



Spark Music Lessons

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Attendance:

Each lesson is 30, 45, or 60 minutes in length and takes place at a regularly scheduled time each week. Attendance is important for continuity and quality of training. Students are expected to be on time and ready to begin each lesson as scheduled. Be sure to arrive a few minutes before your lesson time in order to give yourself time to remove coats, boots, etc and to avoid cutting into another student's lesson time. If you arrive late, you may not be able to have your full lesson time.

Instruments / Supplies:

Each student will be required to have their own instrument. For piano lessons, students will use the Spark piano for their lesson but will require a piano/keyboard at home for practice. If you are purchasing a new instrument, please contact us in advance for instructor advice on makes and models. Some books and/or materials will be suggested for purchasing dependent on each student's needs.

Regular Practice:

Students are expected to practice their instruments regularly outside of lesson times.

Sessions:

Music lessons run from September-June each year. To assist with fee payments and lesson scheduling the year has been split into 5 to coincide with the 5 sessions on the calendar. Each session includes 7 weeks of lessons and an 8th week reserved for any required make-up lessons if the proper criteria are met (see Missed Lessons and Make-up Lessons). See the important dates document (sparkarts.org/register) for specific dates of each session for the current year.

Payment:

An annual non-refundable registration fee is collected to hold your spot. Each 7 lesson session is to be paid one week prior the start of a session. You will be emailed a reminder with the amount owing before each session. E-transfer (info@sparkarts.org) works quite well for most students. Please include the student's name in the message field. Please contact us if an alternate payment method is needed. If there is a credit to the student's account at the end of a session (e.g. because the instructor cancels a lesson that cannot be made up), the amount owing for the next session will be reduced.

Missed Lessons and Make-up Lessons:

Attendance at each lesson is expected. One lesson during each 7 week session may be missed ONLY for illness or family emergency. A make-up lesson will be made available during the make-up week immediately following the relevant session. If the make-up session is not

taken or if any other missed lessons occur during a session the lesson fees for those lessons will be forfeited. If a lesson is cancelled by the instructor and cannot be made up, a credit will be applied to the next session.

Withdrawals:

It is expected that students will commit to the full year (Sept-June). We understand that from time to time there may be a need to withdraw early. Each 7 week session is prepaid and there are no refunds if leaving early from the current session. To withdraw before the next session, please notify your instructor before the 4th lesson in the current session. If the instructor is notified after this week, then payment for the next 7 week session will be required. If considering a withdrawal, it is always best to speak with your instructor as soon as possible to develop a plan.

Discipline:

One of the most important qualities to possess when learning is discipline. Without it we cannot fine-tune and perfect our craft. It is our goal to help students understand the value of hard work, technique and determination. This requires cooperation on the part of students, parents and teacher. If, in the rare occurrence, where (following discussion between teacher/student/parents) the working student/teacher relationship comes to an impasse the teacher is no longer obligated to continue teaching and the student will be obligated to withdraw from lessons, according to the withdrawal procedures outlined above.

Environmental Sensitivity Alert (Catherine's Students):

Due to extreme environmental sensitivities, we ask that you please refrain from the use of perfumes, body sprays, scented hand and body lotions, hair sprays and any other fragrance or scented products during your lessons. If the instructor is unable to teach due to an allergic reaction the lesson will be cancelled with no obligation to reschedule the lesson.