

Voice Studio of Joanna Manring

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Fall 2011 POLICIES

1. My goal is to help you develop healthy vocal technique and solid musicianship. If you have **any** questions about lessons or policies, please let me know. I am happy to explain anything. We will work together to choose music that 1) you enjoy and 2) that will develop your technique and musicianship while having fun! Keep an open mind and I will too!
2. Scheduling: I schedule lessons on M, T, W from 11am-5:30pm. Occasional make-ups on Th, F. I will let you know in advance when I am out of town and we'll set alternative times for those weeks.
 - EMAIL ME if you need to change your lesson time in advance (more than 24 hrs before).
I keep an online calendar & need all schedule changes in writing. If you are not certain of your lesson time or location it is your responsibility to contact me.
3. Rates: You may pay for single lessons or pay by the month. If you would like to pay by the month, multiply rates below by number of lesson days in the month; sometimes it will be 4, sometimes 5. Payment is due the first lesson day of each month. If you begin mid-month, please pay for single lessons until the start of the next calendar month.

	1 hour lesson	45 minute lesson	30 minute lesson
Single	\$50	\$45	\$35
By the month discount (4 weeks)	\$190	\$173	\$135
By the month discount (5 weeks)	\$240	\$218	\$170

~If you refer a friend who decides to pay by the month, you get **1 free lesson!**

4. Missing lessons: if you must miss any lesson, PLEASE CALL MY CELL PHONE.
 - To cancel: *****I need to have a 24-hour notice for cancellations. Less notice than that and I ask that you pay for half the cost of the lesson.***** Before your lesson, please assess whether you are healthy enough to be there. Plan ahead: if you are considerably ill with a fever, stomach bug, or laryngitis due to virus or cough, *please call me to cancel* and stay home to get well.
 - No-show: If you forget your lesson or do not call to let me know you're not going to be there, I consider it to be a "no show." *****I need to charge you the full cost of the lesson for the time I reserved for you.** (If you pay by the month that means we do not schedule a make-up lesson. If you pay for single lessons that means you pay for two when I see you next.)

Of course true emergencies happen, and I do understand if this is the case: you don't need to pay.

5. Lateness: Everyone runs behind sometimes. Please call or text if you are running more than 5 minutes behind. **If** there is no lesson right after you, I will add 5-10 min to the end of the lesson.
6. Ending lessons: All good things come to an end. If you need to end your lessons, **please give me a two-week notice. If you cannot, I request \$50 to cover missed lesson time.** In the rare event that I have a sudden exodus of students (it happens!), I need to prepare.
7. 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 reserve the right to end lessons if a student does not practice.

I, _____, understand and agree to these policies.

Signed _____ Date _____