

## Private Vocal Study at Woodward Academy

### APPLICATION & POLICIES – 2018-2019

\*\*For Students and Parents – please read carefully and keep on file.\*\*

OUR GOAL: *To teach each student a healthy and proven technique for singing that will allow their instrument, “ear”, musicianship, vocal confidence and enjoyment to develop to their fullest. We then move on to explore its use through songs of many styles – chosen to further vocal development, showcase the student’s gifts, and broaden the student’s knowledge of vocal repertoire.*

- Students are expected to bring all assigned music to each lesson.
- Music will be emailed as assigned and should be printed and kept in a folder.
- Regular lesson attendance and practice at home are necessary for vocal success!

Voice lessons can be great fun! But to have success, the following rules must be followed:

1) **ATTENDANCE** – All scheduled lessons that need to be missed for any reason must be cancelled, by way of emailing or calling the teacher, before 8:00 pm of the preceding evening. If this is done, the absence will be excused, and tuition will be applied to the next lesson. **If this is not done, tuition will be charged.** Three (3) unexcused absences will result in the student being put on probation and, if there is no improvement, dropped from the schedule at the teacher’s discretion. If a student finds that they cannot attend school on the morning of his or her lesson, a courtesy call to the teacher will be greatly appreciated.

There will be days during the school year when students will be on a different schedule. **If this happens, students are still expected to come to their lessons.** This is not the case when the student is required to be at an assembly or class meeting. This is particularly important for those who have lunch lessons. **If the student fails to notify his/her teacher of the required event in a timely manner and simply does not come, tuition will still be charged.**

2) **TUITION** – Fall 2018 lessons will be 14 weekly lessons, to be completed within the 18 weeks of Fall semester. *Any prepaid lessons not completed during Fall must be made up by January 11th!* Parents have the option of paying either half tuition or a reduced-rate full tuition. Fall 2018 Tuition must be received before lessons can start and/or continue.

**Payment 1 must be made by 8/24/18; Second payment is due by 10/12/18.**

Payments can be made electronically via Quickbooks invoice (which will be emailed upon receipt of application), Paypal (please select “friend” option to avoid fee penalty), Venmo, Square Cash, or by check written out to Caitlin Bayles.

**REGISTRATION** – Before beginning lessons, a non-refundable fee of \$25.00 must be paid. This fee will help cover the costs of annual piano and studio maintenance. **Your check for \$25.00 should be made out to Woodward Academy and attached to your application.**

**Tuition rates are as follows:**

<b>Lesson Arrangement</b>	<b>Rate (half-pay)</b>	<b>Advanced Pay Rate (full tuition)</b>
1 30-Minute Lesson/Week	\$35.00/Week (2 payments/\$245)	\$30/week (\$420 total)
1 45-Minute Lesson/Week	\$50.00/Week (2 payments/\$350)	\$45/week (\$630 total)
2 30-Minute Lessons/Week	\$65.00/Week (2 payments/\$455)	\$60/week (\$840 total)

**\*\*\*LATE-START AND HALF-SEMESTER LESSONS:\*\*\***

Students beginning lessons after September 17th, or those wishing to take lessons for half of the semester will be charged the “half-pay rate” for a total of 9 weekly lessons.

*30 minute= \$315 total; 45 minute= \$450 total; 60 minute= \$585 total.*

3) **LESSONS** – Lesson lengths depend on the time of day and the Woodward Academy class schedule. The scheduling of lessons will conform to the Woodward Academy calendar of holidays and exams, during which no lessons are taught. Lessons may be scheduled during lunch, tutorials, middle school study hall, and after school. Lessons are taught in the practice studios on the third floor of Richardson Hall.

**UPPER SCHOOL:** Due to the nature of the rotating schedule, lessons taken during the school day might change week to week. Please make sure your child knows to keep in touch with Mrs Bayles each week to ensure consistent meeting times! Lessons during a “free period” will be planned out ahead of time every 6-8 weeks.  
\*see note below re: free period and tutorial lessons\*

**MIDDLE SCHOOL:** students may only have lessons during middle school study hall, tutorial, or after school – not during lunch; however, some students may qualify to have a lesson during PE! Please contact Mrs Bayles to put in a request for approval for this special case.

**\*\* A note regarding “free period” AND Tutorial lessons:** High school students will have the opportunity to use one free period a week on a voice lesson. Due to the rotating daily schedule, students will receive in advance the date of their lessons. This new schedule system also gives students the opportunity to make up missed/rescheduled lessons at the discretion of the instructor during their free period/tutorial time. Make up lessons are for *excused* absences only (see attendance policy above).

4) **PERFORMANCE OPPORTUNITIES** – Mrs. Bayles hopes to have her students involved in as many singing opportunities as possible, including All State Chorus, Governor’s Honors Program, NATS, and other solo performances. Additionally, It is our tradition to have two (2) recitals at the end of the school year: our Spring Voice Recital and our Senior Voice Recital. The Spring Voice Recital is for non-seniors and typically occurs the Sunday after Mother’s Day in May. All are encouraged to perform on this recital. In fact, we work the entire school year with that as a goal. It is NOT, however, a requirement. Senior Voice Recitals are only for graduating seniors and typically take place the Thursday night of Graduation Week. For a senior student to be eligible to perform on a Senior Voice Recital, they must:

- a. Have studied for at least two (2) years with a Woodward Academy teacher
- b. Have learned songs in at least two (2) languages (including English) if studying Classical repertoire
- c. Be able to sing 25 minutes of prepared music from memory

5) **CONTACT INFORMATION** – Parents, please feel free to contact me via email or by phone any time. My email address is [CaitlinABayles@gmail.com](mailto:CaitlinABayles@gmail.com). (Please note that this is not a Woodward email address!) My phone number is 404-661-4831.

\_\_\_\_\_ Check #  
\_\_\_\_\_ Cash

**Woodward Academy Application for Private Voice Lessons  
2018 – 2019**

**\*\*Please print clearly, have signed by parent, and return THIS FORM along with REGISTRATION FEE to either your choral director or theatre director!\*\***

**Lesson times will be assigned on a first-come, first-served basis.  
Lessons will begin the week of August 13<sup>th</sup>.**

**Student Name:** \_\_\_\_\_ **Student ID#:** \_\_\_\_\_

**Age:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Parent Cell Phone:** ( \_\_\_\_\_ ) \_\_\_\_\_ **Student Cell Phone:** ( \_\_\_\_\_ ) \_\_\_\_\_

**Student Email Address (PLEASE CHECK EMAIL FREQUENTLY!):** \_\_\_\_\_

Choral Student? \_\_\_\_\_ YES \_\_\_\_\_ NO      Theatre Student? \_\_\_\_\_ YES \_\_\_\_\_ NO  
Have you studied voice before? \_\_\_\_\_ YES \_\_\_\_\_ NO      If yes, for how long? \_\_\_\_\_

**LESSON TIME PREFERENCE:**

**LESSON LENGTH PREFERENCE:\***

- \_\_\_\_\_ Lunch (Upper Schoolers Only)
- \_\_\_\_\_ MS Study Hall (2:50-3:20)
- \_\_\_\_\_ **After-School (see below)\*\***
- \_\_\_\_\_ TUTORIAL (Upper Schoolers Only)
- \_\_\_\_\_ Upper School Free Period (**Which period, 1-7, is free?** \_\_\_\_\_)

- \_\_\_\_\_ 1 30-Minute Lesson/Week
- \_\_\_\_\_ 2 30-Minute Lessons/Week
- \_\_\_\_\_ 1 45-Minute Lesson/Week

**\* Tuition rates are listed in our Policies for Private Vocal Study packet.**

**\*\*AFTER-SCHOOL ACTIVITIES:** To help with scheduling, please explain your after-school commitments in the space below, including sports and rehearsal schedules. **Please include days and times if known.\*\***

	Activity/hours NOT AVAILABLE or time student must LEAVE BY
Monday:	
Tuesday:	
Wednesday:	
Thursday:	
Friday:	

**PARENTS:** We have read and understand the rules for voice study and tuition payment on the Policies Page and **have attached a registration check for \$25.00, payable to Woodward Academy.**

Parent Name (please print clearly): \_\_\_\_\_

Signature: \_\_\_\_\_

Parent Phone: \_\_\_\_\_ Parent Email: \_\_\_\_\_