



## 2023/24 SCHOOL POLICY

**\*\*\*Please read carefully BEFORE submitting your registration order. Please note that KMC administration will not be obligated to debate or defend the policy for any reason. Thank you for your understanding and cooperation.\*\*\***

### YAMAHA MUSIC EDUCATION SYSTEM (YMES) & GROUP COURSE POLICY

#### **REGISTRATION**

- Registration fee:
  - Full Year Course
    - **\$70** for the first registration of the academic year, due at registration
    - Each subsequent registration for the academic year (either through additional course enrollment or through sibling enrollment) will be at a discounted rate of **\$50**
- A student's registration is complete with: 1) the submission of an online registration, and 2) the payment of the correct registration fee, which is approved and confirmed by KMC administration.
- Registration cancellation:
  - Before July 31st, 2023: Full refund
  - Between August 1st and August 31st, 2023: Any paid tuition fees will be refunded. No refund for registration fee.
  - After September 1st, 2023: No refund for registration fee. The withdrawal policy, which is detailed on page two of the policy, will be applied.

#### **TUITION AND PAYMENT PLANS**

- Total cost includes: the entire tuition fee, material cost, Year End concert fee, and Yamaha exam participation fee (for applicable courses only).
- Payment options:
  - a. Single payment: Paid in full by August 1st, 2023
    - i. Paid by a valid credit card on file
    - ii. By email transfer
    - iii. By a cheque: additional \$5 paper handling fee will be added to overall cost
  - b. Nine (9) Installment plan
    - i. Must provide valid credit card information on file
    - ii. Due on the 1st of each month. Starting on August 1st, 2023 for full-year courses, with last payment on April 1st, 2024
      - 1. *If registering after August 1st, 2023:* The total tuition fee will be prorated, and the last installment payment will be extended to May 1st, 2024.

#### **DECLINED PAYMENT**

\$25 will be charged to the credit card on file for declined credit card transactions occurring more than once within the academic year.

## **PARENTAL INVOLVEMENT**

- **Apple Course, Music Wonderland, Junior Music Course 1-2, & Young Musicians Course 1:** A parent or guardian (must be an adult age 18+) must accompany each student to each lesson.
- **All other courses & advanced courses:** Parent participation during lessons will be at the teacher's discretion.

## **YEAR END CONCERT**

- Annual Year End Concert performance will be held June 2024. Concert participation is a mandatory part of the curriculum, and the fee is included in the tuition fee.
- Annual Year End Concert performance is not applicable for Apple Course or Music Wonderland.

## **WITHDRAWAL**

*It is understood that registering for a course is to reserve a spot for the full year OR a certain number of lessons for term courses, and that the parents and students have an agreement with the school to complete the course once registered.*

- Withdraw deadline from the course:
  - BEFORE THEIR 7th LESSON (FULL YEAR COURSES) / 4th LESSON (TERM COURSES): Partial tuition refund is available if a student withdraws before said lesson. Written notice must be received and confirmed by school administration. Registration and material fees are non-refundable.
- Withdrawal after above said lessons: all fees associated with the course will be non-refundable.

## **MISSED GROUP LESSONS**

- No refunds/credits/make-ups will be issued for missed group lessons. Weekly homework assignments will be provided by the class teacher.
- Students who miss more than 20% of the course curriculum are not eligible to register for the subsequent course the following year. A meeting with the school director must be scheduled to discuss options for the next school year.

## **LESSON CANCELLATION**

- **TEACHER ABSENCES:** Group lessons canceled by the instructor will be scheduled and made up on the next Makeup Sunday, which are identified on the school calendar (a copy of the school calendar is available on the last page of the policy). If the instructor is unable to provide the makeup, a qualified teacher will be arranged to substitute the lesson.
  - It is non-refundable or re-schedulable if a student is unable to attend the makeup class.
- **WEATHER-RELATED CANCELLATIONS:** Cancellations due to inclement weather are not eligible for makeups or refunds. An online lesson alternative may be available if the class teacher is able to conduct the lesson safely from their home. KMC reserves the right to cancel lessons when there is a warning issued by Environment Canada or the City of Ottawa. The

school will contact all affected families via the primary email address listed on the family's KMC account no later than two (2) hours prior to their lesson start time.

### **POSTPONEMENT & CANCELLATION OF A CLASS**

KMC reserves the right to postpone the start date of a group class, and to cancel any class with low enrollment that has not started. Every effort will be made to transfer the student to a similar class or to offer an alternate option.

### **LENGTH OF LESSONS FOR SMALL GROUPS**

KMC reserves the right to adjust the length of the lesson time at any point in the year should the size of the group class decrease to less than three (3) students.

### **SWITCHING CLASSES**

If it can be accommodated, one permanent switch between classes/teachers is allowed per school year. Any subsequent switches will have an administrative charge of \$25 applied.

\*NOTE - The academic year is from September 1 to August 31.

## **PRIVATE LESSON POLICY**

### **PREREQUISITE**

- Graduates of YAMAHA Group Programs, aged 6+ by assessment; OR new, complete beginners aged 8+

### **REGISTRATION**

- Registration fee:
  - **\$70** for the first registration of the academic year, due at registration
  - Each subsequent registration for the academic year (either through additional course enrollment or through sibling enrollment) will be at a discounted rate of **\$50**
    - Subsequent registration fees are waived for YMES Group students who are taking additional weekly/biweekly private lessons
- A student's registration is complete with: 1) the submission of an online registration, and 2) the payment of the correct registration fee, which is approved and confirmed by KMC administration.
- Registration cancellation:
  - Before July 31st, 2023: Full refund
  - Between August 1st and August 31st, 2023: Any paid tuition fees will be refunded. No refund for registration fee.
  - After September 1st, 2023: No refund for registration fee. The withdrawal policy, which is detailed on page four of the policy, will be applied.

### **TUITION AND PAYMENT PLANS**

- Total cost includes total number of tuition fees for the whole school year (at the time of registration).
- Payment options:
  - a. Single payment - paid in full by August 1st, 2023

- i. Paid by a valid credit card on file
  - ii. By email transfer
  - iii. By a cheque: additional \$5 paper handling fee will be added to overall cost
- b. Nine (9) installment plan
- i. Must provide a valid credit card information on file
  - ii. Due on the 1st of each month. Starting August 1st, 2023, with the last payment on April 1st, 2024
    1. *If registering later than August 1st, 2023:* payment must be completed no later than May 1st, 2024

### **CURRICULUM AND MATERIALS**

- KMC private piano students are encouraged to use the Yamaha Pianoforte series as their primary method of study at KMC, and to also work towards the Yamaha Grade Examination (YGE) held at the end of the school year. Working with other methods and towards other exam systems as a secondary curriculum is also available upon request.
- Students are encouraged to continue studying solfege, composition, and arrangement, and to participate in Yamaha's composition concert – "Junior Original Concert" – held at the school in the spring.

### **MISSED PRIVATE LESSONS AND MAKEUP LESSONS**

- A maximum of three (3) private lessons per academic year can be rescheduled by the student provided that a minimum of 24 hours' notice is given. Same day cancellations are not eligible for makeup lessons for any reason.
  - If the student has mild contagious symptoms but is well enough to take the lesson remotely, an online lesson alternative may be available if the class teacher is able to conduct the lesson from the school.
- Makeups must be scheduled and taken on or before the closest Makeup Sunday, which are scheduled and listed on the school calendar. A copy of the school calendar is available on the last page of the policy.
- Makeup lessons are not reschedulable for any reason.

### **ONLINE LESSON PARTICIPATION**

- Students may be able to participate in lessons online with a previous agreement with the class teacher. Please note that 2023/24 private lessons are expected to be conducted in-person; online learning for the whole entire year is NOT available. Frequent online lesson participation may affect students' exam preparation. In such cases, it is at the teacher's discretion whether or not to withdraw students from their examination.

### **PARENT CLASS OBSERVATION**

Available upon request and approved by the school director, or at the teacher's request due to student's behavioral or learning issues. Parents will not be in the room during lessons otherwise.

### **WITHDRAWAL**

- Written notice received by the school administration is required to withdraw from private lessons. Tuition is payable for the duration of a four lesson period (which commences upon

receipt of withdrawal notice), regardless of if said lessons are attended or not. Remaining tuition fees (minus unused installment fees, if applicable) will be refunded.

- Tuition refund will not be granted for withdrawals occurring on or after May 1st, 2024.

### **RECITALS**

- Students will have opportunities to perform in school seasonal recitals to showcase their progress and achievement. A recital fee will be due for each event.

### **SWITCHING TEACHERS**

If it can be accommodated, one permanent switch between teachers is allowed per school year. Any subsequent switches will have an administrative charge of \$25 applied.

## **PARTICIPATION WAIVER**

### **KANATA MUSIC CENTRE reserves the right for the following:**

- use any photos or videos taken at the school, or at related events for school promotional materials.
- suspend students for non-payments of tuition or inappropriate conduct.
- KMC is not responsible for personal injury or damage/loss of belongings on its premises.



September						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**KEY DATES AND HOLIDAYS**

**SEPTEMBER**

Friday, September 8: CLASSES START!

**OCTOBER**

Monday, October 9: Thanksgiving (CLOSED)

Tuesday, October 31: Halloween (CLOSED)

**DECEMBER**

Sunday, December 10: Makeup Sunday #1

Saturday, December 24: Start of Winter Break (CLOSED)

**JANUARY**

Saturday, January 6: Classes Resume

**FEBRUARY**

Monday, February 19: Family Day (CLOSED)

**MARCH**

Sunday, March 10: Start of March Break (CLOSED)

Monday, March 18: Classes Resume

Sunday, March 24: Makeup Sunday #2

Friday, March 29: Good Friday (CLOSED)

Saturday, March 30: Easter Weekend (CLOSED)

**APRIL**

Monday, April 1: Easter Monday (CLOSED)

**MAY**

Monday, May 20: Victoria Day (CLOSED)

**JUNE**

Sunday, June 16: Makeup Sunday #3

Tuesday, June 25: Last Day of Class

Wednesday, June 26 - Friday, June 28: Makeup Week