



KELLY SCOTT
STUDIOS

New Singer Welcome Packet

STUDIO POLICIES + FAQ'S

WELCOME TO THE STUDIO

I'm so glad you are here!

Since beginning my private voice studio back in 2014, I've been fortunate enough to work with dozens of singers of all ages who are each on their own musical journey as a private voice teacher & vocal coach.

Whether you're auditioning for university music programs or a local musical, killing it in your rock band, or just singing for the love of it, there's always a space for you!

I believe vocal success comes in all shapes & sizes, so let's get to work discovering what makes your voice special and how we can share that with the world!





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STUDIO POLICIES

1. STUDENT PORTAL & PAYMENT

For payment, invoices and general information, all singers will be asked to create a log in to access My Music Staff. Once you are enrolled in lessons, login information will be email to you. You can access your portal via the [Singer Portal](#) tab on our website.

Payments made through My Music Staff will use a PayPal account, but will account for a convenience fee if gone through the website. If the singer does not have a PayPal account or wishes to use another payment method, payments can also be made via Venmo via @kscottvoice or by check at the top of the month.

For package lessons, payment is to be received **no later than the 30th of the month** before the next monthly cycle of lessons as confirmation of your lesson time and attendance.

For drop-in lessons, payment is to be received **no later than 48 hours before** the lesson date as confirmation of your lesson time and attendance.

Late Fees:

For missed or late payments, there is a 24-hour grace period to submit payment. After the grace period, **a late fee of \$5** will be added to the total lesson amount daily until payment is made.

2. ATTENDANCE & REFUNDS

Regular lesson attendance is important to achieving your vocal goals, however we all know things come up, we get sick, and life just happens.

Whenever possible, notification of a missed lesson is to be received **no later than 24 hours before the day of your lesson** in order to be able to receive credits towards a make up lesson, a group class, or a recorded feedback lesson, depending on scheduling.

Lessons cancelled beyond the 24 hour notice period **are not guaranteed** a make up lesson time and the lesson will be charged as such. If a lesson has been paid for and is cancelled by the instructor and no available make up times are available, the lesson can be rolled into a subsequent lesson for the following month.

3. LESSON SCHEDULING

Lessons will be scheduled via our studio Calendly and will be available to schedule 1-2 weeks prior to the start of the new month. Students are responsible for scheduling their lessons via the calendar. Lessons must be paid for no more than 48 hours after scheduling to confirm/hold your lesson date/time.

4. COMMUNICATION

To notify tardiness or late cancellation:

Please TEXT the information to my cell phone at (570)-573-5159.

There is always a chance I am currently working with a singer and will be unable to take your call, so texting is the best method to make sure your information is not missed!

To correspond about other less time-sensitive topics:

Please EMAIL me at kellyscottvoice@gmail.com

Communication within the studio:

It is always my goal to make lessons a fun, safe space for all. As you are comfortable, please let me know of any physical, emotional, or developmental challenges that may affect your means of processing information. Consideration will always be given to provide the best possible learning environment for each singer.

5. WELLNESS & ILLNESS

Stay healthy! You are a vocal athlete; your body is your instrument! It is your responsibility to maintain optimal health. Avoid overuse of your voice, drink lots of water, choose good nutrition, stay physically active, and get plenty of rest. But I'm not your doctor (or your mom) so do whatever you feel is best for you and your body. But that being said...

PLEASE DO NOT ATTEND YOUR LESSON IF YOU ARE ILL AND CONTAGIOUS. VIRUSES CAN QUICKLY SPREAD FROM JUST ONE CONTAGIOUS SINGER WHO BRINGS AN ILLNESS INTO THE STUDIO.

If you are NOT contagious, but still not in perfect voice, do consider attending your lesson. There are many lesson activities that do not require singing including ear-training, comparative listening to singers, choosing repertoire, etc.

6. RECORDING ACKNOWLEDGEMENT

For the safety of the singers, teacher, and other visiting members of the studio, all in-person lessons are subject to be recorded.

All lesson recordings are kept on a Google Drive that is able to be accessed by all singers & the parents of singers if the singer is under 18 years of age by request.

All lesson recordings are kept private and confidential and serve the sole purpose of documenting the lessons and activity in the lesson space in the event a question would arise.

If you have further questions about the studio recording policy, you are welcome to reach out to me via email at kellyscottvoice@gmail.com

7. SOCIAL MEDIA & PRESS RELEASE INFORMATION

I love getting the chance to brag about how amazing the singers I work with are and to get the chance to showcase the hard work that they are doing in the studio as well as in any performances that may occur outside of lesson time on our studio instagram, [@kellyscottstudios](https://www.instagram.com/kellyscottstudios).

Singers will **never** be shared to social media without their express consent. Singers under the age of 18 will also **never** be shared on social media without their consent & the consent of their parent or guardian.

Singers who do consent to having photo or video released to our studio instagram will be given the chance to review the content and approve all content before being posted.

Let's be extra clear:

NO singer, without consent, will be shared on any social media platforms. I love getting to showcase each and every singer, but please know that the safety and personal choice of the singer will always be followed with no questions asked.

8. EXPECTATIONS

What to expect from me:

Yep, this is a two-way street! You can always expect professional instruction of vocal health and breathing mechanics, repertoire selection guidance, performance coaching, song interpretation and stylistic artistry among a myriad of genres including opera, art song, musical theater, jazz, blues, pop, folk, etc. As available, there will also be performance & audition opportunities, competitions, master class opportunities, etc.

What I expect from you:

As a dedicated singer, I expect consistent lesson attendance where we are able to accomplish great work each week by staying focused and committed to vocal growth. Singers will also be expected to practice at home, which includes warming up their voice, applying vocal techniques learned during lesson time, and working through repertoire as assigned to include correct pitches, rhythms, and dynamics.

Singers should also possess a passion for singing, an open mind and heart for trying new things, experimenting with – and discovering - new sounds, and creating and evolving characters, communicating story through song.

9. UNATTENDED MINOR ACKNOWLEDGEMENT (IF APPLICABLE)

As a mother, I know how useful 30-45 minutes can be! For in person lessons, singers under the age of 18 are permitted with consent to remain unaccompanied for the duration of the voice lesson. Preferences can be changed at any time with notification.

10. INTENT TO PAUSE/STOP LESSONS

For singers:

If at any point during your voice lesson journey you decide you would like to pause lessons or cease to continue lessons entirely, **a minimum of 2 weeks notice** is to be given prior to the beginning of the next month of lessons/next billing cycle to. Failure to give notice or notice that is given beyond the two week will be charged in full for the following month.

For the instructor:

If at any point during the voice lesson period the instructor would need to cease vocal instruction for any reason, the singer will receive a minimum of 2 weeks notice prior to the end of the lesson/billing cycle for that month.

EQUITY, DIVERSITY + INCLUSION STATEMENT

At Kelly Scott Studios, we're more than just a place to develop your voice – we're a community that embraces diversity and celebrates individuality. Our studio is a safe and welcoming space where everyone is encouraged to be their authentic selves.

Here, all pronouns are honored, and all singers are respected for who they are. Regardless of your background, identity, or experience, you'll find a home here. We believe that every voice is unique and deserving of celebration, and we're committed to supporting you on your vocal journey.

You are not just another singer – *you're part of our family.*



FAQ'S

I'M NEW TO LESSONS, WHAT SHOULD I EXPECT?

First and foremost, each lesson is specifically tailored to you and your needs and goals.

In your very first lesson, we will identify what factors are keeping you from feeling and sounding your best, and then develop a tailored vocal exercise routine to address your needs. This kind of individualized plan will skyrocket your progress and at-home practice!

In lessons, you will learn to smoothly transition through your registers, access high notes with ease, and develop strength and confidence in blending your low, middle, and high registers to find one, balanced voice.

Vocal coaching, audition preparation, and the practice of repertoire is all included, but a high priority is placed on proper vocal technique. Once you have that, you can sing anything!

WHAT SHOULD I BRING WITH ME TO LESSONS?

Each lesson you should be prepared with the following (as appropriate):

- Sheet music and music repertoire books (as needed)
- Recording device (cell phones are perfectly fine)
- Pencil/binder
- Water bottle
- A passion for singing

The instructor will sometimes provide copies of sheet music, however, singers will also be required to print PDFs or purchase music to build their own libraries and comply with copyright laws.

Some helpful resources for purchasing music include:

- [amazon.com](https://www.amazon.com)
- [sheetmusicplus.com](https://www.sheetmusicplus.com)
- [musicnotes.com](https://www.musicnotes.com)
- [imslp.com](https://www.imslp.com)
- [newmusicaltheatre.com](https://www.newmusicaltheatre.com)
- [contemporarymusicaltheater.com](https://www.contemporarymusicaltheater.com)
- [classicalvocalrep.com](https://www.classicalvocalrep.com)

HOW OFTEN SHOULD I PRACTICE?

This depends on several factors, but what is most important is that the singer practices consistently. Singing is a physical process; each singer has to develop muscle memory to sing more efficiently over time.

Another factor is how you use your practice time. Try to practice without interruptions, and practice with specific goals in mind. If you practice with a specific vocal goal in mind, you can often get results far quicker than a less focused session.

Generally speaking, we ask that singers try to put in a solid 25-30 minutes of practice with each session. For singers who are further along in their vocal journey or who have taken voice lessons for several years, practice can last upwards of an hour, especially as it includes learning new repertoire.

MY LESSONS ARE VIRTUAL, HOW WILL THEY BE DIFFERENT?

Other than not being in the same room together, the foundation of our lesson will be exactly the same! However there is a bit more set up for virtual lessons. Here's what you should prepare:

- Setting your device up so that you are not looking down to see me. If you do not own a music stand, a dresser can be a great place!
- A secondary device to play music from, such as a cellphone or computer that is not being used.
- Adjust your Zoom audio settings to original sound. [Learn how here.](#)

DO YOU OFFER DISCOUNTS OR HAVE A REFERRAL PROGRAM?

You bet! Nothing makes my heart more full of gratitude than having singers share how much they enjoy their time in lessons with their friends & family.

For every new singer that signs up for a monthly package of voice lessons via a referral from a current singer, both the current singer AND the new singer will each receive 10% off a month of lessons! This offer is unlimited, as singers can refer as many new singers as they'd like throughout the year.

**THE FINE PRINT: The discounted lessons will be given to the current singer after the new singer has enrolled in their first full month of lessons. The discount can only be applied to a 4 lesson package and not count towards a singular lesson.*

ABOUT KELLY



Kelly Scott is a professional voice teacher, vocal coach, performer, and music director currently residing in Bellefonte, Pa.

She is a graduate of the Steinhardt School at New York University holding a **Masters of Music in Vocal Performance**, as well as a **Bachelor of Arts in Musical Theatre** from Wilkes University. Kelly is also an active member of the National Association of Teachers of Singing (**NATS**) as well as the National Association for Music Educators (**NAFME**) and Pan American Vocology Association (**PAVA**).

In 2014, Kelly made her debut at **Carnegie Hall** while performing with New York Lyric Opera singing the role of Juliette in Gounod's *Romeo et Juliette*. Less than a year later, Kelly would be seen again with New York Lyric Opera performing the role of La Fée in Massenet's *Cendrillon*.

In 2016, Kelly made her **European debut** in Salzburg, Austria singing the role of Madame Herz in Mozart's comic opera *Der Schauspieldirektor* with the Austrian-American Vocal Academy.

Outside of Kelly's various opera credits, she also thrives in Musical Theatre, where her previous major theatre credits include Gertrude McFuzz (*Seussical the Musical*) Mrs. Walker (*The Who's Tommy*) and Constanze (*Amedeus*), all of which were recognized by the Kennedy Center American College Theatre Festival for exceptional performances.

Kelly's work extends beyond her private studio, where she is a highly regarded music director and vocal coach. In 2023, Kelly was named as one of Pennsylvania Business Central's "**Foremost Under 40**", which aims to highlight the successful careers of emerging leaders across Pennsylvania.

In 2024, Kelly was honored with the **Joan Frey Boytim Award** for Independent Voice Teachers through the National Association of Teachers of Singing, recognizing the top 15 independent voice teachers across the country.

I look forward to working together!

KELLY SCOTT

(570)-573-5159

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