

Student's Name; _____ Parent's Signature: _____

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

Policy Letter – Emma Skeete's music studio 2020-21. Please read CAREFULLY.

1. **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.

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. **Registration:** Holds your spot and secures your materials. Runs between \$150-205 depending on the child's current level.

Class Fees: Tuition is \$684.00 the year. Please turn in 10 post-dated cheques written to: Emma Skeete in the amount of \$ 68.40/month for 15th of each month September 2020 to June 2021.

If another schedule of payment (or scheduled e-transfer) is needed, please contact me directly (not during class time). Any NSF/bounced cheques will be charged an additional \$25 per occurrence. Additional resources available (ie: CDs/books) you can ask me or go to www.myc.com and see the shop.

3. **Class time:** One of the incredible outcomes with the MYC curriculum is the opportunity for parent/child interaction. Please make sure to set an example of participation, lead the way with your child as they go to the keyboard, point to the music, and sing along! Be involved, attentive, and use encouraging and positive words. We are not striving for perfection, but rather we are nurturing a love of music to last a lifetime. 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.

Please do not carry on side conversations in class with the other parents. This is distracting both to the teacher, and other students, especially during solotime. If there is time between activities (especially during solotime) simply do class homework / MYC class game available at the front, quietly with your child.

No CELL PHONES in class. No texting/no scrolling/no calling. (You are welcome to go outside or use the bathroom to make an urgent/emergency call or text). Cell phone use for **certain** situations is permitted: Emergencies, screen shot of homework sheet/class work, class photo – with consent of other class members, etc...but, overall cell phones aren't needed for class involvement.

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 happy to address any specific concerns about your child's progress by phone, email or in an additional coaching session outside of class time.

4. **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 if you need to be late for any reason. In situations where someone other than the parent brings the child, please inform me ahead of time. (by phone/text or email). This helps us to start on time.

5. **Homework sheets** are available online to be downloaded to keep up with the class: please let me know if you can't access it or have issues with it.

HOMEWORK LINK: www.emmaskeete.ca/mychomework

- 6. 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. In case of emergencies, a sibling may sit on the bottom landing of the studio stairs, doing a silent activity, but cannot interrupt class/parent please confirm with me ahead of time.
- 7. 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 please assist your 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.
- 8. Keyboards:** All students enrolled in an MYC piano program need a keyboard/piano with 3-4 octaves. Touch sensitive or weighted keys are important. 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. Please ask Emma if you need any assistance purchasing a keyboard.
- 9. 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 will not be refunded or rescheduled for any reason. The only lessons made up, are for teacher-cancelled lessons.

Storm days: Lessons missed due to bad weather will not be made up.

Please give me two hours notice (if possible) on a storm day if you cannot attend class. Additionally, with minimum 2 hour notice prior to class Zoom/WhatsApp/Facebook video are available at the parent's request.

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 \$30/hour if extra help is needed.
- 10. Discontinuing:** The spot for your child is held for the year, as such it is not refundable. Please note: at the teacher's discretion an exception might be made, (ie: moving or extended illness). In that kind of circumstance, fees will be paid up to the month the child withdraws + one additional month's fees. Any fee payment or post-dated cheques over and above this amount would be refunded/returned.
- 11. Please note:** any families showing excessive tardiness/bounced cheques/incomplete work/severe lack of practising/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 shows 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.
- 12.** If another adult will be bringing your child to class or practising with them (more than once), kindly have them read items 3-5 of this policy as well. Thank you.

COVID-19

I will be taking steps to follow all provincial health protocols in September. I intend to regularly clean and disinfect, and make hand sanitizer available for use in-class etc...as much as is possible to ensure a healthy environment. As with any environment involving groups of children, please do be considerate to make sure you aren't intentionally bringing a child with any contagious illness to class. Knowing this is a difficult call at best, we will also be gracious in how parents make their decisions about this. If during a class a child is showing symptoms feel free to exit class as a precaution. This season has taken us all by surprise, but by handling it with common sense, flexibility, and caution, we can help one another to cope in the coming months.

I am hoping we can be in the studio together by fall, but if not, we can certainly connect again by Zoom/internet. I aim to have plans in place to have classes regardless of the provincial protocols (isolation/spacing etc...). Things might look a little different, but we will get move forward. The bonus of this entire situation is, we are better equipped to deal with snow days!!