Music Studio Policies

I) **Musical Expectations**
   a. It is expected that you come to each lesson having worked diligently on repertoire assigned to you with any questions that may have come up during your practice.
   b. As your teacher, I will provide guidance and instruction to help you grow as a performer and musician. Lessons will include warm up and exercises specific to your voice type and stage of development and work on assigned repertoire. When working on repertoire you can expect to receive coaching on your diction and language abilities, acting and dramatic coaching, and coaching on musicality and vocal technique.
   c. Repertoire is assigned on a weekly basis. I choose repertoire based on a wide variety of things; where your voice is developmentally, to work on particular languages, and other times just because I think you will like a certain piece. You may bring in additional repertoire and we can discuss and perhaps work on that as well in your lessons.
   d. It is expected that you bring a hard copy of assigned repertoire to each lesson. I will have a copy of your repertoire so there is no need to bring a copy for me. I will send you a digital copy of all assigned repertoire and you must print it out and bring it to the lesson. Digital copies of music viewed with an I-pad or other tablet device are not permitted in my lessons.
   e. Never be late to your lesson. If unforeseen circumstances, such as traffic, are going to make you late please let me know as soon as possible.

II) **Illness**
   a. If you are ill and therefore unable to attend a lesson you must let me know 24 hours in advance of your lesson, so we can reschedule. If you do not let me know in that time frame there is no guarantee that we will be able to reschedule the lesson.
   b. Please do not come to your lesson if you are ill. You need to rest, and I do not want to get sick.
   c. If I am given less than 24 hours' notice about a lesson cancellation you will still be charged for that lesson.

III) **Visitors**
   a. Visitors are not permitted to attend lessons unless special arrangements are made with me prior to the lesson when the visitor will be attending. Visitors are defined as family, friends, pets, and any other individual that is not the person receiving a lesson on that day.

IV) **Location**
   a. Lessons are held in my home studio located at:
      i. 123 First Street Pittsburgh, PA 15213

     b. If you would like, I can travel to your home for our lesson, but this will incur an additional fee to cover cost of travel and travel time.

V)   Cost
    a. Lessons should be paid for at the start of each month. Lessons can be added during the month and payment will be required at the end of the additional lesson. If a lesson is missed during the month and I have been given more than 24 hours' notice, I will subtract that cost from the following month.
    b. You may bring your own pianist if you'd like, but you are responsible for covering any additional costs this may incur.
    c. Pricing
        i. One-hour lesson: $60
        ii. Half Hour Lesson: $35
        iii. Recording Session: $30/hour
        iv. One month (4 lessons): $200 ($50/lesson)
        v. An additional $10 charge will be added if you would like to have the lesson in your home to cover the cost of travel and travel time.
    d. Methods of Payment
        i. Personal check made out to Sara Smith
        ii. Cash
        iii. Venmo
        iv. Paypal

VI)   Medical
    a. Although this is not required, I ask that you make me aware of any medical conditions you have that may be pertinent to our lessons together so I can make accommodations to ensure that our lesson environment is one that is safe and comfortable for you (e.g. Asthma)

VII)   Contact Information
    a. Phone Number: (888) 888-8888
        i. You may call or text me at this number during normal business hours: (9:00am-5:00pm)
    b. E-mail: musiclessons@gmail.com
        i. All e-mails will be answered within 48 hours

Student Signature_____ Date _____

Parent Signature_____ Date _____

Teacher Signature_____ Date _____