



Piano Time Music

STUDIO POLICIES 2018-2019

PRIVATE PIANO LESSONS: Lessons take place once a week from September 11, 2018 to June 20, 2019.

TUITION & BILLING:

- Monthly Tuition Payments are based on a FULL SCHOOL YEAR amount divided by 10 months. Consequently, some months will have more weeks of lessons than other months, but the monthly tuition payment remains the same.
- Reminders will be emailed approximately one week prior to the due date of tuition payments.
- *Supplemental Materials Fee:* This is a fee of \$15 per year, per student, and covers incidentals associated with teaching. This fee will cover items such as photocopying, printed materials and games to use during lessons, downloading music and worksheets from the Internet, loan of music books to students, and incentive programs. The materials fee does not pay for the student's lesson books or theory books.
- Payments may be made by cash, cheque, Visa/MasterCard, or Interac e-Transfer. Credit card payments will be charged an extra 3%. NSF cheques will incur a \$25 fee.
- *Tuition may be paid in the following ways:*
 1. by the first lesson of each month (September to June),
 2. two payments, in September 2018 and in February 2019, or
 3. one payment for the entire lesson year, made in September 2018.

STUDIO PROTOCOL:

- Please be sure your child's nails are short and their hands are washed before lesson time.
- Parents and siblings are welcome to wait in the studio for lessons to finish, provided that they are quiet.
- Children/parents are expected to put away toys after playing with them.

YOUR PIANO AT HOME

All students need either an acoustic piano that is tuned at least once per year, or an appropriate digital piano. Be certain that your acoustic piano is tuned and in good condition. It is very discouraging for students to play on an out-of-tune instrument. I would be happy to recommend an excellent piano technician.

Digital Pianos

Ideally, digital pianos should meet the following minimum requirements:

- 88 keys
- Touch sensitive, weighted keys
- Damper pedal
- Proper piano bench of an appropriate height
- Be entirely self-contained or on a keyboard stand (not a table or desk)
- Located in an area of the home that is free of distractions (e.g. television needs to be off), but not an area where the student may feel isolated (i.e. bedroom or corner of the basement).

PRACTICING

- Students are required to complete their practice assignments each week.
- A regular time should be set aside each day for practice in order to establish a routine that will become a daily habit. Daily practice is important for reinforcement of concepts and to avoid cramming just before the lesson, which is never successful.
- Parents, please treat practicing like other homework and expect it to be done each day.
- If your child practices immediately after the lesson and the day following the lesson, they will retain the most information from the lesson.
- We stress quality practice over quantity, but the following recommendations should serve as a guide to achieve satisfactory results based on your child's age:
 - 5-8 years old: 5-10 minutes / at least 4 days a week
 - 9-11 years old: 10-15 minutes / at least 4 days a week
 - 12-14 years old: 20 minutes / at least 4 days a week
 - 15 and older: 30 minutes / at least 4 days a week

Royal Conservatory of Music students may be asked to double the above practice minutes.

DROP-OFF AND PICK-UP

- Do not drop off your child more than 5-10 minutes before a lesson start time.
- Pick up your child promptly after the lesson has ended. We are not able to provide supervision for children left unattended.
- If your child arrives late for their scheduled lesson time, they will receive the remainder of the lesson and should be picked up according to the normal schedule.

ATTENDANCE

If a student needs to miss a lesson:

- We are offering group makeup lessons for students who are unable to attend their regular lesson. Group makeup lesson dates are listed on the [Studio Yearly Calendar](#).
- To qualify for a group makeup lesson, notice from you that your child will miss their regular lesson must be sent to us at least 24 hours in advance of their lesson day and time.
- A total of two (2) group makeup lessons are available for each student for the teaching year (September to June).
- We do not provide refunds or credits for missed lessons.

If your teacher needs to miss a lesson:

- A group makeup lesson will be offered. It will not count towards the student's two allowed group makeup lessons.

ILLNESS

- The piano is a shared instrument, and illness can be easily passed from student to student.
- Students are expected to wash their hands before each lesson.
- Students who are ill are asked to not attend lessons.
- **If your child is continually coughing or sneezing, do not bring them to lessons.**
- **Note:** We reserve the right to cut short any lesson if a student displays signs of a cough, cold, or flu.

MEDIA POLICY

- During lessons, recitals, and other performances we may take photographs or take videos of students for use on *Piano Time Music* and/or *Key Mobile Music* social media, advertising materials, lesson demonstrations, etc.
- Photos and videos of your child will not be used without your permission.

RECITALS:

- At least one recital will be planned per lesson year. The Spring Recital will be held in May 2018.
- There is no charge to participate in recitals.
- Recitals may take place with *Key Mobile Music* students.

NON-LESSON DAYS:

- Please refer to the [Studio Yearly Calendar](#) for information on non-lesson days, holidays, etc.

TERMINATING LESSONS:

- Students/Parents are asked to provide written or verbal notice if they need to quit lessons.
- We reserve the right to withdraw a student from lessons based on chronic non-practicing, lack of interest, poor attitude and/or behaviour, numerous missed lessons, or difficult parents.

THE ROYAL CONSERVATORY OF MUSIC (RCM):

The Royal Conservatory Certificate Program is a comprehensive system of music study and assessment from elementary to advanced levels. In Canada, it is the gold standard for developing high-calibre musical literacy.

Students who study through the Royal Conservatory of Music benefit from a balanced course of study which develops essential musical skills. This helps students to set challenging goals for themselves, and it also builds tools for success: discipline, confidence and time management.

RCM Examinations

The purpose of an exam is to give students invaluable experience and meaningful goals. Upon completion of an exam, students receive an internationally recognized certificate, as well as an objective assessment of their performance. This gives students confidence and encouragement to carry on to the next level.

Examinations are not mandatory and are only taken at the student's request.

For more information on RCM Examinations, ask your teacher or refer to the RCM Parent Guide available on the RCM website: <https://www.rcmusic.com/sites/default/files/files/RCM-student-parent-guide.pdf>

