PRIVATE VOICE LESSON CONTRACT

I. PHILOSOPHY: Coppell MS West is fortunate to offer private voice lessons as an addition to the vocal music curriculum. Lessons are given on campus to students in studios adjacent to the choir room. The on-campus convenience and reduced rates are a privilege afforded us by our outstanding vocal instructor/coaches, Tammy Kotara, whom has vast experience in the performance and teaching of solo and choral music.

II. Private voice lessons will:
   A. Refine vocal technique for the benefit of the entire ensemble
   B. Diagnose vocal weaknesses and design a specific study for improvement
   C. Strengthen solo technique to increase opportunities for solos, All-Region auditions, and UIL Solo and Ensemble competition.

III. Our private voice coach will work diligently to create a positive forum for each student’s vocal development. Performance opportunities are offered in order to prepare, motivate, and develop healthy successful singers at CMSW. Private vocal instruction will be offered to students in the CMSW Choral Program under the following terms and conditions.

IV. TERMS AND CONDITIONS
   A. SCHEDULING: Lessons are scheduled on a first come-first served basis for students motivated to develop their voices to the fullest potential. Lessons are contracted from September-May and represent a serious commitment between student and instructor. Consider registration for voice lessons in the same way you would consider registering for your academic classes each year. Terminating lessons mid-school year is strongly discouraged and adversely affects student progress and the stability of the private lesson program at West. We are privileged to have a private voice teacher, and since their livelihood is based on their teaching income, the stability of our voice lesson program demands a consistent daily schedule for the entire scholastic year.

   Lessons will be scheduled according to the school schedule at CMS West. All varied bell schedules, testing dates, fire drills, field trips and other events will be carefully planned around, but may occur with little or no notice. Students are responsible for reporting personal and class scheduling conflicts at least a week ahead of their scheduled lesson. The teacher will attempt to make up a lesson if her schedule permits and will attempt alter the lesson schedule should numerous students be affected by the change. The teacher is not responsible for making up extra time for lessons that may be interrupted by school activities or students sickness during the lesson.

   B. TUITION: One lesson (25 minutes, or half a class period for special bell schedules) will be scheduled per week, with the exception of holidays. Lessons are private, and although parents may observe at any time, prior permission of the teacher must be obtained before friends may “sit in”. Monthly invoices/statements will be sent electronically via email and will reflect the number of lessons in each upcoming month. Invoice charges may be different each month, depending on the number of scheduled lessons. Emails will be issued 10 days before the payment date. One reminder email will be issued at the

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first of the month. Fees for the entire month are due in advance by the fifth day of the month.

For the 2013-2014 school year, lessons are $20.00 each.

C. MISSED LESSONS: When contracting a teacher’s services for the year, a student is, in effect, reserving a time slot on a finite schedule. Since every available time slot will be scheduled, it is almost impossible to arrange make-up lessons. Students and parents are strongly encouraged to schedule doctor appointments and other special activities around their voice lesson time. However, in the event of a foreseen conflict, students may exchange lesson times subject to the teacher’s approval and availability. There will be no refunding of tuition for missed lessons or credit applied to the next month’s statement for any reason.

D. The teacher will post a detailed lesson schedule on her studio door to facilitate this communication regarding trading lesson times. If an emergency or illness occurs, the parent/student must notify the teacher by text or email before 7:30 AM on the day of the lesson, and phone/text/email a fellow student on the studio list to exchange lesson times for that week. Students must accept the responsibility for arrangements regarding schedule conflicts. Conversely, since the teacher/student relationship is built on mutual respect and trust, students can expect the same professional courtesy from their teachers in the event of teacher illness or emergency absence. Remember: Registration with a voice instructor represents a contract between teacher and student, agreeing to meet at the appointed time unless other arrangements are made in advance.

Ill students will not receive instruction under the following conditions:

1. Upset stomach
2. Fever
3. Known contagious illness within the past 24 hours
4. Pain in the throat when speaking

Ill students will receive instruction under the following conditions:

1. Common cold (stuffy nose, congestion, scratchy throat, etc)
2. Braces (new, tightened)
3. Sports injury (students may sit)
4. Fatigue/lack of energy
5. Allergies

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E. PAYMENT: Payment may be submitted two ways:

1. **Mailed Check** (personal, business or cashier): Tammy Kotara **will not** accept checks at school. *All checks brought to school this year will be sent home with the student*. Checks must be received by the 5th of the month or will subject to late fees. Post-dated checks will be returned and counted as a late payment. Returned check fee is $35.00. Checks are payable to Kotara Voice Studio and will be mailed to:

   Kotara Voice Studio  
   2311 Kingsridge Dr  
   Dallas, TX 75287

2. PayPal: Your electronic invoice will contain a link to PayPal. If you choose this method, you will be responsible for PayPal fees associated with the transaction. Due to the discounted cost of lessons offered through CISD, Tammy does not include PayPal fees in the cost of lessons. Your fees will not exceed $3.00 per monthly payment.

3. Cash will not be accepted.

Some families find monthly payments to be inconvenient. If this is the case, lessons may be paid in two payments, one in full by September 5 (September – December lessons) and one in full by January 5 (January-May lessons).

You will receive a receipt each month by email for your personal records.

F. CANCELLATION: Students are expected to commit to lessons for the duration of the school year. Should the need for cancelling lessons occur, please refer to the following procedures:

1. Contact the teacher as soon as the need becomes apparent. If the cancellation is due to student-related issues, the teacher will assess the situation and work with the student to provide instruction that accommodates the needs of the students. A one month probationary period, or 4 lessons, is expected in order for the teacher to institute the revised instruction. If at the end of the 4 lessons the students still needs to terminate lessons, parents are responsible for submitting payment for 4 more lessons or through the end of the semester, whichever comes first. Lessons paid in full at the start of each semester will not be refunded.

2. If the student is changing class periods or moving out of choir or drama, please notify the teacher as soon as possible. The teacher may have an open spot in a different class period. If the student will no longer be enrolled in choir or drama, he/she may be able to arrange for lessons after school, depending on teacher availability. Cancelling lessons completely will result in a payment of 8 lessons up front, whether or not the student attends all 8 paid lessons.

3. If the student is moving from CMS West, the student will commit to lessons for the duration he/she will remain at West.
I. TEACHER RESPONSIBILITIES:

A. Develop each voice to its maximum potential, planning a course of study tailored to the individual student’s needs and abilities.

B. Provide performance opportunities based upon student readiness.

C. Arrange accompanists and rehearsal times when needed.

D. Keep up to date on teaching and music trends, active in professional associations, and attend professional workshops and conventions

E. Maintain a well-equipped studio, with tuned instruments, necessary sound equipment, a library of repertoire for all vocal ranges, and reference books on vocal production, diction, music history, and theory

F. Provide incentives to motivate and inspire students, recognizing achievement and effort

G. Run a well-organized studio with clear-cut business policies, be punctual, make the most of lesson time, and be prepared for each lesson

H. Research music sources to find supplemental materials for students

I. Send advance notification to parents of upcoming events

II. STUDENT RESPONSIBILITIES

A. Vocal exercises and repertoire assigned by the teacher must be practiced daily. Lack of independent practice negates studio instruction and is grounds for dismissal from the voice studio.

B. Notify teacher of schedule conflicts.

C. Bring a recording device to each lesson (phone, iPod, iPads, etc), music folder and pencil

D. Be on time for lessons. Come to the studio at your assigned time. Do not expect the teacher to find or remind you. When rehearsing in the auditorium, the student must remember his/her lesson

E. Consult instructor regarding “outside” solo performances

F. Attend performances and competitions as agreed upon with the teacher

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III. PARENT RESPONSIBILITIES

A. Send tuition on time via mail or PayPal. Mailing it in to the teacher insures that it arrives on time.
B. Do not send checks to school with student.
C. Purchase an assignment book at the beginning of the semester ($3.50) and cover accompanist fees ($25.00 once or twice during the school year, depending on student performance opportunities)
D. Help insure the student brings supplies to lessons.
E. Provide the student with a time and place to practice, and show interest to insure that practice is occurring.
F. Insure that the student arrives on time for lessons, performances, and competitions.

THIS CONTRACT AND APPROPRIATE FEES MUST BE RETURNED TO THE TEACHER BEFORE LESSONS MAY BE SCHEDULED.

I have reviewed the contract terms and conditions and agree to enroll my child in voice lessons with Tammy Kotara for the 2013-2014 school year. I have already registered my student for lessons on the voice lesson website.

I opt to pay for lessons:

____ monthly invoice by a mailed check
____ monthly invoice by PayPal. I understand a small fee, as rendered by the web service, is applicable to this transaction. I understand that it will be no more than $3.00 per transaction. The fee amount will be included in my monthly invoice.
____ semester invoice by a mailed check
____ semester invoice by PayPal. No fees will be charged for semester payments that utilize PayPal.

Student Name___________________________________________ Sex____________
Drama       Choir   (circle one)  Grade Level____________

Parent Name___________________________________________________________

Parent Signature________________________________________________________

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