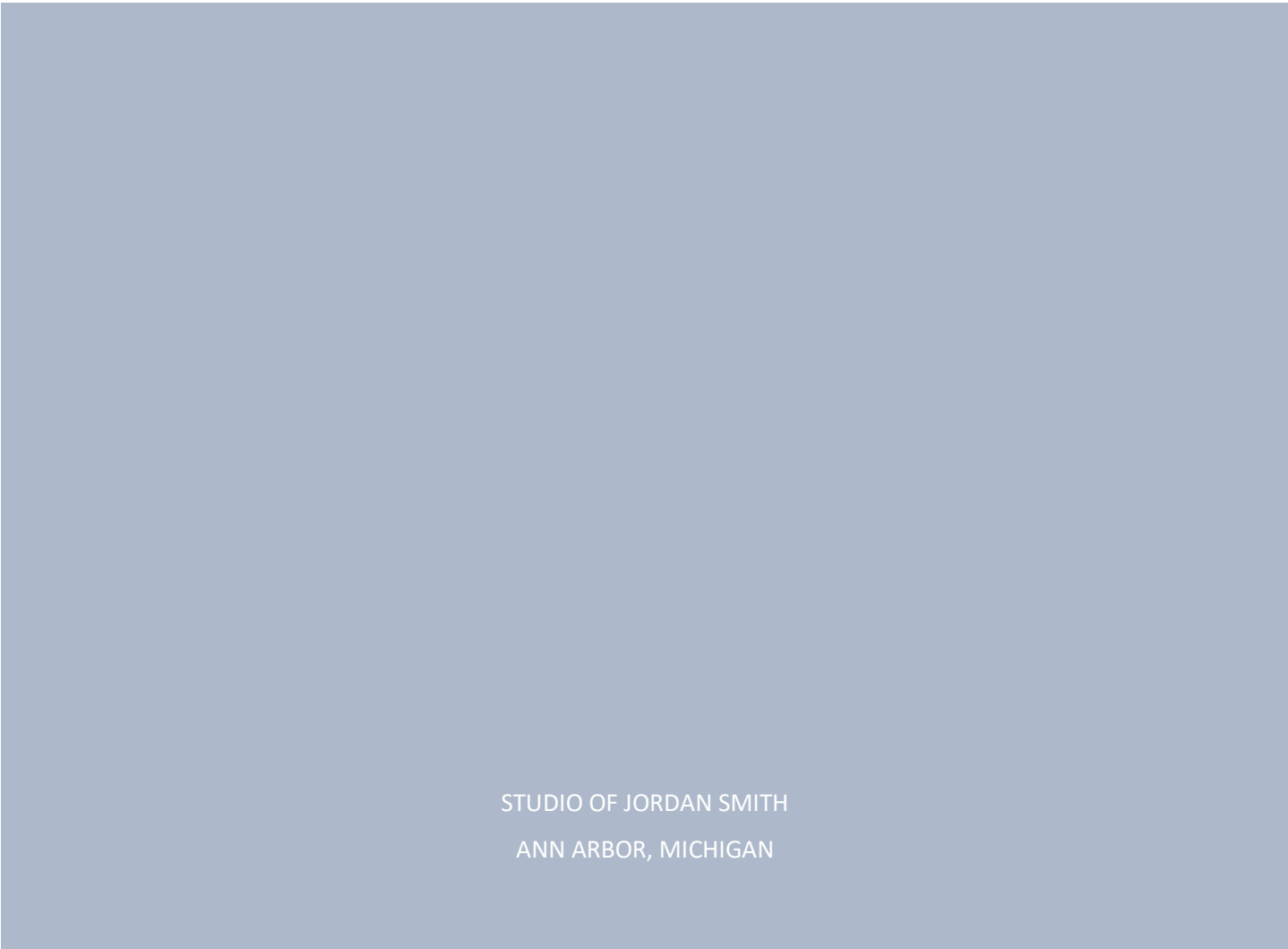




FLUTE STUDIO HANDBOOK



STUDIO OF JORDAN SMITH
ANN ARBOR, MICHIGAN

Welcome

Hello! I want to sincerely welcome you to the flute studio and trusting in me to be your teacher! The purpose of the flute studio handbook is to express the commitment of both teacher and student. Students in my studio enjoy weekly lessons, monthly studio class/masterclasses, end of term recitals and 1-3 planned flute events throughout the academic calendar. Students are expected to come prepared each week to lessons and are encouraged to think critically while having fun. I am learning, just as you, so please bring an open mind when trying something new to you. I promise to create an accepting and safe environment for you, while maintaining a high-level of teaching. My hope is for both students and parents to enjoy their time in my studio, and I look forward to making music with you!

Contact Information

Jordan Smith
591 Landings Blvd
Ann Arbor, MI 48103

jsmithflute.com
jsmithflute@icloud.com
269-578-6079

Background Information

I am originally from Michigan and grew up in the Southwest part of the state near Battle Creek. I really enjoy going kayaking, spin classes, yoga, art, dance, animals and music! I enjoy performing all genres of music and have recently fallen in love with musical theater. I received my Bachelors degree from Central Michigan University and attended the University of Michigan earning both a Masters and Specialist degree. My primary teachers are Dr. Joanna Cowan White, Alexa Still and Amy Porter.

General Policies

Scheduling:

- Regular Lessons are held Monday – Friday, **August – May**.
 - *Will work around student and parent's schedule*
- Summer Lessons are held Monday – Friday, **June – July**.
 - *Each month I will post my availability in Google Drive and will be on a first-come-first-serve basis. Please sign up for a time that works each week of the month*
- Make-up Lessons are held on every Sunday

Cancellation and Reschedule:

- If you need to cancel, please provide at least a **24 hour notice** via text or email. If not, you will still owe for that lesson.
- If the student does not show up, you will still owe for my time.
- If I need to cancel, I will reach out to the student and/or parent and will plan to have a make-up lesson at the end of that week. This depends on my performance schedule and I will incorporate that into my availability for lessons. Sometimes last-minute gigs will pop up and I will make arrangements with student on another day and time for that week.
- Showing up to the lesson without materials (music, pencil, instrument, etc.) is not acceptable and will count as an absence and you will still owe for my time.

Location: Weekly lessons will be held in person on University of Michigan's campus or student's home. I will be available for virtual lessons via Zoom. If virtual preferred, I will provide safe and secure zoom link and please have working headphones and microphone. ALL LESSONS WILL BE RECORDED and stored in a shared folder on Google Drive.

Payment and Fees:

Current Rate (my home): \$60 for 60 mins and \$40 for 30 mins

Current Rate (student's home): \$70 for 60 mins and \$50 for 30 mins

Annual Fee: \$50 due in August (for flute events, guests and music materials for lessons)

Payments can be made weekly or monthly, I currently do not have a preference. Please make payments on time, within 2 days of the lesson or if monthly, 1st – 3rd of the month. I bank electronically and will only accept these forms of payment:

- Venmo: @jordan-smith-146
- Paypal: @paypal.me/smithjdee
- Check