

# Kara Keith Piano

## Policies and Agreement Form

2022/2023

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

### Zoom Lessons

- Are ongoing and the same price as in-person lessons

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

- Hand sanitizing before entering the upstairs suite
- Please Do NOT come to piano lessons if you are feeling sick with COVID or anything that is likely contagious. I will offer you an online piano lesson instead. If a student comes showing signs of sickness, they could be sent home and the lesson will not be made up at a later date.
- Only KKP students are allowed upstairs. There is no longer a waiting room available but other students can work/wait in the kitchen for their lesson to begin.
- Masks worn on a case by case basis and are no longer required by student or teacher unless requested
- 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. Term one (Fall), runs from Thursday September 1, 2022 to Friday December 23, 2022. Term two (Winter/Spring) runs from Sunday January 8th, 2023 to Friday June 23rd, 2023. 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 along with the one-time registration fee of **40\$** /per student, with this contract signed and returned to the owner, Kara Keith.

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

**3) Gift certificates:** Can be purchased at any time for any number 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).

**Statutory Holidays & Spring Break:** There are no lessons from Friday, **Dec.23, 2022** – Saturday, **January 7, 2023** for winter holidays. There are no lessons Monday, **March. 6, 2023** - Sunday, **March 12, 2023** due to spring break. Lessons that fall on other 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).

**Enrolled Students:** When paying the monthly fee, It works out to be either 40\$, 50\$ or 60\$ 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](mailto:karakeithpiano@gmail.com)

## Rates\*\*

### Individual Lesson

**Beginner** 30 minutes 45\$

**Intermediate** 45 minutes /55\$

**Advanced** 60 minutes /65\$

### Enrolled Monthly Lessons (min.one term commitment +40\$ registration fee)

**Beginner** 30 minutes/ 40\$ = 160\$

**Intermediate** 45minutes/45\$ = 180\$

**Advanced** 60 minutes /55\$ = 220\$

**Registration:** After a timeslot is agreed upon and In order to reserve your lesson time for the term, there is a non-refundable **\$40 registration fee**, per student. (Family fee, with 2 or more students is **50\$**). This registration fee guarantees the following:

- A reserved lesson time slot for the year (fall, winter, spring semesters)
- Personalized program with initial music to get you started
- Any additional photocopies from studio library that might be needed throughout the year
- Registration for RCM piano exams
- A complimentary cahier and homework folder with any needed materials to get started on your personalized program.
- Performance spot in the piano recital

### **Payment Options:**

- 1) E Transfer/Cheque/Cash payment on or before the 1st of the month. Cheques can be made out to KaraKeithPiano
- 2) Square Up is handling all regular invoicing and payment can be done easily online.

You can keep your credit card safely on file with them for direct monthly payments info@<https://squareup.com/ca/en/about>

**Individual Lessons** can be purchased any time, along with gift certificates for any number of lessons

**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 by the student. I can offer up to 2 make-up/rescheduled 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 9:30am - 5pm) 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. Because enrollment is usually full, only those spots where another student(s) has had to cancel, will be available for your make-up lesson(s).

**Cancelation Policy for missed Individual Lessons:** Once a lesson has been booked it cannot be refunded but it can be rescheduled if more than 24 hours' notice has been given to reschedule. The rescheduled lesson must be taken within 4 weeks of the originally booked lesson time for the credit to carry over. Otherwise, the lesson will be canceled and a new one will be booked for an additional price.

**Missed Lessons by the Teacher:** If a lesson is missed by myself, Kara Keith, and it cannot be 'made-up' by the end of the spring term, the lesson fee for that lesson, will be refunded.

**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 only the student (or students who travel together) are allowed to come into the apartment 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, the official KaraKeithPiano website, Facebook, Instagram, IGTV and Youtube. If you do not want an image or video displayed, you can request for it to be removed.

**Semester 1**

**30min 45min 60min**

Student name: _____	Lesson Length: _____	_____	_____
Student name: _____	Lesson Length: _____	_____	_____
Student name: _____	Lesson Length: _____	_____	_____
Student name: _____	Lesson Length: _____	_____	_____

**Semester 2**

**30min 45min 60min**

Student name: _____	Lesson Length: _____	_____	_____
Student name: _____	Lesson Length: _____	_____	_____
Student name: _____	Lesson Length: _____	_____	_____
Student name: _____	Lesson Length: _____	_____	_____

Student / guardian signature:

Teacher signature:

Date: