

**Jacquez Voice Studio**  
Noelle Jacquez  
Plymouth, MI  
734-834-5721  
JacquezVoiceStudio@gmail.com  
www.jacquezvoicestudio.com

### **Policy and Procedure for Lessons**

This policy is provided for you in order to have a clear understanding of what is expected from you and your child as well as what is expected from me as your teacher. By following these guidelines we will optimize the lesson time and keep the learning enjoyable and productive.

### **Lessons**

- Please arrive in advance of the scheduled lesson time with all needed materials for the lesson. Lesson time will not be extended for those who are not ready to begin on time.
- A parent must accompany children to all lessons.
- Parents are encouraged to find child care for younger siblings during lessons. If this is not a possibility please provide quiet activities for the sibling to do during lessons.
- Please turn cell phones off or on vibrate during lessons. Calls may be taken outside only.
- Please take care of business at the beginning of the lesson and not at the end, i.e. anticipated absence, paying of bills, updating information, etc.

### **Billing**

- Lessons will be paid for in advance or at the lesson. Payment is due at the beginning of the month if you wish to receive the discounted monthly rate.

### **Behavior**

- Students are expected to conduct themselves in a courteous, respectful, and cooperative manner. Since many students are still young, I ask the help of parents to ensure that their child behaves well so that we maximize learning and fun.

### **Home Practice**

- The parent is the young child's teacher at home. Parents are responsible for making sure that the child spends sufficient time practicing.
- Parents are asked to establish and maintain a consistent practice area and time.
- Assignments and practice are expected to have the same priority as homework.
- The student's progress will suffer if he/she does not practice.

### **Materials**

- All students should have a three ring binder to keep music and any other supplies for lessons, which may include: Notebook, pencils, highlighter, markers etc.
- Please bring your three ring binder and a water bottle with you to every lesson.

### **Cancellations and Make-up Policy**

- Care is taken to schedule the student at a mutually convenient time. A specific time is reserved weekly for you that is exclusively yours. This is the special nature of private study.
- If you are not able to make your lesson time, please give as much advanced notice of the missed lesson as possible. This makes it easier to schedule a make-up lesson in the event of a cancellation. Please feel free to notify me by phone or email.
  - 1) If a week or more advanced notice is given, top priority for make-up lesson times will be given.
  - 2) If 24 hours notice is given in the case of sickness, emergency or a scheduling conflict, every effort will be made to schedule a make-up lesson time.
  - 3) If the student does not show up to lesson and no advanced notice is given, the lesson will not have the opportunity to be made up.
  - 4) If the teacher misses a lesson, every effort will be made to schedule a make-up lesson time that is mutually convenient.
- **Missed lessons will not be refunded.**
- If our time together is considered valuable, rescheduling and working out schedules will not be a problem.

Ms. Jacquez reserves the right to terminate lessons at any time for any reason.