

Policies for Private Vocal Study at Woodward Academy

2020 - 2021

****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.

Welcome to my private voice studio! I am confident this will be an exciting time of artistry, learning, improving, and enjoying the music-making process. The voice is the most complex instrument and I applaud you for taking the time to further your understanding of how it works and how you can use it to communicate more effectively.

1) Tuition and Payment

30 Minute Lessons = \$35

60 Minute lessons = \$60

- I. Introductory lessons are free and are given so that you may understand both how I practice the craft and my personal style of teaching before you make a commitment to studying voice with me.
- II. Please pay **MONTHLY at the FIRST lesson** of each month. Acceptable payment methods include: Venmo, CashApp, Zelle, cash, or check. If you forget, please do not wait until the following week to bring a check – immediately visit an ATM, put a check in the mail, or send money through one of the apps mentioned above (see below about late fees).

If you have a hardship that prevents you from paying up front each month, please speak to me and we will see if we can find an arrangement that works for both of us.
- III. A late payment policy of \$5 per day the payment is late will be enforced.

2) Cancellations, Scheduling, Rescheduling, and Tardiness

- I. All lessons must be scheduled via text or email within at least 3 days of the desired time.
- II. **24 hours’ notice** of cancellation for lessons taking place **Monday - Friday** is **required** in order to be granted a make-up lesson, or to receive a credit for one future lesson. If 24 hours’ notice is not given, **you will lose the lesson.** **48 hours’ notice** of cancellation for lessons taking **place Saturday, Sunday and holidays** (such as Columbus Day, MLK day, etc.) is required in order to be granted a make-up lesson. Exceptions will be made for sickness and emergencies only.
- III. You may cancel or reschedule **one lesson per month**, provided you give the previously mentioned time of notice. If you must cancel or reschedule more than one lesson per month, **speak with me as it will be dealt with on a case-by-case basis.**
- IV. If I need to cancel a lesson you have already paid for, you will be automatically granted a make-up or will receive a credit for one future lesson. If I am late for your lesson, you will be held over, or the time will be made up.
- V. If I need to cancel a lesson you have already paid for, you will be automatically granted a make-up or will receive a credit for one future lesson. If I am late for your lesson, you will be held over, or the time will be made up.
- VI. If you are tardy to your lesson you **will not be kept late.**

- VII. If you are tardy to your lesson, **I will wait fifteen minutes for you.** If you are more than fifteen minutes late, the lesson will not take place and you will be charged for a full lesson.

3) Preparation, Expectations, and Sheet Music

- I. Each student is expected to be prepared at each lesson with the work they were assigned the previous week. At least **45 minutes of practice three times per week** is recommended for best results. This is truly for the student's benefit, as practicing ensures steady progress, muscle growth, and reinforcement of good singing habits!
- II. Students should record their weekly lesson, listen to it within a week and take notes.
- III. Students must bring **at least two copies of all music to the lesson.** These copies should be kept in a **three-ring binder.** One copy will be given to me to be kept in a binder that I have set aside for you specifically, so I have access to your music. It is not my responsibility to copy your repertoire.
- IV. Students are expected to wear **clothing** that they are both **comfortable moving around in,** as well as clothing that is **not overly baggy.** A lot of the technical work done in the studio will include analyzing how breathing muscles are being used as well as observing posture and doing exercises that may be physically demanding (wall sits, leg lifts, etc.). Workout clothing is ideal, but not required.
- V. Lessons in my studio will generally consist of half technique work and half repertoire work. **Students should arrive to every lesson with several pieces of repertoire prepared and ready to work on.** It is not my responsibility to fill the second half of the lesson if the student is unprepared.
- VI. *Outside the lesson:* You are welcome to occasionally email me with questions pertaining to things discussed in lessons. Provided I can give you a quick answer, I am happy to oblige.
- VII. If you would like an **accompanist at your lesson,** please set this up yourself. Typically, accompanists come for the second half of a lesson. The accompanist fee is not included in the lesson fee, so you will be responsible for paying the accompanist before they leave.
- VIII. It is important to visit coaches to supplement your voice lessons. Voice lessons are about technique; time should not and will not be spent correcting rhythms or pitches. This is not a requirement but is **highly recommended.**

4) 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.**

***Please note that all students have the option to do lessons in person or via Skype and can change their preferred medium at ANY time.*

I am VERY easy to reach. Email me at emilykredde@gmail.com or call/text my cell phone at (502) 424-2308.

Please understand that this voice studio is run just like any other business and should be treated as such. I greatly appreciate your understanding.

Thank you and I look forward to our time together!

_____ Check #
_____ Cash

Woodward Academy Application for Private Voice Lessons 2020 – 2021

*****Until further notice all private lessons will be taught virtually due to COVID-19.**

Please **print clearly, have signed by a parent, and return THIS FORM along with the 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 25th.**

Name: _____ Student ID#: _____

Age: _____ Grade: _____

Parent Cell Phone: (_____) _____ Student Cell Phone: (_____) _____

Student E-mail Address (that is checked frequently): _____

Choral Student? _____ YES _____ NO Theatre Student? _____ YES _____ NO

Have you studied voice before? _____ YES _____ NO If yes, for how long? _____

LESSON TIME PREFERENCE:

- _____ After-School (see below)**
- _____ Lunch (Upper Schoolers Only)
- _____ MS Study Hall (3:00-3:30)
- _____ "Free Period" (US only)
If so, which period is free? _____

LESSON LENGTH PREFERENCE:*

- _____ One 30-Minute Lesson/Week
- _____ One 60-Minute Lesson/Week

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

****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.****

PARENTS: We 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 Signature: _____ Print Parent Name: _____

Parent Phone: _____ Parent E-Mail: _____