

Lisk-McCallum Voice Studio
Policies & Expectations Agreement
Manvel High School
2022-2023

Teacher Information

Mrs. Laura Lisk-McCallum

pronouns: she/her/hers

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website: <http://lauraliskstudio.mymusicstaff.com/>

Voice Lesson Contract

This contract serves as an agreement between Laura Lisk-McCallum (teacher) and the student (or guardian, if student is under 18 years of age). All lessons shall take place on the student's school campus at a time mutually agreed upon by the teacher and the student/guardian.

Lesson and Cancellation Fees

A lesson is \$25. ***All lessons must be paid for by the student's first lesson that month.*** The teacher accepts cash, check, and Venmo. Student and/or guardian will be sent an invoice prior to the first lesson of the month. It will detail the total due as well as any balances forward from the previous month. If payment is still not provided by the second lesson of the month, the student will be turned away without a lesson until payment is made in full. Students who are turned away at the second lesson of the month due to failure to pay are not eligible for a makeup lesson.

No shows and day-of cancellations will result in a forfeiture of the lesson fee.

Cancellation due to extreme circumstances (e.g. car accident, flooding, extreme illness) will be dealt with on a case-by-case basis. Excessive cancellations (with or without 24 hours notice), will not be tolerated, and will result in the student being dropped from the studio.

Please note that the teacher is an independent contractor to the school and does not get notification of school events such as field trips, assembly days, etc. It is the responsibility of the student and their guardians to give notification of these events so that they are not unnecessarily charged for a no-show. Finally, due to full lesson schedules, lesson times cannot be extended if the student arrives late. The time remaining in the lesson will be used, but no make-up will be offered for any time missed due to tardiness.

Protocol for Missed Lessons

Missed lessons do not qualify for a make-up lesson unless 24 hours notice is given. Again, if a student is a no-show for their lesson or cancels with less than 24 hours notice, the lesson fee is forfeit. If the student gives the teacher sufficient notice of a missed lesson, the teacher must make

up the lesson at a time that is convenient for both the student/guardian and the teacher. If she does not have a makeup slot time convenient for the student, that lesson fee will be applied to the next month's invoice. If preferred, the lesson fee can be refunded. This protocol will also be used in any instance where the teacher has to cancel a lesson that the student or guardian has already paid for. There may be times where the teacher must adjust the studio schedule due to her performance schedule. The teacher is an active performer, so occasional absences are unfortunately unavoidable. In the event of any schedule changes, the teacher will notify the student/guardian.

Illness

If you are ill and contagious for your lesson time, ***stay home and please notify me***. The teacher reserves the right to send any student home that she believes is too ill to sing, resulting in a forfeiture of the lesson fee. If the student falls ill, it is their and their guardian's responsibility to communicate with the teacher as soon as possible to avoid incurring no-show lesson fees.

Venmo

I recommend using Venmo to pay for lessons. If you would like to pay this way, you can find me through my cell phone number (713-437-9937) or by name (@lauralisk). When using Venmo for payment, please do **not** mark it as a transaction for a good/service. Venmo takes a percentage of those kinds of transactions. Please refer to their website for all privacy and security information.

Materials & Repertoire

Students must bring a pencil and their music in a three-ring binder. The teacher will assign repertoire to the student based on their age and skill level. If the teacher assigns repertoire, she will issue sheet music to the student. Students are always welcome to bring their own sheet music or ideas for repertoire they would like to work on.

The teacher will often email song choices to the student. If the student would like to have sheet music by their next lesson, they must respond at least 24 hours before their next lesson. This gives the teacher sufficient time to make copies for the student.

Recitals

The studio will endeavor to have a winter and spring recital. Recitals are a great way for students to gain performance experience, show off all of their hard work, and display their progress for their friends and family! Each student will sing one or two selections and will be accompanied by a pianist or with a track. A recital fee may be charged if a pianist is accompanying. Guardians will be notified of this fee after the pianist has been confirmed. The teacher will email all pertinent recital information in a timely manner regarding the date, location, and the accompanist.

Please note that students are **not** required to perform on recitals, but it is strongly encouraged. If a student does not wish to participate, the teacher requires that a guardian confirms this either verbally or in writing.

Termination of Agreement

This agreement is a year-long contract. However, teacher and student/guardian may reserve

the right to stop lessons at any time. Stoppage via student or guardian before completing lessons for the current year will result in a \$50 fee. Student and guardian may re-evaluate their desire to continue or stop lessons without penalty between the fall and spring semesters. Stoppage via teacher before completing the scheduled lessons for the current year will be dealt with on a case-by-case basis.

Other Student Responsibilities

Students are encouraged to audio record each of their lessons so that they can review the recording between lessons. While students may use their cell phones to audio record in a lesson, ***texting or answering phone calls during lesson times will not be tolerated.*** This allows both teacher and student to give their undivided attention to the lesson time.

Finally, it is the student's responsibility to make an effort to practice and learn their music to the best of their ability between lessons. The teacher is not responsible for supervising the student's work outside of their lesson time. The student is welcome to ask for advice and practice strategies, but they are encouraged to use the resources they have access to, such as YouTube, Spotify, IMSLP, as well as their school and local libraries.

Please print this page, fill it in, and bring it to your first lesson.

**I have received and read the Laura Lisk-McCallum Voice Studio
Policies & Expectations Agreement for 2022-2023.**

Print Name (student):

Signed (student):

Print Name (guardian):

Signed (guardian):