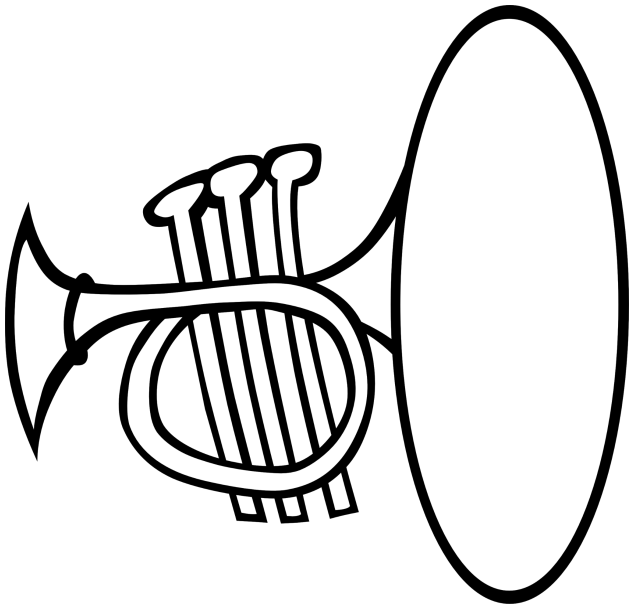
Teddy Mason



Trumpet Studio

Policy Agreement

Purpose

Welcome to my music studio! I am thrilled to be teaching you or your student.

The purpose of this document is to make clear what you can expect of me, and what I expect of my student or the parent of my student. Music lessons are an investment, so I want to respect your time by preventing business conversations during scheduled lesson time.

This document is meant for the student or the parent of the student. For the purposes of this document, 'parent' refers to an adult who is paying for lessons on behalf of a minor. If the student is at least 18 years old, the student should sign this document.

Scheduling

I provide weekly lessons. Ideally, lessons will take place at the same time and day every week. They will occur when most convenient for both the student and myself, agreed upon well before our first meeting. Know that I have a duty to balance the needs of each of my students, but will do my absolute best to ensure a favorable time for all who join my studio. Also know that commute distance and traffic is a large factor in my scheduling. Lessons held in the evening and on weekends are no issue. If the interest is there, I will make the time!

If the student/parent needs to **reschedule a lesson** for a **non-emergency**, they must contact me no later than noon (12PM) the day prior to the lesson via email. I try very hard to accommodate all rescheduling requests, with possibilities for make-up lessons (as in, multiple lessons within one week) being one such option. Decisions pertaining to rescheduled lessons and make-up lessons are ultimately mine to make, and as such, it works best for all parties when our agreed-upon meeting time is abided by.

Sometimes, professional music performance opportunities come up on short notice, potentially impacting *my* ability to abide by our agreed-upon meeting time. As such, if I ever need to reschedule a lesson for a non-emergency (as in a concert or other *gig*), I will contact the student/parent no later than noon (12PM) the day prior to the lesson via email.

A note on communication: If there are any discrepancies as to what 'contact' means, I will always defer to the time at which the email of notice was sent. Failure to notice an email does not constitute failure to contact, on either my or the student's end. As such, responding to email notices is something I will always do out of respect for my students' time, and a courtesy I would hope is returned to me.

Cancellations

If the student/parent needs to **reschedule or cancel a lesson** and **does not** provide me notice before noon (12PM) the day prior, they are still responsible for the cost of the canceled lesson. I will not accept a notice of cancellation from a minor unless the minor pays for lessons themself.

If I need to reschedule or cancel a lesson and fail to notify the student/parent before noon (12PM) the day prior, I will 1) reach out as soon as possible, and 2) teach the student a subsequent, free-of-charge lesson for my mistake.

Emergencies

If the student/parent needs to **reschedule or cancel a lesson** for a non-preventable emergency, they must notify me of the change at their earliest convenience. Students will not be charged for lessons missed due to such emergencies.

I will use my discretion to decide if an emergency is non-preventable, but situations involving illness, vehicle or instrument malfunction, or environmental dangers (flooding) would all count in my mind as non-preventable for example. Needing last minute study time or failing to notify me of scheduling conflicts however, would not fall under this category, and would result in a paid-for cancellation (see above).

Meeting

There are three options for meeting me for lessons. The most convenient means of meeting for a lesson is having an in-home lesson. This involves me commuting to the student/parent's home, teaching the lesson, and leaving. Alternatively, I am happy to meet for virtual lessons over Zoom. I will say, having been on both the giving and receiving end of such lessons, they pale in comparison to in-person meetings, and as such should only be used if distance is of great concern for the student. Lastly, there exists options for meeting at music stores or schools, renting out a small space for the allotted time, and conducting a lesson at this 3rd-party facility if the other options aren't to your liking.

In-home Lessons:

For in-home lessons, I expect that there will be a dedicated, quiet space with minimal interruption that the student and I can meet in. I am happy to provide a music stand for lesson use if the student/parent does not have one.

If I arrive for an in-home lesson and the student/parent is not present, I will consider the lesson cancelled on behalf of the student/parent, meaning you will still be responsible for the cost of the lesson. If the student/parent is late to arrive home, and they have communicated to me about

their arrival, I will wait for them and begin teaching upon their arrival. I will not, however, stay beyond the original time frame of the lesson, though you will still be responsible for the full cost of the lesson. If I arrive late to a lesson, with permission, I am more than happy to stay beyond the scheduled ending time to ensure the student gets every minute they have paid for. Longer commutes, especially through Boston, would be the only reason for my tardiness, and the student/parents would be notified immediately upon my discovery of such an event.

If the student is a minor, a responsible adult **must** be present in the home for the duration of all lessons. If this is impossible, the parent may come to a supplementary agreement with me so that a responsible adult is accessible to both me and the student in the case of an emergency.

A note on my location: I live in Brighton, Massachusetts. As is reflected in the *Instruction Rates* section below, there is an increase in rates depending on how far I have to drive to meet for lessons. I try to be as understanding to as many people as possible, but beyond certain limits I have no option but to add additional (minor) fees to lessons. I am happy to discuss this matter, like all matters, further with students/parents of those in my studio.

Virtual Lessons:

For virtual lessons, I will provide the link to our Zoom meeting room to the student/parent via email and (if requested) text message at some point during the day before the scheduled lesson. Students are expected to be on the Zoom call on a computer, **not a cellphone**, and to have access to a microphone of some sorts, **not relying on a laptop's built-in-mic**, for example. I cannot recommend enough how important a nice pair of headphones can be during virtual lessons as well, though these are not technically required. I can recommend equipment to purchase during preliminary conversations, and, except for in the most extreme of exceptions to my requests, will I begin virtual lessons once the above criteria is met.

3rd-party Facility Lessons:

For lessons such as these, I will handle the arrangements for locating and booking the practice spaces for lessons. Common locations allowing private lessons to occur at include public schools (though tricky), music schools, music stores, and other rentable venues. The student/parent is expected to cover the cost of renting out such spaces, adding on the cost to the price of the lesson and paying all at once for the meeting. As of Fall 2026, I am most familiar with Studio 52, located at 52 Everett St, Allston, MA 02134, and which charges $25 for a "full band room" or $15 for a smaller, "drum room".

Instruction Rates

My rates for lessons as of June 2026 are as follows:

In-home / Virtual
30 minutes : $50
60 minutes : $70

At a 3rd-party Facility
30 minutes : $40 + cost of rental
60 minutes : $60 + cost of rental

Travel Fee
If the student/parent lives 30 or more miles away from my address in the city of Brighton MA, 02135, there will be an increased fee of **$10 per 5 miles** beyond 30 per lesson.

For example, a lesson taking place in Warwick, RI, 02889, is 61 miles from my home. The cost of a 30 minute lesson would thus be $50 base + $60 travel fee.

A lesson taking place in Andover, MA, 01810, is 31 miles from my home. The cost of a 60 minute lesson would thus be $70 base with no travel fee.

Note there is no travel fee for virtual lessons, though as mentioned, the student/parent is expected to procure the required equipment on their own prior to lessons.

Packages
I offer discounts to those students/parents who purchase multiple lessons at one time.

Month Package
Take $30 off a group of four lessons purchased at one time.
(Four 60 minute in-home lessons = $70 x 4 - $30 = $250)

Semester Package
Take $120 off a group of 14 lessons purchased at one time.
(Fourteen 30 minute in-home lessons = ($50 x 14 - $120 = $580)

Rates are subject to change. If my rates change, I will notify students/parents prior to scheduled instruction. I am always happy to discuss further rates on a case-by-case basis with students/parents.

Paying for Lessons

I will accept payment however is most convenient for the student/parent. I accept cash, checks (made payable to "Edward Mason", though sometimes the bank accepts that I am also called Teddy Mason), and all forms of electronic payment (paypal, cashapp, venmo, etc).

Payment for instruction is expected **no later** than the start time of the scheduled lesson. If I do not receive payment on time, I will expect payment for both the current unpaid lesson and the next lesson at the beginning of the next lesson. If I still do not receive the correct payment at this time, I will consider the lesson cancelled without notice on behalf of the student/parent. This means, as per the *cancellation* section above, that I will regrettably leave the lesson and you will still be expected to pay for it.

If the student/parent wishes, they may pay for multiple lessons in advance (I would suggest a package in that case to save some money!). I maintain a spreadsheet of payment records at all times, which parents are welcome to view and compare to their own records. The student/parent's balance will always be updated following a lesson or following payment.

Lesson Time Expectations

Lessons are expected to begin directly at the scheduled start time. See above (particularly the *in-home lessons* section) to read how late arrivals are handled.

Students are expected to have warmed up prior to the scheduled start time, unless impossible or asked otherwise. This ensures we can get into the material sooner into the lesson.

Each lesson will include conversations surrounding but not limited to any of the following: practice since last lesson, musical goals, performance practices, musicianship, instrument maintenance, careers, repertoire, and materials (method books, mouthpieces for example). Much of the lesson will be dedicated to the student's individual weaknesses and performance goals, as I find an extremely personalized approach works best when working with any other human being. Often, I will create unique-to-student exercises or etudes aimed at the individualized improvement of some pressing aspect of the student's playing. I have had too many stock, read-from-this-book trumpet lessons in my life to dare do that to another musician.

Lessons can include but are not limited to the following: the student playing, me playing, us playing duets, me instructing the student on musical theory, notation, or other non-playing trumpet information, me introducing the student to performers or repertoire via videos or me sharing my screen with them. I find recording portions of lessons to be very beneficial, and as such, with the student/parent's permission, I may record AUDIO of parts of the lesson to be either immediately played back and reflected upon, or sent to the student/parents following the lesson.

Any audio recordings I do take on my own device are uploaded to a shared Google Drive folder, private to you and I, before being deleted from my device.

Lessons end with a statement of practice goals for our next meeting. I summarize the lesson and share my notes and thoughts with the student/parents sometime after having left our meeting.

I encourage parents of younger students to take part in the student's practice. This can be conversations pertaining to their work in and out of lessons, observation of practice techniques, or simply being an encouraging resource for practice when I am not present.

Lesson Materials

I will often suggest students/parents purchase specific materials, mainly method books, though sometimes other equipment (mouthpieces, mutes, folders, apps, etc). I do not condone online piracy in any way, and as such I should warn you that many of the method books I will suggest can be found online and can hypothetically be printed out at home. I would not do that, nor have I ever done that. I'm sure nobody has ever done that.

In all seriousness, I will only ever suggest material that I genuinely believe will greatly improve the student's experience on their instrument. Many times, I will bring my own materials to lessons, as I know all too well how expensive and overwhelming taking lessons can be as the student.

Communication

The best way to reach me remains emailing me. If it is necessary to reach me immediately, students or parents may attempt to reach me by text or phone call.

Email : tmason28367@gmail.com
Cell Phone : 401-632-1017

Agreement

By signing below, the student/parent agrees to this policy agreement, and has read and understood all the expectations presented herein.

_____ _____

printed name of student *printed name of parent, if applicable*

_____ _____

signature of adult student/parent *date*