

# Rachel Loerts Music Studio Policy 2020/2021

## Contact Information

For scheduling, billing, and other questions please contact Rachel Loerts through one of the following ways:

- Call or text 519-566-3957
- Email [rachelloertsmusic@gmail.com](mailto:rachelloertsmusic@gmail.com)
- Schedule an in-person or video chat meeting

For questions about lesson content and practising please contact your instructor directly.

- Rachel can be reached through the above information.
- Rob can be reached at [roberthaynes011@gmail.com](mailto:roberthaynes011@gmail.com)

## Location

- 15 Dudley Crescent, London Ontario N6E 1S3
- Please enter through the side door. There is a sign up saying to come in. Take off your shoes when you come inside and wait in the waiting room at the bottom of the stairs
- Please note that at this time Rachel Loerts Music is only accessible by stairs. Students unable to navigate the stairs are invited to have lessons online.

## Tuition Rates

- We use a monthly tuition payment system.
- We do not charge a registration fee.

|                   |             |
|-------------------|-------------|
| 30-minute lessons | \$100/month |
| 45-minute lessons | \$150/month |
| 60-minute lessons | \$185/month |
| 75-minute lessons | \$235/month |
| 90-minute lessons | \$270/month |

- Tuition covers the following:
  - 36 weekly lessons with your instructor from September to June
  - 2 built-in flex weeks that are not paid for to account for student and teacher absences
  - Lesson and theory books
  - A music stand (except piano students)
  - Additional sheet music
  - Access to our ever-growing music library

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- Original sheet music arrangements by your instructor
- The preparation your teacher does for your lesson
- Photocopies
- Lesson resources (games, apps, etc.)
- Personalized lesson videos
- Ability to contact your instructor with questions throughout the week

### **Payment Methods**

- Invoices are sent out one week before they are due
- Tuition is due on the 1st of every month
- Tuition can be paid via e-transfer to [rachelloertsmusic@gmail.com](mailto:rachelloertsmusic@gmail.com) with the security answer "Dudley".
- Tuition can also be paid via cash or post-dated cheque made out to Rachel Loerts Music at the last lesson of the month
- Returned or NSF cheques will incur a \$5 fee or any other amount charged to cover expenses levied against Rachel Loerts' account.

### **Refund Policy**

- Refunds will not be issued

### **Withdrawal Policy**

- Students are required to give 15 days notice before discontinuing lessons. The student and/or parent will be asked to meet with Rachel Loerts to discuss the reason for the termination of lessons.

### **Lesson Dates and Times**

- Lessons run from Thursday, September 10th 2020 to Wednesday, June 30th, 2021
- Students can then take an optional 8 lessons for the same monthly tuition rate during July and August. All lessons in July and August 2021 will be scheduled on Tuesday, Wednesday, or Thursday.
- Lessons are available between 10 am and 4 pm on Sunday, and 2:30 pm and 7:30 pm Monday through Thursday.
- Lessons are not scheduled back to back and have 10 to 15 minutes in between to allow the instructor to talk with young students' parents and to account for technical difficulties with online lessons.

### **Holiday Information**

There will be no lessons on the following dates:

2020

- Sunday, October 11, 2020 (Thanksgiving Weekend)

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- Monday, October 12, 2020 (Thanksgiving)
- Tuesday, December 22, 2020, to Saturday, January 2, 2021 (Holiday Break)

2021

- Monday, March 15, 2021, to Friday, March 19, 2021 (March Break)
- Sunday, April 4 2021 (Easter Weekend)
- Thursday, April 29th, 2021 (Previous commitment)
- Sunday, May 23, 2021 (Victoria Day Weekend)
- Monday, May 24, 2021 (Victoria Day Weekend)

If there are any other holidays that your family observes and would not like to have lessons on, please advise us.

### **Attendance**

- Students are expected to arrive 5 minutes before their scheduled lesson time with all their books and lesson materials
- For online lessons, students are encouraged to gather their materials 5 minutes before their scheduled lesson time
- If a student is late, the lesson will still end at the regular time and no extra time will be added
- For online lessons, if there are technical difficulties exceeding 5 minutes the lesson will either be extended or the next lesson will start early.

### **Cancellation Policy and Illness**

- Students are required to give 24 hours notice for absences. In the case of illness or emergency, please let Rachel Loerts know as soon as possible.
- The September-June tuition schedule accounts for two absences by either the student or the instructor. After that, make-up lessons will be taught based on teachers availability.
- If a student misses their lesson without calling first they will not be eligible for a make-up lesson.
- If a student is ill but feeling up to lesson they can choose to have an online lesson to prevent the spread of illness
- Voice students who cannot sing but are feeling up to lessons can have an online "no-singing lesson" instead

### **Inclement Weather Policy**

- If there is bad weather and it is unsafe to drive, lessons will be moved online for that day.

### **Practice**

- Students are expected to practice their instrument 5 to 7 times a week.

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- Children 4-7 should not strive for a time limit, but rather play their piece 1-2 times a day.
- Students 8 - 11 should practice for at least 15 minutes per instrument per day.
- Students 12 and up should practice for 30 minutes or more per instrument per day.

### **Required Materials for Lessons**

- All students need their own instrument to practice on at home. Guitar, ukulele, and bass students need to bring their instruments to their lesson.
- Electric guitar and bass students need an amplifier and instrument cable for home practice. They do not need to bring an amp to lessons.
- Students will need to provide a 3-ring binder and blank notebook for lessons.
- Rachel Loerts Music will provide lesson books, theory books, a music stand (except for piano students), additional sheet music, and more (see **Tuition Rates** section above).

### **Recitals**

- Rachel Loerts Music offers the opportunity for students to share their progress with their friends and family through bi-annual recitals in May and November.
- Participation is optional.
- More information will be available in the months leading up to the recitals.