

**NEW STUDENT INFORMATION PACKAGE & REGISTRATION  
APPLICATION for PRIVATE PIANO, THEORY & VOICE LESSONS  
for the 2015-2016 Teaching Year  
Studio of Shelagh McKibbon-U'Ren RMT UMTC**

Thank you for your interest in private piano, theory and voice lessons. This Information Package is designed to answer the Common Questions that you may have.

***1) What are the goals of the Teacher, Parent and Student?***

My goals as a Teacher are:

- to help each Student build and develop a strong foundation in music to the best of their abilities (and capabilities).
- to teach all areas of music (sight-reading, ear training, technique, theory, performance, etc.) so that the Student learns how to read, write and play music (and not just play “by rote”).
- to create an interest and curiosity that will encourage the student to want to learn.
- to provide clear and concise practicing instructions and expectations.
- to work with the Student, encouraging them in their Learning Style, to develop proper learning habits and practicing skills.
- to create a safe learning environment where the Student will develop and build their self-esteem, their self-confidence and their feelings of self-worth.

The goals of the Parent should be:

- to encourage and enable the Student to practice regularly and as instructed.
- to ensure that the Student understands their practicing instructions (and to help them if they do not, or are not able to, read the instructions).
- to ensure that the Student has a quiet, safe and distraction-free practice time (preferably scheduled into their routine) on an appropriate instrument (full-size digital keyboard or a piano that is tuned every 8-12 months).
- to create and encourage a practice routine that the Student will follow (even if they are just learning for “fun”). A consistent practice routine is important and builds confidence, self-esteem and work ethics. Please note: if you are not willing to encourage your child to practice, it will affect their speed of progress.
- to ultimately be responsible for ensuring that all lesson material is brought to the lesson, or to the school on lesson day. (***Note: according to ORMTA Policy, the lesson is forfeited if the student does not have their material.***)

The goals of the Student should be:

- to follow their practicing routine, even when they don't “want to”. (Fun happens as we learn and practice! Lessons are even MORE fun when we practice at home!)
- to follow all the practicing instructions for each song and to only check off in the Dictation book when the all instructions have been followed. (Be honest! The Teacher can't set appropriate expectations if you are not honest when practicing.)
- to complete all writing homework (in pencil, unless otherwise indicated).
- to bring all lesson material to the lesson (or to school on lesson day).

## 2) What are the levels and the lesson & practicing expectation for each?

The Royal Conservatory of Music has created new “Levels of Study” effective September, 2015. The following lesson and practice times are a guideline only.

Level	Method; RCM Level; Ultimate Music Theory Level	Lesson length required	Per Week: # of Practice Sessions	Practicing Time per Session
<b>Beginner Level Stage</b>				
<b>Junior Beginner</b>	<b>Method:</b> Alfred Prep A	30 minute	3 to 5 Times	10 – 15 minutes
<b>Intermediate Beginner</b>	<b>Method:</b> Alfred Prep B	30 minute	3 to 5 Times	15 – 20 minutes
<b>Senior Beginner</b>	<b>Method:</b> Alfred Prep C or Piano Adventures Level 1 <b>Theory:</b> UMT Prep A	45 minutes		
<b>Elementary Level Stage</b>				
<b>Preparatory A</b> (RCM Piano Exam available)	<b>Method:</b> Alfred Prep D or Piano Adventures Level 2A to 2B <b>RCM:</b> Level Preparatory A <b>Theory:</b> Continue in Prep A/B	45 minutes	4 to 5 Times	20 – 30 minutes
<b>Preparatory B</b> (RCM Piano Exam recommended)	<b>Method:</b> Piano Adventures Level 2B to 3 <b>RCM:</b> Level Preparatory B <b>Theory:</b> UMT Prep B	45 – 60 minutes	4 to 5 Times	20 – 30 minutes
<b>Level 1</b> (RCM Piano Exams now recommended at each/most levels)	<b>Method:</b> Continue in Piano Adventures (or similar method) <b>RCM:</b> Level 1 (former Grade 1) <b>Theory:</b> Preparatory Theory Exam	45 – 60 minutes	4 to 5 Times	30 – 45 minutes
<b>Level 2</b>	<b>Method:</b> Continue in Piano Adventures (or similar method) <b>RCM:</b> Level 2 (former Grade 2) <b>Theory:</b> Begin Basic UMT	60 minutes	4 to 5 Times	45 minutes
<b>Level 3</b>	<b>Method:</b> Continue in Piano Adventures (or similar method) <b>RCM:</b> Level 3 (former Grade 3) <b>Theory:</b> Basic Theory Exam	60 – 75 minutes	4 to 5 Times	45 – 60 minutes
<b>Level 4</b>	<b>Method:</b> Supplemental Material <b>RCM:</b> Level 4 (former Grade 4) <b>Theory:</b> Begin Intermediate UMT	60 -75 minutes	4 to 5 Times	60 minutes
<b>Intermediate Level Stage</b>				
<b>Level 5</b>	<b>Method:</b> Supplemental Material <b>RCM:</b> Level 5 (former Grade 5) <b>Theory:</b> Intermediate Exam	75 – 90 minutes	4 to 6 Times	60 to 75 minutes
<b>Level 6</b>	<b>RCM:</b> Level 6 (former Grade 6) <b>Theory:</b> Begin Advanced UMT	75 – 90 minutes	4 to 6 Times	60 to 75 minutes
<b>Level 7</b>	<b>RCM:</b> Level 7 (former Grade 7) <b>Theory:</b> Advanced Theory Exam	75 – 90 minutes	4 to 6 Times	75 to 90 minutes
<b>Level 8</b>	<b>RCM:</b> Level 8 (former Grade 8) <b>Theory:</b> Group Introductory Harmony and History 1 Class	90 minutes	5 to 6 Times	75 to 90 minutes
<b>Advanced Level Stage</b>				
<b>Level 9</b>	<b>RCM:</b> Level 9 (former Grade 9) <b>Theory:</b> Group Harmony/History	90 – 120 minutes	5 to 6 Times	75 to 90 minutes

**\*Students can continue into Level 10 and the Diploma Certificate Levels.**

### **3) *How fast should my Student progress?***

Progress is dependent upon many factors (including the level of commitment of the Student and Parent). For most Students, there are 4 typical Progress Speeds:

- 1) **Progress Speed 1 – Snail:** The Student chooses to basically practice at their lesson. The Parent is typically not involved in encouraging practicing at home and the family tends to have many other activities in their lives. The emphasis is more on the positive aspects of the lesson and learning environment, as well as the Teacher’s support of the Students emotional, intellectual and learning needs.
- 2) **Progress Speed 2 - Slow and Steady:** The Student chooses to only be responsible for practicing 1 to 3 pieces each week, and often only chooses to practice 1 or 2 times at home each week. However, they often “skip” the Teacher’s practicing instructions and just play the piece once or twice. The Parent may not always have time to ensure that work is completed for each lesson, and the student is often involved in a few different extra-curricular activities. The emphasis by the Teacher is then on building self-confidence, encouraging independent practicing skills and supporting learning needs, with lots of “off-bench” activities and review/reinforcement of previously learned concepts at the lesson. Progress will be slow and the student will spend at least an extra year or two at each level of study (especially at the Beginner Levels).
- 3) **Progress Speed 3 – Sailing Along:** The Student usually chooses to practice 4 to 8 pieces each week, completing all (or most) of the practicing instructions on a regular basis. The Student has (or is developing) a fairly strong work ethic and understands the importance of practicing as instructed. The Parent is typically involved in encouraging practicing at home, and practicing is usually part of the normal schedule. The Student will typically spend 2 – 3½ years at the “Beginner” stage, and then 1 year per Level after that.
- 4) **Progress Speed 4 – Speeding Through:** If this level of progress appears at the “Beginner” stage, then the Students typically has a gift for music and is dedicated to learning. This Student will usually spend less than 2 years at the “Beginner” stage. If this level of progress appears at the “Elementary” or “Intermediate” stage: The Student’s strong practicing skills have led to them being able to skip an RCM Level, or complete 2 Levels in one teaching year.

If you are not satisfied with your child’s level of progress, please do not hesitate to contact the Teacher so that we can discuss your expectations and commitment level. The Teacher can also provide suggestions on how to make “having fun” (practicing) at the piano part of your child’s routine.

### **4) *Do I need to have a piano or keyboard at home?***

Yes.

### ***5) What kind of piano or keyboard is acceptable?***

It is “okay” to practice on a smaller keyboard or a keyboard without weighted keys while at the Junior Beginner Level **only**. If the Student is continuing past the Intermediate Beginner Stage, the Student **must** practice on a Piano or a Full-Size Digital Keyboard (with weighted keys and at least 2 pedals). The Parent must be willing to upgrade the Student’s keyboard at this stage.

If the Student is not practicing on a Piano or a Full-Size Digital Keyboard by the Elementary Level Stage, the Student will experience difficulties musically. This will be reflected in their RCM Examination Grades and in their progress.

If you have a Piano, it is the **Parent’s responsibility** to ensure that the Piano is tuned at least once every year. If you do not have a Piano Tuner, I recommend Al’s Piano Shop: 613-925-0124. If you cannot remember when your piano was last tuned, book a tuning now.

### ***6) How often will I have to purchase books and do I have to buy them myself?***

There are a minimum number of necessary books required at each level. As I cannot predict the musical progress of each student, I cannot guarantee how long a set of books will last. It will be necessary to purchase new books as the student completes each level. It may be necessary to purchase additional books if a student is struggling in an area in their playing or writing, or if they want to explore additional types of music.

On your Student Information Form, you will have the opportunity to indicate whether or not you would like me to look for “used playing books” (books that other students have finished with and are “recycling” by giving them to me for use with in-need students). There is no guarantee that used books will be available.

I will arrange to purchase the necessary books required by the Student. The Parent/Guardian is expected to reimburse me within 14 days. (Interest may be charged for invoices that are not paid within a timely manner.)

### ***7) How much do lessons cost and what is my yearly commitment?***

Lesson fees are based upon \$20.00 per half hour. It is expected that when a Student registers for lessons, the Parent is committing to lessons for the entire teaching year (from September to June, or, if registering mid-session, from the day/month of the first lesson to June). The Yearly Lesson Fee (Total Number of Lessons Provided multiplied by the Lesson Fee) can be divided into 10, 5 or 2 equal Tuition Payments and is payable by post-dated cheques. (A Cash-Payment Agreement is available.)

During the September to June teaching year, I will be prepared and present to provide 31 Monday Lessons and 34 Tuesday, Wednesday and Thursday Lessons. (If you register mid-session, the number of lessons that I will provide will be based upon the number of weeks left in the teaching year.)

If, after beginning the teaching year, it becomes necessary to terminate your Lesson Agreement, a 4 Lesson Notice must be given in writing to the Teacher. (If you are paying according to the Cash-Payment Agreement, an 8 Lesson Notice must be given in writing.)

As a Registered Music Teacher (and Member of ORMTA), my Studio must adhere to the Registered Music Teacher Policy that states:

*Your lesson fee does not ensure that you will receive a lesson at a time that is convenient to you each week. Your lesson fee ensures that your lesson time slot is reserved for your lesson each week and a commitment to attend your lesson at that time is expected. Therefore, you will not receive a rescheduled lesson time nor will you receive a credit/refund whenever it is not convenient for you to attend your lesson at your lesson time for any reason (illness, family holiday, school activity, bus cancellation, etc.).*

**If you do not understand this, please contact me before registering for lessons.**

**8) *What if my child cannot attend their scheduled lesson time?***

All private piano/voice students can join the “Swap List” – a list of parents and students who are willing to “swap” lesson times in order to accommodate an illness, family vacation or school activity. It is the **parent’s responsibility** (and NOT the Teacher’s) to contact someone on the Swap List if you need to swap your lesson time. The Swap List is emailed to parents and is updated as required.

Your child’s lesson time is set aside for your child. A Student who forfeits, or who does not attend a scheduled lesson (and does not arrange for a “swap”), will simply miss the benefit of that lesson. I will then use that time (as well as other times) to plan for the Student’s progress, locate materials, create teaching goals, etc.

Please be assured that your tuition pays for far more than the time that I spend with your child at their scheduled lesson time. There are no refunds, discounts or make-up lessons given unless I am unable to teach the promised number of lessons during the Teaching Year.

**9) *I would like my child to attend lessons at school – what do I need to know?***

YOUR RIGHTS THROUGH THE GOVERNMENT OF ONTARIO EDUCATION ACT  
REGARDING THE ABSENCE FROM SCHOOL FOR PRIVATE MUSIC LESSONS:

*Section 21. (2) A child is excused from attendance at school if,  
(e) the child is absent from school for the purpose of receiving instruction in music and the period of absence does not exceed one-half day in any week.*

If your child attends lessons at Academie-catholique Ange-Gabriel, your child will have a lesson on their selected lesson day, however the lesson time may be adjusted during the teaching day to accommodate Classroom Teacher requests, tests, etc.

If a student has been marked absent at school for any reason, especially on bus cancellation days, lesson times may also be adjusted. The Teacher will not wait around

at the school once all students who are at school with their books have received their lessons. If you would like to bring your child to the school for their lesson only (especially on a bus cancellation day), please contact the Teacher beforehand to confirm the lesson time for your child – do not assume that their lesson time will be the same.

On bus cancellation days, lessons can also be arranged at the Teacher's Home Studio. However, the parent MUST contact the Teacher before 9:00 a.m. if they would like the student to have their lesson at the Teacher's Home Studio on a bus cancellation day.

**Please note:** If I do not hear from you, or if your child has not arrived at school by the time all lessons have been taught, I will assume that you have opted to forfeit your scheduled lesson on that day.

***10) I am interested in registering my child for lessons. How do I do this?***

In order to register for lessons for the September to June Teaching year, please complete the attached Registration Application. A \$50 non-refundable Registration Deposit is to be returned with the Registration Application. This Registration Deposit will be post-dated for August 1<sup>st</sup> (or for the beginning of the month prior to the first lesson). This Registration Deposit will be deducted from the first months Tuition Fee Payment.

Once your Registration Application and Deposit have been received, and a suitable lesson date and time has been arranged, you will receive your Registration Package. This Package will include your Tuition Fee Agreement, Lesson Schedule and other documents for you to complete and return by a specified Registration Deadline in order to confirm your Registration.

If we are unable to agree upon a suitable lesson date and time (or if I am unable to arrange a suitable lesson date and time with your child's School Teacher), your Registration Deposit will be returned to you. However, once you have received your Registration Application, if you decide to not continue with the Registration Process, or if you do not return your signed documents by the specified Registration Deadline, you will forfeit your Registration Deposit.

Thank you for understanding that my teaching is my full-time employment and that I am self-employed. However, as a Registered Music Teacher, there are rules and policies that I must follow in my Studio. I rely on this income to support my family, and I endeavor to run my Studio in a fair and ethical manner.

If you have any questions, please do not hesitate to contact me.

Shelagh McKibbon-U'Ren RMT UMTC

Registered Music Teacher, ORMETA; Certified Theory Teacher, UMTC

Author, Editor and Executive Director, Ultimate Music Theory

Studio: 613-498-2455                      Cell/Text: 613-349-6292

Email: [mckibbonfamily@sympatico.ca](mailto:mckibbonfamily@sympatico.ca)

Studio Address: 1179 Cuthbertson Avenue, Brockville, Ontario. K6V 7B1

## Registration Information for:

Student's Name: \_\_\_\_\_ Required Lesson Length: \_\_\_\_\_

\$50 non-refundable Registration Deposit to be dated for: \_\_\_\_\_

(Your Registration Deposit will be deducted from your first months Tuition Fee Payment.)

If I do not hear from you, I will assume that you are not interested in registering for lessons at this time.

Completed forms can be mailed or dropped off to:

Shelagh McKibbon-U'Ren, 1179 Cuthbertson Avenue, Brockville, Ontario. K6V 7B1

OR at the office at Académie catholique Ange-Gabriel (if registering between September and May)

Thank you. Shelagh McKibbon-U'Ren

## REGISTRATION APPLICATION Studio of Shelagh McKibbon-U'Ren, RMT UMTC

Student: \_\_\_\_\_

Age: \_\_\_\_\_ Grade at school (as of Sept. 2015): \_\_\_\_\_

Preferred Lesson Location:

\_\_\_\_\_ - Académie catholique Ange-Gabriel

\_\_\_\_\_ - Shelagh's Home Studio (1179 Cuthbertson Avenue)

If there are days/times that you absolutely **cannot** have this student's lesson time, please list them here: \_\_\_\_\_

*I understand that Shelagh McKibbon-U'Ren will contact me to confirm my child's lesson day. I understand that I will be required to complete and return the "Registration Package" in order for my child's lesson time to be confirmed.*

*I understand that my Registration Deposit cheque will not be cashed until I have been provided with a lesson time/day. However, if Shelagh McKibbon-U'Ren provides me with a lesson time and I chose to not complete the Registration process, I understand that my Registration Deposit cheque will be considered to be my "Termination Notice" and it will be cashed.*

\_\_\_\_\_ *I have attached my Registration Deposit cheque (\$50 per student registering) payable to Shelagh McKibbon-U'Ren.*

*I would like to receive the Registration Package by:*

\_\_\_\_\_ - *having a "hard copy" mailed to me or dropped off at my home.*

\_\_\_\_\_ - *having a "hard copy" sent home from school in my child's Agenda (or back-pack).*

\_\_\_\_\_ - *email. It will be my responsibility to print and complete the forms.*

Parent/Guardian's Name: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_