



# LANC E ARTS

PIANO & VOCAL LESSONS

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## STUDIO INFORMATION, POLICIES & ENROLLMENT CONTRACT

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### Lance Arts, LLC

Located at:

West Edge Music Lesson Studios

921 South Cornwell

Yukon, OK 73099

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### Welcome to Lance Arts!

Whether you're just beginning your musical journey or looking to refine your technique, we are committed to providing high quality piano and voice instruction in an environment that is professional and supportive. Our instructors come from a variety of music backgrounds, training, and experiences, and are dedicated to catering their instruction to the needs of each individual student. We hope to connect you with a teacher that can help you meet your music goals!

To ensure a smooth start for everybody, we have established the following studio policies. Please review our policies carefully before enrolling, and feel free to reach out with any questions. These guidelines help maintain a respectful, organized, and professional learning space, allowing us to focus on why you're here— your love for music!

## STUDIO ENROLLMENT & TUITION

We charge a flat tuition rate of \$120 per month of enrollment. Tuition covers the cost of retaining your 30-minute lesson time slot each week, and **does not** cover a specific number of lessons in a month. We follow a studio calendar which implements regular breaks and holidays, similarly to a school calendar, and is updated annually. For this reason, you may receive as many as 5 or as little as 3 lessons in a given month. Tuition will be prorated for students enrolling after the first week of the month.

Tuition is due by or before your first scheduled lesson of the month. If you must reschedule your first lesson of the month, or if your normally scheduled lesson time falls during a holiday or break, please plan ahead to have payment turned in on-time. A \$20 late fee will be applied to any payments received after the 10th of each month. We accept virtual payments through Venmo (@Sarah-Lance), as well as cash or check (made out to “Lance Arts”, **NOT** “West Edge”). Please turn these payments in to your teacher in the provided envelopes found in our front waiting area.

## CANCELLATIONS & RESCHEDULING

When signing up for voice or piano lessons, you are reserving a specific time to meet for instruction. It is your responsibility to make sure the time you have agreed upon is one that regularly works with your work, school, or activity schedule. However, we do understand that there will be conflicts that interrupt our routine from time to time! We simply ask that you let us know as early as possible if you will be needing to reschedule. While makeup lessons **are not guaranteed**, all teachers will do their best to accommodate by offering alternate times to make-up your scheduled lesson upon your request. When a lesson is rescheduled, it is your responsibility to make it to the rescheduled lesson time. **We will not reschedule no-shows or lessons that are cancelled with less than 24-hours-notice (including make-up lessons).**

In the event that your teacher has a lesson conflict, they may either have a substitute instructor teach in their place or offer alternate lesson times to make up the missed lesson.

## DROPPING FROM THE STUDIO

While we hate to see you go, we understand that voice or piano lessons are not always the right fit for every student, or that it might not be the right time to continue instruction. If you decide to withdraw, we ask for at least two weeks’ notice before your next tuition payment is due. **You are financially responsible for covering two weeks’ tuition (\$60) without proper notice.**

## STUDENT EXPECTATIONS

Progress in piano or voice requires consistent practice and exposure to the repertoire. While we are confident that you will walk away from lessons with the necessary knowledge and tools for growth, that growth simply will not happen without routine practice between lessons.

Teachers are happy to assist in developing a practice plan that works for each student, but it is ultimately up to the student to incorporate a practice routine into their schedule. Consistent failure to practice or lack of preparation for lessons could result in studio probation or dismissal.

## EQUIPMENT & MATERIAL REQUIREMENTS

Piano students are required to have access to an electric keyboard or acoustic piano with 88 weighted keys and damper pedal at home before enrolling in private lessons. They will also be required to purchase a set of curriculum selected by your instructor as well as a spiral-bound notebook in which to keep up with practice assignments and progress.

Vocal students are required to have a 3-ring binder in which to keep sheet music and lyrics. Your instructor may also request a notebook in which to keep practice notes. Access to streamed music (Spotify, Apple Music, Youtube, etc.) at home is also recommended.

Please direct any questions concerning material requirements, requests, and recommendations to your private instructor.

## RECITALS

Our studio is proud to offer two recital opportunities annually—one in May and one in December, on a Saturday. Recitals are free to participate for any enrolled student but are not mandatory. Sign-ups are posted 3 weeks before each recital date and offer several morning and afternoon time options. Please discuss participation in recitals with your instructor prior to signing up.

## STUDIO BREAKS & HOLIDAYS

The studio is CLOSED during the following breaks and holidays; see this year's calendar for exact dates! *NOTE: Each instructor also gets one week of summer vacation of their choosing.*

MARCH: Spring Break

MAY: Memorial Day

JULY: Independence Day

OCTOBER: Fall Break

NOVEMBER: Thanksgiving Break

DECEMBER: Winter Break

## STUDIO RULES & ETIQUETTE

- **Do not leave small children unattended.** Guardians and students are welcome to wait in one of our seating areas.
- No one is allowed in individual studio rooms without the teacher present.
- Out of respect for our instructors and students, please keep talking and wandering the studio hall to a minimum, and refrain from watching or listening to devices without headphones. We recommend bringing quiet activities for young children to do while waiting.
- **Absolutely no food or drinks are permitted in the studio.** Water is permitted with a secure lid.
- Please do not move studio furniture or supplies.
- Our restroom is located all the way down the hall in the back room and is available for your convenience. Please help us maintain a clean space by reporting anything out of order or in need of attention to your instructor.

## CONTACT

Please reach out with any questions or concerns you may have!

**Sarah Lance, Studio Director**

slancetheheart@gmail.com

(405) 408 0496

## STUDENT ENROLLMENT INFORMATION & AGREEMENT

|                                                                                             |                |
|---------------------------------------------------------------------------------------------|----------------|
| Student Name:                                                                               | Date of Birth: |
| Enrolling in: <input type="checkbox"/> PIANO LESSONS <input type="checkbox"/> VOICE LESSONS |                |
| Guardian Name:                                                                              | Phone Number:  |
| Email:                                                                                      |                |
| Emergency Contact:                                                                          | Phone Number:  |

By enrolling in lessons at Lance Arts Piano & Vocal Lessons, you agree to abide by the studio's policies and rules. These are subject to change with prior notice.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## STUDIO LIABILITY WAIVER

By enrolling in lessons at Lance Arts, LLC., the student (or parent/guardian, if the student is a minor) acknowledges and agrees to the following:

1. Assumption of Risk – Participation in voice and piano lessons, including but not limited to vocal exercises, piano playing, and related activities, carries inherent risks of physical strain, injury, or vocal fatigue. The student voluntarily assumes all risks associated with participation.
2. Release of Liability – Lance Arts and its instructors shall not be held liable for any injuries, illnesses, vocal strain, or damages resulting from lesson participation, including but not limited to physical exertion, vocal misuse, or improper technique.
3. Property Damage – The student (or parent/guardian) is responsible for any damage caused to studio equipment, including pianos, music stands, furniture, music repertoire, and other materials, due to negligence or misuse.
4. Medical Treatment – In the event of an emergency, Lance Arts may seek medical attention for the student if deemed necessary. The studio assumes no responsibility for medical costs incurred.
5. Personal Belongings – Lance Arts is not responsible for lost, stolen, or damaged personal items brought to lessons.
6. Minor Supervision – Lance Arts is not responsible for supervising unattended minors.

By signing below, the student (or parent/guardian) acknowledges that they have read, understood, and agreed to the terms of this liability waiver.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(full name of student/guardian)