

CT Voice Studio Lesson Policy and Information

I. Lesson Location

Lessons take place in a private practice room assigned to the choir program of the school. Private Lesson Students are pulled from their choir class, or scheduled before or after school for a 25 minute lesson once per week.

II. Cost per lesson

Voice Lessons are \$20 each (averaging 4 lessons or \$80 per month).

III. Payment Responsibility & Schedule

- a. All private lesson payments are the responsibility of the student, and must be paid in **advance**. Payments are made directly to Candace Tillman, the Private Lesson Teacher. Invoices are sent out in advance on a monthly basis. **If payments are not received by the 15th of the month invoiced, the student's lessons will be suspended until payment or a payment arrangement is agreed upon.**
- b. Payments for lessons are accepted via cash, check, or online through PayPal and Venmo. The PayPal link found at the bottom of your monthly invoice message will take you to PayPal's secure website to complete the payment, after which you will receive an email confirmation. If you prefer to pay via Venmo, please send payment to Candace-Tillman. Payment on Venmo can also be made using my email address or phone number. My Venmo profile pic is a music note with a maple leaf. If you need a printed receipt for any electronic payment, please let me know and I will send one home with your child.

IV. Student Attendance Policy

- a. Students must give at least 24 hours notice for all cancelled lessons in order to receive credit for future or make-up lessons. Failure to do so will result in a defaulted lesson. **Students will be charged the regular lesson rate for each defaulted lesson.** The Private Lesson Teacher will not be required to make up any defaulted lesson.
- b. If a student is unable to contact the Private Lesson Teacher to report a cancellation, the student may notify their school Choir Director if, and only if, he/she/they have attempted unsuccessfully to notify the teacher.
- c. If a student is sent home from school due to illness or family emergency within the 24 hour notice window prior to their regularly scheduled lesson time, credit will be applied for a future or make-up lesson. Notification of student absence is still expected to be made at the earliest possible time.
- d. It is the student's sole responsibility to attend each lesson on time. Please remember that you are purchasing Mrs. Tillman's time, which is a finite product that could be purchased by another student. If a student is late for a voice lesson, Mrs. Tillman is under no obligation to extend the lesson beyond the normal ending time or to make up the lost time at a later date.
- e. All communication will be via email or phone.

V. Teacher Attendance Policy

- a. On the rare occasion that illness or emergencies arise, Mrs. Tillman will email or text both the student and their parent as soon as possible to notify them of a cancellation. A make-up lesson will be scheduled within the month. If the scheduling of a make-up lesson proves impossible within the month, the student will have the choice to either schedule a make-up lesson as soon as possible thereafter or receive credit for the missed lesson.
- b. If Mrs. Tillman is late for a voice lesson, the lesson ending time will be extended, if possible, or the lost time will be made up at a later date.
- c. Lessons that fall on School Holidays, Teacher Work Days, Delayed Openings and Early Release Days will not be scheduled or invoiced unless at the student's request.
- d. All communication will be via email or phone.

VI. Practice & Participation Expectations

- a. Mrs. Tillman realizes that students are very busy and that music is just one part of their busy schedules. Despite the fact that Private Voice Lessons are optional, she strongly believes that they are one of the most beneficial factors in a student's musical success. Students need to practice and incorporate what is learned in lessons into their daily singing in order to benefit from Private Voice Lessons. Mrs. Tillman expects to see improvement, if only a minimal amount, each week. A lack of improvement means that the student is not actively working on aspects of their singing that need to be addressed during individual practice sessions and choir rehearsals. Practicing is better evaluated by the quality of the practice session rather than the length of the session.
- b. Students should schedule a daily practice session of 20-30 minutes of healthy vocal production. Overuse of the voice while being used in unhealthy production can cause vocal fatigue and damage to the vocal cords. It is certainly normal to skip one or two practice sessions per week but it is not acceptable to routinely avoid practicing. Students who routinely refuse to practice fail to perform at an acceptable level and reflect poorly on Mrs. Tillman's studio and reputation. To that end, students and parents will be kept informed on how voice lessons are going. If the student fails to comply with a suggested practice schedule, they may be dismissed from the studio at the end of the month.
- c. Students must bring their music, pencil, water bottle and additional materials to each voice lesson.