

Student's Name; \_\_\_\_\_ Parent's Signature: \_\_\_\_\_

“I have read and agree with this policy letter.”

Policy Letter – Emma Skeete's music studio 2018-19. Please read CAREFULLY.

**Commitment:** MYC classes require a solid commitment on behalf of the parent/caregiver and the child for the full year. Strongly consider time for class, practicing and assignments before enrolling.

1. **Registration;** Holds your spot and secures your materials. Runs between \$150-195 depending on the child's current level. Additional resources available (ie: CDs/books) you can ask me or go to [www.myc.com](http://www.myc.com) and see the shop.

**Class Fees:** Tuition is \$648 the year. Please turn in 10 post-dated cheques written to:

**Emma Skeete in the amount of \$ 64.80/month for 15<sup>th</sup> of each month September 2018 to June 2019.**

If another schedule of payment is needed, please contact me directly (not during class time).

Any NSF/bounced cheques will be charged an additional \$25 per occurrence.

**Year long term:** There are 34 weeks of classes and 2 “parties/recitals.” One in January and one in the spring, 36 sessions total.

2. **Successful classtime with your child.** Please do not expect your child to follow if you're not willing to participate as well. One of the incredible outcomes with the MYC curriculum is the opportunity for parent/child interaction. We are not striving for perfection, but rather we are nurturing a love of music to last a lifetime. Inspire them to do well by using encouraging and positive words. Lead the way with your child as they go to the keyboard, point to the music, and sing along! Be involved and attentive. If you do it – your child will follow. On the rare occasions that a child's behavior is disruptive, I will simply ask the child and parent to leave and to return the next week – ready for another try.

**Additionally, please do not carry on side conversations** in class with the other parents. This is VERY distracting both to the teacher, and other students, whether you feel it is or not, especially during solotime. If there is time between activities (and in particular during solotime) simply do class homework / class game (located next to class carpet) quietly with your child.

**Once class is over, exit as quickly as possible.**

**Please contact me outside of class time to discuss anything pertaining to class.** We are participating in a class/team atmosphere. I am only too happy to address any specific concerns about your child's progress by phone, email or in an additional coaching session outside of class time.

3. **On-time:** MYC is a class atmosphere, when someone arrives late, it affects everyone. Classes begin at the scheduled times. Please be on time.  
**Please let me know ahead of time if you must miss class or have to be late for any reason.** (by phone/text or email). This helps us to start on time (so we are not waiting for you!). All homework sheets are available online to be downloaded to keep up with the class: [www.emmaskeete.ca/homework](http://www.emmaskeete.ca/homework) please let me know if you can't access it or have issues with it.

4. **Siblings:** Siblings are not permitted in class. Our insurance covers only students registered for the class. Siblings can be distracting to the students, and the parent is not able to give full attention to their registered child. It is also not fair to parents who may have hired baby-sitters to look after their other children at home. In case of emergencies, a sibling may sit on the bottom landing of the studio stairs, doing a silent activity, but cannot interrupt class or the parent please contact me ahead of time to confirm.

5. **Practicing:** Daily practicing is required a minimum of 5 times a week. Practicing and homework completion are a MUST. Short practices planned over the course of the week are most effective. Parents MUST be involved in the practice with their child. With absolute confidence, I can say that the students who have had consistency in practicing, class involvement, combined with a positive/encouraging parent are the ones who show the most

eagerness in class. Musicianship is not so much 'natural talent' as a 'slow and steady wins the race' attitude passed on from the parent to the child. Talent is nothing if its not combined with a good attitude & hard work.

6. **Keyboards:** All students enrolled in an MYC piano program should have a keyboard/piano with 3-4 octaves. It doesn't need to be fancy or expensive (however, it is strongly recommended that you have touch sensitive keys on your keyboard. Your child will be frustrated if they cannot play the different volumes/dynamics written in the music). Please ask Emma if you need any assistance purchasing a keyboard. Suitable keyboards on kijiji.ca / Long & McQuade / Costco. Quality brands include Roland/Yamaha/Casio (year and model are a consideration as well). Please do ensure a keyboard/piano is set up and ready to go in your home in time for first class, this will encourage good practise routines right from the start. I really appreciate your co-operation with this.
7. **Missed Lessons/Refunds/Make-ups arranged only for Teacher cancelled classes.** There will be no refunds for late or absent lessons incurred by the student. Missed lessons are NOT refunded or rescheduled for any reason. The only lessons made up, are for teacher-cancelled lessons. Please note: Lessons cancelled/missed due to bad weather will not be made up. **Please, inform Emma if you are not coming for class due to a storm day.** Skype and Facetime are available at the parent's request (please ask if you want more info).  
**Additionally, extra help coaching is available** on a case by case basis, at the teacher's discretion and in discussion with the parent. Coaching is available for \$25/hour if extra help is needed.
8. **Discontinuing:** Since I am making a year-long reservation in my schedule for you and your child, please accept that the lesson fees, for the year, are not refundable. (New students cannot be added part way through the year). Please note; at the teacher's discretion an exception may be made, (ie: moving or extended illness) in this case fees will be paid up to the month the child withdraws + one additional month's fees, any left over payment or post-dated cheques over and above this amount would be returned.
9. **Please note:** any families showing excessive tardiness/bounced cheques/incomplete work/not showing up for class will be asked to discontinue. Lateness/missing classes, does affect everyone in the class. Additionally, any student or parent who show repeated disrespect, bad attitudes or any form of unacceptable behavior (verbal/physical etc..) will be asked to leave, no questions asked. In these rare cases, partial refunds are at the sole discretion of the teacher.

THE BEST MYC CLASS

1. **DO BE on time!**
2. **DO Communicate absences** . Otherwise, the rest of the class and teacher are left waiting for you! If you must miss class, let Emma know so she can send you homework so you'll be ready for next class.
3. **DO Pay on time.** Bounced/NSF cheques will be charged \$25 at each occurrence.
4. **DO make our class a safe place!** We will show nothing but respect to one another in class: Parent/child & Vice versa, child/Teacher & vice versa , child/child. (There will be NO outbursts in class, no raising of voices from parents to children, no confrontations in class). We will deal with issues as they may rise – outside of class. This will be to the discretion of the teacher.
5. **DO NOT complain or have confrontations in class.** Please deal with any class issues in person or by phone. There will be no email complaints/email confrontations OR gossip tolerated. Any issues to do with class will be directed to Mrs. Skeete by phone or, in person.
6. **DO Encourage your children** – please don't embarrass them in class. Don't force them b/c some kids learn more slowly, or in a less obvious way than others.
7. **DO Help your child overcome 'dreary days.'** Please don't coddle your child or drag them to class. If they have a "tired" moment – take them out of class until they are prepared to re-join us. Challenge them to overcome their dislikes/bad responses.
8. **DO Inspire your child** – please don't compare them to someone else. Help them to grow at THEIR pace – not someone else's.
9. **DO have good attitudes.** As the parent goes – so goes the child. If you don't like it – it will come out in your child's practicing/attitude to class. They can sniff it a mile away!
10. **DO Come for the year.** Please don't expect your child to give 100% effort if you have 1001 activities planned for them outside of school. Music requires commitment, as such it may require letting some things go in order to see your child excel in music. When you register – you're expected to come for the year.

Your can expect THIS from your teacher:

A warm/comfortable inspiring atmosphere

Challenging your child to grow musically, socially, and academically

Openness to discuss concerns you/your child may have about class and their progress

A commitment to communicating by email/phone in a timely manner (life happens, but I really do try to make this commitment to my students).

I will be Energetic, knowledgeable, & receive on-going training

I will have a Passion for kids and music

Registration Checklist:

- 1. Registration form completely and carefully filled out.
- 2. Registration Cheque (written to Emma Skeete).
- 3. Please turn in 10 post-dated cheques written to: **Emma Skeete in the amount of \$64.80/month for 15<sup>th</sup> of each month September 2018 to June 2019.**
- 4. Signed copy of the policy letter. You will also find a copy of this policy on my website [www.emmaskeete.ca](http://www.emmaskeete.ca)

DUE NO LATER THAN MAY 2, 2018

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