

# *Amy Estep | Voice Studio*

Dear students and families,

Welcome! Below are all the details of the expectations and guidelines that I have set in place so that I can best facilitate the needs of my students so that they can succeed in their goals. Please read carefully. I'm very excited to work with you!

~ Amy Estep

## Studio Philosophy

Music lessons are fun and a great way to be expressive and creative. But to really excel, each student must be serious and dedicated to maintaining a goal of progress along with a high standard of excellence. To achieve this, students must come prepared to each lesson with the proper mindset and materials. These responsibilities include:

- Being on time to every scheduled lesson
- Have tuition payment ready at the beginning of each lesson\*
- Be prepared! Bring any and all materials requested by the instructor.
  - These may include: a recording device, music, notebook, pencil, etc.
- Practice in between lessons and show your progress
- Provide the Instructor with contact information (including home/cell phone number and email) for emergencies and correspondence purposes
- Provide at least 24 hour notice if lessons are going to be missed for any reason

\*Payments may be made in advance for up to four lessons at a time.

## Studio Policies and Guidelines

### Practice Expectations

All students are required to have a way to take notes in order to retain important instructions that are given during lessons. It is a good practice to bring a pencil, notebook, and, if possible, a recording device to have a copy of your lesson music. Students should practice music for at least 30 minutes a day, everyday to maximize learning.

### Recitals

- Informal – a Studio Recital will be scheduled every 3 months to introduce students to the aspects of public performance. These performances **are required for all voice students** and include all students and show their current progress for the past three months. Studio recitals are for the benefit of the students where they can perform in a “safe place,” and therefore, will not be open to the public.
- Formal – Formal Recitals occur approximately every 6 months, once during the Christmas/Holiday season and again in mid to late June. Formal recitals **are not required**, but strongly encouraged, and include a small Recital Fee that is based on the student's needs as well as to cover an accompanist, recital hall, and other possible expenses. These recitals are open to the public for a small charge and students may pre-order tickets at a reduced rate once their involvement in the recital is confirmed.

## **Missed, Cancelled and Make-up Lessons**

Students may cancel and reschedule lessons for any reason up to 24 hours in advance of their lesson day. However, if lessons are missed with less time than the proper notice for any of the following reasons, they are considered unexcused absences and will require full payment for the missed lesson time length:

- I'm sick
- I forgot
- I made other plans
- I'm busy with other things
- I didn't feel like singing

In case of emergency, or severe sudden illness, please call/text as soon as possible to let the instructor know of the situation so the missed lesson can be dealt with appropriately.

All cancelled lessons must have at least 24 hours notice prior to the day of the scheduled lesson to be considered an excused absence. (Ex. If lesson time is normally Wednesdays at 3:00pm, student must give notification by Monday evening.) It is extremely important that you notify me by phone, email, or text as soon as possible if you are unavailable to attend your lesson for any reason so that I am able to offer your lesson time to another student who may need that time slot. Also, this is a respectful practice that shows considerations on your instructor's time and efforts. Illness is judged on a severity basis, and is only excused if the student cannot physically or mentally be present. (Having the sniffles is not an excuse to miss a lesson!)

If the student misses a lesson due to excused absence, there will be an opportunity to make up the lesson at a later date.

## **Work and School Schedules**

When you sign up to take private lessons it is important to realize that they become a primary commitment made by the student where they will be given a regular time slot on the master calendar. This means that if the student is involved with other activities or a part time/ full time job, they must not accept work or assignments that could possibly conflict with lesson appointments. If this is unavoidable, the studio cannot offer you a guaranteed time slot and you must work with the instructor's remaining available appointment openings, if any are available.

## **Payments/Fees**

Payments are requested prior to the beginning of each lesson. Cash and Check\*\* are accepted forms of payment.

\*\* Please be aware there is a \$35 service charge for returned checks.

Yes, I have read and agreed to all of the above requirements of joining the Amy Estep Voice Studio, and confirm that I will adhere to all the requirements of the studio policies and guidelines. I understand that failure to follow these policies and guidelines will result in my removal from any and all lessons at the instructor's discretion.

Participant Name (print): \_\_\_\_\_

Cell Phone: (    ) \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If student is under age of 18:**

Yes, I have read and agreed to all of the above requirements for my student to join the Amy Estep Voice Studio, and confirm that I will adhere to all the requirements of the studio policies and guidelines. I understand that failure to follow these policies and guidelines will result in my student's removal from any and all lessons at the instructor's discretion.

Parent/Guardian Name: \_\_\_\_\_

Cell Phone: (    ) \_\_\_\_\_ Email: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_