

## MISSION STATEMENT

To provide students with knowledge, tools, and practices that let them express their artistry in a refined and sustainable way with confidence and intention for as long as I can teach them.

## TEACHING PHILOSOPHY

Art is based on technique that can be taught and learned and does not depend on good genetic fortune. But also, technique is only there to make sure the mind and body do not get in the way of what the soul has to say. I intend, through teaching, to help individuals express themselves more freely, through their voice and understanding of the instrument's anatomy.

## POLICY STATEMENT

- Yearly policy update.
  - Policy must be agreed to yearly. I will assist in providing renewal.
- Calendar
  - A calendar of special events, dates out of service, special courses, any relevant news, will all be announced via the Newsletter, website, and by teacher as necessary, especially in the absence of a Newsletter.
- Online lessons
  - Student will receive a zoom link with the booking.
  - Lesson will be recorded.
  - Laptop or desktop computer with at least an i5 processor and 5G internet required for the best experience possible.
  - Because latency is possible, music for the rep will be played on the side of the student (track or live accompaniment).
- In-person lessons
  - Only available to students in NYC, Manhattan.
  - Studio fee is to be covered by the student.
  - Teacher can find a studio if the student does not have one available, and the student is subject to covering studio fee.
  - Lesson will be recorded.
- Student expectations.
  - Practice. Students must commit to practice time. Teacher commits to leave guided and assigned practices, usually recapped during or at end of the lesson.
  - Material/music purchases. Student is responsible for purchasing repertoire that the teacher does not already have available in student resources.
  - Pianist/accompaniments. Teacher will provide a recorded accompaniment for classical and musical theater repertoire. Anything else will be provided by the student, including, but not limited to a pianist. If necessary, the teacher will suggest pianists of trust. Students may find the karaoke track to the rep they want to work.
  - Recorded lessons.
    - By signing the policies, the student/student's parent or legal guardian agrees to consent to recorded media to use for advertising, social media,

- marketing communications. The student will be notified of the content's use, and it will always be to show the student and the teacher in the best/most gracious manner.
- Students are welcome to and should record lessons for practice and review. A lesson recorded is a lesson you can take again. I expect you to review it, redo it. Practice! I can tell when you have not. Group classes will have their own recording criteria.
- Teacher expectations.
    - Share objectives.
      - Student will fill out initial survey.
      - Student will complete assignments from class if and when assigned.
      - Student will set goals and objectives; the teacher will assist.
      - Teacher reserves the right to cease client relationship if there is consistent lack of practice or assignment fulfillment.
    - Provide repertoire.
      - The teacher will provide the repertoire as necessary for instruction.
      - The student will propose desired repertoire, and it is subject to teacher evaluation—either to suggest something appropriate, or a plan of action to ensure desired level of execution.
    - Safe environment.
      - No acts or words of aggression or violence to others or self will be tolerated. It is left to teacher's discretion to decline service upon evidence of either.
  - Visitors and make-up lessons.
    - Parents/family are welcome with adult students with student consent; for students underage, it is left to parental/guardian discretion.
    - Cancellations
      - Emergencies: 1 in term (semester); after that, lessons are lost.
      - Other than an emergency, lesson must be cancelled 48hrs prior, or lesson is lost. Emergency notice will be documented.
      - Illness: a lesson can be had with non-vocal approach, or a make-up lesson can be booked according to availability. Do not sing feeling sick, with a raspy voice, dysphonia, sore throat. Student will be held accountable, not the teacher.
      - Inclement weather: snowstorm, frozen roads, tornado watch, hurricane—as officiated by the local government entities—are reasons for cancellation. If lesson cannot be had online, then cancellation will take place, with the due make-up lesson policy.
      - Teacher gig: teacher will make up as soon as available or, if student requires an emergency lesson, student will be recommended a teacher of trust. Otherwise, make-up will be booked.
      - Any other reason of “force majeure” will be left to teacher's discretion.
      - No-show: No-shows are a lost lesson. All previous cancellation policies are enforced. A time allocated and paid for is a time prepared for and running to their disposition.
    - Make-up lesson

- With proper 48hr notice.
- Teacher gig: teacher will make up the lesson as soon as both parties are available or recommend a teacher of trust.
- Student gig: will enforce 48hr notice, or the student may use the term's emergency cancellation.
- All make-up lessons are to be had according to published availability calendar of the teacher. Additional availability is left to teacher's discretion and will be communicated by the teacher accordingly.
- Payments.
  - Payment methods
    - Payments are to be made via the website platform.
    - Cash accepted when in-person lesson take place.
    - If booking system is not working, please contact me to schedule according to availability and to establish the payment method for the occasion.
  - Plans and Pricing
    - Plans and pricing payment is to be made via the website's booking system. It is a subscription plan, and therefore it is renewable until cancelled, and the "credit" will be available according to that month's calendar availability. For any extraordinary situations, you may contact me, for example, no visible available time on the calendar—I will make sure to make the time to book you and give you the time you have paid for.
  - No reimbursements.
    - The service paid for by the consumer, if they are the student or not, will be provided as detailed in service descriptions and held to all mentioned policies.