

**♪ STUDIO POLICIES**  
**2011/2012 TEACHING YEAR ♪**  
**Shelagh McKibbon-U'Ren, R.M.T., U.M.T.C.**

**SESSION REGISTRATION, DATES AND PAYMENT**

♪ For Students of Shelagh McKibbon-U'Ren, lessons are based upon a **\$20.00** per 30-minute lesson fee.  
♪ The teaching year runs from the first day of Public School in September, 2011 and ends on the last day of Public School in June, 2012 (based upon the School Calendar for the Upper Canada District School Board).

♪ A **“Registration Fee, Lesson Fees and Lesson Schedule”** form is attached. This document lists the exact lesson dates and the lesson fee required for each month. (It also shows the non-refundable \$50 per student Registration Fee if applicable.) Please review this list of lesson dates carefully.

♪ For students registering for lessons beginning in September, 10 post-dated cheques are required to cover the entire teaching year. Each cheque will cover the lessons in one calendar month and will be dated for the 1<sup>st</sup> of each month.

♪ For students registering mid-teaching year, you will receive a list of lesson dates and the lesson fee for each month through the remainder of the teaching year. Post-dated cheques will be required to cover the remaining months in the teaching year.

♪ Cheques are to be made payable to your Teacher.

♪ Your registration will be confirmed when your post-dated cheques have been received.

♪ If your registration is not received by the Registration Deadline that is noted on your **“Registration Fee, Lesson Fees and Lesson Schedule”** form, you will forfeit your requested lesson date and time.

**PLEASE NOTE THAT:**

♪ A \$10 processing fee will be charged for any cheque returned for any reason. (ex. “NSF”)

♪ If you prefer to pay in Cash, please complete the **“Cash Payment Agreement”** form. This agreement will require you to:

- contract to pay for lesson fees in advance 2 months at a time.
- contract to give the payment to your Teacher for the next 2-month session on or before the first lesson of each 2-month session.
- contract to pay for September and October’s lesson fees by August 30<sup>th</sup>, 2011 (if beginning lessons in September).
- contract to pay a late fee of \$5 for each week, or part thereof, that the lesson fee is late.
- contract to agree to give 2 months written notice in the event that you need to terminate the lessons.

**STUDENTS WHO LEAVE SCHOOL EARLY TO ATTEND LESSONS**

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.**

**FORMS REQUIRED FOR REGISTRATION**

For all students, the parent/guardian must complete, sign and return the following attached forms:

♪ the **“Parent/Guardian Agreement”** Form. By signing the **“Parent/Guardian Agreement”** Form, you are contracting that you have read, understand and agree to abide by the policies set forth in this document.

♪ the **“Student Information Form”**.

♪ the **“Swap List”** Form.

For Shelagh McKibbon-U'Ren’s students who take lessons at their School:

♪ the **“Private Music Lessons during School Hours”** Form.

**For Insurance and Liability Purposes, lessons will not commence until all required forms have been received.**

## **CANCELLING A LESSON**

As a member of the Ontario Registered Music Teachers Association, this studio is governed by the *ORMTA Music Studio Policy By-Laws* which stipulate the following:

- No allowance will be made for lessons missed by students, except by special arrangement in cases of prolonged illness.
- In the event of the teacher's absence, adjustment will be made.
- Time lost due to a student's lateness cannot be made up.

♪ 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, **your teacher will not reschedule lesson times nor will you receive a credit** when you cancel or miss your lesson time for any reason (other than a prolonged illness).

♪ If a lesson is cancelled by a parent/guardian or student **FOR ANY REASON** (vacation, family celebrations, sporting events, sudden illness, school trip, inclement weather, bus cancellation, etc.) and regardless of notice given, the lesson is forfeited.

♪ Parents can join the "Swap List"

## **FORFEITED LESSON**

A lesson is considered forfeited if:

♪ The student cancels or fails to show for a scheduled lesson.

♪ **The student forgets to bring their music books to their lesson.**

There are **NO REFUNDS** for forfeited lessons.

## **SWAP LIST**

Parents who agree to be a part of the Swap List will agree to have the following information listed on the Swap List:

- 1) Their names and contact telephone number and/or email address
- 2) Their child's name and lesson time (and lesson location).

The Swap List will then be distributed to all parents who are on the Swap List. If a situation arises where a student is unable to attend their scheduled lesson time for any reason, the Parent can then contact other Parents on the Swap List to see if anyone is able to "swap" a lesson time. Once a swap has been arranged, it is important to let your Teacher know. If you are unable to arrange a swap and cannot attend your lesson at its scheduled time, the lesson will be forfeited.

## **TEACHER EMERGENCIES**

♪ If an emergency situation does arise and your Teacher is not able to keep the student's lesson time, your Teacher will do her best to contact the parent/guardian beforehand. However, if your Teacher is unable to reach the parent/guardian, your Teacher will **tape a note to the front door of her home**. When you drop off the student for their lesson, **please ensure that the student has safely entered the home/studio before you leave**.

♪ If an emergency situation occurs which disrupts the lesson, the lesson will be extended to make up for the lost time. If it is impossible for the lesson to be extended, your Teacher will arrange a time credit or an extension to a future lesson.

♪ **If your Teacher must cancel a lesson, you will receive a refund** at the next lesson (or a credit if you pay according to the **2-month Cash Agreement**).

## **TERMINATION OF LESSONS:**

It is assumed that the student will continue to take lessons throughout the teaching year. If your situation changes and you need to withdraw your child from lessons, please note:

According to the *ORMTA Music Studio Policy By-Laws*:

- One months notice must be given prior to termination of lessons and all fees must be up to date.

**For students who pay by monthly post-dated cheque: ONE CALENDAR MONTHS** written notice must be given in writing.

**For students who pay by the 2-month Cash Agreement: TWO CALENDAR MONTHS** written notice must be given in writing.

Notice is to be given on or before the first scheduled lesson of a month. If written notice is given after the first scheduled lesson of any month, the student will still be expected to take for the following two months. (For example, if written notice is received on the 8<sup>th</sup> of the month, and the first scheduled lesson was the 1<sup>st</sup>, the student will be expected to complete that month as well as the following 1 or 2 months depending upon the payment agreement.) Post-dated cheques for the months dated after the final lesson will be returned to the parent/guardian upon receipt of appropriate notice (and assuming that all invoices are paid in full).

One-on-one education is very concentrated, and the bond between teacher and student can grow quite strong. Nevertheless, **the Teacher reserves the right to dismiss a student** for consistent lack of preparation and practicing, excessive absences, disrespectful attitude, failure to pay tuition in a timely manner, lack of support from the Parent/Guardian and not adhering to the Studio Policies.

### **COMMUNICATIONS (NEWSLETTERS, INVOICES, ETC.)**

♪ Newsletters are EMAILED to all parents on a regular basis. It will be assumed that communication emailed to the parent/guardian will be read in a timely manner. If your primary e-mail address changes, please contact the Teacher by email so that the Contact Information can be amended.

♪ Communications sent home will be placed inside the student's dictation book. It will be the parent/guardian's responsibility to check the student's dictation book weekly for communications.

♪ Your Teacher will not be responsible for any communication that is lost or not read.

♪ Your Teacher will assume that once a communication has been sent home, the parent/guardian will deal with it accordingly and will respond (when necessary) by any deadline given.

### **MUSIC BOOKS AND MATERIAL**

♪ Your Teacher will purchase the required Music Books and materials for the student and will then invoice (bill) the parent/guardian.

♪ The parent/guardian will ensure that all Invoices for items purchased are paid within 2 weeks.

♪ A \$5 late-payment fee will be charged weekly for any Invoices not paid within 30 days of the Invoice being sent home.

If you have any questions about the information contained in this Document, please contact your teacher BEFORE commencing lessons. Thank you.

Shelagh McKibbon-U'Ren R.M.T., U.M.T.C.

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Studio Phone: 613-498-2455

Cell Phone: 613-349-6292 (You may text or leave messages on the Cell Phone)

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