

# Voice Studio of Joanna Manring

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## 2010 POLICIES

1. My goal is to help you develop healthy vocal technique and solid musicianship. Please *speak up* if you have ideas, concerns or questions!! Remember, I can't do my job if we don't communicate. I welcome your input and look forward to fun, productive lessons!
2. Repertoire: We will work together to choose music that you enjoy and that will develop your technique and musicianship.
3. Scheduling: Regular lesson times and flexible times (that move from week to week) are both fine with me.
  - If you need to change your time in advance (more than 2 days before) → *email me*. I keep my schedule/records online and it is easy to update it from email.
  - If you have any uncertainty about when our lesson time has been scheduled → *please call, text, or email*.
4. Missing lessons: if you must miss a lesson, please give me a **24-hour notice by phone**. This will allow me to adjust my schedule. I understand illness comes up suddenly: if you become ill during the day of the lesson, please give me at least a 2 hour notice. Of course true emergencies happen, and I do understand if this is the case.
5. Rescheduling lessons: if you give proper notice, I will be able to schedule a make-up time for your lesson. If you do not show up for a scheduled lesson and do not notify me by phone (a "no show") **you lose that lesson**. This means you pay for the time.
6. Lateness: Everyone runs behind sometimes. If you are 5-10 mins. late for a lesson, I'm happy to add the time you missed to the end of the lesson if schedule allows. If you are going to be more than 5 minutes late, call me or text me so I know.
7. Rates:       \$45/hour     \$40/45minutes   \$35/30minutes  
                  (\$10 discount if you pay by the month)
8. Practice: it is expected that students will practice outside of lessons. If I believe a student is not practicing what we have worked on in lessons, I will encourage more practice and/or talk with the parent/s to ensure our lesson times are being used productively.

I, \_\_\_\_\_, understand and agree to these policies.

Signed \_\_\_\_\_ Date \_\_\_\_\_