

**KJ Brass Studio**  
**Kirk Jones, Instructor**  
**(206) 478-1052 // jonesbonz@gmail.com**

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**Studio Policies and General Information**  
**Current September 2015**

**Philosophy**

At KJ Brass, my goal is to provide the best possible instruction and the most ideal learning environment for all studio students. Ultimately, my hope is that every person entering the studio comes with a sense of mutual respect, and that we are able to work together to achieve the best results. To that end, I have created this set of policies. Please read all of the information contained in this document and sign and return the acknowledgement section at the end of the 3<sup>rd</sup> page.

**Practice**

Regular, effective practice is vital for success at any level. As famous pianist and singer Elton John is quoted, “If I don’t practice for one day, I notice. If I don’t practice for two days, my fans notice.” Needless to say, a student who is only developing during the lesson time and not during the rest of the week will not be able to progress, and ultimately, will not enjoy the pleasure and joy of playing a low brass instrument. In lessons for students of all ages, we work on developing effective practice techniques that lead to individual success.

**Accessories and Lesson Materials**

“Be prepared” is not just a Boy Scout motto. Showing up to lessons with the instrument in good working order and the appropriate study materials is necessary for success. Having the necessary tools at home is equally vital. All students should have the following items for their study between lessons:

- Music stand
- Metronome
- Pencils
- A mouthpiece brush (Q-tips and toothpaste work here as well)
- A long flexible brush for cleaning the brass tubing
- A quiet place with no distractions (e.g. TV, personal devices)

In addition, each instrument should have its own set of maintenance items

- Trombone: slide oil or slide cream and a spray bottle, tuning slide grease.
- Bass trombone: the same items as the trombone, plus valve oil.
- Euphonium / baritone horn / tuba: valve oil and tuning slide grease.

Lesson books, sheet music, etudes, etc. will be decided upon on an as-needed basis. There are several fine local music stores including Kennelly Keys Music and Mills Music that can assist you with the purchase of these items. You may

also wish to find more obscure items, solos, or study books on-line at such websites as [www.hickeys.com](http://www.hickeys.com) or [www.tapmusic.com](http://www.tapmusic.com)

### **Payment**

Payment is due in advance on a monthly basis in cash or check. At this writing, lesson fees are \$30 for a 30-minute slot (29 minutes of instruction and 1 minutes to close) and \$60 for a 60-minute slot (58 minutes of instruction and 2 minutes to close). Regular students will receive a statement for the next month's lessons. One-time or occasional students need to provide payment in advance at each lesson. A receipt is provided for each payment. A lesson that is cancelled with at least 24 hours notice will be made up at a mutually agreed time, or the fee will be credited to the next month's bill. Any amount owed that is past due 30 days will be referred to a collection agency.

### **Cancellation**

I require 24 hours advanced notice for lesson cancellation. Just as with a visit to another professional, such as a doctor, dentist, or lawyer, your lesson time is held for you. If you cancel less than 24 hours before a lesson, you will be charged for the time. If I need to cancel a lesson, you will be credited for the time, unless we agree to a make-up lesson.

### **Make-Up Lessons**

Generally, my studio hours are filled and it is difficult to make up a lesson. However, I do consider doing make-up lessons on a case-by-case basis at a time that is mutually agreeable to both parties.

### **The Waiting Area**

As you enter into the lower part of our home, I have provided a small, but cozy waiting area. There is a bathroom next to it that you are welcome to use. Please be respectful of students who are in studio in a lesson, and of my family's privacy. This area is a place that you can unpack, and do any necessary preparation to your instrument, and where parent "chauffeurs" can relax.

### **Our Pet**

At our house we have an in-door only cat named Jesse. She generally stays in the upper part of the house away from the lower hallway waiting area and studio (low brass instruments are too noisy for her). Jesse may be around, and may try to escape if the door is left open. She is personable around humans of all ages and doesn't mind being pet.

### **Parking**

Please park on the street across from the house next to the section of sidewalk. Please note that KJ Brass is not liable for any damage to your car before, during, or after the lesson time.

**Phone Calls and Communication**

I generally do not accept phone calls during lesson times. I do check my voice mail and email on a regular basis, so if you leave me a message, I will respond at my earliest convenience. I ask students to have their smart phones, or other communication devices already off or silenced by the beginning of the lesson time.

**Contact Information**

You may reach me on my cell phone at (206) 478-1052 and by email jonesbonz@gmail.com. In the event of an emergency where you cannot reach me in a timely manner through those means, you may call my home phone at (425) 774-0572.

**Hold Harmless Clause**

KJ Brass, Kirk Jones Music, Kirk Jones, and his family are not responsible for any car damage, personal injury, loss or damage to property while employing the services of KJ Brass. Although Kirk has a record of helping low brass students achieve their goals, KJ Brass does not guarantee success due to the number of variables involved.

***Thank you for choosing Kirk Jones and KJ Brass Studio!!***

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Cut on the line

I have read, understand, and agree to the KJ Brass studio policies presented here. I also understand that these policies may be changed or amended in the future, and I that I will be notified in writing about any changes or amendments. By signing here, I agree to abide by these policies. Failure to do so may result in cessation of lessons or services from KJ Brass.

\_\_\_\_\_  
Parent / Guardian Name (for minors only)

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Parent / Guardian Signature (for minors only)

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Student Signature

\_\_\_\_\_  
Date

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