



Dear Students,

Thank you so much for letting the JCC and JCompany be a part of your improvement as a voice student. To better run our program, the JCC will be overseeing several new policies this year, including standardized lesson payments and a new payment system. Thank you!

**2017-2018 Private Lesson Program Policies**

**Please pay for your lessons through the front desk**

- Instructors will no longer be processing private lesson payments in the studio or JCompany Office. When you arrive for your lesson, you must stop by the front desk to pay for your lesson and/or check in for a pre-paid lesson (see below).
- The front desk will be able to help you with all payments: credit card, cash, or check. All students will have an “account” and pre-paying for lessons is now welcome and accepted!

**New Lesson Payment Scale**

- The following JCC voice lesson price structure will become effective as of **September 1, 2017**.

Private Voice Lesson Price Structure	Standard Lesson Rate	JCC Member Rate JCo Cast Member Rate (20% Discount)
30 minute lesson	\$54	\$45
45 minute lesson	\$72	\$60
60 minute lesson	\$90	\$75
90 minute lesson	\$135	\$110

**Definition of JCC Member Rate & JCo Cast Member Rate**

- Anyone who is a member (any level) of the JCC
- Anyone who takes regular CORE classes of JCompany
- Anyone who is a “Cast Member” of JCompany and has been in at least 1 mainstage show in the past year
- Anyone who is a family member of someone in the above categories.

### **Pre-Pay Lesson Plans**

- You may now choose to pre-pay for up to 8 lessons at a time.
- Be sure to check in at the front desk when you arrive for your lesson and let them know you have prepaid for your lesson.

<b>8 Lesson Pre-Pay Plans</b>	<b>Standard Lesson Rate</b>	<b>JCC Member Rate JCo Cast Member Rate (20% Discount)</b>
<b>30 minute lesson</b>	\$432	\$360
<b>45 minute lesson</b>	\$576	\$480
<b>60 minute lesson</b>	\$720	\$600
<b>90 minute lesson</b>	\$1,080	\$880

*\*All other policies, cancellation policies and rules are still in effect for the voice studio\**

**THANK YOU!**

# JCompany Youth Theatre Private Lesson Policies

Thank you for your interest in JCompany Private Lessons! JCompany Youth Theatre is committed to providing the very best in youth theatre education. Our private instructors are well qualified and work with students of every age, from 7 to 107!

We believe in regular process and practice. The best way to improve in any area is through ongoing instruction on a regular basis. Especially when preparing for an audition, please be sure to allow for more than one private lesson. This will ensure that students receive maximum effect and have proper time to practice and prepare, both with their private instructor and on their own at home. Thank you!

## SCHEDULING STUDENT LESSONS

If you are interested in scheduling private lessons for your student, please feel free to check out our list of talented private instructors in our JCompany Hallway and online at: <http://www.jcompanysd.org>.

To receive specific rate and contact information for one of our private instructors, please feel free to contact JCompany Administration at: [jcompany@lfjcc.org](mailto:jcompany@lfjcc.org). Rates & availability vary from instructor to instructor. Rates typically start at \$1 per minute and range higher based on instructor credentials and experience. Private lessons offered are typically 30-minute, 45-minute, and/or 60-minute sessions. JCompany encourages parents to communicate directly with instructors when scheduling private lessons. To receive contact information for the instructor of your choice, please contact JCompany Administration at: [jcompany@lfjcc.org](mailto:jcompany@lfjcc.org).

## OBSERVING STUDENT LESSONS

For privacy and focus reasons, only students are allowed to come into the studio during lessons.

**Unfortunately, no parents and/or families members are allowed to come sit in during lessons.** Only students and siblings who are taking lessons as a group may be in the studio during a lesson. **Parents may sit and observe for their child's first session to see how our instructors conduct lessons.**

Parents are always welcome to sit outside the studio to listen in on progress and enjoy! Our coffee shop, The Bean, is located down the hall for your use during private lessons, as well. ☺

## MATERIALS NEEDED

Students receiving private instruction will need a 3-ring binder to hold and store all sheet music given to them during lessons. **They are expected to bring this binder to each private lesson.** We have an extensive Musical Theater library in our studio, and we are proud to provide music for each lesson. However, if there is a specific song you request that JCompany does not have, our instructors may charge students a nominal fee to acquire that sheet music for the student. Parents will always be consulted before this additional music is acquired for their student.

## PAYMENT POLICIES

Payments can be made by cash, check or credit card. **ALL CHECKS MUST BE MADE OUT TO SDCJC.** For credit card payments, please see the instructor at your first lesson for a form and they will charge your card per lesson. Lessons must be paid at the time of each lesson.

## INSTRUCTOR CANCELLATION POLICY

You must notify your instructor directly and immediately if you need to cancel or reschedule your private lesson. A minimum notice of 24 hours is required for cancelling or rescheduling any private lesson, or you will be charged the full amount of your scheduled lesson. **EXCEPTION:** If your child should become ill that day or you have a family emergency, please contact your instructor as soon as possible. Please do not bring your child to the studio if they are sick. **ALL NO-CALLS & NO-SHOWS WILL BE CHARGED.**

## PRACTICE POLICIES

When students begin taking private lessons, weekly practice is expected and required. Our private instructors expect a minimum of 15-30 minutes of practice, 5 days a week, depending on student age and repertoire. This ensures our students progress with their studies and receive maximum benefits from private lessons. If our private instructors feel their students are not practicing, they will notify parents in hopes of improving student practice skills and habits. If no improvements are made, private instructors reserve the right to suspend lessons until students feel better prepared to take on this type of independent work.