

Ruth Hartt Voice Studio: Policies

Practice: Learning to sing is a long process that requires commitment, dedication, and lots of practice. Even professional singers still take regular voice lessons! Your progress will depend on how much time and effort you put into your at-home practice sessions. Students must practice regularly, in order to see results. I recommend at least 20 minutes a day for beginners, and 60 minutes a day for more advanced singers. Record each lesson and use this recording as a practice tool. Use a singing journal to write down questions or issues to discuss at your next lesson.

Payment: Lessons must be paid for in advance; payment is due by the 1st lesson of the month. Each month you will receive an e-invoice that directs you to the PayPal website and gives you instructions on how to securely pay with your credit card, debit card, or checking account. Online payment is preferred.

Scheduling, Cancellation & Tardiness: Please inform me if you have any upcoming schedule conflicts, as I have students on a waiting list who could fill your spot that week. If a student is late, the lesson cannot be extended past the regular end time. If a student is unable to attend a lesson, they should notify at least 24 hours in advance in order to receive a makeup lesson or credit (unless due to emergency or sudden illness). If my performance schedule requires me to cancel, I provide a makeup or credit by the next month.

Illness: Please do not come to a voice lesson if you are sick. It is bad form to share your germs with other singers! When in doubt, cancel 24 hours in advance.

Bring to each lesson:

- A 3-ring binder with all current repertoire; always make a copy of new repertoire for me
- Singing journal/notebook and pencil
- Water bottle (always stay hydrated!)
- Recording device such as a smart phone with a voice memo function, or a digital voice recorder

Lesson Termination: Sometimes the student/teacher relationship just doesn't "click." It's important to communicate with your teacher when this happens, so that we can work together to find a solution. If a student decides to terminate lessons or find a new teacher, 30 days' notice is requested.

Tips and Reminders: You can always check your upcoming lesson schedule here:

<https://ruthhartt.musicteachershelper.com/login>. Please wait to knock until your scheduled arrival time. If you arrive early and want to know if I'm available or aren't sure I heard you at the door, text me at 781.475.9375. Feel free to use the restroom when you arrive or before leaving.

Music and Copyright: As a music teacher I must uphold copyright laws, so I prefer that students purchase their own books/music. During the first few lessons I discuss repertoire preferences with a new student before asking them to purchase books, and during that time I have copies of music to lend. Older 'public domain' music free of copyright issues is available to print on imslp.org - start there before you purchase sheet music.

I hereby give permission for the aforementioned singer to attend and participate in voice lessons with Ruth Hartt. I hereby agree to hold harmless and release from liability Ruth Hartt and any representative or sponsor thereof for any action, claim or damage that may arise as a result of his/her participation in voice lessons. I hereby give my permission for any authorized representative or sponsor of voice lessons with Ruth Hartt to obtain service of and/or advice from an available physician or other medical personnel for him/her in case of illness or injury, including any necessary transportation for such emergency care. I hereby agree to assume all responsibility for any costs as a result of such medical care.

Parent/Guardian or Adult Student Signature: _____

Printed Name: _____ **Date:** _____

Student Name: _____ **Date of Birth:** _____

Pertinent Medical issues: _____

Emergency Contact: () - _____ **Name:** _____