



## **STUDIO POLICIES**

Thank you for choosing me as your music teacher! I consider it a great privilege to be entrusted with sharing the gift of music with you or with your child and I look forward to helping my students on their own musical journey!

**PRACTICE:** Singing is fun and it should always be an enjoyable activity. However, regular practice is essential to good progress. A student will have weekly home assignments related to theoretical and practical knowledge he/she acquires during the lesson. It is better to have short practices than one long practice during a week. Beginners should not practice longer than 15 min a day without supervision of a teacher as they may acquire bad vocal habits. Please, don't practice if you are in a bad mood, tired or don't feel well, but try to find 10- 30 min a day (depending on the level) to practice the assigned material. **The best way to practice is to record each lesson and work with the recording at home.**

**TIME:** Lessons will be either 30 minutes, 45 minutes or one hour in length.

Dear parents, you are always welcome to observe the lessons, record them (strongly advised to use recordings for home practice) and ask questions at the end of the class. **Please, don't be late as I usually have a student scheduled after you, so I won't be able to extend your lesson for the missed time.**

**RATES for PRIVATE LESSONS:** \$40 per 30 min lesson, \$60 per 45 min lessons, \$80 per 60 min lesson (weekly lessons)

For the semi-private lessons, tuition is different, see the semi-private policies/rates sheet.

**PAYMENT:** Please, bring **cash** to pay for the class or make an **email transfer**. Online lessons should be paid via email transfer only. Payment is **due at the end of the class** if you pay per class. If you prefer monthly payments, **the total amount for the month is due at the first lesson of that month**. Let me know if you would like a receipt. Full year tuition receipts are available at the end of a year upon request.

**REGULAR SESSIONS WITH COLLABORATIVE PIANISTS:** We have regular practices scheduled with collaborative pianists **once a month** (schedule to be confirmed in September of each year). The pianist comes to play during your regular class and IS NOT INCLUDED in the lesson fee, so the fee to the pianist (\$25 per 30 min, \$37.5 per 45 min and \$50 per hour) is extra and is payable directly to the pianist on the day of the lesson. These sessions are part of the program and are mandatory.

**SCHEDULE:** Lessons are scheduled on weekly basis. In order to keep a permanent time slot, students are expected to attend weekly or do make up lessons for the missed time. If a student cancels 2 or more classes

and doesn't pay for the missed class/doesn't do a make up lesson, they lose their permanent slot. Students who are not ready to commit to weekly lessons, can inquire about lessons when they want one and I will offer them times based on my availability. Same cancellation rules apply for any scheduled lessons.

**CANCELLATIONS:** We all need to change our schedules from time to time and cancelling or rescheduling a voice lesson is fine. I would like to ask you, though, to inform me about the cancellation **at least 24 hours in advance**. This way I can always have time slots available for students who need to reschedule and thus, keep the timetable convenient for all students. Also, if you are planning to miss two or more lessons in one month, it is expected that you schedule make up lessons for them (this rule doesn't apply to summer vacations).

**PLEASE NOTE: If you cancel the lesson less than 24 hours in advance, half of the tuition fee for the missed class is due at the time of the missed class. If you don't notify me about the cancellation or cancel less than 1 hour before your class, FULL TUITION for the missed class is due immediately .**

Please don't come to the class if you feel unwell or display any cold/flu symptoms. As vocalists, we depend on our health a lot, and thus I don't want any viruses to be circulating in the studio putting at risk me and my other students who might have an important audition/performance/exam coming up. If you are feeling unwell, regular cancellation policies apply (24-h notice). If you experience some of the symptoms, but feel that you are capable of having a class, I will gladly substitute an in-person lesson for the online one. If a sick student (or a healthy student accompanied by a sick adult) shows up for the class, I reserve the right to refuse teaching him/her but still charge full tuition for the class as his/her time slot can not be used for anyone else due to late cancellation.

**Teacher-missed lesson:** If I have to miss a lesson with a student (which doesn't happen very often but might happen if I am or my child is sick or I have a performance or an emergency), I will reschedule it at the student's convenience.

**ONLINE LESSONS:** online lessons are performed via zoom application. Sofia's Voice Studio is doing everything possible to keep sessions secure (individual meetings for each student instead of universal personal ID, passwords to enter sessions, waiting room for group classes), but cannot be responsible to any security breaches by a third party. To accommodate for any technical issues 5 min breaks are scheduled between students. These time slots are used to make up for any time lost due to technical issues but will not be used to cover for late sign in or lack of preparation on student's end.

**RECITALS:** Some people love to perform, and some get very shy on stage, but both benefit from performing in front of the public in a friendly environment, building self-confidence and sharing the musical talent with the loved ones. There are at least two recitals per year, usually in December and June. Recitals allow students the opportunity to put to practice what they are learning in lessons. It is also a good time for parents, relatives, and friends to come and see how the students have progressed. To cover the rental costs associated with the recitals (I need to rent a hall and equipment for these events), there is a fee to participate. Participants are welcome to invite as many people as they want.

Online recitals are done through pre-recorded videos combined into one and premiered on YouTube or live performances on Zoom. I charge a small fee per person to make up for all the time spent on editing and preparing the videos and/or for warming up students before the recital. Participation in recitals is optional, but strongly advised as it gives strong motivation to students and teaches them necessary performance skills.

**RCM PREPARATION:** Preparing for the Royal Conservatory Exams and receiving formal certification that can prove the level of your vocal proficiency is always a good idea. As a Certified RCM Teacher, I will gladly help you or your children in this preparation. Please note, though, that due to strict deadlines you need to inform me about your wish to prepare for an exam at least 6 months in advance. You must purchase your own RCM books (I will assist you in finding the correct ones). You are also responsible for meeting the RCM deadlines for exam registration. RCM does not allow a CD accompaniment and I am not a professional pianist, so you will need to hire an accompanist for your exam (pre-recorded accompaniment is allowed for online exams). Please allow yourself some time in finding one, don't postpone until the last minute. Please, let me know if you need any assistance/recommendation.

**TEACHER/PARENT COMMUNICATION:** Please be in open communication with me as your child attends lessons each week. Communication between a teacher and parents is very important as it helps a student to progress faster. I often send home assignments and practice materials over an email, so make sure you provide me with one.

Please **like and/or follow studio Facebook page** for studio updates and educational materials:

<https://www.facebook.com/sofiasvoicestudio/>

[https://www.instagram.com/sofias\\_voicestudio/](https://www.instagram.com/sofias_voicestudio/)

**REPERTOIRE:** I always try to choose the repertoire according to student's level and his/her preferences. However, I don't allow my students to sing songs with lyrics that are age inappropriate or contain coarse language.

Welcome to the studio!

Sofia Psycheva.

I \_\_\_\_\_ acknowledge that I have read Sofia Psycheva Studio Policies. On this date \_\_\_\_\_ I confirm that I understand and agree to comply to all policies outlined.

Signature \_\_\_\_\_.