

# Kara Keith Piano

## Policies and Agreement 2023/24

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

### Calendar, Statutory Holidays & Spring Break

First lesson: **Monday September 4, 2023**

Winter Holidays no lessons: **Friday, Dec.22, 2023 – Sunday, January 7, 2024**

March Break: **Monday, March 4, 2024 - Sunday, March 10, 2024**

Last lesson: **Friday June 21, 2024** \*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).

### Types of registration and fees:

**1) Enrolled Student:** A full year consists of one lesson per week for a total of 10 months beginning Monday September 4, 2023 and finishes Friday June 21, 2024. This includes 39 weeks of lessons in total. 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 18th and can occur at any time throughout the year along with the one-time registration fee of **40\$/per student or 50\$/per family**, 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 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).

**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. This is not guaranteed and **there are absolutely no refunds** or credits 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 Lessons

**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/50\$ = 200\$

**Advanced** 60 minutes /60\$ = 240\$

**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
- A complimentary cahier and homework folder with any needed materials to get started on your personalized program.
- Any additional photocopies from studio library that might be needed throughout the year.
- Registration for RCM piano exams.
- Performance spot in any, and all piano recitals during the ten-month term.

## 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. (if you do not wish to use this service I will invoice you through Square and you can chose your preferred method of payment).

**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 list and if we cannot find a mutually available time slot during teaching hours (Mondays - Thursdays 9:00am - 8pm, Sundays 9:30am - 8pm) 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).

**Cancellation 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 cancelled and a new one will be booked for an additional price.

**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 \$25.00 service fee.

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

## Required Materials (In-Person and online lessons)

- piano on which to practice between scheduled lessons.
- metronome (or a metronome app)
- 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!).

## Safety and Health Guidelines:

- Please Do NOT come to piano lessons if you are feeling sick. 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.
- Hand sanitizing before entering the upstairs suite.
- 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.
- Fingernails must be cut and clean.

**Social Media:** KaraKeithPiano 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, or write me your request below.

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

Student / guardian signature: \_\_\_\_\_

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

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