

HEARTSONG VOCAL INSTITUTE

Bronwyn Baker

STUDENT HANDBOOK
2023/2024

(905) 260-5638
INFO@BRONWYNBAKER.COM

YOUR Vocal Coach

Bronwyn Baker is a singer, worship leader, and vocal coach who has been singing her entire life! She has a versatile musical background in modern worship, gospel, contemporary pop, musical theatre, and classical voice.

Bronwyn has led worship vocationally and non-vocationally for over two decades, toured internationally for several years with Liberty University's premiere travel team, "the Sounds of Liberty," and also with "Living Proof and Primary Focus Ministries."

Bronwyn has performed in churches large and small globally, as well as several conferences, and political events and rallies across North America. Some of the more memorable opportunities include being the featured soloist for her Undergraduate Commencement Ceremony, singing at the Brooklyn Tabernacle, March for Life in Washington D.C., several GOP debate rallies, and the Southern Baptist Convention in New Orleans.

Bronwyn holds a Bachelor of Science in Worship and Music Studies with a specialization in Artist Development and Song Writing, and a Master of Arts in Worship Leadership from Liberty University. She was trained under the Blaylock Vocal Method, which focuses on healthy and functional vocal production, and has coached many individuals over the past decade, aiding them in their worship leadership and strengthening their presentation and vocal "chops."

Bronwyn's approach to teaching is holistic and personalized to the individual, driven by her passion for people and music, and grounded in her belief that singing is an expression and extension of the heart. (So, it ought to be fun and enjoyable!) As a vocal coach, her focus is three-fold. First, to equip you with practical tips and the proper techniques that will help you to develop and expand your current vocal abilities, as well as maintain healthy vocal functioning. Second, to help you build confidence in your abilities and conviction in your presentation. Third, to help you discover (or rediscover) the joy of singing!

Together with her education, vocal training, experiences performing the rigors of touring at the professional level, vocation in worship leadership, and experiences along the way, Bronwyn has acquired many tips, tricks, tools, and techniques, as well as the raw experience performing and developing others that will help her to help you achieve your personal vocal goals!



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YOUR LESSONS

Online Learning

Online learning is a great alternative to in-person lessons, especially during this time of navigating the restrictions, realities, and unpredictable nature of and surrounding the COVID pandemic. Not only is it safe for you and your family, but it's also convenient, quick, and easy to navigate. Virtual lessons offer a unique combination of structured learning, mentorship, and creative outlet, from the comfort of your own home!

Though in-house lessons will be revisited post COVID, at this time, my lessons will be conducted on Zoom's online platform.

Prior to each lesson, you will be emailed a link that will take you to your virtual studio. Instrumental accompaniment tracks will be utilized for your lessons, which in many cases will make your accompaniment choices vast. If there is a song a student is unable to find, I will attempt to help that student locate it, or help them choose a comparable song.

You will need to make sure that you have:

- *a comfortable, private space;*
- *a strong wifi connection;*
- *a device (computer, iPad, or cellphone);*
- *a set of headphones plugged into your primary device;*
- *Zoom downloaded on your primary device, along with the emailed link to your virtual lesson;*
- *and a secondary device for playing tracks.*

As a rule of thumb, I recommend logging onto Zoom a couple of minutes prior to your lesson time in order to be sure that you are on time for your lesson, and your internet connection is adequately functioning.

I look forward to seeing you in the Virtual Studio!

HEARTSONG VOCAL INSTITUTE



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REGULAR TERM *Pricing Information*

MONTHLY PAYMENTS

30 Minute Lessons: \$140 / month*
(For children 10 and under only)

45 Minute Lessons: \$200 / month*

60 Minute Lessons: \$260 / month*

TUITION TERM PAYMENT

(RECEIVE 50% OFF 1 LESSON WHEN PAID UPFRONT)

30 Minute Lessons: \$612.50 / term
(For children 10 and under only)

45 Minute Lessons: \$875 / term

60 Minute Lessons: \$1137.50 / term

FULL YEAR PAYMENT

(RECEIVE A FREE LESSON WHEN PAID UPFRONT)

30 Minute Lessons: \$1225 / year
(For children 10 and under only)

45 Minute Lessons: \$1750 / year

60 Minute Lessons: \$2275 / year

A personalized payment schedule will be distributed prior to the lesson start date.

*On months when more or less than 4 lessons take place due to statutory holidays or otherwise, payment schedules will reflect such reality at the following rate outlined:

(30 minutes: \$35 / 45 minutes: \$50 / 60 minutes: \$65)

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MONTHLY BUNDLE & INDIVIDUAL LESSONS *Pricing Information*

MONTH TO MONTH LESSON RATE

30 Minute Lessons: \$160 / month*
(For children 10 and under only)

45 Minute Lessons: \$220 / month*

60 Minute Lessons: \$280 / month*

INDIVIDUAL LESSON RATE

30 Minute Lesson: \$45
(For children 10 and under only)

45 Minute Lesson: \$60

60 Minute Lesson: \$75

*On months when more or less than 4 lessons take place due to statutory holidays or otherwise, payment schedules will reflect such reality at the following rate outlined:
(30 minutes: \$40 / 45 minutes: \$55 / 60 minutes: \$70)

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SUMMER PACKAGES *Pricing Information*

FOUR LESSONS BUNDLE RATE

FOUR 30 Minute Lessons: \$125

(For children 10 and under only)

(\$15 SUMMER DISCOUNT)

FOUR 45 Minute Lessons: \$180

(\$20 SUMMER DISCOUNT)

FOUR 60 Minute Lessons: \$235

(\$25 SUMMER DISCOUNT)

SIX LESSONS BUNDLE RATE

SIX 30 Minute Lessons: \$175

(For children 10 and under only)

(\$35 SUMMER DISCOUNT)

SIX 45 Minute Lessons: \$250

(\$50 SUMMER DISCOUNT)

SIX 60 Minute Lessons: \$325

(\$65 SUMMER DISCOUNT)

*These discounted Summer Packages are available in the months of July and August.
A \$15 registration fee applies for new students studying only through the summer months.

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REGULAR TERM *Teaching Schedule*

MONDAY

4:00PM-8:00PM

WEDNESDAY

5:00PM-8:00PM

FRIDAY

4:00PM-5:00PM

TUESDAY

4:00PM-5:00PM

THURSDAY

4:00PM-8:00PM

Some earlier or later time slots may be available by special request.

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Bronwyn Baker

SUMMER *Teaching Schedule*

MONDAY

4:00PM-8:00PM

TUESDAY

4:00PM-8:00PM

THURSDAY

4:00PM-8:00PM

FRIDAY

4:00PM-5:00PM

Some earlier or later time slots may be available by special request.

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2023/2024
Term Registration

Student Name: _____

Student Age: _____

Student Email: _____

Parent Name(s): _____

Parent Phone: _____

Parent Email: _____

Day Preference: Monday Tuesday Wednesday Thursday Friday

(First come, first serve)

Time Preference: _____

Lesson Duration: 30 min. 45 min. 60 min.

Payment Plan: Monthly Tuition Term Full Year

Name: _____

Signature: _____

Date: _____

*By signing this document, you are agreeing to the policies outlined in the policy manual below, and committing to your agreed upon day/time for the duration of the musical year.

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MONTHLY BUNDLE *Lesson Registration*

Student Name: _____

Student Age: _____

Student Email: _____

Parent Name(s): _____

Parent Phone: _____

Parent Email: _____

Day Preference: Monday Tuesday Wednesday Thursday Friday

(First come, first serve)
Time Preference: _____

Lesson Duration: 30 min. 45 min. 60 min.

Lesson Month(s): January February March April May

September October November December

Name: _____

Signature: _____

Date: _____

*By signing this document, you are agreeing to the policies outlined in the policy manual below, and committing to your agreed upon day/time for the duration your chosen month(s).

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INDIVIDUAL LESSONS *Registration*

Student Name: _____

Student Age: _____

Student Email: _____

Parent Name(s): _____

Parent Phone: _____

Parent Email: _____

Lesson Duration: 30 min. 45 min. 60 min.

of Individual Lessons: _____

Desired Date & Time:
(First come, first serve)

| | | |
|--|--|--|
| | | |
| | | |
| | | |

Name: _____

Signature: _____

Date: _____

*By signing this document, you are agreeing to the policies outlined in the policy manual below, and committing to your agreed upon individual lesson date(s).

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SUMMER PACKAGES *Registration*

Student Name: _____

Student Age: _____

Student Email: _____

Parent Name(s): _____

Parent Phone: _____

Parent Email: _____

Lesson Duration: 30 min. 45 min. 60 min.

Lesson Bundle: 4 Lessons 6 Lessons

Desired Date & Time:
(First come, first serve)

| | | |
|--|--|--|
| | | |
| | | |

Name: _____

Signature: _____

Date: _____

*By signing this document, you are agreeing to the policies outlined in the policy manual below, and committing to your agreed upon summer booking dates.

HEARTSONG VOCAL INSTITUTE

Policy Manual

REGISTRATION INFORMATION

- All registration and date and time preferences are handled on a first come, first serve basis.
- In order to secure your desired date and time preference, submit a Heartsong Vocal Institute online inquiry form indicating your 1st, 2nd, and 3rd choice. You will be contacted by email and made aware of the option(s) available to you. At this point, you can sign, date, and return the completed term registration form with your chosen date and time to Registration@BronwynBaker.com. *(This signed form will serve as your agreed upon lesson date & time for the duration of your musical term and/or summer booking dates, and your agreement to the policies outlined in this manual.)*
- A non-refundable \$100.00 registration fee is applied each year. *This fee covers 12 months of voice lessons and the costs associated with zoom fees, music subscriptions and resources to enhance lessons, and all related administrative costs, etc.*
- Only one registration fee will be required per household and receipt of payment will reserve your spot in the studio schedule.

TERM INFORMATION

- The musical year is based on a 10-month school calendar (September-June) and is broken into two terms (September-January & February-June). Each student will receive 36 lessons throughout the year, and there are 18 lessons each term.
- Makeup lessons will be co-ordinated based on schedule and availability. *(Please refer to the 'Missed Lessons' section in this policy for more information.)*
- If there is room in the studio schedule, an individual may be able to join at any point throughout the term. *(The payment and lesson schedule will reflect these realities accordingly.)*
- There are no private lessons during Christmas and March Break, and any other statutory holiday. There will also be an adjusted schedule for some students the week prior to Easter, and another week in December (generally the 1st or 2nd week). *(These dates will be outlined in the student's personal lesson schedule and monthly fees will reflect these realities.)*
- Individual lessons and monthly lesson bundles are available throughout the year. No registration fee is required.
- Summer lessons are offered at discounted rates in flexible packages to allow for vacation and time off. These special rates are applicable for the months of July and August. A \$15 registration fee is required for students only studying through the summer months.

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TUITION INFORMATION

- Monthly payments are due on the 1st of each month, and should be e-transferred to: Payments@BronwynBaker.com.
- A \$30 late fee will be applied to any payment(s) received past the 5th of the month.
- If payment is not received by the 2nd lesson of the month, no further lessons will be given until all outstanding balances have been paid in full.
- If paying the full year or tuition term upfront, payments are due on the 1st of the month that lessons commence, and should be e-transferred to: Payments@BronwynBaker.com.
- There are no reimbursements for missed lessons and tuition is never adjusted unless the studio cannot provide the promised number of lessons.
- Tuition reserves your spot within the studio schedule and includes private lessons, lesson planning, repertoire selection, lesson materials, etc.
- Tuition does not include the cost of musical tracks or sheet music that is recommended for you. Students can expect to spend approximately \$20 - \$50 per year on repertoire and/or musical resources, as it is illegal to photocopy sheet music and copy accompaniment tracks. That said, many students have been able to utilize free resources found online!
- Individual Lesson fees will be due 7 days prior to your scheduled lesson in order to secure your spot within the studio schedule. *(Should you need to reschedule your lesson, please see 'Missed Lessons' for policy information.)*
- Summer tuition will be due in full no later than July 15th, or by your first lesson (if prior to July 15). If you register for the Summer Term past July 15th, your summer tuition will be due upon returning your signed Summer Term Registration Form with agreed upon booking dates & times. *(Payment reserves your spot within the studio schedule.)*

RECITALS & WORKSHOPS

- Recitals will be revisited post COVID.
- Occasionally, workshops will be provided on a range of topics relevant to the growing musician. *(Workshops being offered and any prices associated will be outlined on: www.BronwynBaker.com, and emailed to each student in Bronwyn's studio.)*

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MISSED LESSONS

- As outlined by the Ontario Registered Music Teachers' Association, there is a "no allowance will be made for lessons missed by students except by special arrangement in cases of prolonged illness" policy. This includes cancellations for any school-related absences and family vacations, and will be strictly adhered to.
- This policy is consistent with other lessons and commitments where there is a high priority on regular attendance and diligent commitment, such as sports teams and choirs.
- Specific lesson times are set aside for each student each week. Should the student choose not to attend a lesson, the lesson will be forfeit and no makeup will be made.
- That said, students are allowed to reschedule one lesson per term with 6+ hours notice to: Lessons@BronwynBaker.com. This missed lesson will be made up based upon the studio schedule and availability.
- Summer terms will function similarly in that students will be permitted to reschedule one lesson with 6+ hours notice to: Lessons@BronwynBaker.com. Again, lessons will be made up based upon the studio schedule and availability.
- Individual lessons may be rescheduled with at least 24 hours notice. Should you cancel with less than 24 hours notice, only 50% of your lesson fee will be reimbursed.
- Should in-house lessons resume during the year, students who are ill should not attend lessons and may be asked to return home if they attend ill. (*If you are sick, please notify Bronwyn at: Lessons@BronwynBaker.com.*)
- If Bronwyn must cancel a lesson, that lesson will be made up at a later time based on the studio schedule and availability.
- If a lesson must be ended or cancelled due to poor internet connectivity, 50% of that lesson will be reimbursed and settled with the next month's bill total.

LESSON TERMINATION

- Termination of lessons can only happen at the end of each term (January or June), and written notice must be submitted 4 weeks (30 days) prior to the end of the term to: Termination@BronwynBaker.com.

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MEDIA RELEASE

- There will be times that pictures may be taken in correspondence with events, lessons, performances, and workshops organized by Bronwyn. As such, Bronwyn reserves the right to utilize these images in various ways related to her studio including (but not limited to) promotion and marketing, etc. This also includes any videos or pictures submitted digitally to: Lessons@BronwynBaker.com.
- By signing your registration form, you are consenting to this. Should you not consent, please email: MediaRelease@BronwynBaker.com.

HEARTSONG VOCAL INSTITUTE

Coming Soon...

Bronwyn is currently working on an **"Enrichment Program"** for those students who show great promise! This opportunity will be offered on an "audition only" basis, and will consist of more specialized training including a leadership track, and more hands-on mentorship. If this opportunity is of interest, please let Bronwyn know by emailing: EnrichmentProgram@BronwynBaker.com!

Make sure to check out Bronwyn's website for exciting new opportunities and events, and join her community by subscribing to never miss out!

Visit www.BronwynBaker.com today!