

The Jordan Wainwright Studio

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Studio Policies

Welcome! I look forward to beginning lessons with you

Expectations

Every student has unique needs, and deserves a positive education experience appropriate for where they are in their development. This is what is expected from both teacher and students during lessons:

Teacher Expectations

- Specially tailored lesson plans promoting a successful pace for each student
- A positive, constructive teaching style
- An encouraging learning environment
- Honest feedback on student progress

Student Expectations

- A respectful, positive learning attitude
- Dedication to practice
- Well-prepared music and completed assignments for each lesson
- Open communication with the teacher about progress and expectations

Parent/Guardian/Family Involvement

One-on-one time is spent with students during lessons to prepare them for the week ahead. It is important parents/guardians/families are respectful of this, thus ensuring an environment best conducive for student learning. Etiquette for parents/guardians/families present during lessons includes:

For In-Studio Lessons

- Do not bring animals/pets in the studio (unless they are service animals)
- No food/beverages in the studio except water; if you need to eat or drink something other than water, please do so outside of the studio
- If you need to exit the studio space, do so discreetly as not to disrupt the lesson

- Any comments or questions parents/guardians/families may have should be saved for after the lesson

For Lessons in the Student's Home

- Maintain an environment free of potential distractions
- If you need to move through the lesson space, do so discreetly as not to disrupt the lesson
- Any comments or questions parents/guardians/families may have should be saved for after the lesson

Individual practice time can be more effective when parent/guardian/family accountability is involved. Here are some ideas for practice accountability:

- Have the student perform “recitals” for friends, siblings, or other family members
- Sit in one practice a week and ask them questions about what they are practicing. Pretend that you are their student and they are the teacher, giving them an opportunity to teach the materials they are learning.

Lesson Materials

Lesson materials, listed below, can be purchased online through numerous retailers. In some cases, materials can be downloaded as free PDF documents (indicated with * next to the book title). If you are not able to afford some or all lesson materials, please notify the teacher.

Beginning students will need:

- *Rubank Elementary Method Trombone or Baritone*, Newell H. Long*

Intermediate students will need:

- *Selected Studies for Trombone*, H. Voxman
- *Arban's Famous Method for Trombone*, Joseph Jean Baptiste Arban*

The following books are required for all students:

- *Melodious Etudes for Trombone, Book 1*, Joannes Rochut*
- *The Intermediate Trombonist*, Brad Edwards (TromboneZone.org)
- *What Every Trombonist Needs to Know About the Body*, David Vining (mountainpeakmusic.com)

Other materials, such as booklets, sightreading exercises, and theory/ear training assignments will be used as supplementary material; those will be provided by the teacher.

Practice Expectations

Students must practice to progress and to retain new information. Consistent student practice will ensure long term success.

Practice Session Length

Appropriate practice session lengths are determined by the student's playing experience. The following are suggested practice session lengths (not including warm up, which can take a minimum of 5 to 15 minutes):

- Beginning students should practice at least 30-45 minutes **daily**
- Intermediate students should practice at least 1-1.25 hours **daily**
- Advanced students should practice at least 1.5-2 hours **daily**

The practice session lengths listed above indicate *ideal* daily practice times. Daily practice sessions can be divided up throughout the day (ex. 15 minutes in the morning, 30 minutes in the afternoon, and 15 minutes in the evening for an intermediate student). What is most important is that **practice session are focused**, especially if the student is unable to practice to the recommended daily amount.

Practice Aids

Students have a variety of tools at their disposal to optimize their practice.

Required Practice Aids

- Metronome/Tuner/Drone
 - If student has access to a smartphone, most devices have free metronome/tuner/drone apps available for download (such as Tonal Energy)
- A recording device
 - If student has access to a smartphone, most include a recording app

Optional Practice Aids

- Breath builders/visualizers
- Embouchure visualizers
- Music Theory websites, such as teoria.com
- Keyboard

Lesson Sheets

Lesson sheets provide a tangible representation of lesson and practice expectations. An example lesson sheet is found at the end of this packet. We will go over how to fill out the form during the first lesson.

Note: For Students 13 and under, Parents/Guardians *must* initial each day on the practice log portion to confirm their child practiced.

Scheduling

When you sign up for lessons, **you are reserving that time slot for as long as you take lessons**. Do keep this in mind when scheduling a time. If you know of any upcoming or potential conflicts with your chosen lesson time, please reach out as soon as possible, or consider another day/time for lessons.

The teacher will also inform you of upcoming events or potential conflicts, and will make up those lessons based on your schedule.

Rescheduling

Life happens, and schedules change. To reschedule lessons, please send an email with time slots that work best.

Make-Up Policy

If a lesson is cancelled, lessons can be made up at a different day and time. Please send an email with time slots that work best.

Cancellations

Cancellations must be made *at least* 48 hours in advance. **Lessons cancelled with *less than* 48-hour notice must still be paid for;** exceptions are for student illness or a family emergency.

Discontinuing Lessons

If for any reason you need to stop taking lessons, a discontinuation notice must be made the prior month.

Payment Information

Lesson Rates

The student's first lesson is free!

After the first lesson, rates are as follows:

- 30-minute lessons: \$30 per lesson, \$120 per month
- 45-minute lessons: \$45 per lesson, \$175 per month (\$5 discount)
- 60-minute lesson: \$60 per lesson, \$230 per month (\$10 discount)

Home Service Fee

If the teacher needs to travel 20 or more miles to the student, a home service fee will be added to the per lesson rate. This helps to cover the teacher's travel and fuel expenses. Fees are listed as follows:

- 20+ miles—Add \$5 to the per lesson rate
 - Example—\$30 per lesson becomes \$35 per lesson/\$140 per month
- 30+ miles—Add \$10 to the per lesson rate
 - Example—\$45 per lesson becomes \$55 per lesson/\$215 per month (discount still applies)
- 40+ miles—Add \$15 to the per lesson rate
 - Example—\$60 per lesson becomes \$75 per lesson/\$290 per month (discount still applies)
- 50+ miles—Add \$20 to the per lesson rate
 - Example—\$30 per lesson becomes \$50 per lesson/\$200 per month

If you, the student, live 60 or more miles from the studio, an additional \$5 is added for every 10 extra miles (ex. 60+ miles—\$25 home service fee, 70+ miles—\$30 home service fee, etc)

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Payment Options

Students and their families have two payment options:

- Pay Per Month
 - This is for students paying for a month's worth of lessons in advance. For this option, payment is due at the first lesson of the month (refer back to per month rates)
- Pay Per Time Block
 - This is for students doing non-weekly lessons (i.e. bimonthly, biweekly, etc). It is based on the per lesson rate (see Lesson Rates). Payment is due at the start of each time block.
 - Example—two 45-minute lessons = \$90 at the start of the time block

Payments can be made in Cash, to Venmo (@Jordan-Wainwright), or by Check (payable to: Jordan Wainwright)

Communication

Clear communication is key to student success! Please reach out with any comments, questions, or concerns.

- Email: jordan.wainwright.92@gmail.com
 - Emails can be sent at any time, and will be answered as promptly as possible
 - Email subjects should have the student's name, the date sent, and the what the email entails (e.g. "Jane Doe, Thursday October 31st, Rescheduling Lessons")
- Cellphone: (909) 287-4027
 - Calls and Texts are to be made between 12:00PM—6:00PM PST (unless in an emergency); they will be answered as promptly as possible

Signatures

Indicate all sections have been read through before signing

- Expectations
 - Teacher Expectations
 - Student Expectations
- Parent/Guardian/Family Involvement
- Lesson Materials
- Practice Expectations
 - Practice Session Length
 - Practice Aids
 - Lesson Sheets
- Scheduling
 - Rescheduling
 - Make-Up Policy
 - Cancellations
 - Discontinuing
- Payment Information
 - Lesson Rates
 - Home Service Fee
 - Payment Options
- Communication

Student Name
(Printed) _____

Student
Signature _____

Date Signed _____

*For Students 13 and Under–Parent/Guardian Name
(Printed) _____

*For Students 13 and Under–Parent/Guardian
Signature _____

Date Signed _____

Please return the Signatures Page at the Next Lesson. Keep pages 1-6 for your reference.



Name: _____

Lesson Sheet

Date: _____

Lesson Readiness

All Materials

Last Week's Lesson Sheet

Completed Practice Log

Practice Log

Days: _____ Time: _____

| Days: | Lesson | | | | | | | Lesson |
|----------|--------|--|--|--|--|--|--|--------|
| Time: | | | | | | | | |
| Initial: | | | | | | | | |

Before You Practice

1. On a separate sheet of paper, write down what you want to accomplish for the practice session
2. Do stretches/breathing/buzzing exercises 2-5 minutes before picking up the instrument
3. Allow yourself at least 5-10 minutes to warm-up on the horn

During Practice

1. Make sure you have your metronome. When practicing a difficult passage, start with a small chunk and take it slowly. Once comfortable and confident at the slower tempo, speed up incrementally until the passage is comfortable at tempo.
2. Have your drone and/or tuner nearby to ensure you are in tune.
3. Follow the 45/15 rule for long, extended practice sessions: 45 minutes on the horn, 15 minutes off

After Practice

1. Just as you warmed up, make sure you warm down at least 5-10 minutes
2. Write down what things you did in your practice. What things did you feel you improved on? Which things can still improve? How will you tackle those things in your next session?

Practice Assignments

| <u>Fundamentals/Technique</u> | page | <u>Theory/Ear Training</u> | page |
|-------------------------------|------|----------------------------|------|
| <input type="checkbox"/> | | <input type="checkbox"/> | |
| <input type="checkbox"/> | | <input type="checkbox"/> | |
| <input type="checkbox"/> | | <input type="checkbox"/> | |
| <u>Repertoire</u> | page | <u>Miscellaneous</u> | |
| <input type="checkbox"/> | | <input type="checkbox"/> | |
| <input type="checkbox"/> | | <input type="checkbox"/> | |
| <input type="checkbox"/> | | <input type="checkbox"/> | |

Focused and Positive Attitude

Completed Practice Assignments

Grade: A B C D F

Student signature

Teacher signature

Rubric:

A: Student completed ALL 5 boxes

B: Student completed 4 out of 5 boxes

C: Student completed 3 out of 5 boxes

D: Student completed 2 out of 5 boxes

F: Student completed 0-1 out of 5 boxes