

Kara Keith Piano

Policies and Agreement Form

2021/2022

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

Zoom Lessons

- Are currently still available and recommended for anyone in quarantine or are not able to get to the Montreal studio.

In-person lessons are available and follow COVID-19 safety guidelines

- Hand sanitizing before entering the upstairs suite
- No parents inside the apartment and only one person in the piano area at a time
- Masks worn at all times
- Sanitization of piano keys, door handles, piano bench before and after every lesson

Types of registration and fees

1) **Enrolled Student:** A full year consists of 2 terms: Fall and Winter/Spring. Together they consist of one lesson per week for a total of 10 months which includes 39 weeks of lessons in total for the year. Term one (Fall), runs from Monday September 6, 2021 to Thursday December 23, 2021. Term two (Winter/Spring) runs from Monday January 10th, 2022 to Thursday June 23rd, 2022. When signing up as an enrolled student, the student fee is a fixed monthly sum with an invoice every month for the same amount, regardless of the number of lessons (see Rates). Student enrolment begins after August 15th and can occur at any time throughout the year plus a one-time registration fee of **30\$** /per student, with this contract signed and returned to the owner, Kara Keith.

2) **Individual lessons:** Lessons can be purchased separately at any time.

3) **Gift certificates:** Can be purchased at any time for any amount of lessons and will be charged as single lessons to be used by the expiry date on the back of the certificate, (10% discount will be given when 4 or more lessons are purchased, as a gift certificate, at a time).

Statutory Holidays & Spring Break: There are no lessons from Thursday, **Dec.23, 2021** - Thursday, **Jan. 6, 2022** for winter holidays and Monday, **Feb. 28, 2022** - Sunday, **March 6, 2022** 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 such as Thanksgiving, and May long weekend etc).

Enrolled Students: When paying the monthly fee, It works out to be either 35\$, 40\$ or 50\$ per lesson when following the calendar delineated above. If the student attends all the lessons in the 10 month term, it equals 39 weeks. If you want to exchange your lesson time during one holiday, for another, that is fine but will be contingent on the teacher's availability. There are absolutely no refunds for missed lessons.

Piano Lesson length*: A 45 minute piano lesson is recommended for most students, 30 mins for young kids and an hour lesson for adults and advanced students of any age. Lesson time can be determined after the teacher has met the student. *free consultations offered. Call 514-476-8862 or email karakeithpiano@gmail.com

Rates**	<u>Single Lesson</u>
Beginner	30 minutes /45\$
Intermediate	45 minutes /55\$
Advanced	60 minutes /65\$

	<u>Monthly Lesson (min.one term commitment +30\$ registration fee)</u>
Beginner	30 minutes / 35\$ = 140\$
Intermediate	45 minutes /40\$ = 160\$
Advanced	60 minutes /50\$ = 200\$

Registration Fee: A non-refundable **\$30 registration fee**, per student must accompany your registration. For families with 2 or more students the Family Rate is a flat **45\$**. 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. After a time slot is agreed upon and In order to reserve your time slot for the term, you will receive an invoice from Square Up.

Payment Options:

- 1) SquareUp is now handling all regular invoicing and can be done online. You will receive a 3 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) Cash/cheque/e-transfer payment **at the lesson or before the 1st of the month.** Cheques can be made out to Kara Keith Piano

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.

Missed Lesson Policy: There are absolutely no refunds for missed lessons. I can offer up to 3 make-up lessons per year per family if no less than 24 hours' notice is provided by the student or parent. After giving your notice, your name will be placed on a 'make-up lesson' list. If we cannot find a mutually available time slot during teaching hours (Mondays-Thursdays 9:00am - 8pm, Sundays 9:30-4pm) by the end of the spring term the lesson will have to be paid for anyways and won't carry over to the summer or fall terms. Keep in mind, if enrolment is full, only those spots where another student(s) has had to cancel, will be available for your make-up lesson(s).

If a lesson is missed by the teacher and I can't make it up by the end of the spring term, your money will be refunded for the 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 the student (or students who travel together) are allowed to come into the apartment 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 communicate expectations for the student in their workbook which I will provide for them and that they need to bring each week.

Expectations: A practice time of 30 mins 5 days a week is required for all students over the age of eight and a daily practice of 15-20 mins for those students eight or under. (Keep in mind as life gets busy, 5 minutes of practice is better than none!)

Social Media: Kara Keith assumes the right to use any images and videos collected during music lessons, recitals or any other KKP event. This includes; Facebook, Instagram, IGTV and Youtube. If you do not want an image or video displayed you can request for it to be removed.

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

Parent/Student signature: _____

Teacher signature: _____

Date: _____