minute and hour slots are available. Payment can be made for the entire semester at one time, or a payment plan can be arranged with the registrar. Traditional students pay for appox. 4 lessons per month, Suzuki students pay for approx. three private lessons and one group lesson a month. Traditional students are encouraged to attend group lessons, but may choose to take a private lesson instead.

Lesson Cancellation by the student: Lesson times will remain the same every week and will not be moved to accommodate other appointments. If a student needs to cancel a lesson, he or she must call the studio phone at 303-718-6901 and leave a name, contact number, the date of the lesson and reason for cancellation at least twelve hours in advance of that lesson. If a phone call is not made at least twelve hours in advance, the absence will be unexcused. Students are allowed one make-up lesson per semester, subsequent missed lessons will not be made up and will not be refunded. Most make-up lessons will be scheduled during make-up week, Dec. 14-20th, but some may be made up during the semester if there is a pressing performance or competition that the student needs to prepare for.

Lesson Cancellation by the Instructor: If the instructor should cancel a lesson due to a professional performance, master class or seminar or family emergency, a make-up lesson will be scheduled.

Holidays: The RMCMA will be closed Wednesday through Sunday of Thanksgiving week, Nov. 25-29th 2009. The RMCMA will also be closed after make-up week Dec. 14-20th until the start of the Spring term on Jan. 11th. If students have a holiday or vacation they wish to observe, please see the registrar when making payment plans for the semester.

Tardiness: If a student arrives late to a lesson, he or she will be charged for the entire lesson time, but will only be taught from the moment the student arrives until the time that the lesson is scheduled to end. For example, a student who comes fifteen minutes late to an hour lesson, will receive a forty-five minute lesson, but will pay for an hour.

4) Additional Fees

Ordering Materials: The student may request that the instructor order required music, books, recordings or materials for them. The price of the item plus tax and shipping and handling will be billed directly to the student after the student has received the materials. The RMCMA will not bill for this service, the instructor will bill for it separately from lesson registration costs.

Hiring an Accompanist: Performing with an accompanist is a valuable skill to learn and is important for all students to experience. Students may wish to perform with an accompanist for solo and ensemble competitions, MTNA competition, Music Federation competitions, Suzuki Association institutes, concerto/ young artist competitions, studio performances, etc.

The student is welcome to choose a recommended accompanist from the following list, or use any other accompanist he or she is familiar with. The following list includes players in the Brighton area. RMCMA instructors or upper-level piano students may also be available. Payment

to the accompanist should be arranged between the student and pianist. While the instructor can may remind students about accompaniment fees and due dates, Traverso Studios will not accept payment for accompanist fees or bill students for an accompanist's services, nor will the RMCMA.

The instructor needs to hear the piece with the accompanist at least one lesson before a performance. If the lesson time needs to be changed to fit the accompanist's schedule, call the studio phone as soon as possible and arrangements will be made to find a suitable time.

List of Accompanists:

Judy Abplanalp (303) 479-9970
Amanda Setlik asetlik@gmail.com
Marlys Harp (303) 659-3607
Muriel Bennett (303) 857-2865
Gerrie Swart (303) 659-2686

Recording Fee: Most recitals and studio performances will be recorded. Traverso Studios will provide CD copies and editing services for $5 a CD.

5) Required Materials

Each student will need to bring the following items to each private and group lesson:

Flute: The student's instrument should be in good repair and receive yearly maintenance inspections. For advice on purchasing or renting an instrument or for repair shop recommendations please don't hesitate to call the studio phone at 303-718-6901.

Cleaning rag and tuning slide: Flutes are usually purchased with a metal tuning slide which is used to check cork placement, the instructor can demonstrate how this is done. The tuning slide can be threaded with a handkerchief or scrap of fabric for swabbing out the inside of the flute. **The flute should be swabbed out after every use** to ensure a clear resonating space and clean pads and to prevent mold build-up. If the student's flute does not come with a tuning slide, one can be purchased for five dollars at any music store. Wooden tuning slides are preferable to metal, as the metal can scratch the inside of the flute.

Pencil
Three ring binder or notebook: For students to keep records of assignments, notes and exercises
Staff paper
Notebook paper or notebook
Practice assignment sheets: supplied by the instructor at the end of each lesson
Music and exercise books: as assigned
Recordings: as assigned
Folding Music Stand
Tuner (Junior high, High school required, elementary students encouraged)
Metronome

The instructor may request that the student purchase exercise books, sound recordings or sheet music for study. The instructor will try to limit the number of required purchases to a reasonable number per semester. In addition, the instructor will attempt to keep required purchases to a minimum by allowing students to borrow books, music and recordings from the Traverso Studios library. These items must be returned by the end of semester. Students will receive fines for lost or late items. If the student has any concerns regarding the cost of required materials, please feel free to contact the instructor by the studio phone, 303-718-6901.

Required materials may be purchased by the student at any retail venue, or the instructor can make the purchase for them and the materials will be billed to the student. (see section 4).

6) Fall Performance Opportunities

Trill Seekers Flute Choir: The Trill Seekers flute choir is a community ensemble based in the town of Brighton. (25 min. East of Lafayette on highway 7). The choir opens concerts for the Brighton Orchestra and performs for charity organizations around the state. Past events include the American Cancer Society's Silent Auction, The Inglenook Retirement Center Christmas Showcase and North East Elementary's Special Assembly Days. Rehearsal times vary, but the group generally meets at Noon on Saturdays in Brighton. Students interested in playing with Trill Seekers should call Jennifer Pauley at (303) 718-6901. If there is enough interest among RMCMA students, a separate Lafayette choir could be established.

Senior Care Centers: There are a variety of assisted living and senior care centers in the Brighton and Thornton area that appreciate live entertainment. It is a chance to perform for an appreciative and sympathetic audience and is a great opportunity to work on music before an upcoming audition or to practice performing a new piece before institute. The Inglenook Center in Brighton will host recitals the first Tuesday of every month. These are an excellent venue for preparing audition or competition material.

Elementary Schools: In order to promote Suzuki flute in Colorado and recruit new flutists and audience members, Traverso Studios students may perform for special music assemblies at area elementary schools. North Elementary in Brighton is especially in need of quality music programs and would welcome student performances. Area libraries may also be glad to add musical programs to their own schedule of events.

Colorado Flute Association Student Competition: CSU School of Music, Sat. Nov. 7th 2009.

Studio Recital: Students are required to perform either a solo or ensemble piece at the studio recital which has been scheduled for Dec. 12th at 4:30pm in the RMCMA main hall.

7) Parent Involvement

Parents and guardians are strongly encouraged to take an active role in their child's musical education. Parent's also show a deep commitment and support by transporting students to and from activities, supervising at home practice sessions and scheduling time to listen to CDs and attending concerts. Parents of Junior and Senior High School students are invited to observe private lessons and performances, parents of Elementary age students are required to attend all studio events. All parents are encouraged to read *Nurtured By Love* and *Ability Development from Age Zero*.

In order for students to receive the maximum benefit from parent involvement, please follow these simple guidelines when participating in Studio sponsored events.

1) *Be as quiet as possible* when observing private lessons. Do not be tempted to give advice or encouragement during the middle of the lesson, as this can both distract and confuse the student who is also receiving instructions from the instructor.

2) *Leave discipline and instruction* to the instructor during group and private lessons. If you have a question please don't interrupt. Bring a notebook and pencil to jot down notes and ask questions before the lesson begins or at the end of the session.

3) *Leave the cell phone at home.* Cell phones will not be permitted at performances and can create a great distraction during lessons. If you forget to turn off your phone during a lesson, please don't answer it in the studio. If you must answer, please go outside.

4) *Other children* may observe their sibling's lesson, as long as they can remain quiet and entertain themselves for the duration of the lesson.

5) *If a parent, guardian or family member causes a disruption* or chooses not to follow the above rules during a private or group lesson or performance, he or she will be asked to leave.

6) *The instructor may request a consultation* with a parent or guardian at any time in order to remind them of Studio rules and etiquette or discuss their student's learning situation.

By signing this page, the instructor, parent and student acknowledge that all parties have read the studio rules and policies stated in this document, understand them to the best of their ability and agree to act upon them as necessary. This is not a legal document or binding contract, but a statement of good faith by all concerned.

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Instructor Signature Date

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Parent/Guardian Signature Date

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Student Signature Date

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