

*Rebecca Tann Vocal
Studio Handbook*

2024-2025



Schedule

Lesson times will be determined at the beginning of each session: Summer and Academic year. During the summer, hours are highly flexible, and students can choose how often they would like to meet and for how long via the use of offered packages. During the school year, lessons will be taught weekly during either the student's choir period, lunch, elective period, or after school at Ms. Tann's private studio. A student may choose to take a zoom lesson at any time.

Payment

Payments will be due at the beginning of each month. An invoice will be sent via email with the amount due prior to the first lesson of the month. The student is expected to bring a form of payment with them to their lesson if payment has not already been sent electronically. A \$5 late fee will be applied each week payment is not submitted. Ms. Tann will offer a one lesson grace period for payment due. However, after the first lesson of the month, lessons will be paused until payment is received. The rates for lessons are \$30.00 per 30-minute lesson or \$60 dollars per hour. Rates may vary for in-school lessons to accommodate gas mileage*.

*RHPS/ CHS/ EHS rate: \$30 for 25 minutes during classes

Lesson Enrollment/ Termination Fee

The signing of this contract commits your student to taking lessons throughout the school year. If a student wishes to terminate taking lessons, they must do so at the end of the school year. During enrollment, students will be required to submit an enrollment fee equivalent to the cost of two lessons. At the end of the school year, this money will be applied to your final invoice. If a student terminates lessons during the school year, they will not receive a refund for pre-paid lessons and their enrollment fee will be utilized as an early termination fee. Waving of the termination fee may occur under the discretion of Ms. Tann due to unforeseen circumstances.

Absences

Please notify Ms. Tann at least 24 hours in advance of an anticipated absence. If notice is **not** given 24 hours in advance, the student will be considered a no-show and they will not receive a makeup for the missed lesson. If notice is given with proper timing, a makeup lesson may be scheduled, or a credit will be applied to the next month's invoice. If a student is more than 10 minutes late to their lesson, Ms. Tann may cancel the remainder of the lesson and the student will be considered a no-show. If a student accumulates 3 no-shows, Ms. Tann reserves the right to dismiss the student from the studio without a refund for the month or early termination fee.

Illness/Vocal Health

Although absences are undesired, if a student is ill or hoarse, Ms. Tann recommends that they consider scheduling a make-up lesson to receive the full value of their vocal lesson. The student or parent is responsible for letting Ms. Tann know of their illness prior to the lesson time for qualification for a makeup lesson and guidance on whether a lesson should be taken. Ms. Tann may turn a student away from their lesson without refund if it is determined that a student is not vocally sound and at risk of vocal injury.

Exclusivity Policy

Students enrolled in voice lessons are not permitted to take lessons with another voice teacher during the enrollment period. Taking lessons with multiple voice teachers is counterproductive to student development and any student found to be enrolled in multiple teachers' studios will be terminated from Ms. Tann's studio following the completion of the invoice period. (Refunds will not be given) To define what lessons with a voice teacher are: this is a one-on-one private meeting with a music professional with the goal of working on singing or vocal technique.

This clause does not apply to cultural vocal lessons or clinician/coaching work during choir sectionals. Also, students are not allowed to share materials provided by Ms. Tann with other students without prior permission from Ms. Tann. Any student found sharing materials without authorization will be removed from the studio.

Masking Policy

Ms. Tann asks that any student experiencing any symptoms of illness (sore throat, runny nose, congestion, coughing, hoarseness, upset stomach, etc.) to wear a mask in their lesson. She reserves the right to require a student to mask if they come to their lesson with symptoms of illness and will provide masks for students in this situation.

Studio Expectations

1. Bring a pencil, your music, and required material to every lesson
2. Be prepared to record your lesson with your cellphone or other recording device
3. Give at least 24-hour notice for an anticipated absence
4. Practice your music outside of your lesson
5. Have any assignments given completed by your next lesson

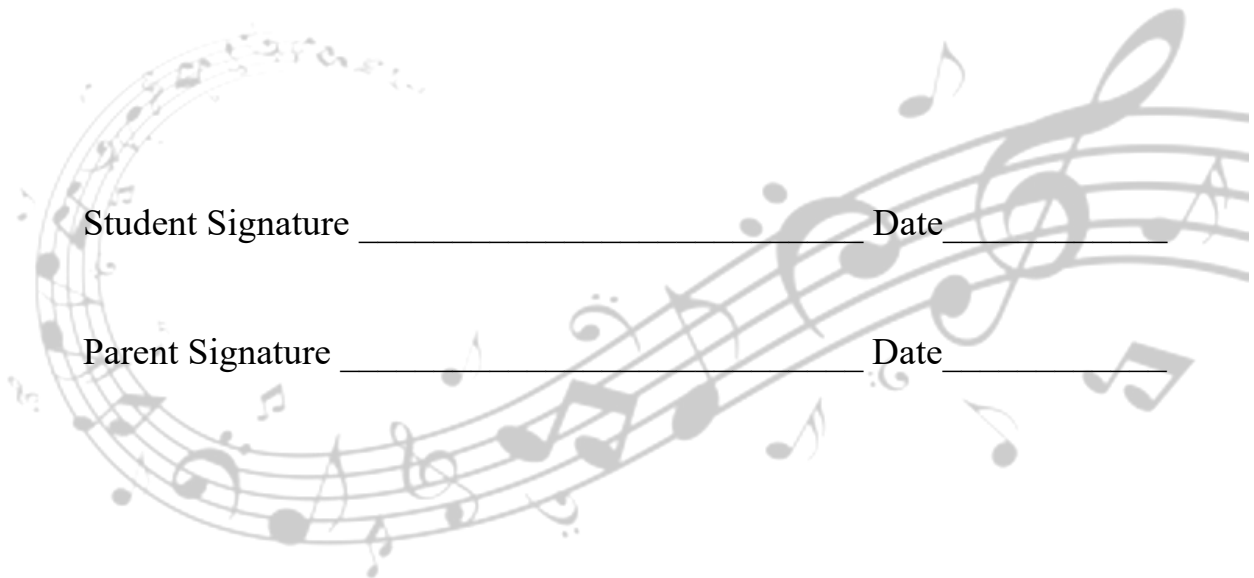
Pianists and Recordings

In the situation that a pianist is needed for a performance, it is the student's responsibility to contact, reserve, and pay for a pianist's service. Ms. Tann can assist in helping the student find and contact a pianist, but she is not responsible for the reservation, scheduling, or payment of the pianist. Some examples of when this situation may arise are solo and ensemble, college audition pre-screen recordings, and recitals. Ms. Tann is available for recording assistance for the cost of \$60/hour.

This includes use of her audio equipment, vocal warm-up (if desired), coaching between recordings, serving as a liaison between the pianist and the student, and presence at the recording session. The same absence policy as above (See "Absences" section) will apply for both the pianist and Ms. Tann once an appointment is set.

Voice Student Contract

I, _____, have read and agree to all the terms of contract provided above in this vocal studio handbook. I agree to the rates noted above. I understand that if I do not provide notice 24 hours before my lesson for an anticipated absence that I forfeit the ability to take a makeup lesson and will not receive a refund. I also am aware that if I am declared a no-show 3 times, I may be dismissed from the studio, and will not receive a refund. Terminations may only occur at the end of the academic year, and there will be no refund of the enrollment fee if a student terminates their contract prior to this time.



Student Signature _____ Date _____

Parent Signature _____ Date _____