

# Voice Works Music Studio Policies

## **Tuition:**

Tuition is paid in 9 “leveled” monthly auto-payments from October through June. Forms are available on our website.

Group Lesson 45 minutes	Monthly Tuition Installment \$95.00
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Private Lesson 45 minutes	Monthly Tuition Installment \$165.00
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Single Private Session 45 mins	At time of service \$40
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Annual Materials Fee \$50

Monthly tuition installment covers 32 total sessions held over a 9-month academic year. There are built-in non teaching weeks to allow the teacher to serve as accompanist for various local productions as well as professional development.

- Weekly lessons October-June with option to continue at that rate through the summer if available
- Access to studio workshop/intensives/guest artists
- 2 Studio Recitals
- WMEA Adjudication opportunity
- Use of Music Theory and Pro-Tools recording software in the Studio

All students must submit current banking information via the ACH auto-pay form for the academic year (October through June). A one-time charge of \$50 will be billed for materials at the beginning of the term. (See form on the documents page)

- All monthly fees paid are non-refundable. Please keep in mind that there is a 30-day cancellation policy should you need to withdraw.
- I ask that students commit to their class for the academic year, with allowance to move to a different class within the schedule should it be deemed necessary. This policy ensures minimum disruption for all our students and families

## **Lesson Attendance:**

If students attend all scheduled lessons, performance classes, studio recitals and field trips, they will be receiving 5 free music experiences each academic year. This is a value of one free month of lessons for those with excellent attendance.

- This policy allows for a reasonable number of missed lessons due to unexpected illness or scheduling conflicts, and eliminates the need for make-up lessons. \*Note: I cannot make-up lessons missed by the student, but they are welcome to attend a “parallel” class at any time to offset any absences. Call to schedule.
- As a courtesy, please give your teacher as much notice as possible when you are going to miss a lesson. The best way to communicate this is to text me at (509) 280-5319.
- **IMPORTANT NOTICE: \*\*Illness Policy\*\*** **Please do not come to lessons when you are ill.** If you are too sick to attend school/work, you are too sick to come to lessons. As per the CDC guidelines, the most responsible action is to limit/restrict human contact. I have students with (or have family members with) immune deficiency issues, and their life literally depends on your common sense and courtesy. If you are too sick to attend school/work, you are too sick to come to lessons. We all touch the same piano, and sing into a small, shared space at times, so the likelihood of sharing a virus here is high. Since I must be well to demonstrate vocal technique, and because I do not employ a “sub”, if you make me ill, it has a devastating effect on my ability to continue my schedule, so please be considerate. Remember that if you must miss a lesson, you are welcome to “make it up” by attending an additional class any time within the teaching year, so you are not losing any tuition by missing a lesson. Because this is a serious matter, those students/families who do not honor this policy are subject to dismissal from the studio.

## **Practice:**

For their full development, students who work on their craft approximately 30 minutes “on the days they eat”, will make quick progress. I prefer that students focus on “goal oriented” practice time as opposed to merely watching the clock. Some of that time will be focused work on particular issues, and then I expect that there will be time spent just exploring and enjoying their music. They soon realize that the time flies by and they have to pull themselves away once they get going. **LEAVE YOUR MUSIC OPEN IN PLAIN SIGHT AT YOUR INSTRUMENT.** Even the occasional “drive-by” session will reap results.

## **Technology in the Studio:**

It is preferred (but not required) that students have a device with which they can access the internet to retrieve pdf files of their music, i.e. smart phone, iPad, or tablet. Students will need to access their email and PDF files, preferably using the GOOGLE CLASSROOM app or website. It is preferred to also have paper copies of sheet music printed in a binder. Please bring to class.

**Music/Materials:**

The cost of sheet music/books is paid separately from tuition fees. Music will be itemized and billed with a separate invoice. If your student requests a song that is not already in my vast library, you will be asked to purchase and download it to your device *prior to class*. We cannot take up class time to hunt, so be prepared in advance for auditions, and do not wait until the class before an audition and expect me to stop the class to find a song for you under pressure. If you need help, please email me in advance, and know that I have “billable hours” to track down and purchase sheets, transpose keys and cut tracks to bounce to mp3 format to audition specific requirements (see Audition Prep fee on the “Prices and Payments” page of the website). In the case of PDF assigned materials, the student will either need to have access to a device (in and out of class) OR print out all materials.

**Vacation/other commitments and non-studio activities:**

If you decide to take time off from lessons for vacation or involvement with an athletic or school activity schedule, please be advised; lesson times will not be held or guaranteed for any period that is unpaid. Your monthly tuition installment effectively “holds” your spot in the schedule.

**Performance Opportunities:**

Studio Recital participation is strongly encouraged. Performing in recitals allows students to set and achieve goals, polish pieces to performance level, and improve their skills of concentration, memory, and managing nervousness. All students benefit from playing in recitals, whether they are aspiring performers or not. There is an annual spring recital for both piano and voice each year. Participation is optional, but highly encouraged as it always enhances the students’ confidence, and benefits other students as well. Music is meant to be a “shared” experience.

**Recital Dress Code:**

Recitals are formal events; please dress for a special occasion. Even thrift stores carry this apparel, so no need to break the bank.

- Dress/ dress pants/ skirts and blouses, dress shoes for girls. Remember the “tu tu” rule: Nothing too short, or too revealing.
- Dress pants, dress shirts, black socks and dress shoes for boys.
- T-shirts, shorts, jeans, and flip-flops are not appropriate. Think “clean, and pressed”, Your appearance affects how you feel.

**Piano or Digital Piano:**

For proper technical development, students should be playing a full-scale keyboard (88 keys) on either an acoustic piano or a digital piano, which has a weighted-action. Use of other types of electronic keyboards severely compromises the student’s development of finger strength, spatial awareness of intervals, keyboard touch, and use of pedals. Voice students must also have access to a piano with “pitch-correct” (440) tuning.

**Special Events:**

Additional performance opportunities are suggested for students on an individual basis each year. Retirement centers, school talent shows, holiday performances at the mall and our studio holiday party provide fun opportunities to share what you have been working on in a casual, and supportive environment.

**Piano Tuning and Maintenance:**

Regular Piano tuning and maintenance is essential to a student’s aural and technical development. Home piano should be tuned a minimum of every six months. I use and highly recommend Ken Eschete, RPT. See his page here: [bentsidearts.com](http://bentsidearts.com)

**Lesson Preparedness:**

Piano and guitar students’ fingernails must be trimmed short to play with proper finger position. Students should trim their nails weekly. Nail clippers are kept in the studio, and used when necessary. You may be asked to wash your hands before coming to the instruments. Students should not attend lessons when they are ill. Voice students should warm up lightly on their way to class. This is good prep for college/working vocalists. No one in the professional world will expect to warm you up. You need to come prepared to work.

**Photo and Video Release:** Student pictures and videos of piano performances may be used for promotional purposes on the [www.voiceworksmusicstudio.com](http://www.voiceworksmusicstudio.com) website, unless a parent submits a written request to have photo or video withdrawn.

**Termination of Lessons:**

Dismissal from the studio can occur from poor attendance, lack of preparation for lessons, behavior issues, or non-payment of tuition or other expenses. *If a student decides to leave the studio, an industry standard 30-day notice to the teacher is expected.*

***Thank you for taking time to read the studio policies! Welcome to Voice Works Music Studio!***