



## Studio Policies: *Kingston Studio*

### 1) Music & Materials

are the responsibility of the student to purchase and bring to each lesson. This includes instruments, books, USBs, accompaniment CDs or device as applicable. Students are also required to bring (and wear) a clean and well maintained mask to each in-person lesson.

### 2) Lessons are booked

by attending an assessment lesson and choosing a time slot. Payment of the non refundable Annual Registration fee is required to hold a spot for the student, with lesson fees being due on or before the start of the term; see #6.

#### PLEASE NOTE:

\*During the scheduled lesson time, students are under the teacher's supervision. Parents/guardians are responsible for supervision before and after the lesson. Parents of younger children (ages 6 and under) are required to stay on the premises during the lesson. Parents are asked to pick up students on time to help facilitate a 15mins cleaning break between in-person lessons.

\*\*Students and parents will be required to wear masks while inside the building. It is recommended that cloth masks have a layer of polypropylene on the inside.

### 3) Time slots:

- A time slot is booked from September 7-June 5, summer lessons are arranged separately.
- If needed, extra lessons may be scheduled in addition to, but not in place of, regular lessons.
- If a student's lesson time is no longer convenient, a new time will be arranged if possible.
- Two weeks' notice is required if students are not planning to return at anytime during the year.

### 4) Drop in Lessons

are available for students who do not have a regular time slot. These students will be fit into the schedule as time allows, but will take second priority to regularly scheduled students. *Drop in lesson time slots are limited- they may not always be available and availability will vary from week to week.*

### 5) Make-up Lessons

are available as schedules allow in the term in which the lesson has been missed, in accordance with the Missed Lessons Policies; see #8

### 6) Payment:

- Payment may be made by cash, cheque, or e-mail transfer. *Cheques should be made out to Tracey Staback.*
- Receipts are issued at the time of payment. It is expected that students will keep the receipt for income tax purposes. If a duplicate receipt is needed, Administrative Fees will apply; see #9
- Students are paying for the teacher's time and are responsible to pay for the time slot being held for them according to the number of lessons in each month or term, not the number of lessons they are present for.
- Missed lessons are not carried over as a credit for the next month or term; see #8, Missed lessons.
- Lesson fees are due at the beginning of each term, *for the entire term.* Students who choose to pay by the month will provide the Studio with postdated cheques, at the beginning of the term, to cover the term fees.
- Drop in lesson fees must be paid on or before the day of the lesson.

#### PLEASE NOTE:

\*Lesson fees are non-refundable. Students who withdraw early from lessons will receive a credit or gift certificate for the remaining lessons, minus the required two weeks notice, which can be used towards Studio services, products, or programming.

### 7) Lesson fees (Effective September 1, 2021):

\$55/hour assessment/trial lesson for all first time private students.

#### REGULAR WEEKLY LESSONS:

These rates are for students booking a regular weekly time slot between September 7 and June 5.

\*Families who book 2 or more hours of private lessons per week receive the low term rate of \$40/hour.

Subject	Type of Payment	½ hour lesson	¾ hour lesson	1 hour lesson
Voice	Monthly	\$30/lesson	\$40/lesson	\$50/lesson
	Term (3 months)	\$26/lesson	\$36/lesson	\$46/lesson
Voice + an instrument	Monthly	\$29/lesson	\$39/lesson	\$49/lesson

	Term (3 months)	\$26/lesson	\$36/lesson	\$46/lesson
<b>Piano, Violin, Recorder, Ukulele &amp; Guitar</b>	Monthly	\$28/lesson	\$38/lesson	\$48/lesson
	Term (3 months)	\$26/lesson	\$36/lesson	\$46/lesson
<b>Dramatic Speech Arts</b>	Monthly	\$28/lesson	\$38/lesson	\$48/lesson
	Term (3 months)	\$26/lesson	\$36/lesson	\$46/lesson
<b>Music Theory, Music History, Ear Training &amp; Vocal Sight Reading</b>	Monthly	\$28/lesson	\$38/lesson	\$48/lesson
	Term (3 months)	\$26/lesson	\$36/lesson	\$46/lesson
<b>Song Writing &amp; Composition</b>	Monthly	\$28/lesson	\$38/lesson	\$48/lesson
	Term (3 months)	\$26/lesson	\$36/lesson	\$46/lesson
<b>Semi-Private Lessons</b> (2 students together- all subjects)	Term (3 months) No Monthly Payment Option	\$18/lesson each	\$23/lesson each	\$28/lesson each

**DROP IN LESSONS AND SHORT TERM COACHING SESSIONS:**

\$35/half hour or \$55/hour for all subjects. These rates are for students who do not have a regular time slot, according to Studio availability. No registration fee is required and Missed Lesson Policies apply once lessons are booked; see #8.

**8) Missed lessons:**

**BY THE TEACHER:** Your teacher is a professional musician who may need to reschedule lessons due to rehearsals and performances. If lessons are cancelled by the teacher, the following policies apply:

- With 24 hours' notice, a make-up lesson will be arranged as soon as schedules allow.
- With less than 24 hours' notice, students may opt to either schedule a make-up or take a lesson credit for the next month or term.

**BY THE STUDENT:** Sometimes unavoidable situations may arise that require you to miss your regular lesson time. If lessons are cancelled by you, the following policies apply:

- With 24 hours' notice, a make-up lesson will be offered if schedules allow, up to two times a term (3 months). After those make-up lessons, no other arrangements will be made for missed lessons and no credit will be given.
- With less than 24 hours' notice, no other arrangements will be made. There will be no credit for this lesson.

**PLEASE NOTE:**

- \*Students may choose to complete make-up lessons online if schedules do not allow for in person make-up lessons.
- \*Missed make-up lessons cannot be rescheduled and no credit will be given if they are missed.
- \*Students will be asked to complete a self screening form before attending an in-person lesson. Those who are ill will not be permitted to attend an in-person as per Public Health guidelines at the time of the lesson. In these instances an online lesson will be provided at the students' usual lesson time.
- \*In the case of extended absences (more than 2 weeks), make-up lessons may be arranged or the student may let go of their time slot and re-book a time slot when they return to regularly scheduled lessons. The usual two weeks notice is required if students choose to let go of their time slot.
- \*There are no make-ups or credits given for missed Semi-Private Lessons missed by the student.

**9) Administrative fees:**

- Annual Registration fee: \$20/student or \$35/family
- Duplicate receipts/Detailed Payment Statements: \$5 each
- Practice Theory Exam Papers: \$25 for each practice paper corrected outside of a student's lesson
- Song Transposition: \$30 for each song transposed for recital, exam, or competition purposes

**10) Accompaniment:**

- In most cases, the student is responsible for making accompanist arrangements for performances, auditions and competitions. A list can be obtained from the teacher. The student is responsible for making all rehearsal & payment arrangements with the accompanist.
- The teacher will make accompanist arrangements for studio recitals and performance classes. Students will equally share in the cost of this accompanist and will pay the teacher directly.
- The teacher will also make accompanist arrangements for exams, competitions, and other events *if two or more Studio students are participating*. Students are responsible for making payment arrangements with the accompanist.

**11) Communication and Privacy:**

The primary method of communication by the Staback Music Studio is through e-mail. By providing your email address, you are consenting to Staback Music Studio sending you electronic communications which may include newsletters as well as information regarding our products and services. You may withdraw your consent at any time by contacting [stabackmusic@sympatico.ca](mailto:stabackmusic@sympatico.ca). The Staback Music Studio may also use your personal information to send you information on third party products and services which may interest you. Your personal information is not shared outside the company.

**I have read and accept the policies out lined above.**

\_\_\_\_\_  
Parent/Student

\_\_\_\_\_  
Date