**RACHEL ANDREWS**

**2020 Voice Studio Policy/COVID-19**

1202 Hickory Avenue

Royal Oak, MI 48073

734-277-1687 (text or phone)

andrewsrac@gmail.com

https://www.facebook.com/rachelandrewsmezzo/

1. **What you can expect from me:** My studio is a safe space for anyone who is interested in exploring the possibilities of their singing voice skills. I work hard to create a comfortable, happy space, with hard work and learning mixed in with laughter. Voice Lessons are structured around exercises and selected music. We will work on all aspects of singing from music learning, interpretation and performance techniques, to any specific vocal issues that need addressing. Music will be selected that both suits the student’s interests and addresses technical issues which need addressing.

\* I promise to treat my students with care and respect.

\* I promise to always give you my best and treat you as an individual and support your goals and aspirations.

\* I promise to return your call, email or text in a timely manner.

\* I promise to listen to your concerns and try my best to solve the problem.

\* I promise to acknowledge my mistakes.

\* I promise to be there for my students, for any reason.

\* My studio is an open space, welcoming to all genders, races, religions, sexual identities (see #13)

1. **Expectations of student**

\* Be on time for scheduled lessons and performances

\* Be prepared with organized music, pencil and a willingness to take chances!

\* Let me know how I can improve my lessons with you.

\* Ask any questions you have!!!

1. **Rates for Lessons and Payment**
2. Minute lessons $30 60 Minute lessons $60

Payment is due at the time of your lesson, in the form of cash or check, or through Venmo. If you would like to pay for a block of lessons, this is acceptable.

1. **Structure of lessons:**

Because of the COVID-19 situation, all lessons have moved online for the foreseeable future. I am using ZOOM. Students should have two devices available for lessons – one to use Zoom, and one to play audio tracks on. Lessons are scheduled in a variety of ways. We will work out the format that works best for you. Which every format we use, I am available for short check-ins at any time during the week, if needed. I am currently working in these formats:

* 30-minute lessons are held as normal 30 lessons
* 60-minute lessons are held as an hour or divided into two separate lessons in a week, either 45-15, or 30-30.

1. **Books and Additional Fees:** Vocal music books range $15-20, and I may have you order 2-3 a year. I am also happy to loan out music and direct you to online sources. We will need to have access to tracks for every song the student is working on, and we can either find free resources, or pay for tracks in some way.
2. **Practice Journals and Binders** : Please bring a small notebook or pad of paper where we can write notes bout the lesson, and practice expectations for the following week. You will also need a binder where you can keep any lose sheet music and notes for your lessons.
3. **Google Drive:** Once you are set up with lessons, I will invite you to my Google Drive. I will have a folder for your lessons, one for misc. things we need to share with one another, and one that has exercises prerecorded for your practicing.
4. **Video and audio recordings:** We will be video recording your lessons each week on Zoom, and the video will posted to your Google Drive folder. Only you and I will have access to those videos. These recordings are meant to help you recall what we have worked on during your lessons. They are not for public use. If you’d like to have a recording made for public use, please let me know! In addition, I am asking students to send me an audio or video recording of one of their songs once a week, at least a day before their lesson. You can email or text me those videos, or also put them in the Google Drive folder. I will be gathering them there whichever way you send them to me.
5. **Cancellations/Holidays**

\* 24-hour notice cancellation is requested

\* no guarantee of makeup lessons if you cancel

\* I will offer makeup lesson times for any lessons I cancel.

\* No lessons on “bank” holidays (Labor Day, Thanksgiving, Christmas Eve or Christmas, New Year’s Day, etc.)

If I cancel for any reason, I will make it up, if you want. If not, we will miss the week. I do not teach on most “bank holidays” such as Christmas, Memorial Day, Thanksgiving, etc. If there are questions, we can address them in lessons. These will also be posted on my Facebook page. Cancelations of lessons due to weather will forgiven! Generally, if schools are closed, lessons will be canceled. Again, this will be posted on the Facebook page, and sent to you via text/email. If you do not give notice at all, and are a “no-show,” over two times, or a habit is made of canceling lessons, you may be asked to leave my studio. For notification of cancellation, you can email, text, or message me on Facebook. I obviously understand cancellations due to extenuating circumstances, such as sudden illness, or other emergencies. I cannot guarantee that I will be able to make up lessons canceled by students. I ask for 24-hour notice (or the night before) if you need to cancel your lesson.

1. **NATS Competition:** The Michigan Chapter of the National Association of Teachers of Singing (NATS) has an annual competition on a university or college campus in Michigan on the first Saturday of November. I take students to NATS ages 13 and up, if I feel the student is prepared and would benefit from the experience. The cost for this is $10 registration and $40 for an accompanist to play for the competition, in addition to travel costs. I will discuss this with students, and parents early in the Fall.
2. **Leaving the studio:** Please know that I will understand and respect your decision to leave this studio for whatever reason. I hope that you will communicate with me directly about this, so that we can make sure all our affairs are in order. If wanted, I will work to help you find another situation.
3. **For the parents of students, 11-18 years old:** I suggest that parents come to the first lesson and observe the lesson, and then to give your child and I the space to work freely in the weeks following. We can arrange a times for you to arrive early for pickup to check in on our progress. We will also be audio recording all lessons, and I will give your child notes of what to work on each week. Your child’s safety and security is of utmost importance to me, as is providing the space for them to explore their voices freely!
4. As a teacher, I choose to celebrate all of my students as individuals with diverse gifts and experiences. In my studio, I provide sanctuary for all persons, no matter the race, religion, sexual and gender identity, or age, and I orient lessons to help my students express their diversities. It is never my intent to question, alter or erase the individuality of any of my students, but rather to celebrate them and give them tools to share their gifts with the world. I ask in return that my students celebrate, protect and respect each other, and that they let me know when I am not succeeding in my vision.