



Sarah Eastman

443-867-6248

saraeastmanvoice@gmail.com

Time:

I offer thirty minute, forty-five minute, and sixty minute lessons. Lessons are offered Monday-Saturday between the hours of 10am and 8pm, subject to availability.

*Note: All parents/guardians are welcome to observe at any time.

Location: Lessons are offered ^{Virtually during Covid} ~~at my studio:~~

9 Arlington Street Unit #3
Somerville, MA 02145

Cost:

My Studio

30 min: \$40/(\$160/mo)

45 min: ~~\$60/(\$240/mo)~~ \$55/ \$220

60 min: ~~\$80/(\$320/mo)~~ \$70/ \$280

* Extra Fees may apply if accompanist is desired

**Students are required to purchase any music and books separately.

Payment:

Payment is due at the beginning of the first lesson of the month for the entire month (4 lessons). Payment can be made with cash or check made payable to Sarah Eastman.

There will be a \$10 late fee charge if payment is not received on time.

There will be a \$15 fee for bounced checks.

Supplies:

Students are responsible for purchasing all supplies as necessary. This includes music, workbooks, flashcards, recordings, etc. Students may be allowed to borrow materials from me as available for no more than 2 weeks. After 2 weeks students are expected to have purchased their own materials. Borrowed materials will be signed out and are expected to be returned in good condition. Materials lost or damaged will be added to the student's monthly payments.

Absences/Cancellations:

- Students are required to give 24 hours-notice if they must miss a lesson. Please contact me via phone (text or voice mail) AND e-mail to ensure that your message is received. In such cases where 24 hour notice is given the lesson will be re-scheduled according to scheduling availability within 30 days.
- If student is a no-show or cancels with less than 24 hours-notice payment is still due and will not be credited to another month. No make-up lessons will be offered in this case.
- Please plan to be on time for your lesson. Lessons will not be extended due to late arrival and the student will lose that time.
- In case of emergencies, illness, or snow-days affecting the students lesson please contact me immediately via phone. These absences will be excused at my discretion depending on the circumstances.
- Lessons are given all year long including over the summer subject to my availability. If the student will be out of town for an extended period of time for vacation or school recess please notify me as soon as possible with the dates of absence.
- Students are expected to attend a minimum of 2 lessons per month. Excessive cancellations or inconsistent scheduling could result in loss of studio spot.
- If I have to cancel a lesson for any reason a make-up lesson will be scheduled as soon as possible according to the student and teachers availability. If no make-up lesson can be scheduled within 30 days the student will be credited the lesson price for the next month.

Discontinued Lessons:

If a student intends to discontinue lessons thirty (30) day written notice is required. Students are required to pay for the remainder of the lessons in that month (and will not receive a refund) if notice is not given.

Questions/Concerns:

Students and parents are always welcome to contact me with questions or concerns between the hours of 9am-9pm via phone/text or 24-hours-a-day via e-mail. I will respond to all e-mails within 24 hours and expect the same in return. In cases of lesson absences/re-scheduling if response is not received within 24 hours you may forfeit your lesson time.

Expectations:

- Students are expected to come prepared to each lesson with music, water, audio recorder, and pencil.
- It is expected that students practice regularly in order to improve. I recommend shorter and more frequent practice sessions (30 min/day every day). If every day practice is not possible at least 4 days of longer (1 hr) practice is expected.
 - We will work together to set weekly goals, these should be written down and practiced for the remainder of the week until your next lesson.
 - I expect to see progress from week to week and improvement of any errors or concepts discussed.
 - If practice becomes an issue keeping a practice log may be required. If this is the case, I will check it at the beginning of each lesson and discuss it with you.
- Students should have a positive attitude at their lesson and be willing and open to experiment with new techniques and ideas.
- When a new song is assigned it is expected that the student come to the next lesson with the song translated/prepared. The student should always have a basic understanding of what is going on in the piece.
- The student and teacher will decide together on a schedule for memorizing pieces. The student will be notified at least two weeks in advance of a memorization deadline. When a deadline is set it is expected the student come prepared with the song memorized.

Studio Recitals:

- If there is enough student/parent interest studio recitals will be scheduled at least once a year, preferably once a semester. The student would be required to commit to performing at least two pieces.
- The student would be required to pay for an accompanist to come to their lesson for the two lessons prior to the recital.
 - There may be extra fees required from the student for studio recital expenses. This would be discussed with the parent/student prior to the scheduling of the recital.

Please read through this contract thoroughly and contact me with any questions or concerns you might have. All students and parents of a minor are required to sign this contract prior to scheduling a permanent recurring time slot.

Signature: _____ Date: _____

Parent Signature: _____ Date: _____
(If applicable)