

# Emily Johnston's Clarinet Studio Policies

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## Contact Information

**Phone Number:** 678-620-8349

**Email Address:** clarinet@emilyjohnston.com

For the most efficient communication, I primarily use text messaging and phone calls. Please feel free to reach out via either method at your convenience.

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## About Me: My Biography

Emily Johnston is a clarinetist based in Cumming, Georgia, and a recent graduate of the Hugh Hodgson School of Music at the University of Georgia, where she earned a Bachelor in Music Performance.

Emily has performed extensively with a diverse array of ensembles, including the Lawrenceville Symphony Orchestra, UGA Symphony Orchestra, UGA Hodgson Wind Ensemble, and UGA Opera Theatre, and the UGA Redcoat Marching Band. She has also had the honor of appearing as a guest performer with prestigious groups such as the United States Air Force Band, UGA ARCO Chamber Orchestra, and the Athens Choral Society Orchestra. Additionally, in 2019, Emily was honored to serve as principal chair for the Georgia Music Educators Association (GMEA) All-State Band.

Her passion for teaching is evident in her work with students of all levels. Along with owning a private clarinet studio, she has served as a clarinet instructor at various schools across north Georgia, including Winder-Barrow High School, Creekview High School, Morgan County High School, Liberty Middle School, Hendricks Middle School, and North Forsyth Middle School.

Outside of performance and teaching, Emily shares her love for the clarinet through her podcast, The Clarinet Channel, available on Spotify, and connects with the broader music community on Instagram at @emily.playclarinet.

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## Goals of the Studio

The goals of the studio are to help students:

- Play with confidence, fluency, and a beautiful tone.
  - Develop and use practice skills that will aid in the student's progress.
  - Identify, discuss and demonstrate concepts in standard clarinet technique.
  - Identify and learn pieces of standard clarinet repertoire.
  - Develop & utilize skills in order to adequately study and prepare a piece of music for performance.
  - Learn to properly break-in & adjust reeds.
  - Develop listening skills.
  - Develop the ability to combine clarinet technique and musical expression to perform artistically.
  - Develop organizational & time management skills necessary for the performing artist.
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## Lessons

- In-person lessons will take place in a practice room in Ponce De Leon Music Center in Cumming, GA. (1060 Dahlonega Hwy Cumming, GA 30040)
- I also offer online lessons over zoom if an online platform works better for the student.
- All new/ prospective students are offered 1 trial lesson, free of charge. (Contact me to schedule trial lesson).

- My teaching hours are 1pm-7pm on Mondays, Tuesdays, Wednesdays, and Thursdays; 1pm-6pm on Fridays. If these times do not work with your availability, please let me know to see if we can work something out.
- I offer lessons in 30 or 60 minute sessions. I generally recommend 30 minute lessons for younger students (10 and younger) and 60 minutes lessons for older students (11 and older). However, parents/ students are free to choose either option.
- Each student will receive a weekly lesson time based on their availability.
- Parents are welcome to sit-in/ observe any lesson.

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## How do I sign up?

- To get enrolled in my studio, please provide the following:
  - This form signed (instructions in the email)
  - Your availability in accordance to my teaching hours.
  - Preference of either 30 or 60 minute lessons.
  - Preference of either in-person or online lessons.
- After I receive this information, I will assign you a weekly lesson time, and you will be officially enrolled in my studio.

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## Lesson Payment / Absence and No-Show Policy

- Contact me for pricing.
- Payment Methods: Each week, I will send you an invoice via email that will provide you the ability to pay for each lesson. I use Square to send all invoices.
- While enrolled in my studio, please keep in mind that I rent out studio space to teach each lesson. Therefore, I have the following policies in place to ensure that the studio schedule runs smoothly and teaching costs are used efficiently:
- Each week, I'll send your invoice 1–2 days prior to your scheduled lesson. This invoice serves as both a payment request and a confirmation that you plan to attend your lesson that week. To help keep everything clear and organized, please make sure to submit payment **before** your lesson time. If the invoice has not been paid at least **one hour prior** to the start of your lesson, the time will be released and the lesson will be considered **cancelled for the week**. This policy is in place to prevent any scheduling confusion and to ensure that all students have a clear and confirmed time slot.
- If there are any miscommunications and/or errors regarding the lesson schedule or payment at the fault of the instructor, the lesson will be made up.
- Thank you for your understanding and for helping things run smoothly!