

McCready Voice Studio  
CMA — (513.891.7714)  
Cell/Text 513.673.0455  
HOME PHONE 791.5452 EMAIL pmccreadymusic@gmail.com  
WEBSITE <http://www.cincinnatiacademicademy.com>  
HOME 9740 Zig Zag Rd. Montgomery, OHIO 45242



August 18, 2024

### **To Students and Parents of the McCready Voice Studio**

McCready Voice Studio operational year is September 1<sup>st</sup> through August 31<sup>st</sup>. I re-write and/or update all of my organizational materials the last week of August. Those materials include this letter/policy statement, my personal calendar, and my google calendar that shows my teaching schedule. Please use these materials when you have a question about how our voice studio operates.

### **Communications**

The official mode of communication for the studio is email (scheduling, billing issues, or anything that will require a “digital trail” later). Text is the next best thing but do not assume that I will answer you when I have back to back lessons for several hours. Text is also not an excuse for going outside my attendance policy.

### **CMA annual registration fee**

1 student \$35.00  
2 students \$55.00  
3 or more students \$75.00

**I will be sending an email with a convenient secure link for you to pay these fees directly to CMA**

### **Recital Fee**

My students who participate in our fall recitals will be charged a one-time annual fee of \$30.00 to help defray the costs of these recitals. These charges will be added to your monthly invoice.

### **Voice lesson tuition**

I am raising tuition rates this year. They haven’t been raised since 2020. These rates will reflect part of the inflation we experienced in 2021 and 2022.

Basic rates for all students in studio before 9/1/00 - \$138.00  
Basic rates for all new students accepted after 10/1/2008 - \$164.00  
Basic rates for all new students accepted after 09/01/17 - \$166.00  
Basic rates for all new students accepted after 09/01/20- \$168.00

All rates include a 46 lesson year and our recitals every year. These rates are guaranteed for 1 year. You will be sent your tuition invoice via email by the 25th of the month prior to the month you are paying for and is due 15 days later. After an invoice is 20 days late, a late fee of \$10.00 will be charged to your account. Invoices can be paid online or checks/cash to: Paul McCready 9740 Zig Zag Rd. Montgomery, Ohio 45242 I take the relationship with my students very seriously. I do not end that relationship because of short term financial problems. I cannot endure unpaid balances for long lengths of time however. I will work with

you on this if the parents and students deem that voice lessons are a priority and need to be continued. If parents simply do not react to my bills and balances, I will have no choice but to end the private study.

### **Attendance Policy**

The time scheduled for each student's lesson is reserved a minimum of one month in advance and renewed automatically for each month of the operational year (September 2024 through August 2025).

You are paying for 46/30 minute private sessions per calendar year, and the opportunity to sing on at least one recital.

Rescheduling of lessons is permitted only until the 1st of the month (example: John has to be out of town on the 17th of October, he must reschedule that lesson prior to or on the 1st of October in order to receive a rescheduled lesson time). Beyond this policy, rescheduled lessons are at my discretion and not guaranteed (your tuition payment will remain the same).

Up to **two** consecutive weeks of vacation may be **prorated without the loss of your permanent lesson time with notification before the first of the month in which the vacation occurs.**

### **Productivity Tips**

Do not be afraid to practice in your home even when family members are in the house. This may be hard at first, but you will get used to it and your public performance will be greatly enhanced from getting over what proves to be one of the hardest aspects of practicing voice.

If you get unsolicited advice from family members on your practice, causing you to be reluctant to practice, have some of your family/friends come to a lesson to see all that is involved. You must find your optimal sound for your stage of development on a daily basis to maintain and improve your coordination.

Try to have an open mind when I suggest pieces you should sing. You may not like the style or text, but there are generally reasons pertaining to your development that determine what I pick for you and when.

Get on Youtube and listen to recordings that are representative of a wide variety of styles and artists, you will be surprised how unified the elements of good vocal production are despite stylistic differences. Use your listening experience to help you find pieces to sing that are good for you.

### **Mandatory Practice**

The following are the minimums for practice:

Elementary School Students- 15 minutes a day, five days a week (exercises) and 10 minutes a day (repertoire study)

Jr. High Students- 15 minutes a day, five days a week (exercises) and 10 minutes a day (repertoire study)

Senior High Students- 20 minutes a day, five days a week (exercises) and 15 minutes a day (repertoire study) (repertoire study).

Adults- guidelines are 15 minutes a day (exercises) and as much time on repertoire study to achieve your goals.

I expect that all students can sing their repertoire with good accuracy a cappella.

## **McCready Voice Studio Recitals**

The Adult Recital will be the weekend of Oct 26th and 27th. **This recital will be rehearsed on a few evenings at CMA ahead of the Saturday October 26<sup>th</sup> dress rehearsal at Friendship United Methodist Church. All rehearsal times will be staggered for the convenience of the students.**

The Elementary Junior High and High School Recital will be the weekend of November 16th and 17<sup>th</sup>. **This recital will be rehearsed on a few evenings at CMA ahead of the Saturday November 16<sup>th</sup> dress rehearsal at Friendship United Methodist Church. All rehearsal times will be staggered for the convenience of the students and parents.**

## **My Calendar**

I provide you with a 12 month personal calendar each year that shows when your 46 lessons will occur. As most of you know, I rarely deviate from this calendar. Please keep me informed of spring breaks and family vacations. It is really hard to keep the studio running smoothly without 30-60 days notice of changes.

## **Weather related issues**

To ascertain whether there are lessons on a day of inclement weather – text me.

*School closings do not necessarily mean that I am not teaching!*

Weather related absences can be made-up by attending group classes.

## **Cessation of study**

You may end your study with me for the next month of study by notifying me before the 25th of the month prior to the month you intend to cease your studies.

Notification of intent to discontinue after the first of any month (for that month) does not excuse payment for that month and tuition money will not be refunded. In this case, you may continue to study until paid tuition is exhausted.

## **Dismissal**

I do not give grades so the only logical consequence that I can provide for lack of performance is dismissal from the studio. I will not waste student's money by allowing students to remain in the studio when they are not improving toward their stated goals. Students may be dismissed for any of the following reasons:

Repeated failure to read and abide by materials/policies located at the bottom of my bio page on our website.

This includes parents or guardians

Repeated failure to attend lessons

Repeated failure to prepare lessons

Behavior and attitude problems (this includes arguments over repertoire necessary to effect positive vocal change and/or repeated refusal to make sounds that are part of any well-functioning voice.)

Inconsiderate or unfair comments about your singing colleagues.

Nonpayment of tuition

## **Waiting room etiquette**

Students and parents are welcome to use the waiting area.

Please keep noise to a minimum

**No food or drink is allowed in CMA waiting rooms (plain water is ok)**

Please stay in the waiting room until I come get you for your lesson (except to use rest room).

**Parking**

The parking around the building at 7420 Montgomery Rd is generally adequate for CMA's needs. Occasionally you might find that parking across the street in the areas where we have the CMA overflow parking signs might be easier. The crosswalk there is very fast when you press the walk button.

**Some closing thoughts**

I strongly believe that every singer deserves a healthy sense of community with their peers.  
I believe that the best training occurs in an atmosphere of professionalism that does not overwhelm.  
I do not need stars to train, just singers who display a strong commitment to improve.

Sincerely,



Paul McCready

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*-- Please type your name and date after reading the letter and just email it back to me.*

I have read the policies of the McCready Voice Studio and will adhere to them.

\_\_\_\_\_  
Student or Parent/Guardian if student is under 18

\_\_\_\_\_  
Date











