



Student Policy Packet

Welcome! I look forward to beginning lessons with you.

Expectations

You, the student, have unique needs and deserve a positive education experience that works for *you*. Here's what's expected from the both of us during lessons:

Teacher Expectations

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

Student Expectations

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

Parent/Guardian and Family Involvement

Time spent with students during lessons prepares them for accomplishing their musical goals. It is important that parents/guardians and family members are respectful of this to ensure a productive learning environment. Etiquette for parents/guardians and family members present during lessons includes:

For In-Person Lessons

- Maintain a distraction-free environment
- Keep animals/pets away from the lesson space (unless they are service animals).
- Avoid consuming food or beverages in the lesson space (except water)
- If you need to exit the lesson space, do so discreetly as not to disrupt the lesson.
- Any comments or questions should be saved for after the lesson.

For Virtual Lessons

- Maintain a distraction-free environment
- If you need to move through the lesson space, do so discreetly as not to disrupt the lesson.
- Any comments or questions you may have should be saved for after the lesson.

Lesson Materials

Students and their families are responsible for purchasing lesson materials, listed below. These can be purchased online, at music stores, and at other retailers. **If you are not able to afford some or all lesson materials, please let me, the teacher, know ASAP.**

Beginning Trombone and Euphonium students will need:

- [Rubank Elementary Method Trombone or Baritone](#), Newell H. Long

Intermediate Trombone students will need:

- Elementary-Aged and Middle School-Aged Students: [The Intermediate Trombonist](#), Brad Edwards
- High School-Aged Students: [Trombone Unlimited](#), Megumi Kanda

Intermediate Euphonium students will need:

- [Daily Routine for the Student Euphonium Player \(3rd edition\)](#), Bill Waterman

Intermediate Trombone and Euphonium students will need:

- [Melodious Etudes for Trombone/Euphonium, Book 1](#), Joannes Rochut

Other materials—such as booklets, theory assignments, clef studies, and ear training exercises—**will be supplementary and provided by me, the teacher.**

Practice Expectations

You, the student, must practice to progress and to retain new information. **Consistent practice ensures long term success!**

Daily Practice Goals

Appropriate practice session lengths are determined by experience and endurance. The following practice session lengths are **recommended** and **ideal**:

- Beginning students *should* practice at least 30 minutes **daily**
- Intermediate students *should* practice at least 45 minutes - 1 hour **daily**

The outlined practice session lengths are ideal daily practice goals. Meeting these goals isn't always easy; there's homework to do, other extracurriculars you're involved with, and a whole list of responsibilities on your plate. Remember, **what's most important is that practice sessions are focused and consistent.**

Practice Aids

There are a variety of tools at your disposal to optimize practice.

Required Practice Aids

- **Practice Log**
 - This tool allows you to keep track of what you are working on for school, lessons, performances, etc. They also allow you to reflect on how you are doing musically.
 - **There is an example template on pages 11 and 12 of this packet.**
 - A copy of this template will be emailed to you prior to your first lesson.
 - **I will review practice logs each week.**
 - In person students, please come to your lesson with your practice log to be reviewed.
 - For virtual students, please email me your practice log by your lesson time.
 - **Parents/guardians of students 17 and younger must sign the practice log.**
- **Music Stand**
 - Available for purchase online through most music retailers
 - Ex. [Peak Stands](#) is a solid brand; I've had mine since 2012.
- **Metronome/Tuner/Drone**
 - Most metronomes have tuner and drone functions, and can be purchased at most music stores and online retailers.
 - [This](#) metronome is a good option
 - If you have a smartphone, most devices have metronome/tuner/drone apps available for download or to purchase (such as Tonal Energy).
 - The device **MUST** be easily accessible to the student **or** belong to them outright.

Optional Practice Aids

- **Breath builders/visualizers**
 - Available for purchase online, typically through amazon or specialty music sites.
 - [ProWinds](#) has a good selection of products.
- **Embouchure visualizers**
 - Available for purchase online, typically through amazon or specialty music sites.
 - [Bach](#) has one that's good.
- **Music Theory websites**
 - Such as [teoria.com](#)
- **Recording device**
 - If the student has access to a smartphone, most devices have a recording app or have recording apps available for download.

Scheduling

All lessons are scheduled on a first come, first serve basis.

Note: when you sign up for lessons, you are reserving your time slot for as long as you take lessons. Keep this in mind when scheduling in-person or virtual lessons. If you know of any upcoming or conflicts with your chosen lesson time, reach out ASAP, or consider another lesson time. I, the teacher, will also inform you of upcoming events or conflicts, and will make up those lessons based on our respective availability.

Health Clause

For all in-person lessons, if the student or any household member is sick or suspected to be sick, lessons CANNOT be in-person and MUST be changed to a virtual setting. In-person lessons will only resume once the student and/or household member(s) are no longer sick (e.g. not contagious **and no longer presenting with symptoms).**

This ensures that enrolled students and their loved ones stay healthy and safe. This also ensures that I, the teacher, can continue performing the functions of my job.

Rescheduling

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

Cancellations and “No-Shows”

In-Person Lessons

- For in-person lessons, I, the teacher, must be notified of cancellation *at least* 48 hours in advance. **In-person lessons canceled with *less than* 48-hour notice must still be paid for;** exceptions are for illness or emergency.

Virtual Lessons

- For virtual lessons, I, the teacher, must be notified of cancellation *at least* 24 hours in advance. **Virtual lessons canceled with *less than* 24-hour notice must still be paid for;** exceptions are for illness or emergency.

For Students that Don't Come to Their Lesson (aka “No-Shows”)

- **If a student doesn't come to their lesson** without prior communication with me, **the lesson must still be paid for;** exceptions are for illness or emergency.

Emergency versus Non-Emergency

For lesson scheduling purposes, **an emergency is any serious situation that happens *unexpectedly* and requires *immediate* action.**

Emergencies Include:

- Injury of student or immediate family member
- Death in the family
- Mental health crises
- Anything life-threatening

Emergencies DON'T Include:

- Double-booking
- Forgetting lessons/materials/mouthpiece/instrument, etc.
- Birthdays/Holidays (Including Cultural and Religious Holidays)
 - Please let me know in advance if you need time off for these activities.

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Make-Up Policy and Lesson Credits

If a lesson needs to be made up, please send an email with time slots that work best for you. **If a lesson cannot be made up within 14 days, you can accrue a lesson credit.**

Lesson credits can ONLY be used in place of make-up lessons (e.g. DON'T use accrued lesson credits in place of paying for one or multiple lessons *if* the student is otherwise available).

Discontinuing Lessons

If for any reason you need to stop taking lessons, please **reach out one month prior to discontinuing lessons**. Your decision to discontinue won't be taken personally.

Failure to provide advanced notice will result in you paying for the next month IN FULL with no lessons had.

Teacher Holidays and Vacations

I, the teacher, will take off the following Federal and California state holidays. **No lessons will be had on the following:**

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Caesar Chavez Day* (if not during Easter Week)
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- The Day After Thanksgiving
- Christmas Day

I will also take off the following weeks. **No lessons will be had:**

- The First Full Week of January
- Easter Week
- The Week of Thanksgiving
- The Last Two Weeks of December

In addition to the listed times off above, **lessons in June and July will be every other week** to better accommodate students' summer plans.

Payment Information

Inflation Clause

Lesson rates will increase by \$5.00 USD every two years, officially coming into effect January 1st, 2028. This allows for lesson pricing to adjust with current inflation rates, thus better covering operating costs and cost-of-living expenses.

- **Example**

- Current Rates thru December 31st, 2027 - \$70 (Locals Rate) for 60-minute lesson → Rates Starting 2028 - \$75 (Locals Rate) for 60-minute lessons.

Lesson Pricing Tiers for 1:1 Instruction

Locals Rate:

- \$45 per 30-minute lesson
- \$70 per 60-minute lesson

These rates are for in-person lessons at the Long Beach Studio Space or that are within 20 miles of Long Beach, CA. This rate is also for virtual students and beginning students (<2 years experience).

Travel Rate:

- \$65 per 30-minute lesson
- \$80 per 60-minute lesson

These rates are for in-person lessons greater than 20 miles from Long Beach, CA. These rates aid in car maintenance/travel related costs, and help fund future studio events, like parties and recitals.

Payment Options

I offer **two** payment options:

- **Pay Per Month**
 - This is for students paying for a calendar month of lessons in advance. For this option, **payment is due by the first lesson of the month/pay period.**
- **Pay Per Time Block**
 - This is for students doing non-weekly lessons (lessons every other week). It is based on the per-lesson rate (see Rates for 1:1 Lessons). **Payment is due by the start of each time block/pay period.**

Payment Methods

Payments can be made online at www.jordanwainwright.com/book-online. I also accept payments via Zelle (909-287-4027), Venmo (@Jordan-Wainwright) or by Check (payable to: Jordan Wainwright).

NO CASH PAYMENTS WILL BE ACCEPTED.

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Discounts

Both in-person and virtual students taking 1-hour lessons get a \$10 discount if the full calendar month of lessons is paid for upfront.

- **1-hour lessons = \$10 discount per month**
 - Ex. Traveler Rate
 - \$80 per lesson - \$310 per month

Note: The discount isn't applicable for Pay per Time block students, or if three lessons or less are had within one calendar month.

Studio Events

Students and families will be able to participate in Studio Events. These provide students with opportunities to meet like-minded peers, attend concerts and masterclasses highlighting expert musicians, and perform for their communities outside of a traditional school setting.

Studio Recital

There will be an annual studio recital to celebrate the artistry and hard work of all enrolled students. This provides students a chance to share their musicianship with loved ones and other community members outside of a traditional school setting.

Participation in the annual studio recital is required of ALL enrolled students. Exceptions are for illness, family emergency, and for new students enrolled in the studio less than six weeks before the recital date.

Community Events

I, the teacher, will inform students and families of events in the Southern California area. These include, but are not limited to: studio parties, concerts, master classes, and instrument-specific gatherings like Trombone Day and Trombone Christmas.

Joining the Studio for Community Events is optional, but highly recommended.

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.
 - **For students 17 and younger, a parent/guardian *must* be cc'd on direct student/teacher contact.**
- Cellphone: (909) 287- 4027
 - Calls and Texts should be made between 10:00AM–7:00PM PST (unless in an emergency)
 - These will be answered as promptly as possible.
 - **For students 17 and younger, a parent/guardian *must* be in the text thread/group chat for all direct student/teacher contact.**

Media Release Form

You, the student, may be highlighted to promote the studio and studio events. These include:

- **Testimonials**
- **Social media posts**
 - Images, Reels, etc.
- **Other promotional material**
 - Flyers, pamphlets, etc.

If you want your image, recordings, or words shared, you, the student, and/or your parent/guardian will need to sign the Media Release Form found at the end of this packet.

Signing the media release form is optional.

If signing, students 17 and younger *must* have their parent/guardian sign the form.

Signatures

Indicate the the following sections are read before signing

- Expectations (page 1)
 - Teacher Expectations
 - Student Expectations
- Parent/Guardian and Family Involvement (page 1)
- Lesson Materials (page 2)
- Practice Expectations (pages 2-3)
 - Practice Session Length (page 2)
 - Practice Aids (page 3)
- Scheduling (pages 3-5)
 - Health Clause (page 4)
 - Rescheduling (page 4)
 - Cancellations and "No-Shows" (page 4)
 - Emergency vs Non-Emergency (page 4)
 - Make-Up Policy and Lesson Credits (page 5)
 - Discontinuing Lessons (page 5)
- Teacher Holidays and Vacations (page 5)
- Payment Information (pages 6-7)
 - Inflation Clause (page 6)
 - Rates for 1:1 Lessons (page 6)
 - Payment Options (page 6)
 - Payment Methods (page 6)
 - Discounts (page 7)
- Studio Events (page 7)
 - Studio Recital
 - Community Events
- Communication (page 8)
- Media Release Form (page 8)

Student Name (Printed) _____

Student Signature_____

Date Signed_____

*For Students 17 and younger –Parent/Guardian Name

(Printed)_____

*For Students 17 and younger–Parent/Guardian

Signature_____

Date Signed_____

Please return both the Signatures Page (mandatory) and the Media Release Form (optional) by your first lesson. Keep pages 1-8 and 11-12 for your reference.

Media Release Form

I, _____, grant permission to Jordan Wainwright Music, to use my image (photographs and/or video) or words for use in Media publications including:

(Check All That Apply)

- Videos - Email - Website - Social Media - Other:

I hereby waive any right to inspect or approve the finished photographs or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the image.

Please initial the paragraph below which is applicable to your present situation:

____ - I am 18 years of age or older and I am competent to contract in my own name. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

____ - I am the parent or legal guardian of the below named child. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

Signature: _____ Date: _____

Name (please print): _____

Signature of parent or legal guardian: _____
(if student is 17 years of age or younger)



Weekly Journal Entry

Student Reflection				
Analyze, Rehearse, Evaluate, Refine				
ANALYZE				
After first practice session				
<p>What parts of the music were difficult to perform? (Note identification, Counting, Playing with a steady beat)</p> <p>How will you use this information to guide your practice?</p>				
REHEARSAL PLAN				
After second practice session				
<p>What strategies (listed under goals) did you use for problem areas to help achieve your weekly set goals?</p>				
EVALUATE AND REFINE				
The night before lesson				
<p>Did you achieve my weekly set goal?</p> <p>Can you make more improvements?</p> <p>What are your next steps?</p>				
Teacher Reflection:				
Weekly Goals				
Not Met	Emerging	Approaching	Achieved	Exceeds
<p>Comments: Keep in mind</p> <p style="text-align: center;">Your musical greatness is not about "just practicing" out of obligation. This is not how you make the weekly difference. It is truly HOW you practice and achieving weekly goals that is going to make a difference and ultimately guide you to your greatness!</p> <p style="text-align: center;">YOU CAN DO THIS!!!</p>				
Parent Reflection:				
<p>Comments:</p> <p>Parent/Guardian Signature _____ Date _____</p>				