

The Voice Studio of Jordyn Day

Policies 2019-2020

Scheduling: Students will be assigned a lesson spot based on 30-, 45- or 60-minute increments either weekly or bi-weekly. Schedules for all students are considered permanent until either the student/guardian of student requests a change or the studio can no longer accommodate that time slot. Lessons are taught Monday-Friday, roughly 10:30am to 6:30pm. No weekend lessons will be given. The student's allotted time slot may be forfeited due to lack of payment or missed lessons.

Lessons are taught in studio at:

18820 Aurora Ave N

Shoreline, 98133

No lessons will be taught in home.

Drop-in Lessons: Students opting to schedule on a lesson by lesson basis are responsible for emailing to schedule their own lessons. Drop-in lessons are scheduled where time is available and are not guaranteed on a weekly basis.

Cancellations: Jordyn sends out an email each month in order to note 'out-dates' for each student. Previously scheduled trips, school functions, rehearsals, etc **MUST BE NOTED AT THIS TIME**. All lessons cancelled after the 24-hour window will be considered a "no-show" and the student will be charged. Missed lessons due to illness, emergencies or occasional situations outside of the student's control will be handled on an individual basis. Rescheduled lessons are the responsibility of the student by scheduling via email. **Rescheduled lessons ARE NOT CREDITED TO THE FOLLOWING MONTH.** Students missing too many lessons may result in forfeiture of their lesson spot. Makeup lessons are available if proper notification was given. There will be no makeup lessons for forgotten lessons. Students who plan to take off more than two lessons in a row (i.e. summer vacation, rehearsal schedules, etc) are expected to give at least two weeks notification and may be removed from the schedule to accommodate other students who wish to remain active during that time.

Payment: Rates for lessons (beginning January 2020) will be \$45 for 30 minutes, \$60 for 45 minutes and \$75 for 60 minutes. Lessons are to be ***paid upfront for the entire month*** via online payment or in studio with check, cash, Venmo or credit/debit card. Students will receive a monthly emailed invoice with the total of all lessons for each month. *Some days in some months may have 5 weeks instead of 4.* Unpaid invoices after 30 days are subject to a 10% interest charge for every week it remains unpaid. For students experiencing hardship or requiring a special payment plan, please have a conversation with Jordyn prior to your lessons for the month.

Lesson supplies: Students are required to **bring their own sheet music for each lesson and a copy** for Jordyn. Music should be legibly copied and in a binder. Binders are used to store music (students should keep a history of music learned for audition purposes) and to keep small tools that may be used in studio. Singing tools are largely disposable (straws, gauze, etc.) and students are invited to bring more sustainable options if they prefer. Students should also supply their own water and water bottle for every lesson. Students that forget music will have a lesson structured around vocal exercises. Copies in studio may be given out on a case by case basis.

Snow or inclement weather: The studio will follow the Shoreline School district for closures and late starts. Notification of weather cancellations will happen via email, the studio Facebook page or studio Instagram page ([facebook.com/jdvoxstudio](https://www.facebook.com/jdvoxstudio) or @jdvoxstudio). In the case of cancelled lessons due to weather, lessons will be credited to the next month or a makeup lesson will be scheduled.

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Early/late arrivals:

Please plan to arrive *no earlier than 5 minutes* to your lesson. Breaks are built into the studio schedule for multiple purposes and there is no guarantee that the studio will be open if you arrive early. If you arrive early, please plan to wait quietly to avoid disrupting other lessons or work. Students arriving late will not be granted extra time even if there is an open lesson slot after their lesson. Please notify Jordyn of your late arrival via text or phone call: 509-948-2308. If there is no notification of late arrival, Jordyn may leave after 10 minutes and your lesson will be forfeited for that week.

By attending lessons, you agree to the studio policies as written above. These policies are in place to help facilitate the studio to run smoothly and cohesively. Any objection to these policies should be discussed with Jordyn prior to lessons beginning.