

Hello, parents and students!

I am so excited to have you in my music studio, where I know you will walk away more knowledgeable in repertoire and technique, gain confidence in your voice and body, and most importantly, have fun with music!

Music is both demanding *and* rewarding. We *will* work hard. We *will* sometimes cry or get frustrated. But, we *will* make you a better singer than where you started. As your teacher, I promise to provide you with every tool possible to achieve your goals in performance, better your musicianship skills, and learn how to improve your voice, acting and movement!

In return, I ask that you abide by the following studio policies:

1. **Tuition** – pay it on time. It’s really that easy. Late payments incur a \$15 fee.
2. **Rundown** – know what you want to achieve in lesson, and make those goals happen!
3. **Expectations** – always bring your music, water, pencil(s), and recording device to lesson!
4. **Books/ Fees** – I’ll ask you to print your song(s) so we can notate adjustments.
5. **Liability** – be responsible for timely pick-ups, and don’t damage the studio or your voice!
6. **Exchange of Money** – I accept cash, check, or GooglePay/Venmo/Apple Cash.
7. **Cancellations** – 24-hour notification is more than fair. No shows = regular lesson charges.
8. **Leaving the studio** – doing so during a lesson counts as a lesson; please leave quietly.
9. **Electronic communications** – email me with questions/concerns/achievements any time!
10. **Financial issues** – will be dealt with on a one-on-one basis. Communicate with me!

1. Tuition

Private Lessons: \$40/30 min session \$55/45 min session \$70/1 hr session.

Lessons are billed monthly **or** lesson-by-lesson (as determined by the parent and teacher). For monthly payments, simply add up the number of sessions that will occur during the month in question, and pay at your FIRST lesson of each new cycle (e.g., a student taking four 30-minute lessons will be billed \$160, and pays the first Friday of that month).

- Do **NOT** make me “hunt” down payment, as this is terribly uncomfortable for teachers! **Late payments result in a late fee of \$15.**

2. Rundown

Here’s what you can expect from me...

- I promise to treat my students, parents and their families with care and respect, and as one of my own.
- I will always give you my best when it comes to instruction and catering to your music needs. If I’m not providing you with fun, informative lessons: TELL ME!
- I will always return your call, email or text with 48 hours.
- I will always be on time; if I’m not, you will get additional time added to your lesson, and then some.

- I will always listen when you have a concern, and try to solve the issue(s).
- I will always be there for any student, for any reason, at any time I can.
- I will always offer helpful, professional, informative advice to better a student's career/musical goals. Additional resources will be provided at no extra cost.

3. Expectations

Our focus is learning and teaching. Let's achieve this together by each student/parent:

- Bringing water, music, pencil, and recording devices to each lesson.
- Be on time to all scheduled lessons, classes, and performances.
- Be adventurous! Try new things! Don't be afraid to make mistakes!
- Come with an open mind without resistance. Performing requires risks. Inform me, however, if you have any health/physical conditions that limit you.
- Let me know if I can improve my work. I want to be my best for YOU!

4. Books/ Fees

On top of tuition, families may be responsible for additional expenses associated with lessons. Some foreseeable expenses *could* include:

Lessons

- Sheet Music (as assigned): ~ \$3-5 each piece (if not already in my library)
- Notebook, pencil and water: ~ \$5-10
- Theory/repertoire books: ~ \$5-25
- Recording device: ~ \$20-200 (depends on the quality you choose)

Performances/Additional Classes

- Performing Apparel: ~ \$10-100 (think "business" attire)
- Appetizer/Buffer contribution for recitals: donation-based (home-made is fine!)
- Additional classes: available via my website, christinecapsuto.com.
- Concerts/outside performances: discounted tickets may be available through me.

5. Liability

There is very little risk involved with music and theater; however, we know that people have accidents or unforeseeable situations happen. Please:

- Don't attend a rock concert, scream on roller coasters, or abuse your voice in any other way prior to your lesson time(s)!
- Intense physical exercise, caffeine and dairy will dry you out or increase phlegm productivity! Eat well and be good to your throat (your instrument).
- Materials left at the studio may or may not be returned to you depending on who enters the studio after I leave.
- Pick up your child/-ren on time. There are other students waiting for their lessons.
- Don't let your child/-ren wander around the studio unsupervised. Any damages incurred will be the parent's responsibility.
- Be respectful of peers and other musicians during recitals/performances.

6. Exchange of Money

I accept any of the following:

- o **Cash**
- o **Check**
- o **Google Pay/Venmo/Apple Cash apps**
 - ✓ Payments received late and are subject to a \$15.00 late fee.

7. Cancellations

- Please be respectful to me and other students: 24-hours notice is **required**, or you will be charged for your scheduled lesson time.
- If I need to cancel for any reason, we will arrange to make it up ASAP.
- By default, there will be no lessons on Thanksgiving, Christmas, or New Year's Day. Any other day, I'm happy to teach you (unless otherwise discussed!)
 - ✓ Make-up notifications will be sent via email and Google Calendar app.

8. Leaving the studio

Let's use our time in lessons wisely and be as productive as possible. If you need to step out during a lesson for any reason, beware that it counts toward your allocated lesson time. I'm usually fine with making up the time IF I do not have a student immediately following you. Likewise, if I need to step out for any reason, I will **always** give you your full time.

- o If you choose to discontinue lessons at any time, please let me know as soon as possible, and how I can improve as a teacher for future students.

9. Electronic Communications

All correspondence is handled through email, text, phone calls, and my website for online lesson/class bookings: christinecapsuto.com.

- If you have questions/concerns/achievements to share, call/text/email any time.
- Yes, I brag about my students! If you are uncomfortable with me sharing about you to others (in conversation or via social media), please let me know and I will respect your privacy!

10. Financial Issues/Other Notes

If you're experiencing financial issues, PLEASE speak with me privately. We will work out some sort of barter to keep your child in music, just as others helped me when I was young.

A parent is welcome to peek/listen through the window at any time without disturbing a lesson, however, I prefer parents to NOT be in the lesson room out of respect for the student. Students tend to get anxious and feel extremely pressured when their parents/family members/friends are in the room, so I do not want to hinder the child's education.

Group classes take place at Starbucks adjacent to the music studio, or in the larger showcase room. Typically, these are for more advanced singers, and are a comfortable, safe place to take risks, learn from one another and collaborate. Masterclasses are held in a bigger rehearsal space.

Additional resources at: christinecapsuto.com.