



Alexandra Mena Voice Studio

Policy 2024

LESSONS/PRACTICE

I encourage all students to record their lessons, preferably with a good digital recorder. Students must have (2) three ring binders with the same music in each, neatly arranged, and a pencil for marking music. **One binder must be black**, the other can be any color. I also expect students to **practice daily**. **One can't build a solid vocal technique on just a weekly lesson**. All concepts in lessons must be implemented in daily practice. I reserve the right to suggest another studio if, after working for several months with a student, I find that they're not putting in enough practice time and are not committed to our work together.

COVID 19

All lessons are currently being **taught virtually through FaceTime and Zoom**. We will not return to working in the physical space until the State of California allows us to do so, and until students and parents feel comfortable with in-person lessons again.

PAYMENT

With a studio this size it is very difficult to keep track of payments if they're done ahead of time (for the month), or after the fact. As such, **I prefer to be paid after each lesson with a check or with cash. PayPal is only accepted for out of town students.** **Update Covid 19** - all payments are currently done through PayPal and Venmo.

ETHICS

I reserve the right to **not** accept/work with any student who is under the tutelage of another voice instructor. This goes against my personal code of ethics; and in many cases only serves to confuse the singer. Prospective student must conclude their working relationship with previous voice teacher before studying with me.

PERFORMANCE ORIENTED STUDIO

This is a studio that focuses on developing a vocal technique and skills for performance. As such, students will be participating in performance classes/recitals throughout the year, so that they may continue to polish their performance skills.

SMOKING

I reserve the right to **not** accept/work with smokers/vapers, as it has been proven that smoking has an adverse effect on both the larynx and lungs. We simply can not do the work we need to do if a student is compromising their instrument. For more on the effects of smoking on the voice, please visit: <http://tobaccofreelife.org/resources/smoking-singing/>

CANCELLATIONS

Students **must cancel lessons 24 hours in advance**, or they will be charged for that lesson.

ILLNESS

Students **MUST NOT COME TO LESSONS SICK!** Most in the studio perform regularly and staying healthy is paramount. If a student feels like they might be coming down with something, **they should cancel the lesson**. If student was sick but has not fully recovered, **they should cancel the lesson**. **Any student who shows up sick to a lesson will be turned away and charged for the lesson.**

PARENTS

Parents are encouraged to be present at the initial consultation, for informational purposes, but are not allowed to sit in during weekly lessons. The comfort of the student during lesson time is of utmost importance. Parents can track students' progress by listening to the recordings of their lessons, and by emailing me for updates. I also reserve the right **not** to teach students who are pushed by parents to go beyond what they can safely achieve at their given ages.

ETIQUETTE

I stress a supportive and nurturing environment in my studio, not just in lessons, but also in our performance classes. I also stress a supportive environment among all students in the studio. It's important that all learn to deal with the pressures of performance, auditions and competitions in a constructive and professional manner. I reserve the right to dismiss any student whose behavior is disruptive and unprofessional toward others in the studio. My motto has always been, **'let's leave the drama for the stage, where it belongs.'**

I _____ have read the studio policy and agree to adhere to it.