

Miss Gervase LPHS Syllabus

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EXPECTATIONS: The student is expected to arrive on time and prepared for every lesson. Being prepared means the student has all required materials (assigned music and pencil) and has practiced an adequate amount of time to display growth to the teacher (see PRACTICE below).

ATTENDANCE: Lessons will be provided by the teacher once a week for the duration of the year at a regularly scheduled time. Assigned lesson times will be decided every semester and will only be adjusted at the discretion of the teacher. If you have a scheduling conflict with the regular time (field trip, vacation, meeting, etc), let the teacher know at least one week in advance so a different time can be arranged. If you are ill or have lost your voice, the teacher must be notified by text or email before the start of school. Lessons missed without appropriate notice will not be refunded or rescheduled, no exceptions. If the student has a lunch lesson and forgets, the teacher will text to see if you are coming when you are 5 minutes late. If a lesson time conflicts with rehearsal for a choir concert, it will be rescheduled. Lessons cancelled due to teacher illness or schedule conflict will be rescheduled or credited. Excused absences will be made up before the end of each semester, scheduled by the teacher. If you need to stop taking voice lessons for any reason other than the end of the school year, the teacher must be notified one month in advance of ending date and all lessons before that date must be paid.

PAYMENT: Tuition will run on a monthly payment basis. Payment for the month is due by the last lesson of the month prior. If payment is not received by the first lesson of the month, the lesson will not be given. Monthly tuition will be based on the weeks in the month at the current rate of \$26/24 minute lesson. Lessons will be given every week there is school (i.e. no lessons the week of spring break) with the exception of finals weeks and sometimes concert weeks. The teacher will send an invoice to the person paying for the lessons 7 days before the last lesson of each month. Online payments are preferred via PayPal or Venmo. PayPal payments can be made through the link on the invoice and will be charged a processing fee of \$5 for each payment made. Venmo can be sent to the username @manda-gervase. If you cannot pay with either of those methods, you can bring a check or cash to your lesson. Unexcused absence payments will be forfeited and will not receive credit/reimbursement.

PRACTICE: Students are required to practice for voice lessons a minimum of 4 times per week for anywhere between 20 minutes to 1 hour depending on the level of the student and the material being studied (or more time if the student is so inclined). It is important to practice mindfully and with specific goals. Practicing for 20 minutes and accomplishing a goal is more beneficial than singing for an hour with no idea what to work on or while being distracted. If you are unsure what to practice, please email the teacher.

RECITAL: A recital will be scheduled in the spring based on student and teacher availability. Information on that will become available after winter break if there are interested students.

If there are any questions, do not hesitate to contact me. I hope it is understood that I value your student's time, progress, and well-being and these policies ensure fair treatment on all sides.

Please return the bottom portion, signed by both student and parent, to Miss Gervase.

Student signature: _____

Parent signature: _____