

JULIE ZARUKIN VOCAL STUDIO

Handbook

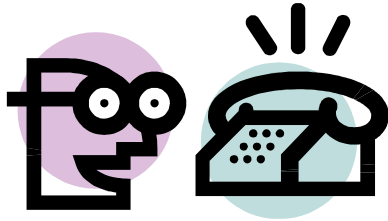


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JZVS Handbook

General Information

Getting in touch:



E-mail: juliezarukin@gmail.com

Phone: 609-784-3986

Website: www.juliezarukinstudio.com

Snail Mail: 1020 Columbia Ave., Cinnaminson NJ 08077

Studio Location:

The address of JZVS is 1020 Columbia Ave., Cinnaminson NJ 08077. It is located 10 minutes from Philadelphia, Cherry Hill and Moorestown. When you turn on Columbia Ave., you will see a green/brown JZVS sign as well as a 1020 Columbia sign on each side of a long driveway.

The studio is in the cabin on your left when you come up the driveway. To the right is a picture of it. Please use the pathway when you walk from your car to the studio, instead of walking across the grass, as some of the soil is uneven and we don't want anyone twisting an ankle.



Parking and Navigation:



The parking area is at the end of the driveway. Please, no street parking. You will see designated parking spots for JZVS students and parents. When you arrive, please yield if there is a car coming down the driveway. When you leave, please yield if there is a car coming up the driveway. Any questions, please ask.

JZVS *Handbook*

Lesson Scheduling



Studio Hours

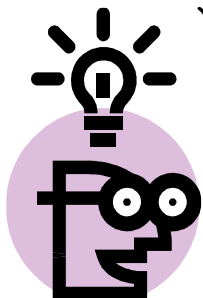
Monday 12PM-10PM
Tuesday 12PM-10PM
Wednesday 12PM-10PM
Thursday 12PM-10PM
Friday 2PM-7PM (every other Friday)
Saturday **NO LESSONS**
Sunday 10AM-9PM

Note: there are often times open outside of those hours, which are indicated on the website calendar. If you are free earlier in the day on a teaching day (any day but Saturday or biweekly Friday) you can ask about, for instance, a morning spot. (I am accommodating throughout my open days, but firm on my days off. Thank you!)

Can I come in for a first meeting without taking a lesson?

Unfortunately, my schedule doesn't allow for me to put anything into it, unless it is a full lesson. Luckily, even if you decide not to continue after your first session, you can always use what you learn, even if it's one lesson. Thanks for understanding!

How do I know which lesson times are available or taken?



You can access the website calendar by going to www.juliezarukinstudio.com and clicking on Lesson Scheduling. The website calendar indicates the scheduled lessons, and usually lists available openings on teaching days. To navigate through the weeks, use the arrows at the top.

If there is a person's name in the spot, that spot is taken. Usually, that means it's unavailable. If you are only able to make a certain day and you desperately need a lesson because you have an audition, someone else's lesson may be able to be moved. Scheduling well in advance is always better.



How do I schedule a lesson?

First, go to the calendar online, and see what's available. This is especially helpful if you need to know right away, since I am not always available to answer an e-mail instantaneously. When you find a spot, or several that could work, send me an e-mail immediately to reserve one.

E-MAIL must be used to schedule lessons!

Please do not text, call or Facebook message me about lesson scheduling or rescheduling, because I need to have an easily searchable document if a problem arises. Thank you so much for understanding!

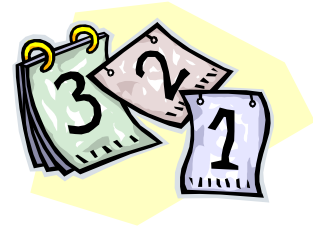
Note: Sometimes, certain openings are in high demand. In this case if I receive two e-mails about the same opening, I will discern which student will get the lesson. Most of the time, I just make the decision based on the time the e-mail was sent. However, sometimes there are circumstances that make one of the lessons more crucial to have sooner - for instance, if someone has an audition and they need a coaching prior. This is usually the only reason why I might give preference to that student; however, the decision is never made without notifying both parties of the mutual request to make sure it is fair.

How do I schedule recurring (regular) lessons?

Scheduling regular lessons is easy. If you want to schedule regular weekly or biweekly lessons, find a spot that is open weekly (usually marked OPEN WEEKLY on the calendar.) Then, e-mail and ask me to schedule regular weekly lessons for you in the

chosen spot. Most of the time, I will respond right away. If I am teaching (especially for many hours in a row), you may not see a response until I am finished. But rest assured, your lesson will be scheduled.

If you want to schedule monthly lessons, or "schedule-as-you-go," you will need to be more flexible about the schedule. Regular students get the scheduling preference, so you will need to be responsible for scheduling the lessons as needed. For a student who is serious about the study of singing and acting, I would not professionally recommend these options, as they are usually not consistent enough for continued success.



JZVS Handbook Studio Policies

Cost of Lessons and Payment Procedure

The cost of an hour lesson at JZVS (vocal, piano, acting) in 2013 is \$120 and a half-hour lesson is \$60. The 2014 price will be \$130/hour lesson and \$65/half hour.

Payment is due when you enter the studio, before your lesson begins. Please deposit your payment into the spiffy box on the wall labeled "Payments." You can also choose to pay by the month, in which case payment is due at the time of your first lesson. Payment is accepted in cash or check - your choice.

If you are paying in cash, please ALWAYS place the cash into an envelope and write your name on it, then put the envelope into the box. (When payments are counted at the end of the night, it's necessary to know where loose cash is from. Thank you!)

Can I still have my lesson if I forget my check?

While this is not ideal, since I budget for my lessons when they are scheduled, you can still have your lesson if you forget your check. I am flexible about this. However, it must be either dropped off same-day (during my business hours), the next day (during my business hours) or mailed to my address the same day of the lesson. But please, don't make it a habit, thank you!

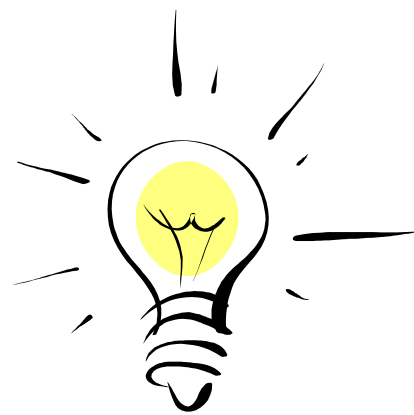
SCHEDULING POLICY

If you cannot make your lesson and you want to **reschedule**, please look at the calendar, choose a replacement time that you can make, and reschedule the lesson. You do not have to do this within 48 hours. However, if you are trying to reschedule your lesson **DURING** someone else's lesson, you will not be able to get in touch with me to do so.



(Example: your lesson is at 5:00 PM Tuesday. Someone else is in for a lesson at 3:00 that day. You know this because the website calendar has them scheduled. You notify me that you cannot make it at 5:00, by e-mail, at 3:15 same-day, and ask (in the e-mail) if you can come in during an opening at 4:00 that same day, instead of your regularly scheduled time of 5:00. Since I am teaching until 4:00, I will not be available until then to let you know if that works for me or not. (I often plan things during these times if I know I have a break.) So please, keep this in mind when rescheduling!)

If you cannot make your lesson for any reason, and you know ahead of time, and you decide to **cancel** your lesson and pick back up at your next lesson, you must notify me within 48 hours of your scheduled lesson. I need to be able to fill the spot, which is why I need the notice. If you cancel a lesson within less than 48 hours of the scheduled lesson time, the lesson must be remitted (paid for.) However, I am always happy to reschedule, and the vast majority of people do just that!



If you do not show up for your lesson and I do not hear from you, that lesson is a **no-show**, is unable to be made up and must be remitted (paid for.)

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Availability

When can I get in touch with you?

On any teaching day, you can usually get in touch with me at any time that isn't during a lesson, unless it's late on a Friday. On Saturdays, my only day off, I will respond only to scheduling emergencies. If it's Saturday, and you'd like to schedule something, please use the online calendar and choose a time. Please do this instead of asking me what is open - you can access the openings 24/7 on the website.

Can I call you?

If you need to talk to me on the phone, please feel free to give me a call. Before you do, please make sure it's 1) not a Saturday (or every other Friday - the specific days are marked on the calendar) and 2) not during a lesson. E-mail is always the best way to reach me, and it's always better to let me know you'll be calling by e-mail first, or ask me when you can call. Again, all scheduling must be done by e-mail, not by phone, and if you want to discuss a specific arrangement by phone, you will need to back up the information by e-mail, because I need a searchable document. Thanks!

What if I'm running late?

If you're running late, it's always a good idea to let me know. That's a good time to send me a text message, especially while I'm teaching. I usually won't respond but I will make a mental note to restructure the lesson a bit. That way, for example, if your lesson ends up being 45 minutes instead of 1 hour, we can do warm-up exercises for 15 minutes instead of 20.

Of course, if you arrive late, we will begin the lesson at that time and finish at the scheduled time. The payment will be the same. Often, if there is an unforeseen event like construction that prevents you from being on time, when I can, I will give back that time whenever possible, especially if someone has an audition coming up.

JZVS Handbook

FAQ

What should I bring to my lesson?

- 1) A bottle of water (always!)
- 2) A recording device of any kind (an iPhone or iPad works well).
- 3) A binder for your voice lessons, to include sheet music, notes, monologues, etc. If you want to be fancy, put dividers in it for different styles of sheet music, monologues, audition materials, resume, headshots, etc. - whatever may apply to you. The more detailed, the more accomplished and organized you feel.
- 4) Your payment in either cash or check form.



Can parents sit in on the lesson? Do they have to?

Parents/guardians, grandparents and siblings are welcome to sit in on the lesson. However, friends are usually a distraction - sorry!

Most students get dropped off at their lesson time and picked up at the end of their lesson. Parents are certainly welcome to stay, but if you want to run errands, you're welcome to do that, too. After all, the lesson is always recorded, so you can listen to it later. If you are staying and you want to be a passive observer, you can bring your laptop, etc. - I have WiFi in the cabin.



Should I take notes during my lesson?

Should I record it?

Any written notes I give will be written on your sheet music or monologue margin. I REQUIRE for every lesson to be recorded so you don't miss any of the information and you can track your progress through time. Most people who want to take notes listen to the lesson and write down the important points they need to remember from that lesson.

Can I refer new students to you?

Sure! The great majority of my students are referrals from students and parents of students I already have. It's greatly appreciated, and even if my schedule looks full, refer away - I always find a way. Thanks!

Should I wait outside if there is a lesson in progress?

If it is your lesson time or less than 5 minutes before your lesson time, please **DO NOT WAIT OUTSIDE**. Please just walk in at your time. You will not be disrupting the lesson. However, if you wait, I might not know you're here and you will lose lesson time!

If you are very early and it's a nice day outside, or you want to wait in the car, you are very welcome to do so. But please always walk right into the studio at your lesson time, whether someone is here or not. Thanks!

Are you ready to shine?



www.juliezarukinstudio.com

juliezarukin@gmail.com

609-784-3986

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