



# MS. CAYCE MURPHY

## VOICE TEACHER

(she/her/hers)

+1 (304) 747-8840 | caycemurphymusic@gmail.com | www.caycemurphy.com

### Ms. Murphy's Music Studio Policies and Agreement

#### Voice Lesson Rates

30 minute lesson \$25

45 minute lesson \$35

1 hour lesson \$40

**TRIAL LESSONS ARE FREE!** If student desires to continue taking lessons, duration/cost will then be discussed on an individual basis.

All first time students will be given a 5% discount, which will be applied to the total price owed for first month of voice lessons.

#### Payments

Payments for voice lessons are due at or prior to each scheduled meeting. They may be made by cash, check, or Venmo (@CayceMurphy) and in any increment (weekly, monthly, etc.) the client wishes. Please make checks out to [ADDRESS].

\*A statement will be sent to clients at the end of each month via email or text, depending on preferred communication style, listing remaining balance toward payments. It is encouraged that these are made by the end of each month/beginning of the next.

#### Supplies

It is highly encouraged for student to come to lessons with a 3-ring binder for music, water, pencil/writing utensil for voice lessons. Sheet music and supplemental materials will be distributed for each student dependent on the repertoire they are studying/concepts they are learning. At times, I will recommend resources to students based upon their lessons- these are entirely optional for purchase.

Because of copyright, it is advised students utilize sheet music solely for the purposes of voice lessons and not for distribution elsewhere unless given permission.

#### Cancellations

I am flexible regarding missed or rescheduled lessons. However, if a student has to miss/reschedule frequently, I reserve the right to terminate lessons if I believe they are not frequent enough to be productive. Please let me know in advance of a missed lesson—the full lesson fee will be charged for no-shows or lessons cancelled with less than 24 hours' notice. In case of emergencies, I may make exceptions.

If I have to cancel or reschedule a lesson for any reason, I will do my best to let you know as far ahead of time as possible. Makeup lessons may be offered at my discretion. If you have already paid me for the cancelled lesson, I will give you a full refund or apply the payment to another lesson. I reserve the right to terminate lessons with a student at any time and for any reason.

Students may take a break from lessons over the summer, but I cannot guarantee that you will be able to keep the same lesson slot in the fall. If you request that it be reserved for you, I will do my best to keep it available.



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### Behavior during Lessons

While in a lesson, **students** are expected to:

Come into the learning space with an open mind, ready to work, display politeness and attentiveness, put away any items that may serve as a distraction, respect the shared space.

If a student is misbehaving repeatedly during a lesson, I may stop the lesson and request that the student come again with a better attitude next time. In this case, no refund will be given.

Friends or family members of the student are welcome to sit in on lessons, provided they are quiet and respectful. I reserve the right to ask disruptive/disrespectful guests to leave.

When sitting in on a lesson, **guests** are expected to:

Be polite, quiet, and respectful, respect the home (it is a home, not a public building), not interrupt the lesson needlessly (when possible, save your questions for the end of the lesson).

I am not responsible for any accidents, injuries, or damage to personal property that happens on my premises.

**Please be on time for your lesson—if you are late, your lesson will still end on time.**

### Expectations Outside of Lessons

Practice makes progress! Students must practice regularly in order to maximize on their fullest potential. Though I do not require any set practice time, I highly recommend that students practice daily for a fixed amount of time. The more positive and encouraging guardians are about regular practice, the more the student will gain from lessons.

**Students will often be encouraged to record their lessons through voice memos to refer to previous learned concepts at a later time, these will serve as independent practice tools. However, if at any point student has any questions regarding prior lessons, I am available to provide answers to fill the blank spaces.**

### Social Media

Ms. Murphy takes great pride in the accomplishments of her students as they progress throughout voice lessons, and in their extra-curricular involvement related to/outside of music that comes as a byproduct of their music education. She will often post said events, as well as content from voice lessons to highlight students and promote the business as a whole.

A social media contract can be found on the subsequent pages. Signing off on whether permission is given or not will not adversely impact the quality of lessons from students.

### Miscellaneous

I may update this policy at any time without notification.

If any part of this policy is found to be invalid, the remainder of the policy remains in effect.

If there are any concerns, please feel free to reach out to me using the contact information above.



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#### STUDIO POLICY AGREEMENT

I have read this policy in full. I agree with all provisions and will make lesson payments as described.

I hereby release \_\_\_\_\_ and her relatives of any legal complaints I may have regarding lessons, and I take full responsibility for any damage or injury occurring on her property or as a result of taking music lessons.

Student's signature Date Student's name (please print)

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Student's signature Date Student's name (please print)

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Parent's signature (if student is under 18) Date Parent's name (please print)

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### Social Media Consent Form

I am sending you this consent form to both inform you and to request permission for video/photo/image and personally identifiable information to be published on Ms. Murphy's Facebook page, Instagram page, website, or other social media outlets and publications. This also includes student testimonials. As you are aware, there are potential dangers associated with the posting of personally identifiable information on a web site since global access to the Internet does not allow us to control who may access such information. These dangers have always existed; however, I as a voice teacher and music educator do want to celebrate you/your child and their work. The law requires that we ask for your permission to use information about your child. Pursuant to law, we will not release any personally identifiable information without prior written consent from you as student/parent/guardian. Personally identifiable information may include student names, video, photo or image, student affiliated organizations. If you, as the student/parent/guardian, wish to rescind this agreement, you may do so at any time.

### Check one of the following choices:

- I/We **GRANT** permission for video/photo/image that includes student without any other personal identifiers to be published on Ms. Murphy's Facebook page, Instagram page, website, or other social media outlets and publications.
- I/We **GRANT** permission for student's video/photo/image with other personal identifiers to be published on Ms. Murphy's Facebook page, Instagram page, website, or other social media outlets and publications.
- I/We **DO NOT GRANT** permission for video/photos/images that include this student to be published on the congregation's website, newsletter, bulletin, Facebook page, or other social media outlets and publications.

Student's signature Date Student's name (please print)

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Student's signature Date Student's name (please print)

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Parent's signature (if student is under 18) Date Parent's name (please print)

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