



Studio Policies

Teacher Responsibilities:

- To expose students to a wide range of music, styles and creative endeavours
- To help students learn music that they are interested in
- To develop students' reading and technique
- To create lessons that are suited to the individual goals, desires and interests of each student

Parent Responsibilities:

- Since consistency is the key to learning a musical instrument, showing up to lessons, practice and performances is imperative for your child's success
- To arrive to lessons on time. Remember, you reserve the time slot, not the number of minutes.
- Prompt pick up after lesson is expected. I will not be able to watch your child, as I usually have other students or commitments immediately after your child's lesson
- To remind son/daughter of daily practice and to help schedule practice time in daily routine
- To provide practice environment that is free from interruptions (family, friends, TV, computer phone) and to offer support during practice, when needed
- Be financially responsible and pay tuition on time
- Communicate with the teacher about any questions or concerns regarding the student, music practicing, recitals, lesson content
- Parents are welcome to sit in on their children's lessons at any time

Student Responsibilities:

- To arrive at lessons on time, with correct books and having completed their practice
- To practice 15-30 minutes minimum each day, at least five days per week.
- Remember: playing is not practicing! Student is responsible to complete all assignments the teacher has written in the lesson notes. Practice steps are included verbally in the lesson and in the assignment book. Careful review of suggestions and instructions given in the previous lesson is imperative
- To ask the teacher any questions that may arise during lesson time in order to understand assignments and expectations

Communication:

- Communication is very important to me. I am always open to hearing any ideas, suggestions or questions you might have
- I will do my best to inform everyone ahead of time of any changes or events in the studio
- While I love to chat with you at the end of your child's lesson, unfortunately the schedule doesn't allow for more than a couple of quick words. For any issues that require more time, here are some of the ways you can reach me:
 - **By email:** musicsteps@gmail.com - I do verify emails at least once a day. You can use this method if it is not an emergency, and my reply can wait a bit.

- **By text:** [416-804-2024](tel:416-804-2024)-I check text messages very frequently, so this is the easiest way to catch my attention when you need to get through quickly. If you can't make it to your child's lesson, if you are stuck in traffic, running late, or if you have a question that necessitates a timely reply, this is the way to contact me
- **By Phone:** [416-804-2024](tel:416-804-2024)-considering the nature of my job, I might not answer your call right away. In that case, please leave me a voice message, and I will return the call as soon as I am able to.

Tuition

- Your fees will be charged and calculated in the form of yearly tuition. Tuition covers time spent with the students, as well as time spent preparing for each student, my training and experience, ongoing professional development, insurance, printing and copying, recital costs and preparation
- Tuition is spread equally over the course of 10 months (September to June), which means that your payment will be the same, whether there are 2 or 5 lessons in a month.
- An invoice will be sent out on the 15th of every month, reflecting your tuition and any other expenses, such as music books, if applicable. Payment is expected within a week from receipt of invoice. Late payments (2 weeks or later) will incur a 10% late fee

Cancellation:

Due to my incredibly busy schedule, **traditional make-up lessons will not be offered**. The following accommodations will be made instead:

- In case of minor illness, or if you are unable to travel to the studio, I am happy to offer **online lessons** during your regular lesson time. Please inform me of the change with as much notice as possible, so I can make the necessary arrangements
- If an absence is unavoidable, I will be offering **other students' cancellations, if and when available**.
- Should the need arise to cancel lessons due to bad weather, the lessons will be taught online or in extreme cases, rescheduled. Please note, that lessons may be made up in the form of master class, group class or individual lesson, at the teacher's discretion
- A **parent swap list** has been started this year. If you opt in and are unable to attend a lesson, you can contact other parents on the list and try to swap lesson times. The parent initiating the change will be responsible for notifying me in a timely manner. The list will have your name, phone number/email and lesson time/duration on it. Joining this list is optional.
- In the event of illness on my part, I will do my best to find a substitute teacher. If that is not a possibility, I will make arrangements for a make-up or I will credit your account.

I hereby acknowledge that I have read and understood the above policies.

Signature:

Signature:

Date:
