

Andrea Taylor Music Studio

Studio Policy 2008-2009

2877 Ridgedale Dr.

Lewisville, TX 75067

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andreataylormusic.com

1. Tuition Fees:

- a. A thirty minute lesson is \$20.
- b. A forty- five minute lesson is \$30.
- c. Payment is DUE at the first lesson of the month for all of that month's lessons. Please make your check out to *Andrea Taylor*. Please pay on time so that I do not have to be reminding you each lesson. I will send out an email at the beginning of the month to remind students and their parents the amount that is due for that month.

2. Attendance:

- a. Teaching Schedule: I offer a 30-minute and a 45-minute lesson. I would encourage more advanced students, or students auditioning for all-state choir to opt for the 45-minute lesson.
- b. Holidays: I will coordinate my teaching schedule with the Coppell ISD and Lewisville ISD school year, and will observe school and national holidays in my teaching schedule.
- c. Lesson time: Private lessons are considered appointments, and times will be observed promptly. You are expected to be on time, prepared, with all of your necessary materials for the lesson. If you encounter a conflict with your lesson time, you may offer to swap lesson times with another student, if your lessons are of equal length. A student is under no obligation to swap lessons with another student.
- d. Absences:
 - i. Excused absences: Students can be excused from a lesson if I am informed ahead of time that he or she will be absent. Please call me **as soon as you know** you will miss a lesson and give me the opportunity to rearrange my schedule accordingly. I require at least 4 hours notice for the lesson to be considered excused.
 - ii. Unexcused absences: If a student forgets a lesson, doesn't show, and doesn't call 4 hours in advance to let me know of the absence, the student will be charged for that lesson. I will not make up a lesson for an unexcused absence, and the lesson will be forfeited. I reserve the right to determine if the lesson is excused or unexcused.
 - iii. Make Up lessons: Makeup lessons are allowed (and advised) for excused absences. The student and I will decide on an appropriate time for a makeup lesson. I will only allow two Only two makeup lessons per semester are

3. Materials and Printed Music:

- a. A student folder with pockets, blank CDs, studio policy, and other relevant handouts will be provided to each student. If you need additional CD's for accompaniments or recordings, you will need to bring those.
 - i. Students will be responsible for purchasing music books that I choose for them. These books will contain a variety of usable and enjoyable music and will include CD accompaniments that will be a great aid to student practice. For the serious voice student, two or three books will be required for the year. Younger students will only

require two books. The average cost of these books is \$20. I will order materials throughout the year as needed and will bill each family for the cost. Students MUST bring their folders and any printed music to all lessons, even after the songs are memorized.

4. Health

- a. If you are ill, please stay at home. This includes if you have illnesses that do not allow you to sing. Remember to call me and let me know you are ill at least 4 hours in advance.
- b. Drink plenty of water. Bring a water bottle to your lessons to help your voice stay hydrated.
- c. Be well rested for your lesson. Sleep is important for the body and voice in order to be well rested and recover from illnesses.

5. Practice:

- a. Make it a habit to practice at least 30 minutes a day, or 3 hours a week. The voice employs use of many muscles, and regular and proper use of these muscles will build good vocal health and techniques. I will not require daily practice logs unless I can see that students are not progressing or memorizing their music.

6. Recitals:

- a. I will hold one recital at the end of the school year. Each student is expected to take part in the recital to showcase the skills we have worked on throughout the year. Each student will be responsible for their share of the accompanist fee. Dates, times and location will be announced several weeks in advance. Family and friends are invited to attend.

7. My personal philosophy:

- a. I believe each person can find joy in singing, and can develop a beautiful singing voice. It is my task to provide information and encouragement as students progress towards singing beautifully, whether the student wishes to sing professionally or sing for fun. I will set goals for and with each student that coincide with their own personal goals. I expect students to work hard and come with a positive attitude. This creates the best environment for accomplishment and enjoyment. I cannot promise that my students will win competitions or auditions, but I do promise to do my best to prepare each student for those events.

(Please sign and detach slip below and return to Mrs. Taylor. Keep the student policy for your files)

I have read and understand the studio policy of Andrea Taylor and agree to abide by the expectations contained in it.

Student's Signature _____

Parent Signature _____

Date _____