



## Studio Handbook

### My Promises...

I promise to listen and genuinely hear *your* goals. I promise to help you break them down into smaller, more measurable steps. I promise to explain the pedagogical purpose of some of the methods I might use on the road to helping you achieve your goals. I promise to periodically check in with you about your goals. Together, we will redefine your objectives and if/how they may have changed, we will identify and celebrate goals you have achieved, and make any other needed adjustments to our work together. I promise to strive to create an environment of mutual respect and encouragement. I promise to give you honest feedback.

### Your Part...

You promise to be open to trying new things and making mistakes. You promise to have an opinion about how you want something to sound – give yourself the freedom to be the artist. You promise to practice on your own time. You promise to respect yourself and me, always phrasing questions, comments, and concerns in a positive, constructive way. You promise to have realistic goals and be committed to working toward them.

### How will you know you're done with lessons...

The amount of time it takes for you to achieve your goals is different for everyone – achievement depends on the person, the time afforded to work toward the goal, and what the goal is. However, if you commit to attending your scheduled sessions, intentional practice on your own, and taking advantage of the group learning and performance opportunities offered by the studio, you *will* hear progress and gain confidence in your ability. When you can diagnose what you need to work on and can pull the right tools from your tool box to work on it on your own, you might be done with regular lessons. That doesn't mean you have to stop taking them, but it is a good indicator that you can spend more time applying all of the things you have learned (get out there and perform or have fun performing for the enjoyment of it with no "new learning" strings attached). It is my goal for every student that they would have enough musical independence and confidence in their abilities that they can move out of a studio membership level with regular weekly lessons and into the as-needed drop-in sessions.

## Services and Policies...

### Studio Memberships

There are two monthly studio membership levels available.

#### Rising Artist Membership

This membership is designed for emerging artists at the beginning of their musical journey.

Recommended for students with 0 to 3 years' experience. The benefits of this membership level include:

- Weekly one-on-one **40-minute** lesson
- Participation in all studio-sponsored performance opportunities and group learning sessions (up to 4 per calendar year)
- Convenient online scheduling and payment platform
  - Multiple re-scheduling options for missed lessons (see attendance section)
- Periodic Studio Newsletter – important studio announcements, studio blog on relevant topics, and fun tidbits
- Guidance on repertoire choices personalized just for you – bring what you want to work on, but I will curate a list of pieces that have pedagogical value for your needs and ones I just think you'd sound amazing performing
- Acquiring music and resources where needed (accompaniment, backing tracks, and warm up tracks for voice students)
  - Discount subscription to *Appcompanionist*
- Lesson plans that are just for you to be sure we are accomplishing your goals
- Maintenance of online resources
- Learning Incentive Programs
- Semi-annual progress reports and evaluations to formally assess progress and redefine goals
- A teacher who works to stay current with pedagogical discoveries and trends, while also bringing the knowledge acquired through a couple of degrees and more than a couple decades of experience as a teacher and performer. So when I show up for you, it's me at my best!

*This membership is \$220/month*

#### Developing Artist Membership

This membership level is designed for up-and-coming artists already on their musical journey.

Recommended for students with more than 3 years' experience.

Your monthly membership includes all of the services in the Rising Artist Membership package and these additional benefits:

- Weekly one-on-one **60-minute** lessons
- 2, 40-minute bonus coaching sessions per calendar year (scheduled at your request)
  - These are ideal for diving deep into a variety of topics such as acting & emoting, diction, audition prep, performance dos and don'ts, etc. Whatever you need a bit of extra help with before a gig or just because – we'll dive deep into the topic in a bonus session

*This membership is \$320/month*

## Membership Payments

- Monthly membership payments are automatically charged to your credit card on your payment date each month.
- Check or cash payments may be accommodated upon request.

## Membership Attendance

Monthly Studio Memberships include a regular weekly lesson time. I know we will both make every effort to keep our scheduled lesson time, as we are both committed to respecting each other's time and to reaching your goals. But, life happens. So, here's how we will handle missed lessons:

- If the conflict is known about in advance (work travel, doc appointment, etc.), the lesson will be reschedule *before* the missed lesson occurs. You can do this through the student portal on the website. This goes for both of us. If you know you have to miss, please reschedule your lesson at another available time on the calendar. Reach out to me through email or text if you need help.
- If you cancel fewer than 12 hours before your scheduled session, you will not be able to reschedule. This includes cancelations for traffic, meetings that run long, lost track of time, or just plain forgetfulness.
- If you are sick, please don't share your illness with me (and my family). Stay home and get better!
- If inclement weather prevents you from coming to your in-person lesson, we will meet online instead.
- Missed sessions initiated by a student cancellation **may** be made up in one of three formats 1) an in-person lesson 2) a virtual lesson or 3) an asynchronous lesson. In this type of lesson, the student submits a video recording of one of his/her practice sessions (20 minutes in length) and Sarah will send a video message back with feedback and some instruction on what to work on before the next lesson.
- If Sarah needs to cancel outside of planned studio closings, a replacement lesson will be provided either in person or virtual.
- Missed lessons are to be made up within 30 days of the original session date, or that lesson may be forfeited.

## Canceling your membership

If you need to cancel your studio membership at any point, you must provide notice at least 2 weeks prior to your next automatic charge. If you give notice after this 2-week period, your card will be charged for the next month. You are welcome to continue your lessons through the next month. There are no refunds for prepaid services.

## Drop-In Sessions

### Advancing Artist Drop-Ins

This option is for the established artist who may need check-ins or coaching on a specific need or for students with schedules that do not permit regular weekly sessions. Each session is customized to the artist's individual needs. Services may include the following:

- Technique Brush Ups
- Audition Prep
- Performance Coaching/Role Prep
- New Genre Exploration

40-minutes \$65/session  
60-minutes \$95/session

### Drop -In Payments & Attendance

- Payments are made at the time of booking for all Drop-In Sessions and can be made through the website with all major credit cards.
  - Check or Cash payments may be accommodated upon request.
- If you need to reschedule your session, you must do so through the website 12 or more hours in advance of the scheduled session.
- If you cancel fewer than 12 hours before your scheduled session, you will not be able to reschedule. This includes cancellations for traffic, meetings that run long, lost track of time, or just plain forgetfulness.
- If you need to convert your in-person session to an online session, please email Sarah to be invited to an online platform for the lesson.
- True emergencies will be handled on a case-by-case basis. Please contact Sarah directly via email, phone, or text ([sarah@bellamusicadayton.com](mailto:sarah@bellamusicadayton.com) or 937-219-9238)

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## Lesson Day Expectations

### Getting to the studio, where to park and who is invited...

The studio is located at 3845 Polo Trace Court in Bellbrook, OH. When you arrive, you may park either in the driveway or on the street. The studio is located on the lower level of the home, with the studio entrance on the backside. The sidewalk to the studio entrance is located on the left side of the house as you face it. Go through the gate to the lower-level patio entrance.

At your lesson time, you may enter the sliding doors. If I'm finishing up a session, feel free to have a seat and wait either inside or outside on the patio (weather permitting).

If you arrive early, kindly remain in your car or on the patio (weather permitting) until your lesson time. As you know, having an audience for your process can be a little nerve-wracking.

For those students that are under 18, your parent or guardian is ALWAYS welcome to sit in on your lesson. They are not required to be in your lesson, as long as they are here to pick you up on time.

### What you need to bring to lessons...

- Recording device (cell phones work great) – listening back to your session before the next one is *extremely* valuable
  - 3-ring binder with sheet music and assignment sheets
  - Music Books (theory workbooks, current music books, etc.)
  - Water Bottle
  - Vocal students who self-accompany may need to bring their guitar
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### Communication

If you need me – reach out! Here are the ways to get ahold of me and what kind of response time you can expect from me.

Email: [sarah@bellamusicadayton.com](mailto:sarah@bellamusicadayton.com)

Phone: 937-219-9238 (for calling or texting)

*Biz Hours* – I will answer any form of communication within 24 hours of receipt of a message.

I will *not* return messages before 9 AM or after 8 PM. However, if I have a few minutes outside of these “office hours” and can get to you sooner, I will.

*Methods* – You will receive a reminder email from the scheduling and payment software 24 hours before your scheduled lesson as a courtesy.

You will receive an email from the scheduling and payment system if there are any updates required to your payment method.

I will communicate with you via email, text, and phone. If you never check one of these methods or prefer I not use it, please let me know.

*Studio Newsletter* – You will receive a bi-monthly studio newsletter in your email inbox. This is a good reference for upcoming performance dates, studio closures, etc. It’s also a great way to stay informed about studio happenings and to keep up with my blog on a variety of musical topics.

*The Socials* – There is a public Facebook page and a private studio FB Group. There is also a studio Instagram page. Follow us! Events will be created on the FB page.

FB: Bella Musica Dayton

FB Group: Bella Musica Studio Members

Insta: Bella Musica Dayton

## FAQ's

### 1. What if the month has 5 weeks in it? How might that effect the schedule and payments?

That's okay! In months where there are 5 lesson weeks, your fee remains the same. I've done all the math for you to keep your monthly payment equalized for easier budgeting. Your tuition installment will be charged to your credit card on the same date each month.

### 2. What about studio closures?

The studio calendar does function like a "school calendar," because that is my phase of life. (I have three kids at home, folks.) If the studio is closed on your lesson day, it is accounted for later on in the calendar year. (I plan ahead.) For example, you come on Mondays for your lesson but the studio is closed for Labor Day. Don't panic! Enjoy your day off, and I will see you the Monday of the week of Thanksgiving while all the Tuesday – Friday students are off that week. It will all work out. I'm happy to talk it over with you if you have specific questions.

### 3. Can I put my studio membership on hold?

If you know you will need to stop taking regular lessons for three or more weeks, you will need to cancel your membership. (See the "canceling your membership" section.) You may reactivate your membership when you are ready to resume lessons. Just email Sarah at [sarah@bellamusicadayton.com](mailto:sarah@bellamusicadayton.com) to get set up again.

If you cancel your membership, your lesson slot will not be held for you until you return. Therefore, you may need to select a new lesson day/time when you resume lessons.

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## Special Considerations

### Summer Months (mainly June and July)

Because the studio calendar does function on a "school calendar," you can expect a slight increase in studio closures during the months of June and July. However, you can also expect some additional openings (like some later afternoons and evenings) that are not available from August – May.

All regular studio memberships will be placed on hold for June and July. Students who wish to continue will pick the summer lesson package that works best for them instead. Summer Membership information will be available and distributed by the end of April annually.

### Multi-Student Discount

Families who have more than one student in lessons will receive a 10% discount for each additional student.



## Signature Page

### Studio Member Agreement

I, \_\_\_\_\_, have received a copy of the Studio Handbook and have read, understand, and agree to the policies and promises detailed in the document.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Media Release

I agree that photos or videos of me/my child may be used for Bella Musica promotion in print and online (including the company website and social media sites). I further agree that the photographs may be edited before use and that appearance in the photos confers on me, and/or my child, no ownership rights. I release Bella Musica, its employees and agents from all liability for any claims by me, my child, or any third party in connection with my participation, and that of my child, in photos/videos. I also give permission to use my first name and last initial where applicable along with the photo/video.

- ☐ YES, I agree that I can be recorded/photographed/videoed and that Bella Musica may use this for my educational purposes, studio marketing, and continuing education for other teachers (also known as "Open Studio")
- ☐ NO, thank you
- ☐ It depends, please ask on a case-by-case basis.

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Signature (Responsible Party)

\_\_\_\_\_  
Date