

## TINA WANG'S PHOENIX MUSIC ACADEMY

### Lesson Policies/Terms & Conditions

[www.phoenixmusicacademy.ca](http://www.phoenixmusicacademy.ca)

[tinawangmusic@gmail.com](mailto:tinawangmusic@gmail.com)

778-318-5999

#### **Personal Studio location:**

#12080 Horseshoe Way. Richmond. BC. V7A4V5

\*located inside Wayland Sports facility - upstairs classroom\*

#### **Vancouver teaching location:**

\*register via Vancouver Academy of Music

[www.vancouveracademyofmusic.com](http://www.vancouveracademyofmusic.com)

#### **LESSON STRUCTURE AT A GLANCE:**

- I offer lessons in my personal studio and at the Vancouver Academy of Music
- Classes will be held in three terms with make-up days and times sprinkled throughout
  - Terms are laid out in a separate document in a calendar which will be provided for students
  - Terms are divided:
    - September-December (before christmas break)
    - January - March
    - April - June
    - Summer upon availability, as sign-ups
- There is a lesson calendar that will be circulated among students and it outlines everything and answer questions dealing with dates and scheduling
- All scheduling and make-ups will be handled via my website (link will be provided)
- Studio Events

Each year, the studio schedules a number of exciting events for students and their parents. All of these events are provided at no extra cost from the instructor end, with the exception of studio Recital, master classes and workshops, which will have expenses for the guest instructors.

- Studio /Group Classes: Studio Classes are provided for private students of similar ages/levels to promote student camaraderie and to reinforce concepts taught during private lessons. Studio Classes typically involve students working together and help learn how to evaluate their own playing and gaining feedback based on the repertoire that is being learned. A portion of this group class may involve working on chamber/ensemble repertoire. With young students, this helps them to learn in different settings and help them to enhance self-awareness. There will be one group class which will be provided each semester.

- Student Ensembles: Students can be placed into small groups based on playing ability to conduct small group activities throughout the year. This will help with their overall music improvement progress working on chamber skills such as listening, intonation, sound balance, rhythm, togetherness without a conductor.
- Studio outings: Throughout the year, studio outings are organized including trips to hear public and/or private performances, orchestra concerts, and other performances. These outings are provided at no additional cost to the student (unless the venue and concert have ticket sales). Parents are encouraged to accompany as drivers/chaperones and enjoy the music.
- 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. The recital is held during the spring (usually May) each year.
- Master classes/workshops: Throughout the year, there are master class/workshop settings, which will be offered for students to participate in. This is an optional and/or mandatory opportunity created to help students with their improvement on their instrument. Some of these workshops/master classes may be outside of the studio and require a certain number of students in order to create the class. Throughout the year, local universities and college music programs organize a few of the workshops.
- Community Performances: Performance opportunities are offered throughout the academic school year for students based on local community festivals and events. Students are encouraged to participate as it assists in the improvement of their performance skills. These opportunities also allow them to showcase their performance capabilities as it also teaches them about stage presence and develop comfort in public performance skills.
- Student (charity) Recitals: Students are encouraged to create performance opportunities in the community as way to 'give' to charity organizations. It is usually encouraged more for older students who are in high school and those who are able to put together at least 45mins to 1 hour worth of music. Please contact and discuss with the instructor for more information.
- Examinations: Students are welcome to participate in practical and theory examinations throughout the year, which is conducted by the Royal Conservatory of Music (RCM). Please contact the instructor for more information.
- Competitions/Festivals: Students are provided opportunities to participate in local, regional, provincial, national and/or international competitions, which are offered throughout the academic school year. When students achieve certain performance levels, they are encouraged to participate in competitions/festivals based on their

performance capability. The most participated festivals are Vancouver Kiwanis Music Festival (April) and Canadian Music Competition (end of March). Students/families are encouraged to participate in these festivals based on their ability and performance caliber.

- Community & Audition Ensembles: Students are encouraged to participate in local community small and/or large ensembles based on their preference and commitment. There are several small and large ensemble opportunities within the community. There are also higher level ensembles and camps that students can choose to audition for once they are at a certain age and/or reach a certain playing ability. Please communicate with the instructor for more information.

#### **WHAT YOU SHOULD EXPECT OUT OF LESSONS:**

- I will reserve a weekly time for you with lessons uniquely designed to meet you and your child's need and enhance musical and personal growth. I will utilize a variety of educational resources & literature and musical styles to help each student achieve their goals, and grow as a young musician. Each lesson will build on greater musical understanding, technical ability, and emotional expression. I will work with you to set short-term and long-term goals, and develop good practice habits. My studio is a positive, enthusiastic and encouraging environment where students and parents support each other through thoughtful listening, skillful playing, creative exploration and personal development.
- I will prepare and provide thought to a student's development outside of their lesson time. In addition to lessons, I also provide opportunities for exchange and growth through group classes, group studio master classes, mock auditions/exams and studio recitals.
- I will keep in good communication with you and your parent by phone/email about student development and growth as we work together towards optimal learning. Please notify me if there are ever any concerns.
- Studio Masterclasses: There will be one to two studio masterclasses with a guest teacher per year. Each student will be given priority to perform once in one of these classes per academic school year, and may be able to perform more times pending availability and resources. Students are encouraged to attend even if not performing. **Dates will be listed on website and announced via email/wechat when available.**
- Studio Recitals: I will be organizing one to two studio recitals per year that students will have an opportunity to perform in. **Dates will be listed on website and announced via email/wechat when available.**
- Examinations: Students are welcome and encouraged to participate in practical and theory examinations throughout the year, which is conducted by the Royal Conservatory of Music (RCM). Please contact me for more information.
- Competitions/Festivals: Students are provided opportunities to participate in local, regional, provincial, national and/or international competitions,

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#### **WHAT I EXPECT OUT OF LESSONS:**

- Students are expected to arrive for lessons in a timely manner, with all required books and materials, having practiced assignments from last class. Students should do their best not to cram and try to prepare all their materials the day of their lesson. Their embouchure (lip muscles) can be fatigued and the lessons can end up being unproductive. Music practice takes consistency and rest to truly pay off.
- On time means: Arriving 5-10 mins early, music organized, instrument set up and reed on & working, and ready to start your lesson.
- Daily home practice is expected for true progress. It is understandable life happens, but at least an average of 30 minutes of practice a day is expected to make substantial progress in the long-term. Quality practice is highly encouraged as it benefits the progress. Students who practice this much or more will see exponential results, and will become the better (best) musicians around in their age group. Studio masterclasses, group classes, and recitals/performances are valuable and participation is strongly encouraged.
- I ask that my families respond promptly to emails and correspondence, and let me know of any changes at home or school that may be affecting the student. I ask that my families make music an active part of their family culture as much as possible!

#### **MATERIALS:**

- I will provide emails/messages and links to purchase materials when a student is in need of pedagogical materials, like music and method books.
- I will often provide photocopies of supplemental work.
- I will send emails and links to purchase with recommendations on upgrading saxophone equipment such as reeds, mouthpieces, ligatures and instruments.

#### **COMMITMENT:**

- NEW Students:
  - If you are trying out lessons for the first time with me, you are allowed one assessment/trial lesson before committing for the remainder of the semester.

- When students enroll, they are reserving their place in the studio for the entire term. Please give me as much notice as possible if you are relocating or discontinuing lessons at the end of the term. In extreme situations, I may consider refunding part of tuition, at my discretion. (Unexpected sudden move for work, severe injury dealing that affects students' playing, etc)
- Students who choose not to participate in lessons for a semester are welcome back at any time, pending available space availability. I receive requests for lessons regularly so I might not be able to fit the student back in.
- The summer term will be scheduled by sign-up and availability. You can sign up for as many lessons as you would like, there is no maximum, but are required to be completed before the end of the summer. Students choosing to not participate in summer lessons are welcome back in the fall, provided confirmation in lesson plan.

#### **TUITION:**

- Tuition is charged by the term. It covers not only lessons per school-term semester, but also my time preparing in addition to associated fees for group classes.
- There will be a studio fee of \$50/school year. This contributes to the cost of bookkeeping, scheduling, expanding and improving my library of music, printing and copying, and group classes/organization. This payment is due together with the term payment.
- you can choose to pay in full semesterly by cash or checks on the first day of class of the term. Collecting payment or post-dated checks prior to due dates allows me to spend lessons focused on music with you or your child and prevents forgetfulness on your part. It also helps me to organize my bookkeeping with many students, and gives me a consistent income across the school year. Thank you for making this possible.
- Extra lessons in addition to our set amount can be scheduled pending availability at the same lesson rates.
- Payments may be made by cash, cheque, or e-transfer to [tinawangmusic@gmail.com](mailto:tinawangmusic@gmail.com) . Receipts available upon request.

#### **ATTENDANCE, CANCELLATION, SCHEDULING POLICY:**

- Students are expected to be at their lesson every week with the following exceptions:
  - Students are not required to make up lessons in which I am not in town, unless my absences cause us to not be able to reach the acquired lessons listed for the term. These times will be marked clearly on the teaching calendar.
  - If I need to cancel a lesson after the term has started due to illness, important professional opportunity, etc. While rare, I ask students and parents try to be flexible and find another time for the lesson. if we cannot find a time, lessons will be made-up.

- Breaks are marked in the lessons calendar.
- Students are allowed 2 reschedules per term (not including the teacher's reschedules), make ups can only be on designated makeup days (first come-first serve), and in other student lesson time slots that are empty, which will be marked at least one week ahead of time. One reschedule must be given a minimum of one-week notice, the other 24 hours notice. Additional reschedules are at my discretion, pending availability, and ample notice. I ask everyone try to restrict their conflicts. **Except emergencies, a minimum 24 HOURS' ADVANCE NOTICE is necessary in order for me to offer a make-up lesson. School events (sport teams, etc) usually provide a minimum of a weeks notice.**
- Makeup house visits can only be rescheduled in other empty house visit slots (posted on calendar).
- Weather conditions: Snow cancellations and other weather-related cancellations by either party does not alter price of tuition. Those lessons can be made up, with a maximum of two allowed (pending weather).
- Because I am an active performing saxophonist, i've designed each semester's tuition to include a few weeks when I am away and unable to teach the regular lesson due to performances. Any additional lessons owed because of my absence will be made-up before the end of the term or during stat-holidays or summer term.
- With one-week or 24 hour advance notice, I will try my best to reschedule lesson-conflicts at a time that works for both parties. keep in mind that with a studio of around 30 students, this is often an immense and constant challenge, and takes considerable time on my part. I expect that you will hold your regular lesson time free of constant conflicts, as I will for you.

#### **PERMANENT LESSON TIME CHANGE:**

- I will do my best to accommodate a lesson time change needed by a possible sport schedule change, but I ask that we try our best to find a time that can help avoid this. I also ask that we keep a lesson time change down only once per term, and that I get at least 2 weeks notice on the pending needed change since school provides notice ahead of schedule.

#### **CALENDAR:**

- Please reference the calendar that I will be posting on my website regularly, as it notes the dates I am away, studio events, holidays, and will be a helpful visual reminder throughout the year.
- I will also post a shortcut list of dates for the semester

#### **COMMUNICATION:**

There are many great ways to stay informed regarding studio news and events!

- **Studio Newsletters:** Please watch for studio newsletters and other occasional emails/messages, which will arrive in your email inbox. Newsletters feature practice tips, recognize student achievements, announcements of studio events and also other events.
- **Studio Website:** Visit [www.phoenixmusicacademy.ca](http://www.phoenixmusicacademy.ca) to find teacher contact information, current studio policies and procedures, the studio calendar, archives of previous monthly studio newsletters, and much more.
- **Facebook Page:** Students and parents are welcome to join the studio's Facebook page. "Liking" this page, allows students to interact with the teacher and other students while maintaining the privacy of each student's Facebook profile.
- **Soundcloud:** Visit <https://soundcloud.com/tinawangmusic> to view and listen to recordings of etudes and repertoire in which students are working on. It is a platform setup for students to reference some of the music they are working on.
- **YouTube:** Visit <https://youtu.be/1XyU8ETn6n4> to view and listen to recordings of student performances and/or competitions. Student videos posted only with student and parental permission. These videos have been shared on the Facebook page and featured on studio website.

The best way to contact the teacher is via email, by phone or text message. Phone calls are also welcome, especially on weekdays between 10am and 2pm. The teacher always welcomes emails or text messages during the week if parents or students have questions regarding their repertoire or other matters.

**PHOTO AND VIDEO RELEASE FORM**

- Occasionally I take photos and/or videos of my students for their own development, and also for use in educational presentations and online posts for other teachers. I have a studio website and facebook page in which I love to feature my students and their achievements. These videos/photos are helpful to the pedagogy field, and are often motivating for the students to see as well. If you do not want your child's images to be used, please let me know. Students are identified only by first name.

**I understand and agree to the studio policies/terms & agreements for the 2019/2020 season.**

**Student Signature:**

**Date:**

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**Parent/guardian Signature:**

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