



Piano Time Music

STUDIO POLICIES 2019-2020

PRIVATE PIANO LESSONS: Lessons take place once a week from September 10, 2019 to June 19, 2020.

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.
- *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 2019 and in February 2020, or
 3. one payment for the entire lesson year, made in September 2019.

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.
- Treat practicing like other homework and expect it to be done each day.

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.

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.

MISSED LESSONS

- Lessons that are missed by the student will not be refunded or made up.
- Any lessons cancelled by the studio will be rescheduled for the soonest available time. If a makeup lesson time is not able to be agreed upon, a refund will be provided for any lessons cancelled by the studio.

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.

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.

RECITALS:

- At least one recital will be planned per lesson year. The Spring Recital will be held in Spring 2020.
- There is no charge to participate in recitals.
- Recitals take place with *Key Mobile Music* students.

NON-LESSON DAYS:

- Please refer to the Studio 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.