

Music House (Richard Benedict and Nicole Marchesseau)

38 Weatherell Street
Toronto ON
M6S 1S9
(416)769-4531

Music Lesson Studio Policy

1. Lessons are \$24 per 30 minutes, \$36 per 45 minutes and \$48 per 60 minutes. Lessons must be paid for at the beginning of each month by cheque for the corresponding number of days in the month. **Post-dated cheques are the preferred method of payment.** If payment is not received by the 15th of the month, a \$15 late fee will be incurred. There is a \$20 fee for any returned cheques.
2. Lessons begin on September 6th, 2011 and end on June 30th, 2012 and exclude Labour Day, Thanksgiving Day, Winter Break (corresponding with the Toronto District School Board Calendar), Good Friday, and Victoria Day. March Break will operate under a revised schedule. If students opt to take additional vacation time at March Break (more than one week), they are expected to pay for these weeks and lessons will be made up at an alternate date.
3. One month's notice must be given prior to termination of lessons and all fees must be up to date.
4. Parental involvement (for younger students—not adult students!) in the progress of the student is encouraged. Parents are encouraged to provide dictation books or assignment books as a means of weekly communication about expectations, assignments, scheduling reminders, and progress. Parents are welcome to attend lessons.
5. Students need a regular, non-interrupted time to practice. This time will vary according to teacher assignments and student levels.
6. Students are given the option to participate in recitals, exam workshops, and retirement home recitals. Students interested in piano competitions such as the Kiwanis Music Festival should contact their teacher. There will be a small fee for recitals to help cover costs of the rental space and any competitive fees will be the responsibility of the student. RCM examinations are also available but any associated fees will be the responsibility of the student.
7. The students must not enter into examinations, performances or auditions without the prior knowledge and approval of the teacher.
8. If a student isn't progressing well (isn't practising regularly, missing lessons), the teacher reserves the right to terminate lessons.
9. No allowance will be made for lessons missed by students, except by special arrangement in cases of prolonged illness however make-up lessons will be available to students who are ill or who give more than 24 hours notice. If a student does not show up to a lesson without 24 hours notice and the student is not ill the lesson is considered forfeited. Any make-up lessons will be scheduled at a mutually agreeable time. There will be no make-up lessons for missed make-up lessons.
10. Do not bring your child to the lesson if they are ill or running a fever.
11. In the event of the teacher's absence, adjustment will be made.
12. Time lost because of a student's lateness cannot be made up.
13. No food or gum is allowed in the studios. Nut-free snacks are permitted in the waiting area. All students must clean their hands before lessons with hand wipes provided in the waiting area.
14. Teachers respect the provision of Federal Legislation regarding protection of privacy. Personal information provided by parents will not be shared with others without express authorization by parents.
15. Teachers are bound by the Code of Ethics contained in the By-Laws of the Ontario Registered Music Teachers' Association.

I have read and agree to the above terms and conditions in the studio policy.

(Name)

(Date)