

Lesson Registration Checklist

- Review** with your student:
 - PISD lesson guidelines
 - Mr. Thompson's lesson policy

- Fill out** and **sign** the attached form
- Return** the form to your choir director

- Sign up** for Mr. Thompson's studio online at www.nathaniel-thompson.com/Registration

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Pearland ISD
Private Lesson Program
Guidelines for Participation

Private lessons are offered as enrichment to classroom instruction and are designed to utilize the broad scope of characteristic literature available for every instrument, voice, or medium. Rather than stress the singular goal of competition preparation, the emphasis instead is on nurturing the independent thinking and individual skills critical to the development of the maturing performer or artist. The focus is on acquiring refined levels of proficiency in tandem with the attainment of an advanced sense of instinct and interpretation.

Participation

Private lessons are optional unless a student has been issued a school owned instrument. Private lessons are an expectation of students who are utilizing school owned instruments.

For all students, private lessons can be a great asset to their artistic and performance ability. Private lessons are highly recommended for any student who wishes to make faster progress and gain more enjoyment from the arts.

Enrollment

A student who desires to participate in the private lesson program must complete the registration and parental approval form.

Lesson Times and Location:

Upon completion of the enrollment form, students will be assigned a private lesson instructor and lesson time. Please note:

- The program director of each school, in cooperation with the private lesson instructor, will schedule lessons for the students who desire to participate.
- The day to which a student is assigned depends upon the availability of the private lesson instructor.
- Student preferences as to time assignments are accepted whenever possible.
- Junior high and middle school students are often scheduled after school as early as possible.
- Lessons occur weekly and should be taught in person.
- Virtual lessons will be considered on a case by case basis by the program director. For safety reasons, all virtual lessons should be recorded. It's appropriate for the lesson teacher to instruct the student to record the lesson.

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Student's Responsibility to the Private Lesson Instructor

Once a student is enrolled, they will be assigned a private lesson instructor. Upon beginning their lessons, students should:

- Provide the private lesson instructor with the following:
 1. Name
 2. Telephone number
 3. Additional contact information such as email.
- Prepare for each lesson.
- Practice at least 30 minutes per day on their lesson assignment.
- Be 10-15 minutes early for every lesson in order to warm-up properly.
- Record the private lesson instructor's contact information.
- Follow attendance policy.
- Provide documentation and exhibit evidence of practice.
- Supply materials required by instructor. The materials are typically low cost and are the responsibility of the student. Such materials may include method books, specialized supplies, solos, etc....
- Participate in all activities required as a condition of study

Private Lesson Instructor's Responsibility to the Student

- Provide student a quality private lesson which contributes positively to the development and continual improvement of the student as a musician, performer, or artist.
- Instill an appreciation for the arts
- Cultivate the desire to make participation in the fine arts a lifelong activity.
- Exhibit professional characteristics and demeanor in attitude, appearance, behavior and responsibility in every activity germane to private lesson instruction.
- Provide students with contact information

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Financial Considerations

1. Payment is to be made directly from the student to the private lesson instructor.
2. Payment schedules and payment policies will be established by each private lesson instructor and communicated to the students they teach.
3. Lessons are provided weekly and payment is expected accordingly.
4. Payments are to be made on the due date set by the private lesson instructors.
5. Checks are to be made payable to the individual private lesson instructors.
6. Personnel holding a music degree or higher may charge \$30.00 / half hour lesson. Personnel not holding a music degree may charge \$25.00 / half hour lesson. The rate is the same whether the lesson is taught virtually or in person.
7. Private lesson instructors that wish to provide services beyond private lessons will need to become an approved vendor. Please follow this link to begin the process to become a PISD approved vendor. <https://pearlandisd.ionwave.net/Login.aspx>

Absences:

Only excused absences listed below are acceptable. If, for any reason, the necessity for an absence occurs, the private teacher must be notified at least 24 hours prior to the time of the lesson. This is so the teacher has an opportunity to adjust his/her schedule. **Failure to notify the private lesson instructor promptly will result in failure to rearrange the schedule and full payment for the lesson will be due.** This is the reason to record the private teacher's phone number and contact information. **Please do not call the band hall to leave messages for the instructors. It is the student or parent's responsibility to make direct contact with the instructor 24 hours in advance in order not to be charged!**

Excused Absences:

1. Student illness
2. Emergencies of a serious nature (death or serious family illness)
3. Summer vacation

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4. Other absences approved by the private lesson instructor at least 24 hours in advance

Tardies:

Private lessons are typically scheduled every 30 minutes and time schedules must be adhered to. Students who are late will only receive the remaining time allotted to him/her and will be charged for a full 30-minute lesson.

Lesson Termination / Dropping

A teacher may drop a student for the following reasons:

1. Failure to pay private lesson fees.
2. Failure to make progress in the way the private lesson instructor and the band directors believe him/her to be capable.
3. Frequent unexcused absences.

Students may terminate private lessons at anytime. However, they should discuss the matter with their director first. **Upon reaching a final decision to drop, the student should notify his private lesson instructor and their band director one week before his/her lesson.**

Written Notice Required

Termination of lessons by the student, private lesson instructor, or school program director will be accomplished by written notice only. **Notice is to be provided at least 5 school days prior to the next lesson or payment is expected.**

Questions

- Questions concerning assignment of private lesson instructors should be directed to your student's school program director.
- Questions concerning lesson dates and times, or number of lessons taught, should be directed to your student's private lesson instructor.

Voice Lesson Policies for Private Students

Nathaniel C. Thompson, Voice Instructor
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Pearland, TX 77581
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Dear Parents and Students,

I am providing you this information for you and your child to read and go over together before making any commitment for taking voice for this next year. If you are new and interested in lessons, please go to www.nathaniel-thompson.com and register an account for scheduling and invoicing.

Policy Information

General: Lessons are held weekly on campus or at my studio (located at 2010 Rolling Hills Dr., Pearland, TX 77581). Each lesson costs \$30, and typically last 30 minutes. Lessons during school hours are limited to half of each class period's duration, and may range from 24-30 minutes. In addition, back-to-back lessons (totaling one hour of instruction) are available outside school hours for students who wish to improve faster.

Students will study, train, and be instructed in a variety of subjects required for a well-rounded vocal performer, which may include but are not limited to the following: vocal technique, physiology, acoustics, music theory, sight-singing, diction, foreign languages, literary analysis, stagecraft and acting, task and time management, mental health, emotional regulation, and physical health and mobility.

Tuition: Financial assistance is available for families and students with financial challenges. Please contact me directly for more information.

Lessons are billed monthly in advance (a billing period begins on the first day of the month and ends on the last day of the month). Payment for the first month's lessons is due by the first lesson. Afterwards, payment for a month's lessons is due on the **1st of each month.**

The lesson schedule will follow the PISD calendar. Lessons that would fall on holidays, late arrival, or early release will not be scheduled. This means that during some months students will receive as many as 5 lessons but during other months as few as 1 or 2.

Please do not send payment with the student. I prefer payment online through my website (Card or bank transfer), Venmo, Zelle, Cash App, or Google Pay. Card payments are subject to a 2% convenience fee. Cash or checks may be mailed or handed to me directly. Receipt of payment is sent via email.

Monthly invoices are sent by email and are available to view through the student portal on my website. Payment is still due even if you do not receive an invoice. A \$10 late charge will be added for late payments after a 10 day grace period. Failure to make timely payments may result in lesson termination.

Account balances (usually as a result of cancelled lessons or excess payment) are carried over to the next billing cycle. Students and parents may view their account history through the student portal, or may request a copy to be sent to them at any time.

Attendance and Cancellations: Unexcused absences will result in the student being charged full price for the lesson, and the lesson will not be rescheduled. Frequent unexcused absences may result in lesson termination.

Students are expected to be prompt. If a student is late for a lesson, it will still end at the scheduled time. If a student is more than **15 minutes** late, the student may be marked absent (unexcused). Students are encouraged to contact me directly if they expect to be tardy.

If a student has a scheduling conflict (including, but not limited to field trips, doctor's visits, tests, or special bell schedules) they must notify me directly at least **24 hours** in advance. Neither the student's school nor their choir director are responsible for notifying me of special bell schedules or other conflicts. If a lesson is missed without such notice, they will be marked absent (unexcused).

Excused absences will not be charged. A makeup may be arranged, or a credit will remain on the student's account equal to the lesson rate.

Excused absences will be granted for the following circumstances:

- Student illness

- Emergencies of a serious nature (death or serious family illness)

- Summer vacation

- Other absences approved by me at least 24 hours in advance

If I miss a lesson for any reason, I will give the student as much notice as possible and will make-up the lesson. In the event a make-up is not possible, a credit will remain on the student's account equal to the lesson rate.

If a student wishes to **terminate** lessons, they should first discuss this with their choir director. If after contacting them they still wish to terminate, the student must notify me **in writing** at least **5 days** before the next lesson.

Materials:

A lesson materials fee of \$20 will be applied for new students, who will be supplied the following items:

- 1 Binder
 - 1 zipper bag
 - 1 Mechanical Pencil
 - 1 Eraser
 - 1 Highlighter
 - 1 Kazoo (used for technical exercises)
 - 1 pack of binder dividers
 - Assorted Reference Handouts
- 1 Theory Workbook (One-minute Theory by Holly Shaw-Slabbinck & Ronald Slabbinck)

Students may be required to supply additional materials as needed including, but not limited to musical scores, performance attire, etc.

Practice: Students are expected to practice. I have found that those students who consistently practice will improve much more over the course of a year than those who do not. I expect beginning students to spend at least 20 minutes, six days per week in practice. This is not much time, but promotes consistent, daily practice. As students progress and begin to prepare for contest and recital, more time will be required of them. **Please encourage your child to spend time practicing.**

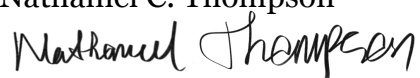
Performances: Students enrolled in the choral program at their school will prepare music for a number of performances, including but not limited to: District, Region, Area, and State competition; UIL Solo and Ensemble competition; NATS Competition, and Cabaret, Pop Show, Musical, and Varsity Choir auditions.

Students are expected to participate in a studio recital at the end of the school year.

Expectations: Students are expected to be prompt, courteous, and physically and mentally prepared for their lesson. This means that they will bring necessary materials to their lesson, and they will have spent effort practicing and learning the music for their lesson. I reserve the right to dismiss students from my studio who fail to make progress the way I or the choir director believe them capable of, who fail to participate in lesson activities required for study, or who otherwise fail to meet the expectations laid out in this policy.

Thank you for your attention and interest. I desire to teach students who are genuinely interested in learning and to prepare them to be good musicians. If you have any questions please feel free to contact me any time. I look forward to an exciting and successful year working with you!

Sincerely,
Nathaniel C. Thompson



Last updated 1/14/2023

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**Pearland ISD
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Student Registration/Parental Permission

- I desire my child to participate in the Private Lesson Program.
- I have received a copy of the Guidelines for Participation and agree to abide by all its conditions and policies.
- I understand that the cost for instruction is _____ per lesson payable as set by the instructor.

Student _____ (Print name)

Parent/Guardian Signature: _____

Address: _____

City: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Parent Email: _____

Instrument/Voice/Medium: _____

School: _____ Program Director: _____

Please return this registration form to your child's band/choir director as soon as possible.

To be completed by the Private Instructor

Private Instructor _____

School _____

Lesson day and time assigned _____

Director's approval signature _____