***Dear student parents,***

This letter will hopefully expand on anything from my lesson policy sheet, answer any questions, & address anything that will help lessons run smoothly. Some students & parents have asked about payment, so this will be covered:

**1)** **Payment** - I will send out emails on the last week of that month for however many lessons occurred. Most students will have 3-4 lessons a month during this semester. You may pay at any point before that, therefore the more payments I receive during the month, the less emails I have to send during that final week. Since the # of lessons held & the rates vary, please message me if you’re not sure. I've mentioned to some students, but since many will be adjusting to this system (esp. due to school district payment changes & beginners), it's important for me to remember to send payment reminders, parents to give payment to the student, & the student to give payment to me at the next lesson. If you would prefer to mail me directly, please let me know & I can send you my address.

**2) Lesson protocol** - Students should remember what day & time the lesson occurs. Students who start 1st can arrive at the practice room right away, & it's higly recommended that students who go 2nd are allowed to go back when/if they notice it's lesson time (esp. those who have 25 minute lessons). Due to conflicts that happen throughout the school year (holidays, band contests, testing etc.), any rescheduled dates will be addressed individually.

**3) Lesson preparation** - All students should come prepared for each lesson with whatever assignments/music we have covered for the previous week. Students must practice their music outside of school to get the most out of their lessons. If parents are wondering what they can do to help, they can simply remind students to practice! I try to write notes every week or bi-weekly so they'll have a good idea, but if there's ever any confusion, feel free to email me with specifics.

***Rachel Lopez***

[***rlopezflute@yahoo.com***](mailto:rlopezflute@yahoo.com)

***713-927-3558***