



# Vocal Stage Studio Policies and Procedures 🎵

Welcome to the studio! These policies are designed to ensure a consistent, focused, and professional environment for your vocal development and stage preparation.

## 1. FINANCIAL COMMITMENT AND PAYMENT

### A. Tuition Structure and Responsibility

Lesson times are reserved appointments, and tuition secures your weekly spot. The total for all lessons in the month must be paid at the beginning of the month. It is the student's responsibility to manage and submit payment on time without waiting for a reminder or invoice.

Note on Holidays: If your regular lesson day falls on a scheduled studio holiday (listed separately in the Holiday Schedule document), please deduct the cost of that single lesson from your monthly tuition payment

### B. Payment Options

| PAYMENT METHOD                                | COMMITMENT LEVEL                              | DUE DATE & REQUIREMENT                                                                                               |
|-----------------------------------------------|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| Electronic Payment<br>(Zelle at 951-968-5157) | <b>Full Month</b><br>(Required)               | Tuition for the entire calendar month is due in one single transaction on the 1st of that month.                     |
| Cash Payment                                  | <b>Flexible</b><br>(Full Month or Per-Lesson) | <b>Full Month:</b> Due on the 1st of the month.<br><b>Per-Lesson:</b> Due at the beginning of each scheduled lesson. |

### C. Payment Procedures & Delays

When paying via Zelle, please specify what you are paying for, including the student's name, date, and type of service (e.g., Liz lessons on Feb 15, 2025). We reserve the right to remove a student from the schedule if there are consistent delays or issues with payments.



#### D. Studio Discretion

The granting of any financial roll-over, credit, or refund is entirely under the discretion and final decision of the studio.

## **2. STUDIO PROCEDURES & ATTENDANCE**

#### A. Arrival and Classroom Policy

- Waiting & Entry: There is a 10-minute break between lessons. If you arrive before your scheduled lesson time, please wait in your car. Please do not enter the studio before your scheduled time.
- Parking: Please Park curbside in front of my home studio whenever possible and avoid blocking driveways.
- Classroom Policy: Only the enrolled student is permitted in the classroom. One companion may wait in the lobby if necessary.
- Late Arrival: If you arrive late, your class will still end at the original scheduled time.

#### B. Cancellation and Fees

- Please notify us at least 24 hours in advance if you need to cancel a lesson.
- Cancellations made on the same day with two hours or less prior to the lesson will incur a \$20 fee.
- No-Shows will be charged the full cost of the lesson, as the lesson will be considered completed.
- In special circumstances, a payment from a canceled lesson may be applied as a credit to the first lesson of the following month. This credit is non-transferable and must be used within that month.
- The offering or scheduling of make-up lessons is entirely under the discretion and final decision of the studio.

#### C. Handling Fees for Cash Clients

If a cash-paying student incurs a late fee or no-show charge, that fee must be paid in full at the start of the immediately following lesson, with no exceptions.

#### D. Consecutive Absences & Schedule Removal

If a student misses 3 consecutive lessons (justified or not), they will be automatically removed from the schedule unless they pay a holding fee of \$20 for each missed lesson. This policy is enforced to maintain schedule consistency and ensure lesson slots are available for students committed to weekly attendance. This applies during the regular schedule, but not during summer or winter vacation period.



### **3. VOCAL HEALTH AND PRACTICE PROCEDURES**

#### A. Vocal Health Policy (Priority)

- Singing with symptoms is strongly discouraged. Please cancel or reschedule if you have: sore throat, fever, flu, cold, COVID-19 symptoms, or severe allergies with excessive mucus.
- Companion Policy: If any companion is experiencing cold, flu, or COVID-19 symptoms, they must remain in their car. If they must enter the studio, kindly wear a mask.

#### B. Practice Schedule

- Consistency is Key: Students are asked to practice vocal exercises at least 2 times per week for 20 minutes on their own.
- Voice Rest on Lesson Days: To prevent overworking your voice and to promote consistent practice habits, vocal exercise homework must be scheduled on days other than your lesson day.

#### C. Lesson Materials

- Create an electronic or physical folder to hold your notes and lyric of the song you will practice.
- Please arrive prepared with a Water Bottle and you notes/ lyrics folder or notebook.
- Students may audio record their lessons if they wish, but video recording is not permitted.

### **4. STAGE AND PERFORMANCE REQUIREMENTS**

#### A. Performance Events

- We host a Winter Recital every December. This event is considered a mandatory lesson, and all students are expected to attend. A \$50 fee will be added to the December tuition for all enrolled students, regardless of participation.

#### B. Performance Standards

- Memorization: All music performed in studio recitals or masterclasses must be memorized unless a specific exception is granted.
- Dress Code: Students are expected to wear performance-appropriate attire for all stage classes and studio recitals.



- Etiquette: Practice professional stage behavior when entering and exiting and always acknowledge your accompanist.

#### C. Video & Photo Release Disclaimer

We regularly record performances, public events, and select lessons. Edited footage may be shared on our social media channels (Facebook, YouTube, Instagram) and [www.vocalstagestudio.com](http://www.vocalstagestudio.com). If you do not wish for your or your child's video to be posted, please indicate your preference on the student information form.

#### D. Enrollment and Conduct

- New Semester Enrollment: Current students confirm their spot for the upcoming semester during the last lesson of the current semester on a first-come, first-served basis. Remaining spots open after the first week of vacation.
- Studio Environment: The studio is a safe and supportive space. Mutual respect is expected. Any form of abusive or disrespectful behavior will result in immediate termination of the lesson and possible removal from the studio.

**Acknowledgment:** You will sign a student form at the first lesson of each semester, acknowledging agreement with these policies.