

# Broadwaykids&Company

## PRIVATE VOICE INSTRUCTION

Enclosed is important information that pertains to the policies regarding private voice (PV) instruction at our school.

Private voice will be made available only to students who are at least 11 years of age and show serious interest and commitment in advanced vocal training. (age exceptions can and will be made at the discretion of director and instructor based on individual student)

What TO expect from PV Classes:

1. One on one training with qualified instructor
2. Instruction on proper breathing, vocal placement and technique
3. Developing confidence as a vocalist
4. Audition preparation (student can choose a song they like but it is final decision by instructor on what song is appropriate for student based on age and vocal ability)
5. End of semester showcase with parents (either at studio or at designated location)  
Students will sing a song they have been working on.

What NOT to expect from PV Classes:

- 1 A leading role in musical based on the fact that you have chosen to take PV – (It will be taken into consideration that student is taking voice and where they are vocally but it is not a guaranteed role placement)

### Payment Policy

PV is \$25.00 per half hour for all instructors. (Please check your calendars at home to see how many lessons you'll have within month- usually 4 but sometimes 3 or 5)  
Payment is expected on the 1<sup>st</sup> of each month for the full month of classes and can be included in your tuition for classes. Please add "includes voice" in memo. (We prefer you use the debit/credit option-see new sheet on payments)

We cannot accept payments weekly or bi-weekly.

If you want to pay cash at the 1<sup>st</sup> of month please come into studio office we will provide you with a receipt. Students should not under any circumstances be handing cash to an instructor.

If payment is not received by students first voice lesson of month we reserve right to cancel class.

Cancellations

A 24 hour cancellation is required unless there is a medical reason (a doctors note is required in this case) for not attending class. Please call the studio voicemail at 691-0060 or director's home at 442-4422 to cancel. Instructor's phone numbers are not available. We understand that things do come up last minute but please make every effort to follow the cancellation procedures. No refunds will be given for missed lessons only 1 makeup will be allowed for excused absences per semester. Instructors expect and will be paid for a lesson even when you are not here therefore we will be strictly enforcing this policy.

In the event that student has missed lessons twice in a month's time – we will evaluate with the parent continuing lessons. There is limited availability on PV voice lessons and we want to make sure students are committed.

Please arrive at least 5 minutes prior to class . If you are late we cannot extend class time.

If you have an concerns please email [broadwaykidsco@sbcglobal.net](mailto:broadwaykidsco@sbcglobal.net)

Thank you for your anticipated cooperation.

Sincerely

*Kristin Burrows*  
Owner/Director

CC: *Claire Gordon*  
*Snow Stosic*  
*Heidi Preston*  
*Heidi Harger*