



## **Private Voice Lessons**

### **Watertown Children's Theatre Program Policies**

Private voice lessons are held in-person or online via Zoom. Private lessons are open to students from Grade 4-Adult. Lessons are 30 minutes in length – 8th grade students or older may be able to schedule 1-hour lessons, at the discretion of the instructor and on a space available basis.

#### **Registration**

Each student's online registration form and tuition payment must be completed by the stated registration deadline in order to guarantee his/her slot. If registration and payment, or alternate arrangements, have not been made by that deadline, we reserve the right to offer the slot to someone on the wait list.

#### **School-Year Voice**

Students are permitted to keep their assigned slots only if they continue to register in consecutive terms\*. As a result, new slots only become available at the transition between semesters when/if any ongoing students decide not to continue. People who are interested in having voice lessons with WCT are kept on a wait list and will be notified as spaces become available.

\* Continuing student status does not extend to new students registering for summer session.

#### **Summer Voice**

Summer voice lessons are a separate program, and not continuous with the school-year voice program. Registration in summer session does not confer continuing student status for school-year voice lessons. Scheduling of summer lessons is assigned on a First Come First Served basis. There are no make-up lessons or pro-rating; students may enroll in more than one summer session on a space available basis; lessons are 30 minutes in length.

#### **General Policies**

Each student is responsible for bringing her/his music and a pencil in a folder to EVERY LESSON. This is important to their growth as a singer! For vocal health, please remember to bring a room temperature water-bottle. Students must arrive promptly for scheduled lessons. Each lesson will end at the scheduled time, so as to not delay the next student's lesson. We encourage parents to meet briefly with their child's teacher in either the first or second week of lessons. It is helpful to both the student and parent/guardian to understand what is expected of every student at the beginning of each session. *New students: please bring a short song of your choice for the first lesson.*

**Absences**

Please regard your scheduled lesson time as a serious commitment. If, due to unavoidable circumstances a lesson must be missed, please give at least 24-hour notice (by noon of the lesson day in cases of illness) by sending an email to your student's instructor: Susan Davies, [susanvoice.wct@gmail.com](mailto:susanvoice.wct@gmail.com). *We only guarantee one make-up lesson*, and only in cases of adequate advance notice or illness. Exceptions will not be made to this cancellation policy. See below, Make-up Lessons/Lesson Swaps.

**Make-up Lessons/Lesson Swaps**

In the event a student cannot make a scheduled lesson, WCT encourages participants to arrange lesson swaps with other voice students. Participants are asked to authorize sharing of contact information with other voice families in order to facilitate lesson swaps between students. WCT does not coordinate lesson swaps - this is the responsibility of participant families. If you arrange a swap, please be sure to send a notification to your student's instructor, Susan Davies, [susanvoice.wct@gmail.com](mailto:susanvoice.wct@gmail.com) so she will know who to expect. All lesson swaps must be completed within the session and may not be carried over to a subsequent session.

Due to space and schedule constraints, additional make-up lessons are subject to availability and will be at the instructor's discretion.

**Lesson Cancellations**

In the event that WCT must cancel lessons due to instructor illness, Zoom outage, or other circumstances, lessons missed on this day will be rescheduled (subject to availability). When possible, the instructor will make every attempt to contact you at least 24 hours in advance to cancel and/or reschedule. If you are uncertain if lessons have been cancelled, please call the office at 617-926- ARTS (2787) for announcements or visit the Mosesian Center for the Arts website.

**Observing Lessons**

It is our experience that children do their best when unaccompanied, and with this in mind we ask that family members not join participants for lessons. All of our programming is participatory, and observation by non-participants can be inhibiting. We know this can be difficult when everyone is working from home and often sharing space, so we ask that families do their best to provide a space for participants to engage without other family members present if possible. Thank you for your cooperation.