

## GENERAL POLICIES

- Students vandalizing Academy property and/or causing a nuisance will be dismissed. Fees paid will be forfeited.
- No pets, in line skates, skateboards or bicycles are allowed inside the Academy.
- Smoking or consumption of alcoholic beverages is strictly prohibited within the Academy.
- We do not have the facilities to keep open accounts for students; therefore, books and other purchases not paid for cannot be taken home.
- Due to copyright laws, no music from our store may be photocopied.
- The Academy is not responsible for lost or stolen articles.

## INSTRUMENT RENTALS

- There are a number of quality instruments available to rent. Instruments include bass guitar, clarinets, digital pianos, drums, flutes, guitars, keyboards, saxophones, trombones, trumpets, and violins.
- Students receive a 10% discount off monthly rates.
- Special yearly rental rates are available.
- Instruments may be reserved for up to two months in advance for the full school year.
- Rent to own, or long term lease options are available.

*For more information, please see our Rental brochure.*

## GROUP PROGRAMS

- Instrument 101
- Music is Fun
- Talent Quest
- Theory
- Suzuki Music

*For more information, please see our Group Program brochure.*

## HOLIDAY SCHEDULE

Civic Holiday	Monday, August 3, 2020
Labour Day	Monday, September 7, 2020
Thanksgiving Day	Monday, October 12, 2020
Christmas Eve	Thursday, December 24, 2020
Christmas Day	Friday, December 25, 2020
Boxing Day	Saturday, December 26, 2020
New Year's Eve	Thursday, December 31, 2020
New Year's Day	Friday, January 1, 2021
Family Day	Monday, February 15, 2021
Good Friday	Friday, April 2, 2021
Victoria Day	Monday, May 24, 2021
Canada Day	Thursday, July 1, 2021
Civic Holiday	Monday, August 2, 2021

*There will be no fees charged for the above holidays.*

## NUMBER OF LESSONS IN EACH MONTH

2020	Mon	Tue	Wed	Thu	Fri	Sat
August	4	4	4	4	4	5
September	3	5	5	4	4	4
October	3	4	4	5	5	5
November	5	4	4	4	4	4
December	4	5	5	3	3	3

2021	Mon	Tue	Wed	Thu	Fri	Sat
January	4	4	4	4	4	5
February	3	4	4	4	4	4
March	5	5	5	4	4	4
April	4	4	4	5	5	4
May	4	4	4	4	4	5
June	4	5	5	4	4	4
July	4	4	4	4	5	5
August	4	5	4	4	4	4

*Please note the information in this brochure is effective from August 1st, 2020 to July 31st, 2021.*



2020 - 2021

### KANATA MUSIC ACADEMY

701 Eagleson Road, Unit 5,  
Stonehaven Plaza, Kanata  
(613) 591-8638

[www.kanatamusicacademy.com](http://www.kanatamusicacademy.com)  
[admin@kanatamusicacademy.com](mailto:admin@kanatamusicacademy.com)

### OTTAWA MUSIC ACADEMY

2 Lorry Greenberg Dr., Suite 200,  
2/F, Conroy Mall, Ottawa.  
(613) 739-5757

[www.ottawamusicacademy.com](http://www.ottawamusicacademy.com)  
[admin@ottawamusicacademy.com](mailto:admin@ottawamusicacademy.com)

**OUR MUSIC LESSONS  
ARE SOUND ADVICE**

We are a certified educational institution.

*Director: Daisy Tang A.T.C.L., R.M.T*

## MUSIC LESSONS

We offer music lessons structured for students of all ages who want to take RCM examinations as well as for those who want to play for the enjoyment of music.

Bass Guitar	Guzheng	Theory
Clarinet	Keyboard	Trumpet
Drums	Piano	Viola
Flute	Recorder	Violin
Guitar	Saxophone	Ukulele
Discovering Art of DJ	Vocal Performance	

## LESSON FEES

- All lesson fees are NON-REFUNDABLE
- Rates below are based on weekly 30 minute lessons
- Books are not included in lesson fees

**Registration Fee:** \$30.00 per family

*Registration fee gives students 10% off purchases and rentals. Discounts do not apply to lessons, gift certificates or sale items.*

### Instruments:

9-10 Month Plan	\$25.50	(\$16.00 semi-private)
5-8 Month Plan	\$26.50	(\$16.50 semi-private)
Monthly Plan	\$27.50	(\$17.00 semi-private)

### Vocal Performance:

9-10 Month Plan	\$27.50	(\$17.00 semi-private)
5-8 Month Plan	\$28.50	(\$17.50 semi-private)
Monthly Plan	\$29.50	(\$18.00 semi-private)

- All lessons must be paid for IN ADVANCE in order to reserve your timeslot. There is a \$4 per month charge for late payments.
- Payment options include: Full payment at beginning of session, Post-dated cheques or Automatic credit card withdrawal
- Accepted methods of payment include cash, cheque, Interact, Visa, MasterCard, and Amex.
- The second family member from the same immediate family receives 10% off lesson rates, provided that both family members are taking regular weekly lessons.
- There is a \$48 charge for cheques with insufficient funds.

## INCENTIVE PROGRAMS

### • Musicians of the Month:

Students who show outstanding musical achievement and improvement are presented a certificate and their names are announced in our Music Notes newsletter.

### • Young Performer's and Professional's Medals:

Medals are presented to students who have participated in a certain number of recitals. One point is rewarded for participation in the Spring Recital, the Winter Recital and Echoes of Winter. Half a point is rewarded for participation in a mini-recital or at the Open House.

### • Young Performer's Medals:

Bronze: 3 pts      Silver: 6 pts      Gold: 9 pts  
Trophy: 12 pts      Hall of Fame: 15 pts

### • Young Professional's Medals:

Bronze: 18 pts      Silver: 21 pts      Gold: 24 pts  
Trophy: 27 pts      Hall of Fame: 30 pts

## RECITALS

Each year we encourage our students to perform in a variety of events, such as our semi-annual Winter and Spring recitals, mini recitals, as well as our Annual Open House. All performances allow students to showcase their talent and progress throughout the year, in addition to bringing together our musical community!

Dates for all recitals and Open House to be announced.

## EXAMINATIONS

- Examinations are conducted by The Royal Conservatory of Music. Students are encouraged to participate, however exams are not mandatory.
- Information on examinations, syllabi as well as application forms are available.

## MISSED LESSON POLICY

- Students are responsible to pay for the time-slot being held for them – that is, the number of lessons that are in each month, NOT the number of lessons they are present for.
- **Twenty-four hour** notice is required to receive a make-up lesson. Last minute cancellations will not be accommodated.
- Make-up classes will be scheduled as soon as the teacher is available, or on the designated make-up day. Make-up lessons must be taken before June 30th, or the lesson will be charged. Make-up classes, once scheduled, cannot be rebooked.
- Students may reschedule a maximum of four lessons throughout the school year. Once four lessons have been rescheduled for whatever reason, students will be charged for the time slot being held for them.
- Make-up classes cannot be taken in lieu of regular lessons.
- For lengthy vacations / absences (2 weeks or more), the student risks losing their designated timeslot if makeup lessons are not feasible. Two weeks notice is required.
- If the teacher is absent, the Academy will either assign a substitute teacher or arrange a make-up lesson.
- Make-up classes/credits are not available for group lessons.

## LESSON WITHDRAWAL POLICY

- A minimum of two weeks notice is required to terminate lessons. Students will be charged for the two weeks preceding the notice of termination, regardless of whether or not they are present.
- Students are considered to be continuing lessons if no notice is provided. Students will be held accountable for the lesson fees incurred.
- There will be **NO REFUNDS**. Store credit will be provided for the remaining lesson fees.
- Group lesson fees are not eligible for store credit.