

Studio Policies – 2010 (for Voice Lessons)

Maestros in Training

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Welcome to Maestros in Training, a private music studio for all ages! I am so glad you are interested in beginning this musical journey!

Age Groups: I currently offer voice lessons to students ages 8 and up.

Lessons: Your lessons will take place at my home. This is located on Highway 31 (Pulaski Hwy.) in Columbia, TN.

Directions: Take Highway 31 going south towards Pulaski, TN. My home is located in the McCains community. Our driveway is right after house number 3434. There is a big rock at the end of their driveway with 3434 on it. Please park in the driveway (use your parking break!) or on the grass beside little gravel road the runs in front of the house. Do NOT block the gravel road as people need to be able to get to the barn that it leads to.

There are two doors at the front of the house. Please enter through the one on the left.

Interviews: Sometimes I will require an interview with you and your parent or guardian before enrollment. However, a parent/guardian does not need to be present if you are over 18. During this time, we will discuss your prior knowledge of music, how long your lesson should be, the materials needed, and I will answer any questions. If you are interested in enrolling after the interview, I will send an enrollment sheet home with you. Then, if you decide these lessons are right for you, please call me within the next 24 hours to schedule a lesson time and bring the completed enrollment form to your first lesson.

Lesson Rates and Lengths:

- 30 minute lessons: \$48/month
- 60 minute lessons: \$96/month
- 60 minute group lesson: \$120 month

Currently, I do not allow paying by the week. However, if you have questions about this, please ask.

Registration Fee: There is a non-refundable registration fee of \$20. This is to pay for your lesson folders, paper, pencils, and other materials that you may need during the year.

Payments: Payments are due at the first lesson of each month. A \$5 late fee (per week late) will be charged if payment is not made at this time.

Materials Needed: Foundations in Singing by John Glenn Paton (book and two audio CDs) You MUST purchase the 8th edition. The books/cds can be purchased at www.amazon.com, www.half.com, etc).

Lesson Schedule: I will be available for lessons on Monday and Tuesday from 10:00am – 7:30 pm, and Wednesdays from 10:00am – 5:00pm. I will sometimes be available for make-up lessons on Thursdays.

Make-up Lessons: If you are going to miss a lesson, you must let me know at least 24 hours in advance. Otherwise, you will not be allowed to make up that lesson, and the cost of that lesson will not be refunded. I will consider making an exception only in cases of illness or death in the family. You will only be allowed to make-up 3 lessons in any given semester that were rescheduled for anything other than an emergency. Make-ups can be scheduled on Mon-Wed only when I have time available and on some Thursdays.

Early or Late?: If you are early to your lesson, please take a seat and get ready for your lesson. I may also have a music theory assignment for you to work on while you wait.

If you are more than five minutes late, I will begin deducting time from your lesson slot. Example: If you are 10 minutes late for a 30 minute lesson, you will only receive a 20 minute lesson for that week. I will consider making exceptions on a case to case basis. Of course, if I am running late and still giving a lesson when you arrive, this will not apply and we will go ahead with your regular lesson.

Picked up on time: Parents, if you leave your child at the lesson, please be prompt in picking him/her up.

Holidays: There will be no lessons during major holidays. Lessons during Christmas holidays/spring break, etc. will be determined as those dates are closer.

Practicing: Remember, practicing is a MUST if you are to improve over time. A practice check-list including suggested practice sections and times will be included in your lesson folder. I ask that you try to practice at least five days a week.

Recital: Informal recitals may be scheduled once or twice a year, and a formal recital is usually held in the winter.

Withdrawing from Lessons: If you need to withdraw from lessons you may do so at any time. However, you must be aware that there will be no refunds if you withdraw in the middle of a payment period.

In case of injury or property damage: If the student, a family member, or any personal property is injured/damaged while on the studio grounds, we can not be held responsible for any necessary medical/restoration expenses.

Questions?: Please call during the hours of 9am-8pm Monday-Saturday or e-mail.

Music Lesson Agreement

Please detach and return this portion on the first day of class.

I agree to remit payment, on time and in full, for each class that my child is enrolled in. I also agree to follow the class policies as listed above.

Signed (Parent or Guardian) _____

Date _____