

Lesson Information and Studio Policies

Jeffrey Carlson, bass-baritone

Tel. 336.404.2420 | E-mail: jeff@jeffreycarlson.com

Location: Greensboro Cultural Center – **Studio 4 (1st floor across from the elevator)**
200 N Davie St, Greensboro, NC 27401

Parking: Church Street Parking Deck located directly behind the Cultural Center (entrance on Church St, next door to Downtown Public Library). You will enter the Cultural Center from the back door of the building on the first floor. **Parking is free for the first hour** and for vehicles entering after 7:00 pm.

Lesson Time: When it is time for your lesson to start: ***Knock and come in.*** My lessons run back-to-back, and they may run over a few minutes. I won't know you are here unless you come in, so don't be shy! You will lose out on your lesson time if you don't come in when it is your time, plus you will learn by observing others. If you are more than 10 minutes late, I can't guarantee that we'll be able to make up that time. However, if for some reason I am running late, I will make sure that you get your full lesson that day, at your next lesson, or at a mutually agreeable time.

Payment – Please have your payment ready at the beginning of the lesson:

- Rates (as of July 1, 2016): \$50 per 55-minute lesson; \$25 per 30 minute lesson
- First time students pay for the entire month at the first lesson. (Pro-rated if starting mid-month.)
- Continuing **students must have payment for the *next* month at the final lesson of each month.**
- **Students must register for the full session (i.e. summer, spring, or fall) and pay for the FULL month.** I do not offer *à la carte* plans. Students are best served from consistent, ongoing instruction. When registering, a student reserves a teacher's for their lesson slot each week. If a student chooses not to use that time in a given week, then the lesson is forfeit. (For information about make-up lessons, see "Cancellations" below.)
- You must have your payment ready before we begin a lesson.
- Payment options:
 - o Cash or check. (There will be a \$30 fee for all returned checks.)
 - o If you pay in cash, please have the exact amount, as I most likely will not be able to make change.
 - If you pay by check, please make it out to: **Jeffrey Carlson**, memo line: **Voice Lessons**

Registration Fee: In addition to your tuition, The Music Center at City Arts requires each student to pay an annual registration fee, due each fall, or whenever a new student begins, and good until the next fall session. The fee is \$25 per person or \$30 per family. Checks should be made out to: **Friends of Parks and Rec Foundation**, memo line: **Fee**. The registration fee pays for the expense of piano tunings, accompanists at recitals, photocopies, etc. Money well spent considering an accompanist alone often charges upwards of \$40/hour!

Cancellations: A minimum of 48 hours' notice is required for cancellation *without charge*, meaning a make-up lesson will be arranged for a later date. Otherwise you will be charged for that lesson without possibility of a make-up. Health emergencies, family deaths, or other serious exceptions are given consideration.

Make-Up Lessons: **The Music Center at City Arts DOES NOT offer make-up lessons or refunds. As a teacher within The Music Center, I must abide by their rules and regulations; however, they permit me to offer make-up lessons *as a courtesy*. Please do not abuse it!**

If I cancel the lesson I guarantee to reschedule it *by the end of the session*. Due to my own active performing and travel schedule, I have to reschedule from time to time and will do my absolute best to provide at least 2 weeks' notice.

Occasionally, scheduling conflicts also arise in the building, which are out of my control. If that requires cancelling a lesson, we will also find a time to make-up the affected lesson.

If you cancel a lesson with 48 hours or more notice you will be added to a make-up list for the session. I will offer a date(s) for make-up lessons (usually a Saturday) via SignUpGenius.com (or a similar online mechanism) and you will be responsible for registering for a make-up lesson before the end of the session. If a time can't be found for a make-up, the lesson will be forfeit. *It will not be credited toward tuition.*

Performance Opportunities:

City Arts offers recitals for students to perform in, as well as the option for us to schedule our own recitals. Everyone will be informed of the dates and times as I become aware of them. You are not required to perform but I highly encourage it. Let me know of your interest in any of these options. This is a great goal to work up to!

Please Note: I am a voice teacher and coach, but not an accompanist. When performing in a studio recital, the accompanist's recital fee is covered by your registration fee and/or tuition. Rehearsals are not. My current studio accompanist is Amanda Matthews and her rehearsal rate is \$20 for 30 minutes, or \$10 for 15 minutes, to be paid in cash or by check. When and if you need an accompanist for other reasons, I can suggest pianists to work with and arrange for them to be at our lessons, but they will need to be paid for their time (typically \$30-50/hour).

Repertoire and Goals:

Lesson plans for each student are tailored to that student's needs and goals. I have goals and a plan in mind for you and will assign music and exercises accordingly. Often, it may be several weeks of working on technique before we work up to music. However, I encourage you to suggest music that you want to work on. This is a team effort – you are making an investment in your voice and yourself as a musician and I want that investment to pay off. If you are open and honest about what you want to get out of lessons, we'll chart a path and get there together!

Materials:

- 3-ring binder with loose leaf paper to take notes, write down goals and store handouts and copies of music
- A pencil to mark music
- Water!!!
- A digital or tape recorder to record your lessons . . . not required, but highly encouraged!

Depending on where we are in the course of our lessons, you may be asked to purchase copies of music for copyright and licensing reasons. However, I will try to provide it whenever possible.

Parents/Guests in Lessons:

I have an open door policy and encourage parents and guest to attend if they like. Often, other students may sit in on part of a lesson, as it can be very beneficial to watch/hear someone else working through the same exercises and technical skills as they are. If I feel a student is uncomfortable with others in the room, I may ask them to step out briefly, but in general I welcome others to attend.

Lapse in Lessons:

If for some reason you need to postpone lessons for a month or longer, I will gladly hold your lesson time for \$25 per month. That fee guarantees that your current time remains available to you when you are able to resume. From time to time I may use that reserved time for make-up lessons, but your \$25 holds your scheduled time.

Please understand that I often have a waiting list for new students. If you do not reserve your lesson time, I can't guarantee that it will remain available when you are ready to resume. Rest assured that I will always do my best to work with your schedule to get the best time possible for everyone.

Student Contact Information

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Tel. 336.404.2420 | E-mail: jeff@jeffreycarlson.com

Please feel this form out completely, where/as applicable.

Student Name _____

Student Age _____ Student Birthday _____

Student Phone _____ Additional Phone _____

Student Email _____

Student Address _____

County of Residence _____

Student Job _____

Student School (Major) _____

Parent Name _____

Parent Phone _____

Parent Email _____

Have you studied voice before? _____ How long? _____

Previous teachers? _____

Do you play other instruments? _____ What, how long? _____

Prior/ current singing experience? (Church choir, shows, school choirs...) _____

Reason for wanting lessons and/or goals? _____

I have read and agree to the studio polices and lesson information.

Student signature: _____ Parent signature: _____