



## 2025-26 Studio Policies & Calendar

**Welcome!**

**Please read & save this Studio Policy sheet.**

It tells you just about all the non-musical stuff you need to know for our lessons together.

### SCHEDULING/RESCHEDULING/PAYMENTS/STUDIO CALENDAR/BAD WEATHER

**8-week, renewable lesson subscriptions.** You're making an **8-week commitment to learn to grow your musical skills.** At the end of 8 weeks, I'll send you an invoice for the next 8 weeks, but you are welcome to change your subscription. [Click here for details from Sing4Health.com.](https://sing4health.com)

**Payments.** Once we confirm your lesson day/time, I'll send you an invoice for your 8-week subscription. **Payment is due by your first lesson.** You can pay by:

- **No-Fee:** Cash, check (payable to Carol Joy Evans), Zelle ([caroljoye@gmail.com](mailto:caroljoye@gmail.com)) or Venmo (CarolJoyEvans@Sing4Health);
- **Fee:** Paypal or credit card (3%)

**Rescheduling: You're in control!** If you need to reschedule a lesson:

- See step-by-step instructions on last page to cancel the lesson that won't work and schedule the lesson day/time that will work.
- **Please Note:**
  - **Calendar time slots are 25 minutes.** If you have a longer lesson, **please look for and reserve a back-to-back time slot** for your rescheduled lesson.
  - **All lessons must be taken by the last date on your invoice.**
- **Lend-a-Lesson.** If you can't make a lesson, feel free to lend it to a family member or friend. Just let me know first. 😊
- **Online Lesson Option:** If you're not up for an in-person lesson, have transportation issues, or the weather is crummy, **any lesson can be converted to an online lesson.** Just send me an email or text and I'll send you a Zoom invitation for your lesson.

**\*\*Performance opportunity with professional accompanist**

Date	Day	Event	Note
09/02	Tue	Fall/Winter Lessons Begins	2515 Owens Ave, #104, or Online
11/01**	Sat	SipNSing Studio Class	4-5:00pm, 2515 Owens Ave, #104
11/27	Thu	Thanksgiving Day	NO LESSONS
12/6	Sat	Recital Dress Rehearsal	3-4:30 2515 Owens Ave, #104
12/14**	Sun	Sounds of the Season Soiree (Recital)	4-5:30, Council Tree Church, 4825 S. Lemay
12/22	Mon	Christmas & New Year Break Begins	NO LESSONS
<b>2026</b>			
01/12	Mon	Winter/Spring Lessons Begin	2515 Owens Ave, #104, or Online
02/28**	Sat	SipNSing Studio Class	4-5pm, 2515 Owens Ave, #104
05/9**	Sat	Recital Dress Rehearsal (to be confirmed)	4-5:30pm, 2515 Owens Ave, #104
05/17**	Sun	Spring Recital (to be confirmed)	4-5:30, Council Tree Church, 4825 S. Lemay
05/25	Mon	Memorial Day	NO LESSONS
07/04	Sat	Independence Day	NO LESSONS
08/01	Sat	Last Day of 2025-26 Lessons + SipNSing	See you all in September!

2025-2026 Calendar

## MYMUSICSTAFF STUDENT PORTAL

When you sign up for lessons, you will receive an email with **login instructions** for our **MyMusicStaff Student Portal**. [Click here](#) for a quick video to help find your way around this great tool!

The Student Portal allows students and parents to:

- View:
  - your calendar of upcoming lessons, studio and public events
  - your attendance
  - borrowed and downloaded library items (there are over 100 resources, including accompaniments, recital programs, musicianship handouts, etc.)
  - your email history
- Track your practice time and leave notes or questions you may have from your practice session (this is great!!)
- Add and track your repertoire/songs
- Reschedule lessons by the last date on your invoice (8 weeks)
- Print uploaded forms, e.g., Character Worksheet (important!)

**If you have any trouble accessing your student portal**, please let me know.

## FALL & SPRING BREAKS

Since we have all ages and different schools represented in the studio, **we DO have lessons during Fall & Spring break**. So, **if you are not planning on taking voice lessons during Spring Break, please let me know!**

## BAD WEATHER STUFF

If you're signed up for online lessons, we'll have our normal lesson. Otherwise, I follow the Poudre School District's closure determination for cancelling lessons or will call you to reschedule if I'm concerned for your safety. We'll try to make these lessons up.

## THANK YOU!

**I truly appreciate each one of you.** I love helping you sing better, and working with you helps me be a better teacher. I'm eager to see you all continue to grow as singers and musicians, and will do my best to continue to guide you on the journey. **Please** don't hesitate to call or email with questions. See you soon!

**Thoughts/Questions? Let's talk!!** To schedule a chat and avoid phone tag, [please click here](#).

And if you have a minute, **a quick Google review** would be helpful to those searching for voice or beginning piano lessons and would help me a lot! [Please click here](#).

Let's have fun learning to make music for a lifetime!

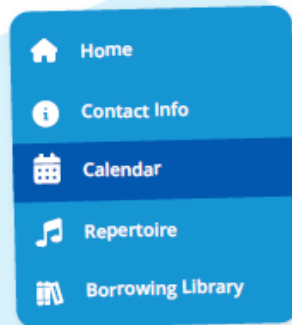
*Carol Joy Evans, M.M. (Miss CJ)*

**STUDIO HOURS: MON-THU: 1-7PM; FRI: 1-5PM; SAT: 10AM-4PM**

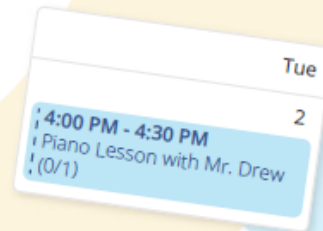
How to...

# Register for a Lesson

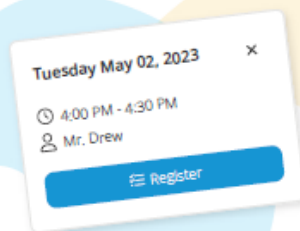
Page | 3



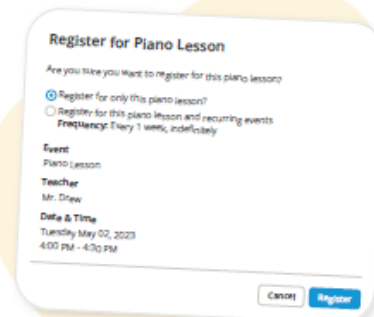
Navigate to **"Calendar"** from the main menu on the left



Click on the lesson you want to register for



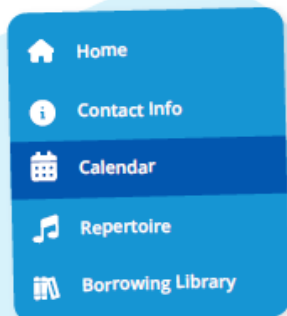
Click the **"Register"** button



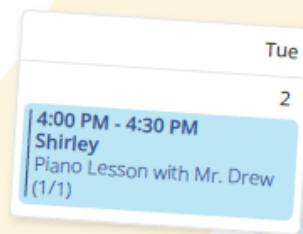
Review the lesson details and click **"Register"** to confirm  
If this is a recurring event, you can select one or all events in the series



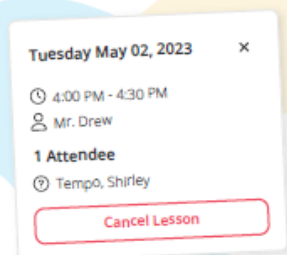
# Cancel a Lesson



Navigate to **"Calendar"** from the main menu on the left



Click on the lesson you want to cancel



Click the **"Cancel Lesson"** button



Review the cancellation policy and click **"Confirm"**  
You also have the option to leave a note for your teacher about your cancellation