



# MYC Victoria Royal Oak Studio

Policies, Dates & Tuition  
September 2011-August 2012

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## **STUDIO POLICIES**

**Registration:** Registrations are handled on a first-come, first-served basis. A seat for your child will be reserved in the selected class as soon as we receive a completed registration form and related fees. If a class is full, we will maintain a waitlist and contact you when a spot becomes available. Or, if you prefer, we can refer you to another MYC teacher.

**Parent Participation:** Parent or caregiver participation is required for all MYC classes. Adult involvement is a key to a child's success in MYC. By participating in class, adults become aware of children's learning styles, strengths and interests, and are able to guide them during practice time. Previous music education is not required to be a successful guide. However, it is recommended that the same adult participate throughout the entire year to maintain consistency for the child. Also, please refrain from visiting with other parents during class.

**Practice:** MYC is more than simply a "music lesson"; it is a commitment to your child's music education. Students in all MYC piano classes need daily access to a keyboard or piano for practice time. At the beginning of the year, students are asked to practice five minutes a day, five times a week to establish the "habit" of practicing. Practice time should be increased gradually each month. By February, Moonbeam 1 students practice 20 minutes a day five times a week, Sunbeam 1 students practice 15 minutes a day five times a week and Sunshine 1 students practice 10 minutes a day five times a week. Practice time involves a variety of fun exercises including keyboard work, games and hands-on activities such as colouring. As each child is unique, we do not ask families to follow a set practice structure. Instead, we encourage parents to create a practice structure that meets their family's needs and schedule and to submit it to the MYC teacher periodically throughout the year. If you have questions about practice time and how to make it fun, please contact us so we can share ideas!

**Communication:** Your child is important to us! We appreciate you keeping in touch with us on a regular basis so we can monitor your child's progress and provide encouragement and support along the way. Please feel free to contact us by phone or email about any concerns or struggles you are having. Most problems can be resolved quickly by talking or meeting together to find creative alternatives for your child. Also, please remember to share your child's interests and achievements. We like to join you in celebrating your child's successes!

**Siblings:** Your undivided attention is essential to your child's success; therefore, siblings who are not registered for the class are not permitted to attend. Mothers may bring newborn babies to class, on occasion, if alternate arrangements are unavailable.

**Punctuality:** Please arrange to arrive for class 5 minutes early each week. We will begin and end classes on time, and ask everyone to be considerate of others by being punctual. Should you be late, please enter class as quietly as possible so as not to disrupt the lesson.

**Studio Parking:** Please park on the road in front of the studio or in the designated reserved areas in the parking lots. Please ensure that your vehicle is not obstructing the road or any driveways. Also, please supervise children carefully when they are near the road or in the parking lot.

**Music Studio:** No food, drinks or gum are permitted in the studio or waiting area. Coats and shoes should be left neatly in the front entrance area. Please supervise your children at all times and ensure that there is no running, jumping, climbing or other kinds of rough play. Please help to keep the waiting area tidy by putting toys away before going to your class. Please keep voices quiet while you wait so as not to disturb other classes. Also, please wash your children's hands before coming into the music studio.

**Discipline:** We promote mutual respect and cooperation in order to foster a fun, positive environment for musical learning and self-expression. Some days, a child can be disruptive. Do not worry -- it has happened to all of us! If your child exhibits poor behaviour, try talking quietly with him or her to correct the conduct. If your child's behaviour is disturbing the class, please leave the room. When your child has settled down, simply re-enter class and join back in the lesson.

**Absences:** If you are unable to attend a class, please try to let your teacher know at least 24 hours in advance. Your teacher will email you a copy of the missed homework sheet and correspond with you about any questions you may have. If you wish, you may request an extra private teaching session to help you catch up. Costs for extra private teaching sessions are in addition to regular MYC tuition.

**Class Cancellations:** Classes with insufficient registrations are subject to cancellation, and class dates/times are subject to change. If a lesson is cancelled one day during the year, the MYC Teacher will schedule a make-up class at a time that is convenient for most of the students. If we are unable to attend the make-up class, MYC Victoria – Royal Oak Studio will refund the lesson tuition for the cancelled class or arrange for a private, make-up lesson. No refund will be given or make-up class scheduled for classes cancelled due to circumstances such as poor weather, power outages, etc.

**Moving and Transfers:** If you are moving or wish to transfer to another MYC teacher, we will gladly assist you in finding a new teacher.

**Refunds:** Registration fees are non-refundable. Curriculum fees are non-refundable after classes have begun. A \$25 processing fee will be charged for NSF cheques.

- **Music Pups & Sunrise:** A refund of lesson fees for classes not yet attended will be given if written cancellation is received before the second class. The lesson fee for the second class will be due. A withdrawal fee, equal to the cost of two lesson fees, is due for cancellations received before the first class. No refund will be given after the second class or for missed classes.
- **Sunshine, Sunbeam, Moonbeam & Graduates:** September-December lesson fees are non-refundable. As these are year-long programs and the MYC Teacher cannot "re-fill" my child's seat after classes have begun, two months written notice is required to withdraw from lessons. The lesson fees for those two months are due. No refunds will be given for missed classes.

## **IMPORTANT DATES**

ACTIVITY	DATE
Classes begin.	Week of September 5th, 2011
Fall Special Family Event.	TBA
Halloween Recital(1 week)	October 31st
Last week of classes before Christmas Break.	Week of December 19th
Christmas Recitals.	TBA
CHRISTMAS BREAK (3 weeks)	December 19th - January 9th
Classes resume after Christmas Break.	Week of January 9th
Performing Arts Festival Applications Due. <i>(Sunbeams 3 and Moonbeams 3 only)</i>	TBA
Composition Special Event.	TBA
RCM Spring Exam Registration Deadline. <i>(Moonbeams 3 only)</i>	TBA
Last week of classes before Spring Break.	Week of March 14th
SPRING BREAK (2 weeks)	March 19th - April 1st
Classes resume after Spring Break.	Week of April 2nd
Performing Arts Festival Performances. <i>(Sunbeams 3 and Moonbeams 3 only)</i>	Various Dates March - May
Spring Special Family Event.	TBA
RCM Rudiments Exams. <i>(Moonbeams 3 only)</i>	TBA
Year-end Recitals.	Saturday, June 4th
Last week of "Year-end Party" classes before Summer Break.	TBA
RCM Performance Exams. <i>(Moonbeams 3 only)</i>	Various Dates in June
SUMMER BREAK	Begins week of June 11th, 2012

## **TUITION**

Please make cheques payable to PJ Music/MYC-Victoria. Date Registration & Curriculum tuition cheques for immediate payment, and ensure post-dated Lesson tuition cheques have the correct year. If you are registering more than one child, contact Michael Smirl about family pricing.

PROGRAM & LEVEL	TUITION BREAKDOWN			TOTAL TUITION
	REGISTRATION*	CURRICULUM*	LESSONS	
Music Pups**	N/A	\$30.00	\$100.00	\$130.00
Sunrise**	N/A	\$31.45	\$100.00	\$131.45
Sunshine I	\$45.00	\$246.62	\$680.00	\$971.62
Sunshine II***	\$45.00	\$178.67	\$680.00	\$903.67
Sunbeam I	\$45.00	\$251.10	\$680.00	\$976.10
Sunbeam II***	\$45.00	\$178.39	\$680.00	\$903.39
Sunbeam III***	\$45.00	\$212.09	\$680.00	\$937.09
Moonbeam I	\$45.00	\$250.55	\$680.00	\$975.55
Moonbeam II***	\$45.00	\$212.09	\$680.00	\$937.09
Moonbeam III***	\$45.00	\$235.07	\$680.00	\$960.07

\*Payment of the Registration and Curriculum tuition is required to reserve a seat in all MYC piano classes. Curriculum tuition covers all materials required for the year including special events and recitals. There are no additional costs throughout the year. Taxes are included in the prices.

\*\*Payment of the total tuition is required to reserve a seat in a Music Pups or Sunrise class.

\*\*\*Prices listed for Level II & III are for registrations received by May 1st. After May 1st, a late fee of \$20.00 will be added.

Post-dated cheques for Lesson Tuition are required upon registering for all MYC piano classes, with payment options as follows. Calculations listed are for Sunshine, Sunbeam and Moonbeam classes.

- ♩ One cheque in the amount of \$680 dated the first of September.
- ♩ Two cheques dated the first of September and January (\$340 each).
- ♩ Three cheques dated the first of September, December and March (\$226.67 each).
- ♩ Nine cheques dated the first of every month September through May (\$75.56 each).