

Studio of Jessica Lane

Studio Policy 2016-2017

Please read the following to be fully informed concerning this year's lessons

Fees: Services include exam, festival, and recital preparation, marking of theory papers and administration.

Students are encouraged to bring a recording device (ie. ipod/ipad/phone) to record their lessons.

While Ms. Lane provides an excellent music library, students are encouraged to purchase their own music, as photocopying is illegal.

Please note that ALL students in Grade 6 or above are highly encouraged to have hour lessons in order to cover all aspects of their musicianship thoroughly. This includes ear training, sight singing/reading, repertoire, technique, improvising and composing, theory studies, and vocalization.

PAYMENT INFORMATION

Payment is due the week before the first of the month. (ie invoices due October first will be sent the week of September 25th and are to be paid in advance of the 1st). **Lessons cannot be given if payment has not been made.**

Lessons can be paid by cheque made payable to JESSICA LANE (cheques may be postdated to the 1st of the month), cash, interact e-transfer, debit, credit card or PayPal.

SCHEDULING AND MAKE-UP LESSONS

Ms. Lane will be teaching Mondays at Little Fingers Music, Tuesdays out of students homes in the Roncesvalles area, Wednesdays and Thursdays from St. Andrew's United Church (at Yonge and Bloor) and Saturday mornings in Ms. Lane's home studio in Burlington. Parents are reminded that it is legal to take a student out of school for up to half a day per week for the purpose of music lessons.

Due to the nature of Ms. Lane's new rented studio space and travelling to in home lessons, **Ms. Lane will not be able to give make-up lessons nor give a credit or refund for any missed lessons – no exceptions.** If you would like to be notified of other cancelled and therefore open times during Ms. Lane's teaching hours (you will be required to come to

another location), please let Jessica know and she will contact you. **Ms. Lane is not required to make-up missed lessons for any reason.**

Please be advised that Ms. Lane is holding a specific spot in her schedule for all lessons, regardless if the student comes or not.

If Ms. Lane needs to cancel a lesson, every effort will be made to make that lesson up. Otherwise the client will be credited into the next month. All lessons in each term must be made up by the end of the 2017 year (end of June).

Any make-up lessons must be made during studio operating hours only and must be scheduled within the month of the cancellation or they will be forfeited. Due to a busy schedule, Ms. Lane is unable to accommodate outside of the regular set studio hours. Please see above.

In the event that the student becomes ill, please notify Ms. Lane as soon as possible and stay home. Due to a busy teaching and performance schedule this year, Ms. Lane must take preventative measures against becoming ill. If you are well enough to sing, we will schedule a Skype lesson and if you are not, Ms. Lane will send a lessons worth of listening, ear training and theory materials instead which are to be completed before your next lesson.

Ms. Lane cannot make up time if the student arrives late for the lesson. The student will be given the remainder of their lesson time. The studio is booked with back-to-back lessons, and it is the students' responsibility to arrive on time and prepared.

A verbal indication that a student will register for lessons in September is taken as a serious commitment, and a scheduled time is allotted for him/her. Other students are turned away in June who apply for September due to a full teaching schedule.

BOOKS AND MATERIALS

Parents and students are reminded that books and materials for music study can cost \$20.00 to \$200.00 per year, and the purchase of these materials is mandatory. Print outs of just lyrics is not acceptable. **A great resource for individual sheet music is www.musicnotes.com - most of the sheet music is \$6.00 a copy. Ms. Lane will let the parent know as soon as possible when a book needs to be ordered, and will purchase the music directly for the student. An invoice will be emailed, and the parent will reimburse Ms. Lane.** Students will likely only need to purchase new books when a previous level/examination has been completed, and they are moving on to the next level.

PRACTICING

Students are expected to arrive practiced and prepared. Voice, theory and piano study are demanding skills to learn, and require daily practice to improve. Work out a scheduled time for practicing and stick to it. It is assumed that if a student has the time for music study, they have the time to practice regularly so that lessons can be put to use. Good practice habits, musicality, and their own determination can account for much of the progress of successful music

students. The teacher can only try to create a love of making music, and guide him or her. If you are unsure of how to practice, please ask during your lesson time.

Please see Ms. Lane's new "How to Practice Singing" article on the PB&J Music Studio Website under STUDENT RESOURCES.

PARENT'S ROLE

Parents want their child to have quality music education; that's why you send your child to this studio! My job is to motivate, guide, and advise on healthy vocal/piano technique and musical creativity. Just as parents have expectations of me, I have certain requirements of them if our goal is to be realized. Please: If you are driving your children to lessons, have them at the studio on time. You are responsible for getting your child to music festivals, competitions, and examinations. Support your child with praise and positive comments!

WITHDRAWING

A decision to start or continue with music lessons is a serious one. Students are expected to engage in lessons throughout the year, complete assignments, and partake in recitals. Occasionally, due to unavoidable circumstances, lessons must be postponed or stopped, in which case a one-month retainer will be withheld by the studio and the remaining balance returned to parents.

Please print and sign this contract and bring it to your next lesson.

I, _____ have received and do understand the above guidelines pertaining to the Studio of Jessica Lane, and agree to abide by these guidelines.

Thank you for entrusting your musical growth to me. Teaching is indeed a privilege, and I'm happy to be a part of sharing music with you!