

# Alexandra Mena Voice Studio Policy 2020

## Lessons/Practice

I encourage all students to record their lessons, preferably with a good digital recorder. I expect students to show up with 2, three ring binders with the same music in each, neatly arranged, and a pencil for marking music. **One binder must be black**, the other can be any color. I also expect students to **practice daily**. One can't build a solid vocal technique on just a weekly lesson. All concepts in lessons must be implemented in daily practice. **I reserve the right to suggest another studio if, after working for several months with a student, I find that he/she is not putting in enough practice time and is not committed to our work together.**

## Payment

With a studio this size it's very difficult to keep track of payments if they're done ahead of time (for the month), or after the fact. As such, **I prefer to be paid after each lesson with a check or with cash. PayPal is only accepted for out of town students.**

## Ethics

I will not work with any student who is also under the tutelage of another voice instructor. This goes against my personal code of ethics and those of NATS (National Association of Teachers of Singing), of which I am a member. Student must conclude his/her working relationship with previous voice teacher before studying with me.

## Performance Oriented Studio

This is a studio that focuses on developing a vocal technique and skills for performance. As such, students will be taking place in performance classes in the studio, and outside of it, as schedule permits, so that they may continue to polish their performance skills.

## Cancellation

Students **must cancel lessons 24 hours in advance**, or they will be charged for that lesson.

## Illness

Students **MUST NOT COME TO LESSONS SICK!** Most in the studio perform regularly and staying healthy is paramount. If a student feels like they might be coming down with something, **they should cancel the lesson**. If student was sick but has not fully recovered, **they should cancel the lesson. Any student who shows up sick to a lesson will be turned away and charged for the lesson.**

## Parents

Parents are allowed to audit lessons, as long as they are there to observe. If a parent becomes intrusive and attempts to coach the student during the lesson, then the parent will be asked to leave. I will also not teach any students who are pushed by parents to go beyond what they can safely achieve at their given ages.

## Etiquette

I stress a supportive and nurturing environment in my studio, not just in lessons, but also in our performance classes. I also stress a supportive environment among all students in the studio. It's important that students learn to deal with the pressures of performance, auditions and competitions in a constructive and professional manner. I reserve the right to dismiss any student whose behavior is disruptive and unprofessional toward others in the studio. My motto has always been, **'let's leave the drama for the stage, where it belongs.'**

I \_\_\_\_\_ have read the studio policy and agree to adhere to it.