

# Kara Keith Piano

## Policies and Agreement Form 2021

*\*please sign and return prior to, or at, your first lesson*

### Zoom Lessons

- It is recommended to be in the zoom waiting room 5 minutes before the start of the lesson
- Your camera must be set up properly so that the piano keyboard and both hands and face are visible
- There will be a few minutes at the end of the lesson for questions, recap and/or parent-teacher discussion
- Students must take notes in a cahier and have a pencil for any editing on the partitions

### In-person lessons are currently limited to students taking RCM piano exams and follow strict COVID-19 safety guidelines

- Students and Teacher must where masks at all times
- Hand sanitizing before entering the upstairs suite
- Only one person in the suite at a time

### Types of registration and fees with the KaraKeithPiano

**1) Full Time Student:** A full term consists of one lesson per week for a specified number of weeks. Term one runs from Thursday September 3, 2020 to Monday December 21, 2020. Term two runs from Monday January 4, 2021 to Monday June 28, 2021

- When signing up as an enrolled student, the student fee is a fixed monthly sum with an invoice every month of the same amount (see **Rates** below). Student enrollment must begin before Sept 1 and involves a registration fee of 30\$ with this contract signed and returned to Miss Keith

**2) Individual lessons:** Lessons can be purchased separately at anytime for a determined amount of lessons

**Statutory Holidays & Spring Break:** There are no lessons Dec.21-Jan 3 2021 for winter holidays and March 1-7th 2021 due to spring break. Lessons that fall on statutory holidays are included in the term fees, (i.e. lessons are taught on Mondays of a long weekend)

**Piano Lesson length:** A 45 minute piano lesson is recommended, however for beginner students who are in their first 2-3 years of study a 30 minute lesson may be acceptable. 45 minute lessons are required once students are 12 years of age or begin RCM Grade 4

**Rates:** per single student

**Beginner** 30\$/ 30 minutes or \$120/per month

**Intermediate** 40\$/ 45 minutes or \$160/per month

**Advanced** 50\$/ 60 minutes or \$200/per month

**Drop-In** 60\$/hour

**Registration Fee:** A non-refundable **\$30 registration fee must accompany your registration.** This fee guarantees you a lesson time for the year, a spot in the Spring Recital and covers use of studio library materials and photocopies. If a mutually agreeable lesson time cannot be agreed upon the \$30 registration fee will be refunded within 30 days.

**Payment Options:** (circle one below)

**1.** SquareUp is now handling all payments, which will be done online. You will receive a 7 day reminder before the balance of the next month. You can keep your credit card safely on file with them

<https://squareup.com/ca/en/about>

**2.** You will be able to purchase gift certificates and monthly subscriptions through my website at

<https://karakeithpiano.com/>

**3.** Cash/cheque/e-transfer payment **on or before the 1st** of every month

\*The cost per month will be divided equally per month from September until June

\*\*Cheques can be made out to Kara Keith Piano

**Registration Fee:** A non-refundable **\$30 registration fee must accompany your registration.** This fee guarantees you a lesson time for the year, a spot in the Spring Recital and covers use of studio library materials and photocopies. If a mutually agreeable lesson time cannot be agreed upon the \$30 registration fee will be refunded within 30 days.

**Cancellation Fee:** For students withdrawing from private lessons, a cancellation fee that is equivalent to **4 lessons will be charged** unless 4 full weeks' notice is given (minimum 28 days)\*

\*Overdue accounts will be charged a \$10.00 administration fee per month. NSF Cheques will be charged a \$20.00 service fee. If a student's fee becomes more than 30 days overdue lessons may be discontinued and the student's lesson time may be given to a child on the waiting list.

**Missed Lesson Policy:** Lessons missed by the teacher will be re-scheduled or a refund will be offered. If 12 hours' notice is provided by the parent that a lesson will be missed due to sickness or other non foreseen incidences Kara Keith Piano will place your name on a list and will inform you about any available lesson times that open up in the next 5 weeks. **A make-up lesson however is not guaranteed and you will still be charged the full amount for the missed lesson.**

**Required Materials (In-Person and Online Lessons):** Students must have a piano on which to practice between scheduled lessons. A metronome (or a metronome app) is also required. If students are interested in certain styles of music or particular music selections they are required to find the sheet music/partition either online or at one of the city's music stores. Students must bring all music books as well as music cahier/dictation book, to every lesson.

**Parental Involvement:** Because of COVID-19 only students who are taking their RCM piano and theory examinations will be seen for in-person lessons. One person/student at a time is allowed to come into the lesson and for that reason if the parents have any questions or concerns about the piano lesson, please contact me by email or phone. Otherwise I will give all instruction for the student in their workbook cahier which they bring each week.

**Expectations:** A practice time of **20-30 mins** at a minimum of **4 days a week** is required for all students over the age of 8 and a daily practice of 10-20 mins for those students 8 or under. (Keep in mind as life gets busy, 5 minutes of practice is better then none!)

**Any Additional Information I should know about the student's health, learning style or other specifications:**

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Parent/Student signature: \_\_\_\_\_

Teacher signature: \_\_\_\_\_

Date: \_\_\_\_\_