

DECTER STUDIO POLICY 2007

LESSONS

Repertoire

We will choose repertoire based on your interests and technical skill and demands. You will be given a photocopy of the sheet music for your songs as they are assigned. It's best to keep a binder or folder for all of your music. Please bring the copies of your assigned repertoire with you to each lesson. In addition, you are encouraged to bring in new repertoire (sheet music). I will make photocopies of the music you bring in for us to work on. You may also purchase new music from a local music store or online. I recommend Music, Music, Music in Santa Clara or www.tis-book.com online.

Practice

Students are expected to practice regularly between lessons. Even 10 minutes a day makes a huge difference week after week. As every individual is unique, we will discuss the expectations of your practice time in your lessons.

Preparation

For those of you preparing for auditions or performances, please give yourself a minimum of 4 lessons to prepare.

Materials

Please plan on bringing a pencil and water with you to each lesson. For your convenience, there is filtered water in the Kitchen, if you want to refill a water bottle. You may record your lessons with your own digital recorder (iPod, MiniDisc, etc.) or you may bring a blank cassette to use in my recorder.

FEES & PAYMENTS

Rates for lessons in San Jose*

\$220/mo for four 60 min. lessons

\$140/mo. for four 30 min. lessons.

The fee is based on four Regularly Schedule Lessons a month. Additional lessons are available, as needed, at the rate of \$55 for 60 minutes and \$35 for 30 minutes.

In months where a fifth lesson is taught, it will either be used as a make-up for a previously missed lesson or banked for a future missed lesson (holidays, vacations, etc.). *Tuition credits will only be provided on a limited, case-by-case basis at my discretion for extreme circumstances.*

**Lessons will be \$240/mo for four 60 min. and \$160/mo. for four 30 min. lessons in Palo Alto.*

Payments

Payment is due the first week of each month. Payments may be made by cash or check to Lori Decter. If you have a lesson the first week of the month, you may pay in person at your lesson. If you do not have a lesson in the first week of the month, you may pay in person at your last lesson of the previous month, or send it no later than the 7th: Conventionally (via USPS):

Lori Decter at 1346 The Alameda #7-214 San Jose, CA 95126

Electronically (via PayPal.com):

loridecter@yahoo.com

If you would like a receipt for your payments please let me know and I will provide you with one.

ATTENDANCE

Cancellation Policy

If you must miss your Regularly Scheduled Lesson, please notify me either via email (loridecter@yahoo.com), voicemail or text message (408-396-8980). All Regularly Scheduled Lesson cancelled with 24hrs. notice are eligible for a Make-up Lesson on a day and time that is mutually convenient. If you cancel your Regularly Scheduled Lesson with less than 24 hrs. notice, you will forfeit your option for a Make-up Lesson. In addition, cancelled Make-up Lessons will be forfeited.

In the event that I need to cancel either your Regularly Scheduled Lesson or your Make-up Lesson, I will reschedule the missed lesson to a mutually convenient day/time. If a mutually convenient day/time cannot be found, I will offer you a tuition credit.

No shows

It is assumed that all students will check their calendars in advance for conflicts with their Regularly Scheduled Lessons as well as Make-up Lessons. I will wait for 15 minutes for you to arrive at your lesson. After 15 minutes, if I have not heard from you via phone or email, I will assume that you are a No Show. Not showing up to the lesson without prior notification is grounds for permanent removal from the studio schedule. If you inadvertently missed your lesson, please contact me as soon as possible. Also, please call and leave me a message if you are going to be late.

Leave of Absence

If you need to take a leave of absence from the studio (missing three or more lessons in a month), I request that you pay half-tuition to hold your lesson day/time until you return the following month.

Make-Up Lessons

Every effort will be made to schedule make-up lessons in the same week as the cancelled lesson. Please provide your availability for the week in which you cancel your lesson to better facilitate the scheduling of the make-up lesson. Cancelled Make-up lessons will be forfeited.

Promptness and Tardiness

Every effort is made to begin and end lessons on time. Often times, a new concept is grasped at the end of a lesson, therefore I do have a 5 minute "cushion" between lessons. From time to time a lesson may go over by 5 minutes. If you are waiting for your lesson and there is a student before you, please knock on the door at your lesson time.

If your lesson starts late because I started late, you will receive your full lesson time (either 30 or 60 minutes). If your lesson begins late you will receive the remainder of your lesson time from your time of arrival. Please call if you are going to be late. After 15 minutes, if I have not heard from you via phone or email, I will assume that you are a No Show (see No Show policy).

If you need to leave your lesson early, please let me know at the beginning of your lesson.

FACILITIES

Studio Location

Lessons are currently taught at the offices of Opera San Jose, located at 2149 Paragon Drive in San Jose. In general, I will be teaching in the studio in the North Wing of the building (Doc's Studio). From time to time (and usually with little notice to me) that studio is unavailable, at which point I will use one of the studios in the South Wing (Chorus Room or Practice Room #1).

Generally, the front door (Box Office entrance) is locked at 6:00 pm. If your lesson is after 6:00 pm and there are rehearsals taking place, you may enter from the Artist's Entrance (South Wing). If that door is not open, I will be looking for you at the Box Office Door to let you in.

Parking

Please park in the spaces on the right side of the bldg., the spaces in the front are for Opera San Jose patrons and staff.

Visitors

Up to 2 visitors are welcome in your lesson or to wait for you **quietly** in the room outside of the lesson.