



## SCHOOL POLICIES 2022-2023

**REGISTRATION & PAYMENTS:** Full payment must be received at time of registration. Lessons cannot start unless registration is complete. Lessons are charged on a “per month” basis and follow the exact number of lessons assigned for each month. Scheduled Statutory holidays and school breaks are not included in the monthly fees. **-Refunds are not given for lesson cancellations of any kind-**

**REGISTRATION FEES:** A registration fee is payable once per academic year per child/course. The academic year is September 1 to August 31. This fee is **non refundable once the student has begun lessons**. **\$50 Cancellation Fee will be withheld for students who register but do not begin lessons.** Concert fees are a small additional charge for those who are attending. Book fees are NOT included in tuition.

**METHODS OF PAYMENT:** Visa/MC, Post dated Cheques **OCTOBER-JUNE**, handed in all at once. E Transfers are used for book purchases only. Credit card payments will be taken out 2-4 days PRIOR to the beginning of each month FOR that coming month. **NSF cheques will be charged a \$40 fee.**

**REGISTRATION FEE:** **\$40 per student/\$80 per family of 3 or more** (Non Refundable)  
(September's fee and registration fee must be paid at time of enrollment)

**MISSED/CANCELLED CLASSES:** Minimum 24 hours notice must be given to be eligible for a makeup class. Students who choose to miss music lessons for something other than sickness or family emergency will **not** be guaranteed a rescheduled lesson. Last minute cancellations or “forgotten” lessons will not be eligible for consideration. **Missed lessons that are not made up within 90 days of the cancellation will NOT be carried forward to the next term for consideration.** Teachers will only allow for 3 total makeup lessons during the year (1 per semester) based on emergency or illness. This is completely dependent on availability of the teacher and will be planned at their discretion. Please keep a copy of the school calendar for outside event planning. **Zoom make-up classes will be an option based on teacher availability. Students who forget to attend their zoom makeup will not be offered any further days/times to reschedule.**

**TRANSFER FEE:** A \$30 transfer fee per child is charged for those who want to switch their lesson day and times, whether same teacher or new teacher. This fee applies to EACH time/day change.

**EXAMINATIONS:** Teachers are available to prepare students for piano/theory grade level exams in the *Royal Conservatory of Music* program. Exams are optional though highly encouraged. Working on any exam level requires daily practice, motivation and consistency. Please check with the teacher to find out if the required skill set is ready to be examined. Examinations take place 4 times throughout the year at several locations in Calgary. Examinations are a specific cost paid to the Royal Conservatory of Music and are entirely paid for and booked by the parent. Parents are responsible for booking their own child's examination.

**MUSIC BOOKS:** Materials are not included in the tuition fee and must be paid for by the parent/student at the appropriate bookstore recommended by the teacher. Books may also be ordered through Skyline Music and paid for prior to receiving.

**REFERRAL FEE:** Skyline Music always appreciates a great review and a friendly recommendation. There is a \$50 referral fee for EACH family of students (or per individual student) that will be credited to the account once the student has registered for their first month of lessons.

**TERMINATION OF LESSONS:** Mandatory **written notice for 4 consecutive lessons** is required to withdraw from lessons. Tuition is payable for the duration of the 4 lesson period whether the lessons are attended or not.

**LATE ARRIVALS:** Please note that in all fairness to the teacher's schedule, students arriving late for their lessons will not be guaranteed their full class time. Classes are booked closely with little room for delay. Please be mindful of other students who are waiting their turn. Teachers are required to log off zoom or stop waiting for a student if they are 15 minutes late to their lessons. Extra time will not be added to future lessons.

**UNATTENDED MINORS:** Skyline Music does not assume any responsibility for the well-being and safety of minors who are left unattended on school premises, in common areas and the parking areas at 2903 Kingsview Blvd SE, Airdrie.

**PERSONAL PROPERTY:** Skyline Music does not assume any responsibility for personal property (including, but not limited to clothing, cameras, cell phones, laptops, tablets, purses, books, wallets, vehicles, etc), lost, damaged or left unattended on school premises in common areas and the parking lot areas of 2903 Kingsview Blvd SE, Airdrie

**PHOTOGRAPH & AUDIO/VIDEO RELEASE:** I hereby grant Skyline Music Studio Ltd. ("Skyline Music") permission to use my name, and to use, reproduce, edit, exhibit, project, display, and publish my image, likeness and sound of my voice, as captured by Skyline Music on photographic and/or audio and/or video equipment, without any payment or other consideration. With respect to privacy, first names of students will be used and families will be asked verbal/written permission prior.

**SICKNESS/SANITIZATION:** Students are asked to stay home if displaying ANY signs of sickness, or if having been sick within the past 7 days. Sending a sick child to a lesson will result in an immediate cancellation of their class upon arrival. Students will be asked to sanitize their hands upon entering and exiting the building. Instruments will be wiped before and after each student to ensure further safety and sanitization.

**COVID PROTOCOLS:** Skyline Music follows the regulations set up by the Government of Alberta and the Rockyview Board of Education. When required to go on lockdown, students will be transferred to Zoom immediately for the duration of lockdown. Classes will continue as usual. Those who prefer not to go on Zoom will NOT be refunded lessons for that time. Lessons will be held in a credit to be used when school doors are safe to open. **Minimum 4 weeks notice for termination is still required.** Makeups will be offered at a later time if available.

For students who are in person when there are no restrictions, please note that we are monitoring health conditions and symptoms closely. ANY sign of ANY illness is now considered a risk to our school and the teachers/students who attend. Students who have been in contact with others who have Covid or have been tested for Covid must remain at home for a **minimum of 14 days** (2 full weeks worth of music lessons). **Students must test NEGATIVE before entering the building.** Students may continue to do in person lessons and hybrid of zoom if they prefer. **MASKS ARE REQUIRED AT ALL TIMES UNTIL SKYLINE MUSIC HAS LIFTED RESTRICTIONS.**

*\*Parents are asked to please wait in their vehicles when their child is dropped off for their lesson. The waiting room is only open to students waiting for their class as this will help to limit exposure to other members in the building. Skyline takes all precautions to ensure there are never more than SIX people in the building at all times.*

**ZOOM EXPECTATIONS:** Each student's lesson is booked with the expectation that they will have the SAME link used each week (please bookmark their links on all their devices), and that they will be responsible to remember to log in. **Teachers will not be sending weekly reminders for students to log in.** When a student is 5-10 minutes late, teachers will send texts as necessary but will NOT be required to make up any missed time. Zoom classes often take place back to back in a teacher's schedule. Please be conscientious that another student is waiting for their turn. ***If a teacher has extra time and offers it during a weekly lesson, these minutes will be "banked" on a separate piece of paper for future use as credit towards a missed lesson.*** Zoom will continue to be offered as a full time, part time, hybrid, or drop in style of learning tool for the coming season.

**MUSIC BOOK DELIVERIES**-Please note that due to rising gas costs and restrictions being lifted, music book deliveries will take place but at a charge of \$5 per visit. Parents/Students are welcome to pick up materials at Skyline Music upon arranged time with their teacher or administration.