



## PRIVATE MUSIC LESSON PROGRAM TERMS AND CONDITIONS 2020 – 2021

### Enrolment Procedures and Expectations:

1. Read through and sign this information letter of terms and conditions.
2. Complete the Registration Form and return it with **3** postdated cheques no later than **Friday, June 26<sup>th</sup>, 2020.**

Registration forms received **after** June 26<sup>th</sup>/20 are **subject to a \$30.00 late fee**. Late applications will be placed on a waiting list until all other sessions are planned.

Upon receipt of the **complete** application (registration form plus payment), the student will be assigned a time spot for lessons.

All cheques payable to **St. Charles Catholic School**

- Lessons begin the week of Tues. September 22<sup>nd</sup> /20 and run until Thurs. June 10<sup>th</sup> /21.
- Lessons are 30 minutes in length.
- Students are expected to commit to the entire September to June period as stated.
- No lessons are scheduled during Christmas Holidays, January Exam Week (*For Gr 6 – 8 students only*), Catholic Schools Week, or during Spring Break.

**Recitals:** *2 Evening Recitals* will be held during the year.

- The 1<sup>st</sup> recital will be held on **Thursday, January 28<sup>th</sup> / 2021.**
- The 2<sup>nd</sup> recital will be held on **Thursday, June 10<sup>th</sup> / 2021.**

All students are encouraged to participate in each of the 2 recitals set during the year. Music Festival and exam participation is encouraged, but is not compulsory.

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### Private Music Lesson Instructors:

Our Private Music Lesson instructors are highly qualified and experienced. Many of our instructors are certified through the Manitoba Registered Music Teachers' Association and hold Toronto Royal Conservatory of Music credentials. The P.M.L. instructors will be available for lessons during the daytime hours. Students will be required to come to their lesson studio at their designated time.

If your private music lesson instructor can not complete their teaching term, a **replacement** instructor will be allocated by the P.M.L Coordinator.

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### Method Books and Accessories:

Students will be responsible at their own cost for purchasing their method books, music, and accessories needed for their music lessons. Instructors are asked to procure these items for the student whenever possible and collect the payment from the student's family as required

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## Lesson Rescheduling & Cancellation Policy

- No refunds or credits are issued on missed lessons or no-shows.
- The rescheduling of lessons is to be done directly through the student's P.M.L. instructor by the parent(s) and is subject to instructor availability. The school is not responsible for these arrangements.
- To reschedule a lesson, please email or call your instructor and copy or forward the details to the Coordinator of the P.M.L. program, Kathleen Lalonde ([klalonde@stccs.ca](mailto:klalonde@stccs.ca)).
- The PML instructor will determine when and how the lesson will be made up based on his/her schedule and studio availability. This may include extending the time of an existing lesson.
- Lessons will be rescheduled for School Calendar Mandated Fieldtrips and Monthly Mass dates. PML Instructors are not obligated to make up PML lessons if the school day is cancelled due to an "Act of God" – i.e. a water main break, a snow day, or other unforeseen emergency preventing the school from operating.
- When the P.M.L. instructor cancels a lesson, it will be made up at a time that is mutually convenient for the student and the instructor.
- When the student/parent cancels the lesson for outside school activities or vacation time, or the student does not show up for their slotted lesson, these lessons **will not** be made up or accommodated by the PML instructor.
- If the student decides to withdraw from lessons before the end of the year, written notice must be provided to the Coordinator, Kathy Lalonde **before the dates listed below**. Fees for subsequent terms will be returned if written notice of cancellation is provided in writing by the following dates:
  - Written notice **by** Dec 1<sup>st</sup>, 2020 – For lesson cancellations in Terms 2 & 3
  - Written notice **by** March 1<sup>st</sup>, 2021 – For lesson cancellations in Term 3 only
- **Fees are not refundable after the following dates:** Dec. 15<sup>th</sup>, 2020 for Terms 2 & 3 /or March 15<sup>th</sup>, 2021 for Term 3.

## Student Illness Policy:

Students are eligible, but limited to, two (2) make-up lessons **per year** due to illness.

Make-up lessons due to illness are subject to the following guidelines:

- The PML instructor must be notified by phone or emailed **no later than** 7:00 am of the lesson day.
- The PML instructor will determine when and how the lesson will be made up based on his/her schedule and studio availability.
- A lesson cannot be made-up if a student becomes sick at school as the instructor has already been hired for the session.

By signing this Terms and Conditions information letter and registering your child in the Private Music Lesson Program at St. Charles Catholic School - you indicate that you accept and understand these conditions.

Parent's Signature: \_\_\_\_\_

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