

## Mason Voice Studio Policies and Procedures

Welcome to Mason Voice Studio! I look forward to working with you to develop your skills as a singer and musician. Together, we will seek out your unique voice using healthy, classical singing techniques and refine your performance style in an engaging, professional, and inviting atmosphere. Included in this document are my studio's policies and expectations. Feel free to contact me with any questions or concerns you might have about these policies.

### **Calendar:**

Lessons will occur weekly in two 14-week terms, Fall and Spring. The Fall semester will begin on September 14, 2020 and conclude on December 18, 2020. The Spring semester will begin January 11, 2020 and conclude on May 16, 2019. An optional 8-week Summer term is available by request. This studio observes the holiday calendar of Hamilton Southeastern School District, and lessons will not be offered on those holidays or on federal holidays. Holidays include:

- Fall Semester:
  - Fall Break (Oct. 19-23)
  - Thanksgiving (November 25-27)
- Spring Semester:
  - Martin Luther King Jr. Day
  - President's Day
  - Spring Break (April 2-9)
- Summer Term:
  - July 4<sup>th</sup>

### **Tuition:**

Tuition can be paid once per semester or monthly, as illustrated in the following chart. Before making a payment, please communicate your chosen payment plan to me via the agreement form included at the end of this packet. Accepted forms of payment include cash, check, Paypal, and Venmo. Checks may be mailed to the studio address.

Length of Lesson	Lesson Payment Schedule	
30 min.	Semesterly payment of 280\$ (14 lessons at 20\$ each) Due at First Lesson of Semester	Monthly payments (20\$/lesson) Due First Lesson of the Month Approximately 80\$/month Based on number of weeks of lessons per month

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Hours: M-R: 9am-7pm  
Sat.: 1-5pm

<b>45 min.</b>	Semesterly payment of \$350 (14 lessons at 25\$ each) Due at First Lesson of Semester	Monthly payments (25\$/lesson) Due First Lesson of the Month Approximately 100\$/month Based on number of weeks of lessons per month
<b>60 min.</b>	Semesterly payment of 420\$ (14 lessons at 30\$ each) Due at First Lesson of Semester	Monthly payments (30\$/lesson) Due First Lesson of the Month Approximately \$120 per month Based on number of weeks per month

The payment for each semester or quarter is **due at the first lesson of the payment period**, whether it is monthly or by or semester. *No lesson will be given unless the payment has been received.* A late fee of 15\$ will apply to any payment that is later than the student's first scheduled lesson of the period. This is because I value my time as well as yours; if I must turn a student away from their lesson time due to a tardy payment, both the student's time and my own have been wasted.

If there are concerns of affordability, please speak to me directly and I will do my best to make arrangements accordingly. I can offer a family discount of ten percent off the semesterly sum if more than one family member takes lessons at my studio. Scholarship information is available upon request.

### **Lesson Location and COVID-19 Policies:**

Due to recent and current events, we are all being cautioned to be careful of our health and safety. This is especially important for singers, and I take your health and my own seriously. For this reason, I offer remote teaching options in addition to my in-person studio. In-person voice lessons will be held in my home studio, located at 10636 Blackthorn Court, Fishers, IN 46250, just off of I-69 and 106<sup>th</sup> Street, or at another arranged location if I have other students in your area (determined cooperatively between students, myself, and facility staff and management of the alternate location). Remote lessons will be held over Zoom, Skype, or Facetime, to your preference. If safety requirements change due to COVID-19, I may have to move in-person lessons to remote means, and we will handle that cooperatively and individually.

For your health and mine, please do not attend a lesson if you have been feeling unwell or have been experiencing symptoms of COVID-19. Please handle such events as described in the absences and make-up lesson policies below. I do not ask that you wear a facemask as you sing; I find this severely hampers communication, singing, and instruction in the lesson setting. I may ask that you wear a clear face-shield, as this is the least inhibiting of face coverings as required by the state currently, depending on the location of our lesson. We will observe social distancing as we can, and as you are comfortable with. However, please otherwise observe health and safety guidelines, such as washing your hands and sanitizing what may come into contact with others. I will be sanitizing the area you come into contact with as a student regularly to prevent the spread of germs.

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### **Absences and Make-Up Lessons:**

As mentioned previously, make-up lessons may be arranged via communication between the student and the teacher. A student is eligible for a make-up lesson if I, the teacher, cannot attend your lesson time, or if there is at least 48 hours' notice of your (the student's) absence. Family emergencies and illness, including COVID-19 related absences, will be dealt with on a case-by-case basis.

A student more than ten minutes late to their lesson who has not contacted me will be considered absent. Failure to notify me at least 48 hours in advance of an absence will mean that I cannot offer a make-up lesson. I do my best to follow up on make-up lessons, especially when the lesson cancellation is due to my own schedule, but your absences are your responsibility. I cannot give refunds for missed lessons, which is why I highly encourage that you manage your attendance and *pursue make-up lessons whenever you can*. You can also arrange to switch lesson times with another student, as long as you let me know at least 24 hours in advance. This not only makes the most of your tuition, but also makes the most of your opportunity to grow as a musician during our time together in the studio.

### **Music Purchase Policy:**

When possible, I will provide repertoire from public domain sources or from my own library, but you are responsible for buying any repertoire or vocal exercise book that you may require for your lessons.

### **Visitor Policy:**

Visitors are welcome in my studio, as long as the student has agreed to the visitation prior to the lesson. Any immediate family of the student who wishes to observe a lesson may do so as long as I am given 24 hours' notice of the observation. If any other person wishes to observe the lesson, 24 hours' notice is required, including written agreement of the student and of any relevant guardian to the observation (this can be a text or an email). I may also ask a visitor to wear their facemask while observing, in light of COVID-19 health advisories, in order to ensure the safety of the visitor, the student, and myself.

### **Masterclasses and Recitals:**

Monthly, the Mason Voice Studio will hold a Masterclass at the studio location or remotely, as safety guidelines require. Attendance is mandatory for those who have chosen 60 minute lessons. This gives students an opportunity to be inspired by their peers and learn in an active performance environment. I may ask a student with a 30 minute or 45 minute lesson to attend or sing in a masterclass, but they are not required to do either. An accompanist will be provided by the studio for each masterclass, or we will use recorded accompaniment.

Additionally, the Mason Studio will hold a recital each semester. Attendance is mandatory for all students, and 60 minute lesson students will be required to perform at least one piece. A 10\$ accompaniment fee applies to any student who performs in this recital in order to compensate the provided accompanist.

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-----Please Sign and Return to Instructor-----

I, \_\_\_\_\_, have read the above policies and agree to abide by them. I understand that Mason Voice Studio is within their rights to terminate lessons should failure to comply with these policies occur.

- I have chosen the [Semesterly] [Monthly] payment plan for [30 minute] [60 minute] lessons.
- I prefer [In-Person] [Remote] Lessons.
  - For Remote Lessons, I prefer [Facetime] [Zoom] [Skype]
- Within Mason Studio's listed hours, the times I am most available for lessons are:
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- I [do] [do not] agree to let Mason Studios use any recordings or images of myself in promotional material or media posts.

Signed: \_\_\_\_\_

Parent Signature (If Student is under 18 years of age):

\_\_\_\_\_

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