

Welcome!

I'm happy to be working with you! I look forward to guiding you/your student in development as a singer, musician, and performer. I wish to foster a safe, respectful learning environment and an open line of communication regarding instruction. Please feel free to express any questions or concerns that may arise as we work together.

Student Portal

- Through the Student Portal, you may view your lesson calendar, attendance and lesson notes, your account/invoices, a practice log, and more.
- You may access the Student Portal at www.danakephart.com/current-student-login/. You will be provided with login information when you register for lessons.

Trial Lessons and Commitment

- A student's first lesson with me may be considered a trial lesson. Thereafter, commitment is per semester, with weekly lessons at a recurring time.
- Trial lessons are not free; they are billed at my usual rate.
- I reserve the right to discontinue lessons at any time, for any reason.

Academic Calendar

- My academic year is split into two five-month semesters: Fall Semester from September-January, and Spring Semester from February-June.
- Each academic semester averages 17 weekly lessons each. This number can fluctuate by one or two lessons depending on holidays, school breaks, etc.
- The Student Portal Calendar will reflect lesson days as well as days where there are no lessons due to holidays or my own personal/professional conflicts.

Summer Lessons

- Summer semester, between mid-June and August, is flexibly scheduled according to the schedule of both student and teacher.
- Invoices will be provided in advance of lessons, and payment is due in full or in installments, as I deem appropriate, at or before the lessons.

Payment, Rates and Fees

- Fall 2019 Rates are: \$30/30 minutes, \$45/45 minutes, \$60/60 minutes. Incremental rate increases will occur no more than once per calendar year.
- Payment is accepted in the form of cash, check, Venmo (@Dana-Kephart-1), or bank transfer through the Student Portal.
- Payment is made monthly, on or before the first of the month, in advance of that month's lessons. Payment made more than three days after the due date will incur a 10% late fee.
- Monthly amount due is calculated by semester, using the following formula: (number of lessons in semester x lesson rate) ÷ months in semester = monthly payment.
- Invoices will be e-mailed no less than two weeks before their due date.
- No refunds are given for lessons, unless I deem it appropriate in an extreme case.
- If I choose to discontinue lessons, payment will not be kept for unfulfilled lessons.

- A recital fee will be added to your invoice when your student participates in a studio performance; this fee will go towards paying for a professional piano accompanist and, if applicable, a suitable recital space.

Attendance and Make-up policy

- Your lesson fees pay not only for instruction, but also for the reservation of your time slot in my schedule. As such, it is expected that you treat our lesson as a mandatory appointment.
- Attendance is expected and recorded at all lessons.
- Cancelled or missed lessons are billable, and payment is expected.
- Time lost due to students' late arrival to or early departure from a lesson will not be guaranteed make-up time.
- If you will be absent from a lesson for any reason, I request 24 hours notice, or as much notice as possible. Texting is the easiest contact, at my cell number 908-407-2324.
- Given at least 24 hours notice, two lessons per semester missed due to illness or family emergency can be rescheduled. I do not guarantee make-ups for cancellations with less than 24 hours notice, for reasons other than listed above, or for more than two missed lessons per semester.
- Advance-notice absences (with two or more weeks of notice) for reasons such as travel plans and student performances can generally be accommodated with a make-up additional to the two allowed.

Make-up Lessons

- Make-up lesson opportunities include:
 - A lesson at your regularly scheduled time, but during an "extra" week (if there are more weeks in the semester than there are lessons planned/billed). This often occurs at the end of the academic year.
 - Make-up time added onto an existing lesson.
 - "Make-up days" on select Fridays throughout the year—on other days as time permits and at my discretion.
 - Openings in my schedule due to other students' cancellations.

Teacher Cancellations

- If I must cancel a lesson for any reason, you will be notified as far in advance as possible, and the lesson will be made up.
- I may choose to cancel lessons for inclement weather, using local conditions and school closings and conditions as a guide. These lessons will be made up.

Repertoire and Performances

- Repertoire will be assigned based on the technical focus of our lessons at the given time. Student preferences will be taken into account, but will not be the sole factor in repertoire decisions. I consider the health and safety of the voice to be the most important consideration.
- It is my goal to provide at least one performance opportunity to the studio each year.

Dana Kephart Voice Studio

E-mail: dana.kephart@comcast.net
Website: www.danakephart.com/studio
Cell: 908-407-2324

A note on the nature of voice instruction:

- Singers' bodies are our instruments! Therefore, in private lessons it may be necessary to touch specific areas of the body (e.g. head, neck, chest, etc). If you have any concerns about this, let me know. Your comfort is important to me.

Practice

- Regular practice between lessons is expected in order to deepen learning in voice lessons. The amount of appropriate practice time for you/your student, as well as the nature of the practice time, will be discussed. This varies depending on each student's age and level.
- I highly encourage the practice of note taking and/or recording at lessons, and I also encourage the use of practice logging through the Student Portal.

Social Media

I prefer not to use social media to communicate with students or their families. Please contact me via e-mail or phone!

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Please initial next to the statements below if you agree. All are optional. If you agree with partial statements, please note specifically what you are consenting to.

_____ I consent to sharing my/my student's name on the studio website, in studio publicity and program materials, in studio news/blog posts, and/or in other news-sharing outlets.

_____ I consent to sharing my/my student's likeness (photo or video) on the studio website, in studio publicity and program materials, in studio news/blog posts, and/or in other news-sharing outlets.

_____ My/my student's name and likeness may be shared in combination.

I have read and agree to the studio policies.

Student name

Parent name (if applicable)

Student/Parent signature

Date

Dana Kephart

Date