

Gilmore Voice Studio Policy

(Updated August 2019)

Following is an overview of my studio policies – what I expect from my students and what they can expect from me. Please read each item carefully. If any item warrants discussion, please do not hesitate to talk with me. If you are in agreement with the terms as stated below, please sign one copy and return it to me by the next lesson. Thank you.

LESSONS

Most lessons are thirty minutes or forty-five minutes in length. The first half of the lesson focuses on technique, the second half on repertoire.

For maximum benefit, the student should come to the lesson having already warmed up with the vocalises from the previous week's lesson (10 – 15 minutes should be sufficient).

Always bring music, a water bottle, a recording device if you own one, and a **3 ring binder with a bit of lined paper**. I suggest having a separate folder for all voice lesson materials.

FEES

The lesson fee is \$40.00 per half hour; \$55.00 per 45 minutes; \$70.00 per hour, paid **ONLY** in a TUITION package (**packages document sent once registered for lessons**). There is a \$50 administrative annual fee for each student, which is rolled into the tuition package. Tuition includes 35 weeks of music instruction, primarily corresponding with the school year. Tuition is based on 30 weeks of instruction, which allows for 3 Personal Days for the student, and 2 for the instructor. Monday students will have fewer lessons (23) because of holidays and 3 day weekends as designated by the school district. Bi-weekly students have 17 weeks of instruction in the 35 week period, which does not allow for more than 1 Personal Day, but I will offer one additional time in order for you to receive 17 lessons. In some cases, depending on the year or day of the week, there may be 37 weeks available, which will allow for 2 Personal Days for the bi-weekly student (and one for the instructor).

Tuition is divided evenly between 10 months, and is due by the first lesson of the month. Payment can also be made in two (discounted) payments, or in full once at the beginning of the year (also discounted).

Payment methods: Venmo, Paypal, Check (made out to Juline Gilmore), and Cash. For both Venmo and Paypal, my account is under julinegilmore@gmail.com. If you use Paypal, please click on “Send to Friends and Family” so that I don't have to pass the fee on to you.

Summer Lesson Scheduling and Payment:

Summer lessons begin mid-June and end the first week of August. Scheduling is done through Signup Genius. In order to hold your spot and receive priority scheduling for the following school year, students must take a minimum of FOUR lessons in the summer. Lessons must be paid for in full by the time of the first summer lesson. Credits will NOT be given for cancellations, so students must sign into their Signup Genius account when needing to reschedule lessons and find another time.

Students who take lessons during the regular school year but opt NOT to take summer lessons, must pay a \$60 non-refundable deposit at the end of May, which will be applied to their tuition package at the beginning of the school year.

WITHDRAWING FROM THE STUDIO:

You have a reserved weekly (or bi-weekly) time from August through May. If you decide that you must end lessons for whatever reason, I will regret seeing you go! I require that you give me 30 days notice in a written letter or email. You are fully responsible for payment of lessons or other fees incurred during this final 30-day notice period, whether or not lessons are received. The thirty days begin upon receipt of the letter/email. At that time, I will prorate the tuition for your final month to reflect the number of lessons that you have received based on the lesson date. You will be required to pay this balance at the last lesson.

SCHEDULE

Gilmore Voice Studio follows the St Vrain school district schedule which starts mid-August and goes through the end of May. GVS continues the week after Memorial Day for ONE additional week until the recital the first weekend of June. Most lessons are taught Mondays - Thursdays from 2:00-9:00pm. I SCHEDULE ON A FIRST COME FIRST SERVE BASIS at the end of July every year for lessons the following school year.

MAKEUP LESSONS....I DO NOT DO THEM!

In order to receive all 30 lessons (or 17 if bi-weekly), 24-hour notice must be given for ALL cancellations. Otherwise, any cancelled lessons without notice (or NO-SHOWS) will go against your lesson package. NO exceptions! The whole point of offering lesson packages with a smaller number of lessons than instructional weeks available is to allow for cancellations without having to do makeup lessons. If you miss MORE than the 3 Personal Days built into your package (2 for bi-weekly students), you will forgo those additional cancelled lessons.

SKYPE LESSONS:

I now offer the option to Skype during your lesson time. This option is for SNOW DAYS, and when a student is not well enough (or contagious) to come to the lesson. If you have a fever, cough, or are sneezing as a result of an infection, I ASK YOU NOT TO ATTEND YOUR LESSON IN PERSON. However, as long as you are not bedridden, we can Skype and work on things like sight-singing, text meaning and expression, diction, etc. There is much more to do in lessons than JUST singing, believe it or not!

MUSIC

Repertoire is carefully chosen to fit the needs and technical level of each student.

If a student requests to focus on popular music, I will require that for each pop song learned, a classical or musical theater piece be assigned as well. This is to encourage healthy singing and a wider exposure to various kinds of song repertoire.

The student is welcome to bring in supplementary music, be it choral or solo. If the music is technically too advanced, or lies in an unsuitable range, the student will be discouraged from singing it. Every effort is made to ensure that any required purchase is one that the student will be able to make full use of.

ANNUAL RECITAL:

GVS offers an annual recital, every first Saturday in June (**May 30th in 2020**). While participation is not required, it is strongly recommended in order for students to have a venue to share what they've been working on all year. I find that having an end goal (like an audition, performance, or recital) motivates students to practice more. There is a one-time recital fee (varies each year but is usually NOT more than \$75 which includes the cost of the accompanist, the church rental, reception, and printing services). The recital fee will be announced in the spring of each year.



PRACTICE

Proper singing requires the strengthening and coordinating of complex muscle groups, both large and small. Consistency of practice is a MUST to ensure progress.

The student should establish a regular practice routine, preferably at the same time every day. For the beginning and intermediate student, short sessions (15 – 20 minutes) two or three times a day are more valuable than longer ones, as the voice is allowed to rest and the chances of reinforcing bad habits are lessened.

Practice can include breathing exercises, vocalizing, working on songs, translating texts, memorizing texts, sightsinging, etc.

My goals as a teacher are to help each student develop a healthy, free technique, to expose him/her to some of the great vocal literature, to develop and strengthen music skills like sightsinging, and to encourage a deeper appreciation of the art of music. It is most important that each student feels the honest support of family and friends. Fine singing is a discipline and an art; it takes time, it takes effort, and it is worth it all!

I understand and agree to all of the above terms.

Student _____

Parent _____

Date _____ Phone _____