

East End Performing Arts Private Lesson Policies & Procedures

Lesson Format and Logistics

1. Lessons will take place **in person for those who are up to date on Covid 19 vaccinations (proof of vaccination required,) OR online.** You will pick **one option.**
2. Lessons are offered in two lengths: 30 minutes (\$219 per 8 week session) and 45 minutes (\$289 per eight week session.) Seven of the eight lessons are one on one, and the eighth lesson of each session is a Studio Class, where students of similar ages play games, perform for one another, and participate in other arts-related activities.
3. Students are expected to be prompt for both arrival and departure from lessons, regardless of the format. **If you are more than 10 minutes late, you forfeit your lesson.**
4. **Three lates or no-shows within an academic year are grounds for removal from EEPA.** A 'no-show' is any of the following: failure to arrive for your lesson within 10 minutes of it's scheduled start time, failure to the instructor *prior* to your lesson start time that you will not be attending. Should the instructor call/text the student(s)/parent(s) inquiring about the student(s) whereabouts (usually sent 5 minutes into the lesson) and a response is given, this still counts as a no-show.
5. Tuition will not be refunded for those removed from the studio for any policy violations.
6. Any student who is picked up more than 10 minutes late from their lesson will be charged \$10 for each 10 minute interval that they are left past their lesson end time.
7. **There are no make up lessons.** In the case of a missed lesson a student may:
 - Record one at home practice session each week. If you must miss a lesson, you will submit this recording to receive written and/or video feedback from the instructor.
 - Use the swap list, and trade lesson times with another student. Please be sure to give at least 48 hours notice to anyone you ask to swap lessons with. I

suggest you use this list for absences you know of in advance, such as for travel or school conflicts.

- Lessons cancelled by the instructor will be made up, or a credit for the upcoming session will be given. The student will also have the option to submit a practice recording for written and/or video feedback, as above.
8. [Attendance at the Studio Class \(in the final week of each session\) for your age group is mandatory.](#)
 9. You are too sick for [an person lesson](#) if, on the day of your lesson:
 - You did not attend school/after-school activities, or were sent home sick from school/school activities
 - You have not been on antibiotics/anti-viral medications for at least 48 hours on the day of your lesson (*this excludes Covid 19 infections - see Health and Safety Considerations below.*)
 - Voice students should also cancel if they have **persistent coughing jags triggered by speaking or singing**, or if they have noticed **hoarseness** in their voice the day of their lesson. [Hoarseness is a sign of swelling in the vocal folds and larynx, which will only be helped by vocal rest.](#) Singing and speaking will only worsen and prolong these symptoms.

Health and Safety Considerations Related to Covid 19

If the instructor, an in person student, or anyone in the household, is under quarantine/isolation, the lesson(s) will take place online for the duration of that order. If an in person student encounters **any of the following situations within 5 days of their lesson, the lesson will be moved online.** The same will apply to the instructor. If the student/instructor:

- had [direct contact](#) with a person diagnosed with, or has a suspected case of Covid-19
- Is exhibiting [any signs](#) of illness or experiencing symptoms that you are not your baseline allergy/asthma symptoms.

Only students will be permitted inside the residence, and will be admitted at the time of their lesson. Other family members may wait in the car, in the picnic bench area of the upper lot, or on Jamie's patio. You may not wait inside the apartment.

All in person students will wear masks correctly (over their nose and mouth/chin,) as will the instructor, for the duration of their lesson, while **Allegheny County is at a level of medium Covid 19 community spread or above.**

For your protection, and those of others in the studio, it is suggested that you wear the following for your lessons:

- A KN95 or N95 mask
- A 2 ply surgical mask (a disposable mask) with a reusable, cloth mask over top.

This recommendation is based on studies from the University of Arizona Aerosol Lab study and articles from the Journal of Singing, both studies/publications geared towards musicians and their unique needs.

As I did pre-pandemic, the keyboard, bench and music stands will be wiped down with appropriate disinfectant between students. An air purifier will run in the studio to promote air exchange. The instructor will attempt to maintain a distance of at least 3 feet from the student in piano or theory lessons, and at least 6 feet in voice lessons.

Family & Student Responsibilities

1. Each **Voice student must record their lesson**, so that they may accurately hear the sounds they make and continue to progress at home as they listen/sing along. **Piano students** may wish to make a **video recording** of troublesome passages as we work on the in your lesson. NOTE that simply using the video function of your device's camera produces an extremely large file that will quickly deplete your battery as you record AND take up far more memory than any of the options outlined below.

In person students may record using:

- the Voice Memo app built into their smart device
- Download the free app Voice Recorder Pro (available for both Apple and Android)
- A digital voice recorder with playback ability, such as this one.
- Open Zoom and record an audio only file.

Online students should record their lesson to their device or to the cloud in one of the following ways:

- Record via Zoom either locally to their device (only available on a laptop/desktop computer.)
 - Take a screen recording.
2. Each student and their family will be emailed a link to their online notebook. **It is your responsibility to bookmark this link and check it for updates** on your assignments and progress through each lesson.
3. Each student will purchase and bring to each lesson necessary materials. These include:
- A three-ring notebook, to hold copies of individual pieces of sheet music
 - Any lesson books that you are assigned to purchase (for piano students, this will be the Piano Pronto series, and supplemental music according to your tastes.)
 - Copies of individual pieces of sheet music
 - Water bottle (especially for singers)
 - Pencils and erasers
4. **Online students will have the smoothest and fullest experience for their lessons if:**
- They participate in their lesson from a **desktop or laptop computer rather than a tablet or phone** (the microphones in the latter two devices are not sensitive enough to pick up the full range of sounds made by the human voice or piano. The exception to this seems to be Apple laptops and desktops.)
 - Using a Windows machine, they plug in **an external microphone** such as the [Blue Snowball](#) (Jamie uses this) or the [FiFine USB mic](#). A USB mic plugs into your computer and requires no other apps/programs, etc.
 - If students must use a cell phone or tablet, it is suggested that you buy a tripod, [tablet/cellphone stand](#) or [holder for the cell phone](#). That way, signers are not looking down (creating bad posture) and pianists will be able to show the teacher more of their body and hands throughout the lesson.

NOTE: Jamie personally owns and uses the linked accessories, or another trusted resource has recommended them.

Important Dates and Billing

EEPA operates on a quarterly system. You will be billed for your classes/lessons four times over the course of the academic year (September - May.) Lesson/class content is still designed to be take year round. Each quarter consists of 8 weeks of lessons, with a week off in between each new quarter. There will be no refunds after your first class of the quarter.

Each EEPA family will make an account with Square and keep a credit/debit card of their choice on file. The tuition amount will be automatically debited on the dates below.

Session One: 9/11/22 - 10/28/22

- Studio class 5th - 8th grades: Sunday 10/30/22 1:30 - 3:00 PM
- Studio class 9th - 12th grades Sunday 10/30/22 3:30 - 5:00 PM
- Auto Pay Date: Upon Confirmation of Fall Lesson

Session Two: 11/13/22 - 1/28/23

- Studio class 5th - 8th grades: Sunday 1/22/23 1:30 - 3:00 PM
- Studio class 9th - 12th grades: Sunday 1/22/23 3:30 - 5:00 PM
- Auto Pay Date: 10/31/22

Session Three: 2/5/23 - 3/31/23

- Studio class 5th - 8th grades: Sunday 3/26/23 1:30 - 3:00 PM
- Studio class 9th - 12th grades: Sunday 3/26/22 3:30 - 5:00 PM
- Auto Pay Date: 1/23/23

Session Four: 4/10/23 - 6/2/23

- Showcase (in place of studio class:) Saturday 5/20/22 or Sunday 5/21/23
- Auto Pay Date: 3/27/23