

Lesson Policies for Rebecca Rapoport-Cole Music Studio

Updated June, 2017

Welcome! I look forward to working with you or your child and developing your love of music! **Please read my studio policies carefully and email me to confirm you have read and consent to them.**

SCHEDULING A LESSON

Please send me an email to coordinate a lesson time. We can either schedule a weekly lesson, at the same time each week, or find a different time to meet each week depending on your needs!

Monday- Saturday: I teach in New York, offer Skype Lessons as well as at home lessons in Northern, NJ.

Sunday: I teach in Montclair, NJ from 9-1 pm. At home lessons can also be arranged.

Locations:

New York: I teach at Michiko Rehearsal Studios, located in Midtown Manhattan at 149 W 46th St, New York, NY 10036 directly next to the TGI Fridays. If I don't send you the studio name in advance, please wait in the lobby and I will come and get you when it is time for your lesson!

If we need to meet at another midtown studio, I will confirm with you before your lesson.

Montclair, NJ : Sundays I teach at 67 Park St, Montclair, NJ 07042. Please wait in the lobby and I will come get you when it is time for your lesson!

Skype Lessons/Facetime Lesson:

I teach over Skype and Facetime, depending on what you prefer! We will exchange Skype/Facetime information should we work via skype.

SCHEDULING NOTE:

As I am an actor and singer, I will sometimes need to be away for a professional engagement. If I ever need to miss a lesson, it will be made up at mutually convenient time.

I will always aim to maintain a regular teaching schedule unless out of town for an engagement and plan to see students weekly or as often as the student would like.

PAYMENT

I accept payment via cash, check or VENMO. Venmo is an app that works both with debit and credit cards. This is my preferred method of payment and I can talk you through it if you have not used the app.

My Venmo name: @Rebecca-RapoportCole or just search Rebecca Rapoport-Cole

Payment must be received 48 hours before the lesson is scheduled. If payment is not received, the lesson time will be considered open for another student.

Please bring to your lesson:

Two copies of your sheet music and a binder where we can grow your repertoire. If you are having your lesson online, please send me a copy of your music in PDF form. □ A pencil for marking your music. □ If you are not sure where to get music from, let me know what kind of music you would like and I will either send you copies or help direct you to websites you can find sheet music on.

I am happy to photocopy music for you from my personal library or to send you PDFs of songs I have available. For each song I copy or send you, there will be a \$3.00 charge. If your child is taking lessons, please let me know if you would like me to copy or send music, or if you prefer to purchase the music for your child yourself.

Sites such as musicnotes.com are great resources and have an excellent selection of music in all styles!

CANCELLATION POLICY

□ No refunds on lessons will be issued; however, **cancellations made more than 24-hours in advance** will be rescheduled at the instructor and students convenience. **For lessons cancelled under 24 hours please note there will be no make up or re-scheduling option.**

CONTACT INFORMATION

rebecca.rapoport.cole@gmail.com/617-758-9564 □

Email or text is the best and fastest way to reach me.

Thank you and I look forward to our work together!