



2023-2024 Studio Policies & Procedures

*Please read carefully, initial each section, sign/date at the end, and return this form to Brad.
By signing this agreement, you agree to respect and abide by the studio policies.*

I. General Information

Weekly private lessons are offered in 30, 45, or 60-minute sessions, depending on the student's age/level. Some general guidelines regarding lesson length:

- **30-minute lessons** are standard lesson length at most studios, a great option for children 12 and under and most beginner students.
- **45-minute lessons** are suitable for students who are interested in focusing on repertoire, improvisation, and theory. The extra 15 mins gives more time to discuss these concepts and still play through the material.
- **60-minute lessons** have a benefit for both advanced and beginner levels. Advanced students will have more time to discuss advanced musical elements and work on challenging repertoire.
- **~FOOD FOR THOUGHT~** Every student is different and the goal is to find what works best for your learning needs. For example, some beginner students benefit from having more time with Brad and find the 60-minute lesson much more helpful. Even though we cover the same material as a 30-minute session, the extra hands-on time accelerated their learning.

Please feel free to contact us to discuss lesson length if you would like to explore these options further. bradjeffordmusic@gmail.com

II. In-Person At The Studio

Students are expected to arrive for lessons in a timely manner, with all required materials and music. While lessons are ongoing, parents and siblings may wait in their vehicle or run errands so long as they return to pick up their student in a timely fashion. To discuss student progress, parents are welcome to talk with Brad during the last five minutes of the student's lesson -- but not before or after the lesson time, in order to respect the student's time slot in preceding and following lessons.

Please Initial to Confirm You have Read

III. Online Lessons

The Online Lesson is a service we established during the COVID Pandemic. We have decided to keep this service available for any students who are too far to travel or wish to have their lesson online. We highly recommend IN-PERSON lessons if possible. Online students will be assigned a regular lesson time and are expected to login in a timely manner, with all required materials and music.

IV. COVID-19 Resources for In-Person Lessons

- **IF YOU FEEL SICK AT ALL DO NOT ATTEND YOUR LESSON.** For those who even feel mildly sick we can have our lesson online (if you are well enough) to reduce the spread of illness.
- **Masks are optional, but encouraged,** for In-Person lessons until otherwise notified.
- Lessons **will take place in the living room or backyard on nice days** for the foreseeable future. This larger open space makes it possible to maintain distance and adequate air flow. This means that **parents/guardians will no longer have a waiting area** inside and will have to wait in the car or run errands while the student is in lessons. **Please make sure you are back on time** to pick up the student so we don't have multiple students in the house at one time.

V. Practice and Instrument

Practice habits are learned and will be developed as our lessons progress. Do not expect perfect practice habits from the beginning. Students are encouraged to practice/play between lessons, but individual practice requirements will vary from student to student based on many factors including age, student's musical goals, time dedicated to other activities, and performance/audition preparation. In the beginning stages of lessons, practice time will be allotted in the lesson to ensure students develop positive habits. A practice journal and a routine schedule can be a great place to start developing and organizing your time with the instrument (**this will be covered in lessons**). **All students are expected to have their own instrument that is well maintained and suitable for playing with ease.**

VI. Materials

It is recommended that students **get a binder or duotang** for their lessons. A duotang is more convenient because it will fit into the guitar case. Students will be provided lesson materials including sheet music and practice journal sheets. Please keep these in the binder and **bring the binder to each lesson**. If any additional books or materials are required, Brad will discuss with parents/students and inform where purchases can be made.

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VII. Calendar and Schedule

The 2022-2023 semester is based on a calendar of **36 weeks**, of which **students are billed for 33 lessons**. The unpaid 3 weeks of the year are reserved for Brad to take off from lessons as needed for illness, teacher conference attendance, performances/tours, or vacations (with advance notice). Please note that all recognized holidays and known absences have been factored into our teaching weeks for the year.

September 11 - Lessons Begin

October 2 - National Day for Truth and Reconciliation (No Lessons)

October 7-9 - Thanksgiving Weekend (No Lessons)

November 11-13 - Remembrance Day (No Lessons)

December 21 - Last Day Prior to Christmas

January 8 - Lessons Resume

March 29-April 5- Spring Break begins (Easter)

April 7 - Lessons Resume

May 18-20 - Victoria Day Weekend (No Lessons)

June 13 - Last Day for Lessons

VIII. Tuition and Payment

Students have the option of paying tuition in one of the two following methods. The tuition rates are shown in the table below.

- (1) In equal monthly installments. Payments are due on the 1st of each month and no invoice will be provided.
- (2) Or, in two large, equal installments. Payments are due September 1st and February 1st.

	10 Monthly Payments	2 Semesterly Payments
30-Minute Weekly Private Lessons:	\$_135__	\$_675__
45-Minute Weekly Private Lessons:	\$_170__	\$_850__
60-Minute Weekly Private Lessons:	\$_225__	\$_1125__

Payments can be made by **Cash, Post-dated cheque, or Email Money Transfer(EMT)**. Post-dated cheques are required at the first lesson. Late payments will incur a late fee of \$25. Any refused or bounced cheques will incur a fee of \$25. EMT is also required the 1st of each month, it is recommended to set up a recurring payment for this to avoid any late fees.

IX. 8 week lesson block

8 week lesson blocks are available for those who do not wish to sign up for the regular lesson season. These 8 week blocks are also available for students looking to continue lessons in the summer months. For those interested **contact Brad at bradjeffordmusic@gmail.com**.

Please Initial to Confirm You have Read

X. Makeup Lessons

Lessons Missed by the Student

Due to Brad's limited availability and the very busy schedules of many of our students, **makeup lessons cannot be guaranteed for lessons missed by the student for any reason.**

However, understanding that weekly lessons are integral to consistent progress, we will be implementing a rescheduling policy wherein if an absence arises due to unforeseen situations such as sickness or family emergency, Brad will make an effort to accommodate a makeup if there is a slot available during teaching hours another time that week. **Rescheduling must take place within 5 business days of a canceled lesson (before or after), otherwise the lesson is considered forfeited.**

Please be courteous to your teacher and fellow students by notifying Brad at least 24 hours in advance regarding any known upcoming absences.

If the roads are impassable due to weather or a student is contagiously ill but feels well enough to play, having a lesson via Zoom is a viable option for that week.

Lessons Missed by the Teacher

As indicated in Section VII (Calendar and Schedule) of the Policies and Procedures form, there are 3 unpaid lesson weeks built into the yearly calendar. This entitles the teacher to miss up to 3 lessons a year for any reason including illness, travel, or professional development opportunities. These weeks are built in to allow Brad some schedule flexibility without the obligation of making the missed lesson up at another time outside of the student's agreed upon weekly lesson time. In the very unlikely event that Brad has to miss more than 3 lessons throughout the year, but if so, any additional cancellations will be made up.

Please sign below to indicate that you agree to the terms of our makeup lesson policy:

Parent signature (if student is under the age of 18)

XI. Discontinuing Lessons

Ideally, this decision is made thoughtfully with plenty of discussion between Brad, the parent, and the student so that lessons can cease with a positive sense of closure. For this reason, Brad asks for 30 days notice in writing prior to discontinuing lessons. Note: At Brad's discretion, students may be asked to discontinue lessons at any time if they have unpaid tuition, an excess amount of absences/unprepared lessons, or if they show a lack of interest.

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XII. Studio Events

- Studio Recitals: Performing in a formal recital setting is an exciting opportunity for students to showcase their hard work and improvement over the year in the presence of their family and friends. Participation is encouraged but not mandatory, please let us know as the year progresses if you'd like to perform. You may change your mind at any time.
- Young Folk At The Hall: Brad has been a mentor at Young Folk At The Hall for many years. Young Folk is a workshop-based program offering guidance and education, as well as a performance opportunity for youth between the ages of seven and 18. It is presented in partnership with the Newfoundland and Labrador Folk Festival (Folk Arts Society) and is a great way to meet other musicians and explore traditional and folk music. <https://nlfolk.com/youngfolk/>
- Coffee House: The coffee house is a performance opportunity in a small coffee shop atmosphere. It is a low pressure environment that is great for meeting other students and musicians. It provides the feeling of playing a gig and we find it works really well for many of our adult students but all ages are welcome to attend. Please let us know of your interest in performing at our Coffee House at any point throughout the year.

XIII. Communication

The best way to contact is via email (bradjeffordmusic@gmail.com), which will be returned during our office hours with an email reply or phone call (709-693-4120). We welcome and encourage emails or text messages from students during the week if they have questions regarding their repertoire or other matters related to their lessons.

Follow us on Facebook! (www.facebook.com/bradjeffordmusic)

Please sign and date below to indicate that you have read and agree to Brad Jefford Music's Studio Policies and Procedures for the 2022-2023 season:

_____ Date: _____
Parent Signature (if student is under 18)