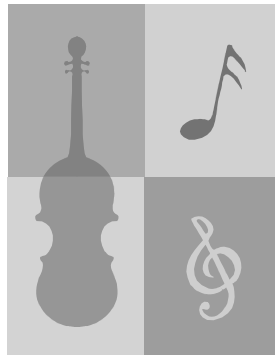




Policies and Procedures

2011/2012

Rev. 4/16/11



Dear Parent,

Thank you for your participation in the Trinity Christian School of Music. Each year we raise thousands of dollars for Trinity Christian School, but more importantly, we contribute to the musical development of your children.

This manual is for your reference. Please read the policies carefully and keep it handy throughout the year. In it you will find valuable contact information and answers to most of your questions.

If you have a question that is not addressed in this manual, please feel free to contact me directly.

Sincerely,

Scott Ashby, Director
Trinity Christian School of Music
Email: som@tcsonline.ca
Tel: 905-630-2179

Introduction

The Trinity Christian School of Music offers private lessons by qualified, Christian instructors in piano, voice, guitar, brass, woodwinds, percussion, and theory exam preparation during the school day at competitive rates. Lessons are available to students in grades 2-8. This program supports the fundraising efforts of Trinity Christian School.

Books and Equipment

Your instructor will likely recommend certain books or items that will assist you in achieving your goals. These may include method books, music collections, metronomes, music or instrument stands, or other accessories. These may be purchased at the store of your choice. Here are some suggested purchase locations:

Ashby Musical Enterprises

Tel: 905-963-1268
scott@ashbyme.com

Leslie Music Supply

198 Speers Road
Oakville, ON
Tel: 800-291-1075

Lakeshore Music (Long & McQuade)

3180 Mainway Dr.
Burlington, ON
Tel: 905-319-3330

Music Gallery

1800 Appleby Line
Burlington, Ontario
Tel: 905-639-4465

Your instructor will give you a Purchase Request Form with all the information you need to find the right item. If you have any questions, please contact your instructor.

Contacting the School of Music

If you have any questions or communications pertaining to the Trinity Christian School of Music, please contact the Director.

Mr. Scott Ashby
Phone: 905-630-2179
Email: som@tcsonline.ca

It is possible to send mail via Kiddie Kourier to the school office "Attn: School of Music," however, please do not call the main school number for this purpose.

Instructors' Contact Information

Caitlin Muller (Piano)

Tel: (905) 648-3684 Email: cait.e.muller@gmail.com

Charlene Flikkema (Piano & Voice)

Tel: (905) 631-0301 Email: cflikkema1@cogeco.ca

Jennifer Cole (Guitar)

Tel: (905) 599-6464 Email: jcole_bmajor@hotmail.com

Rose Thommy (Piano)

Tel: (905) 582-2681 Email: rose.thommy@gmail.com

Scott Ashby (Piano/Instrumental/Theory)

Tel: (905) 630-2179 Email: som@tcsonline.ca

Lesson Cancellations

If a student is unable to attend school on his/her lesson day, **please contact the director** by phone or email, in addition to contacting the school office. The director will notify the music instructor. This is very important!

Lesson Time

When it is time for the lesson, the instructor will go to the student's classroom. The student should be watching for the instructor and leave the class, taking his books and equipment, with as little disturbance as possible. At the end of the lesson, the instructor will return the student to the classroom.

Make-Up Lessons

Our make-up lesson policy is designed in an attempt to fairly compensate the instructors for their time while allowing for the day-to-day factors of a school environment. The result is a policy that is congruent with industry standards for private music instruction.

Our policy is to provide make-up lessons for teacher- or school-initiated absences (snow days, class trips, etc.). Make-up lessons are not given for student-initiated absences (illness, etc.).

The music instructors keep track of make-up lessons owing. They will contact the parent to arrange times for make-up lessons. The director will notify the classroom teachers of any lessons occurring outside of the regular schedule. No guarantee is made that make-up lesson times will always coincide with the usual missed subject.

Vacation Exception

Some flexibility is allowed for those with upcoming vacations to arrange a lesson switch with another student. The procedure is as follows:

1. The parent must notify the instructor at least 2 weeks in advance (no last minute requests, please).
2. The instructor will provide the names of students/parents who may be able to switch lesson days to accommodate the vacation time.
3. The parent must arrange and obtain permission from the other parent prior to any switched lesson days.
4. The lesson switch must be only a day/time switch and must not alter the instructor's regular teaching schedule.

Music Instructor Absences

If an instructor is unable to teach due to sickness or an emergency, the student and parent will be notified. Within a few days, the instructor will contact you directly to arrange a make-up lesson.

Practice

The music instructor will recommend a certain amount of practice time each week. Please plan this time into your weekly schedule. Consistent practice is important in achieving success.

Recital

Trinity Christian School of Music will hold a year-end recital on Friday, June 1, 2012 and Saturday, June 2, 2012, at 7:00p.m. in the lobby of the school. All students enrolled in private lessons are expected to perform in one of these recitals. This is an opportunity for the students to share with friends and family what they have learned throughout the semester. Your child's teacher will assist them in choosing an appropriate selection for this night.

Registration

To enrol in the School of Music, the procedure is as follows:

1. Complete Registration Form (this form can be found at <http://www.tcsonline.ca/music.htm> or picked up at the school office).
2. Enclose a cheque payable to Trinity Christian School for the \$25.00 non-refundable registration fee per student per instrument. This holds their place for the fall and will be applied to the lesson payments. Please note that after May 20th, 2011, this non-refundable registration fee will increase to \$35.00, of which \$25.00 will be applied to the lesson payments.
4. Return this form and the registration fee to the school office attn: School of Music as soon as possible. The sooner your registration forms are received, the more likely you will obtain the desired lesson time preference.
5. During the first week of school, the lesson schedule will be formed using an online scheduling system. You will receive notice of this system on the first day of school.
6. You will receive a payment schedule for your lesson day. Lessons are \$20.00 per half-hour weekly lesson. After you receive the payment information, please send your payments immediately by cheque(s) (in full or by monthly post-dated cheques for the school year) made payable to *Trinity Christian School*. If payments are not received by September 23rd, 2011, lessons will be suspended until payments are received. Please note that in the case of new registrations received during the school year, lessons will not begin until payment has been received.

Report Cards

Music instructors will prepare reports of students' progress before school ends at the Christmas break and again at the end of the school year. If you have concerns during the year, feel free to contact the music instructor or the director.

Scheduling

Although we attempt to create a schedule that is positive for all, we cannot guarantee that you will always receive the ideal time. We will endeavour to communicate with you regarding which class the student is missing; however, it is the student's responsibility to make up any missed class work. Parents will have the opportunity to select a lesson time online based on: Instructor availability, order of registration and classroom teachers' input.

Withdrawals

Two weeks written notice (emails will suffice) must be given to terminate a program. Refunds and/or returned cheques will be calculated from two weeks past the date of written notification.



TRINITY
CHRISTIAN SCHOOL
School of Music

2170 Itabashi Way, Burlington, ON, L7M 5B3 Tel: (905) 630-2179 som@tcsonline.ca

Registration Form 2011-2012

Student's Name			
Student's Grade (as of September 2011)		Student's Date of Birth	
Parent(s) Name		Home Phone	
Email		Work Phone	
Lesson Type (Instrument)		Cell Phone	
Notes			

Student's Music Background:

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Lesson Day (indicate preferences)		Lesson Time	To be determined
Music Teacher			

Program Cost for September 2011-June 2012

Number of Lessons	To be determined	Cost per lesson	\$20.00	Total	Per Payment Schedule
Payment received	\$25.00 Non-refundable Registration Fee (before May 20 th , 2011)				
	\$35.00 Non-refundable Registration Fee (after May 20 th , 2011)				

Acceptance: The undersigned agrees to the financial arrangements, policies and procedures as outlined in the Policies and Procedures 2011/2012, rev. 4/16/11.

Signature: _____ Date: _____

Office use only

Date received _____ Teacher _____
 Registration Fee _____ Lesson _____
 Notified _____ Payments _____