

**Guitar Pedagogy, SFCM  
Policy Statement, Example One**

**COMBINED PAYMENT/MAKEUP LESSON  
POLICY STATEMENT**

Payment for lessons will be made on a monthly basis. Payment for each month is due the week prior to the new month. (Example: June lesson payment is due the last week of May.)

Students must notify (your name) of a lesson cancellation minimum of 24 hours prior to lesson time. If at least 24 hours notice is given, then a makeup lesson will be scheduled at the earliest possible date. If less than 24 hours notice is given, students will be charged for the scheduled lesson and no makeup lesson will be given. There are no exceptions to this policy.

**MAKEUP LESSON POLICY STATEMENT**

Students must notify (your name) of a lesson cancellation minimum of 24 hours prior to lesson time. If at least 24 hours notice is given, then a makeup lesson will be scheduled at the earliest possible date. If less than 24 hours notice is given, students will be charged for the scheduled lesson and no makeup lesson will be given. There are no exceptions to this policy.

**Guitar Pedagogy, SFCM  
Policy Statement, Example Two**

*Your Name Guitar Studio*  
**Address, Telephone, E-mail**

**CALENDAR**

**FALL SEMESTER**

Sept. 13 Monday, Classes begin  
Nov. 25-28 Thursday through Sunday. Thanksgiving recess  
Dec. 19 Sunday, Christmas holidays begin  
Jan. 3 Monday, Classes resume  
Jan. 15 Saturday. Last day of the Fall Semester

**SPRING SEMESTER**

Jan. 17 Monday, Classes resume  
Mar.30-Apr. 15 Thursday through Wednesday. Spring recess  
May 20 Saturday. Last day of the Spring Semester

**SUMMER TERM**

Dates and tuition to be announced

**TUITION**

Based on 32 weeks of lessons, tuition is \$\_\_\_\_ for the school year. This includes one 30-minute private lesson and one 45-minute group lesson each week. or \$\_\_\_\_\_ for 60 minute lesson.

**PAYMENT OF FEES**

Fees, payable in advance of lessons, are to be made on the basis of \$\_\_\_\_ per semester; or if you prefer are payable in nine equal payments of \$\_\_\_ each. Make checks payable to *Your Name*.

**MISSED LESSONS**

Students must notify Your Name of a lesson cancellation minimum of 24 hours prior to lesson time. If at least 24 hours notice is given, then a makeup lesson will be scheduled at the earliest possible date. If less than 24 hours notice is given, students will be charged for the scheduled lesson and no makeup lesson will be given. There are no exceptions to this policy.

**LESSON TIMES**

Private \_\_\_\_\_  
Day Time

Group \_\_\_\_\_  
Day Time

**Sidebar:**

Considering your time and level of training, any musician who tries to make a full time living at teaching should set fees that will produce AT LEAST \$40,000 A YEAR, AFTER EXPENSES and payment of health insurance and social security taxes and other self employment taxes. For the experienced teacher the sky is the limit. Those who don't teach for a living should not undercut their fees and should charge the same rate as the professional teacher. You should not (for the love for your fellow musician) drive the wages down for those who are trying to make a living at it.

**Guitar Pedagogy, SFCM**  
**Policy Statement, Payment and Makeups**

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**Guitar Pedagogy, SFCM  
Letter to Prospective Students**

YOUR NAME, Classical Guitarist

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YOUR ADDRESS

Cell Number:

Office Phone:

E-Mail:

Dear Parents,

Do you realize that children who study a musical instrument learn responsibility and discipline, they gain pride in their accomplishments which in turn makes them confident, they learn to think in a logical manner, and they will perform better in school. These are just a few of the benefits that your child can gain.

Dear Prospective Student,

In my studio students receive a thirty or sixty minute lesson (And a forty five minute class lesson) Besides just learning to actually play the guitar, students will engage in theory and creative work, technique, varied repertoire, ensemble and sight-reading work, as well as become acquainted with the history and performance style of the guitar. This will strengthen their overall knowledge of music, prepare them well for continued study in guitar and for an increased enjoyment of music in general.

Lessons (and/or class) are offered for children, teenagers or adults.

(optional)

You (and your children) are invited to come to my Open House, September 7, Sunday afternoon from 2-5 to discover more about the guitar. Refreshments will be served. If you are not able to come, but would like more information, please call me between 9 a.m. and 9 p. m. any day.

I look forward to meeting you!

Sincerely,

# OFFICE IN A CAR CHECKLIST FOR TRAVELING TEACHERS

## EQUIPMENT

Instrument(s) Folding stand (s)	Metronome Footstool or A Frame
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## SUPPLIES

Pencils and pens Manuscript paper Nail file and sandpaper	Guitar strings Pencil sharpener
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## SUPPLEMENTAL TEACHING MATERIALS

Often used supplemental teaching handouts and materials Several of the basic method book or series you use Stickers, stars and other incentives for children	
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## BUSINESS NEEDS

Receipt book for payments Schedule book for lessons Calculator	Electronic organizer or binder for address and phone numbers Record book or folder for student needs Student contracts
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## PROMOTIONAL MATERIALS

Business cards Promotional flyers, brochures or letters	Resume Demonstration tape, or CD
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