

# Bradley Music Studio

## Vandegrift High School Studio Policies 2018-2019

Welcome to our Studio! Here are some ground rules.

### 1. **THE SCHEDULE CHANGES WEEKLY!!!**

Both parent and student will receive an email each weekend with the upcoming schedule. *You must read this email every single week.* We list NON-class time lessons (PIT, Before School, etc.) in the *body* of the email, with the full schedule attached. We also send reminders about upcoming events and deadlines in the weekly email, so read it EVERY WEEK!

The limitations of block schedule in combination with the popularity of our studio make it impossible to schedule a student in the same lesson time each week. Students who take summer lessons will have priority scheduling. On occasion, every student should be prepared to be seen at non-class times such as: before/after school, during PIT, or lunch so that the schedule is flexible to accommodate everyone's needs. Students with "off" periods can expect to be seen during that time. Students may only miss one half-hour of class a week so all hour-long lessons will be at alternative times.

### 2. **Supplies and resources**

Music will be scanned and emailed to students after it is assigned, students are responsible for printing their own music at home. If a student forgets their music, they will be sent to the choir room *using lesson time* to print. Students may NOT use a smart phone to view their score. Students may be given an assignment sheet or practice log. Links to sight singing books and other recommended optional materials are available on our website. Students may record their lessons for *personal* use but may not share recordings of the teacher without permission.

### 3. **Our Website and Facebook page**

In addition to a weekly email, we publish the schedule online on our website: **BradleyMusicStudio.com** where students' lesson times are listed by their initials. Please "like" Bradley Music Studio and All State Singer on Facebook or subscribe on AllStateSinger.com. Please note that we do not "friend" current students or parents on private social media pages. If, for privacy reasons, you prefer to not have your child's initials listed in the schedule or picture online, please let us know.

### 4. **If you HAVE to cancel...**

... there is a firm **24 hours-notice** requirement, otherwise the lesson fee will be charged. It is the student's responsibility to ask a friend to swap lesson times if a conflict arises after the schedule has been sent and then get approval for that swap with their teacher. Schedules are sent by the Saturday prior to the lesson. We require notification about any non-choir conflicts, ie: testing, doctor's appointments, etc. **Email is our ONLY recognized form of communication.** If parent feels an exception to the policy is merited due to a last minute emergency, they must email the teacher to request an exception within 24 hours of the lesson.

### 5. **Illness**

Lessons are given in very close quarters and students too often come to school sick. Sick students should attempt to swap their lesson time or cancel 24 hours prior. Students who come to their lesson with fever, cough, vomiting, or other illness will be turned away and the lesson fee will be charged.

### 6. **Payment Plans**

LISD mandates our lesson fee as \$21 per lesson based on our degrees and years of teaching experience. This is a *huge* discount from what we charge our Home Studio students and far less than neighboring districts. By signing up for voice lessons you are agreeing to a minimum commitment of \$672 or 32 lessons per school year. You may choose to pay even payments of \$84 or two "semester" payments of \$336. Payments are not due on the first of each month but rather are due every four lessons. The charge for hour-long lessons is \$42 and these are always invoiced by the "month" at a rate of \$168 per payment. All "monthly" plans must pay a non-refundable deposit of \$84 which covers the final payment of the school year (May/June lessons).

### 7. **How to pay for lessons**

We send an invoice via PayPal the week *before* payment is due, and *again* the week it is due, if needed. **You do not have to pay via PayPal**, this is simply our way of providing an invoice for your records. Fees will be shown on the invoice as a separate line item to try to avoid confusion. Pay via check or cash in person to save the fees. We do not refund Paypal fees included on in-person payments. Please make checks out to: NATALIE CUMMINGS or AUSTIN BRADLEY. Do not mail checks, as they often arrive late, pay us via bank transfer or any other method (Venmo, Wells Fargo, etc.) Mr. Zook will hold checks for us if we are not available to collect a payment. If a student leaves their check in their backpack/locker/car, they will use lesson time to go find it or to wait while a parent fulfills a Paypal invoice.

**8. A Year-Long Commitment**

When you commit to voice lessons, you are signing on for entire school year. Students who feel their teacher is not a good fit will be transferred to the other on-campus voice teacher to finish out this year-long commitment. Students may opt to not attend lessons but the guarantor will be held financially responsible for the year’s fees (\$672) unless formally released in writing by the teacher. Barring no-shows, you get **every, single** lesson you pay for. This means that you may have lessons roll over into another semester or summer. We do not “make up” lessons unless the minimum 16 has not been met. You may request additional lessons as needed.

**9. What if you miss a payment?**

Students get **ONE** freebie a year. A freebie is when a previous payment credit has run out but they do not bring payment to their next lesson. In this case, payment is due **immediately**, not at their next lesson. Thereafter, a student will be counted a no-show for every lesson until they bring payment, which will firstly cover past due lesson fees. If a student shows up to a lesson without payment after their one “Freebie”, they will be turned away but will still be charged for the lesson. If this is a recurring problem, Mr. Zook will be notified and asked to mediate, and if the situation continues the student may be asked to leave the studio.

**10. Is there financial assistance available?**

Yes! Need-based *Grants* through LISD and *scholarships* through VHS Chorus Boosters. We are not the arbiters of this process and we do not offer *any* discounts, including alternate payment plans or taking fewer than 32 lessons in a year. Ask Mr. Zook for details.

**11. You love singing... but not performing...**

Our main goal is that our students develop and mature as musicians and young adults. We know that success in public performance is not the only measure of success in voice study. However, we feel that we as teachers must be able to show progress to the parents who invest in us, and students need to be able to assess their own growth as well. That is why on occasion and with prior approval, we will make available alternate assignments for the student whose parents/teacher/caregiver team together feel it is not in the student’s best interest to take part in a solo performance. This may be the result of, for example, diagnosed panic or anxiety disorders, but NOT as result of lack of preparation or occasional stage fright, which we feel *can* provide a tremendous learning experience and for many can be overcome through adequate preparation and repetition. The alternate assignment will require attendance at the spring recital and a written self-assessment and reflection. We will be open and understanding about requests for alternate assignments but we also ask that students strive from the beginning of the year to work and study with the ultimate goal in mind of performing in the end of year recital and regard the alternate assignment as an absolute last resort. We also ask that arrangements be made at least two weeks prior to the final recital to facilitate preparations and rehearsals for the performance.

**12. I love performing...Could I do this in college or outside of school?**

In order to maintain our professional reputations and standards for our studio and to help our students present their best work, we are judicious about selecting students for outside auditions and prepare them accordingly. We offer complimentary college audition coaching, too, for current students, a resource for which many people pay thousands. We will provide college/job references for a student who has been studying with us for 6+ months, but materials must be provided to us at least two weeks before the deadline.

**13. Other non-negotiables**

It rarely happens, but there are a few reasons that a student may be asked to leave the studio:

1. You do not **attend AND participate** in the end of year recital or perform an alternative assignment.
2. You consistently do not pay or are a no-show.
3. You show blatant disrespect to us or anyone in the studio.
4. You are studying with a second voice teacher without our prior knowledge.

**Acknowledgement:**

“I have read, understand, and will uphold the Bradley Music Studio, LLC Vandegrift High School Studio Policies for 2018-2019.”

|             |                  |       |              |                   |       |
|-------------|------------------|-------|--------------|-------------------|-------|
| _____       | _____            | _____ | _____        | _____             | _____ |
| Parent Name | Parent Signature | Date  | Student Name | Student Signature | Date  |

“By signing this agreement, undersigned Responsible party agrees to above terms, including: A minimum investment of \$672 for 32 voice lessons during the course of the 2018-2019 school year payable to Bradley Music Studio, LLC.”

|                                       |           |       |
|---------------------------------------|-----------|-------|
| _____                                 | _____     | _____ |
| Name of Financially Responsible Party | Signature | Date  |