



VOICE and PIANO LESSONS

Studio Handbook

September, 2024



General Information and Teaching Philosophy

- I believe that determination, mutual respect between student and teacher, and fun environment can help to expand (and sometimes even discover) musical talents.
- I have a curriculum that I generally follow, but since no two students are ever exactly alike, my way of teaching takes different paths with every pupil. In general, I prefer working as part of the same team rather than as a mentor.
- I anticipate progress from lesson to lesson and celebrate it with my students.
- I treat every lesson as a serious commitment on my part and expect the same from my students.
- I believe that everyone has a musical gift that can be nourished and developed.

Expectations

- I expect students to be on-time and prepared for the lesson.
- There is always homework involved (assigned pieces, exercises, scales, music theory, etc.) Students who are disciplined and practice regularly make the most progress.
- Please dedicate daily time for practice. Rule of thumb advice – multiply student's age by 2 and that's the number of minutes that you should spend practicing daily.
- To enroll as a piano student, you must have an acoustic piano or full-sized keyboard with 88-weighted keys, foot pedal and a bench at proper height in your home.

A piano is strongly recommended as nothing can take the place of its touch and sound. If you have an acoustic upright or grand piano, it should be tuned at least once a year. Maintaining your acoustic piano is important. I can recommend a piano tuner/technician, if necessary.

Benefits of Piano Studies

Not every student who takes piano lessons will develop into a professional performer; however, with training one will exhibit more musical and overall confidence. Piano lessons improve brain processing, attention to details, encourage creativity, improve discipline and patience, advance coordination and rhythm and boost self-esteem. Many students attest that this training has made them influential soloists and valued members of various musical organizations. Over time students gain better awareness of body alignment, deeper appreciation and understanding of all types of music in general. They also develop poised presence and self-confidence in front of an audience of any size.

Benefits of Vocal Studies

Singing releases endorphins into your system and makes you feel energized and uplifted. People who sing are healthier than people who do not... Singing with proper technique gives the lungs a workout, tones abdominal and intercostal muscles and the diaphragm, and stimulates blood circulation.

Singing makes us breathe more deeply than many forms of strenuous exercise, so we take in more oxygen, improve aerobic capacity and experience a release of muscle tension as well. Singing boosts your confidence and broadens communication skills.



Visitors

Parents/guardians and partners are welcome to observe a lesson anytime they wish with the student's permission. However, you must understand that for some students it might be harder to be as relaxed and responsive as they usually are.

Please, feel free to contact me to discuss the progress at any time.

Studio Policies

Studio Rules

- Street parking. There is no driveway parking even if a space appears available.
- Entrance to the studio on the left side of the garage, through the gate, proceed along the back and down 2 short sets of stairs
- Please respect the neighbors - no excessive noise.
- No student is allowed to pass the locked gate at the pool area.
- All students under the age of 10 must be accompanied to/from the waiting room before and after the lesson by an adult.
- All students are required to wash hands before entering the studio.
- Please wait for your lesson time in the waiting room. The teacher will invite you in.
- Parents/guardians are more than welcome to wait in the waiting room during the lesson.
- Face masks are optional, but highly recommended if a student is experiencing cold symptoms to keep everyone safe.

Lessons/Attendance

- Private individual/group piano and voice lessons are provided on a weekly basis with lesson times of 30, 45 or 60 at the studio. Lessons are conducted each week on a specific day and time, which is reserved for each student with monthly or package payments.
- Lessons take place in-person at the studio or virtually over Zoom.
- If a student comes late for ANY reason, the lesson must still end at the designated time – since most of the time students are scheduled back-to-back.
- If you arrive early, please, wait for your lesson time to come in in order not to disrupt a lesson of a student who is currently working in the studio.

Make-Up Lessons/Rescheduling/Missed Lessons

- Make-up lessons cannot be scheduled for late arrivals or lessons missed without an advanced notice.
- Please notify me as soon as possible if you are unable to attend a lesson so we can *potentially* reschedule it for a better time. I understand that life can be unpredictable at times but still request at least 24-hour rescheduling notice or your class will not be eligible for a makeup. I will do everything possible to reschedule lessons without conflicts. I can be contacted via phone, voicemail, email or text. Pending availability, I cannot accommodate more than 1 rescheduling / make-up lesson per month.



Holidays / Vacations and Time Off

- If you decide to take a break, unused paid lessons can be banked for you for a period of 3 months. Unused lessons after that time will be considered forfeited.
- Please give me at least 30 days’ notice about your upcoming vacation or time off. If a student is away for 4 consecutive weeks, I cannot guarantee the same lesson time spot upon their return unless it’s reserved with an advance payment.
- There are no lessons scheduled for Thanksgiving and Christmas/New Year weeks.

Payments/Refunds

- There is an annual registration fee of \$65 per student or \$90 per family (more than one person) per year. Annual Registration fee is non-refundable. This fee is due at the time of registration with a completed registration form for each new and returning student. Your registration fee guarantees you a place in my studio and used for administrative fees, incentives, development of programs, supplemental materials, supplies, recitals etc.
- Payments are due by the first lesson of the month. A \$10 late fee might be added to the account for a delayed payment.
- No refunds will be issued for missed or late arrival lessons.
- Extreme weather events (snow/ ice storms etc.) are beyond instructor’s control. In most cases, the class can take place online; otherwise, no makeups can be offered.
- As an active performer, on a rare occasion a concert might conflict with my teaching times. I make every effort to give my students enough notice and options to reschedule.
- I accept Venmo, Cash App, cash or checks. Please make your checks payable to *Anya Kalina*.
- The Fall term starts on September 10th, 2024. For September - May of 2024-2025, I provide 35 lessons (there are 38 weeks in the period, minus Thanksgiving, Christmas, and New Year weeks). Your monthly fee is calculated for 33 lessons equally divided among 9 months tuition (you get 2 free lessons incorporated in the fee for possible time off, sickness, etc.) If you are interested in a more discounted rate, paying your year's tuition in full gets you 4 free lessons.

Length of Lessons*	Lesson Fee	Monthly Flat Fee	35 lessons (33 paid lessons) (September-May)	35 weeks paid in full by August 31 st (31 paid lessons)
30 minutes	\$42	\$154	\$1,386	\$1,302
45 minutes	\$53	\$194	\$1,749	\$1,643
60 minutes	\$65	\$238	\$2145	\$2015

- To keep your lesson time, in the summer you can continue the weekly lessons (same flat fee) or purchase a set of 6, 8 or 10 lessons(minimum) to be used during June/July/August based on your vacation times. Summer lessons do not carry over into the fall term.



Summer Lessons	Lesson Fee – per lesson	Monthly Flat Fee – paid monthly	6 lessons package- Paid in full by May 31st	8 lessons package- Paid in full by May 31st	10 lessons package- Paid in full by May 31st
30 minutes	\$42	\$154	\$240	\$302	\$378
45 minutes	\$53	\$194	\$302	\$402	\$477
60 minutes	\$65	\$238	\$370	\$494	\$585

- If you plan a prolonged time away (more than 2 weeks) during the school year, please, let me know so we can work out details.

- Please remember that I cannot reserve your lesson time if you are away for more than 4 weeks.

* Prices are subject to change. Single lessons fee is only used for summer month and otherwise is just a reference.

Discounts

- Your kind referrals mean a lot to me! One free lesson will be credited to a student who recommends another student to me, as long as the recommended student works with me for at least one month.
- I teach 35 weeks during school year. The flat monthly fee is calculated for 33 lessons and equally divided among 9 months tuition (you get 2 free lessons incorporated in the fee for time off, sickness, etc.)
- Purchasing a 6 lessons summer package, you get a 5% discount 8 lessons – 10% and with 10 lessons summer package, you get a free lesson.

Performances

At least two student recitals are offered during the year. Recitals are a big part of the learning process and everyone is encouraged to perform. Students can invite anyone they want.

Other Fees

Students are encouraged to purchase music and attend performances. Fees may be associated with all of the above. Students will never be billed for any item or service that they have not agreed to purchase.

Contact Information

It is very important that I have updated contact information for each student, including phone number, mailing address and your email address. Please notify me of any changes in this information.



Termination of Lessons

It is required to give the teacher a full month notice when terminating lessons. This makes it possible to fill the lesson time without loss of income.

I will have to discontinue lessons if a student has an uncooperative attitude, persistently misses lessons, does not progress due to insufficient practice or fails to pay tuition on time. Other causes include but are not limited to any violation of this studio policy.

Contract

All students (parent or guardian for students under the age of 18) are required to sign a contract stating that they have read and that they agree to the above policy.



Instructor's short Bio and Resume

Ms. Kalina has extensive experience teaching voice and piano for adults and children of different ability levels and in different music styles.

Being the only daughter of two opera singers, she started studying music when she was very young. She made several vocal recordings with a major recording company and appeared in numerous television & radio programs and live concerts throughout her career as a vocal and piano performer in Eastern Europe.

Ms. Kalina has been honored to be an active performer with regular appearances in US, Russia, Ukraine and Canada.

Anya Kalina is the Founder, Executive Artistic Director and solo vocalist at Portland Chamber Music, a local nonprofit that brings classical music performances to underserved communities in Portland.

Teaching Experience

Private Studio Piano Teacher (1992-Present)

Private Piano lessons for children (age 3-18) and adults

Private Studio Voice Teacher (1995-Present)

Private and Group Voice lessons for children (age 8-18) and adults

Group Workshops & Master Classes with special focus on posture and breathing methods, influenced by Yoga and the Alexander Technique.

Rose City Music Academy (2018-2022)

Voice and Piano Faculty

Public School #481 Moscow, Russia (1997-1999)

Full time music theory, piano, voice, choir teacher

Selected Performing & Artistic Experience

Portland Chamber Music pdxchambermusic.org (2011- present)

Founder and Executive Artistic Director, Soprano

Education

International Academy of Arts in San Marino, Eastern European Department, Academic Center of Fine Arts (Moscow, Russia)

• *Master of Arts / Major: Voice Performance*

Institute of Arts and Design (Moscow, Russia)

• *Bachelor of Arts / Major: Theatre Science Minor: Music Education, Piano Performance*

Santa Monica College (Santa Monica, California)

• *Early Childhood Education* • *Group Voice Lessons Workshop* • *Opera Workshop*

School of Music #32 (Moscow, Russia)

• *Certificate in Piano Performance*

Professional Development

Certifications, seminars, classes and workshops on Alexander Technique, Yoga and Feldenkrais Method, and other methods/topics related to singing, piano stage performance and musicianship.



VOICE AND PIANO STUDIO AGREEMENT

_____ (student(s) name) will take piano/voice lessons with A. Kalina.

_____Thirty (30) Minutes_____Forty-five (45) Minutes_____Sixty (60) Minutes

AGREEMENT SIGNATURES

I have completely read these studio policies and agree to the terms and specifications.

_____Date _____

(Student 1)

_____Date _____

(Student 2)

_____Date _____

(Guardian for students under the age of 18)

_____Date _____

Anya Kalina (instructor)





VOICE and PIANO STUDIO Contract (Instructor Copy)

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_____Thirty (30) Minutes_____Forty (45) Minutes_____Sixty (60) Minutes

AGREEMENT SIGNATURES

I have completely read these studio policies and agree to the terms and specifications.

(Student)

Date _____

(Guardian for students under the age of 18)

Date _____

Anya Kalina (instructor)

Date _____

*****Non-refundable annual registration fee of \$60 (\$85 per family) is due among with your registration form.**

Please, complete and return this page to your instructor. Thank you!



VOICE and PIANO STUDIO Questionnaire (Instructor Copy)

Please complete

Parent Name(s)

First Name _____

Last Name _____

Email Address _____

Student Name

First Name _____

Last Name _____

Email Address _____

What age or grade is the student?

Can the student read or write or count to a 100 yet? (for very young children)

Yes

No

Does your child have any previous music learning experience?

Which music curriculum are you interested in (piano)?

Wunderkeys

Piano Adventures

Piano Pronto

Not sure/Need help deciding

What are the parents' (or yours) musical backgrounds?



What sorts of music do you listen to at home? Select all that applies.

- Pop & Top 40
- Rock / Metal
- Country
- Jazz & Blues
- Classical & Instrumental
- Reggae & World Music
- Choral or Opera
- Hip Hop / Rap
- Techno / Electronic
- None
- Other _____

Do you own a piano? (required)

- Yes
- No

If so, what kind of piano do you have?

Are there any medically diagnosed matters {ie. allergies, hearing aids, learning disabilities} that a teacher might need to know about?

What are other hobbies or activities you or your child is involved in?

Why your child wants to take piano / voice lessons? {You can ask them to complete this question}

Why do you want your child to take lessons?

What do you feel is the most important thing you or your child will learn by studying music?



How long do you expect it will take your child to learn to sign / play the piano?

- A few months
- 1-2 years
- 3-4 years
- 5-6 years
- 7-8 years
- 9-10 years
- More than 10 years

How many days a week do you {realistically} plan to practice? (required)

- 1
- 2
- 3
- 4
- 5
- 6
- 7

How long do you envision each practice session will take?

- Less than 5 minutes
- 5-10 minutes
- 10-15 minutes
- 15-20 minutes
- 20-30 minutes
- 30-45 minutes
- 45-60 minutes
- More than 1 hour