

Terri-Lynn Mitchell M.Mus, Art. Dip, B.Mus, ARCT, ORMTA
135 – 425 115th Street East
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306-715-5823

Terri-Lynn Mitchell Music Studio Policies Fall 2018

Please read this document carefully and keep a copy for reference. This document is designed to help your experience with the studio run smoothly and easily. Please contact me if you have any questions. **Please refer to your invoice for a complete schedule of lesson dates.**

1. Studio Season Calendar:

Fall Semester: Monday September 10, 2018 – Friday December 14, 2018

Spring Semester: Monday January 14, 2019 – Friday June 21, 2019

Studio Closures: The studio is closed the following times:

Monday October 8, 2018 for **Thanksgiving Day**

Friday December 21, 2018 – Sunday January 13, 2019 for **Christmas Break**

Monday February 18, 2019 (**Family Day**) – Friday February 22, 2019 for **February Break**

Friday April 19, 2019 – Friday April 26, 2019 for **Easter Holiday**

Monday May 20, 2019 for **Victoria Day**

*Please note: Lessons held on individual holiday day closures will be made up during Make-up Weeks (See **Make-Up Lessons** on page 3)

2. Tuition:

A. Fee Breakdown:

- \$25.00 per half hour lesson on Sept. 1, 2018
- \$37.50 per forty-five minute lesson on Sept. 1, 2018
- \$50.00 per hour lesson on Sept. 1, 2018

B. Semester Packages:

LESSON DURATION (per weekly session)	FALL SEMESTER (14 lessons)	SPRING SEMESTER (21 lessons)
30 minutes	\$350.00	\$525.00
45 minutes	\$525.00	\$787.50
60 minutes	\$700.00	\$1050.00

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C. Discounted Rates – If two or more members of a family are taking lessons with the studio, a discount of \$2.00/lesson (regardless of length) will be applied for the second member as well as for subsequent immediate family members.

D. 8 Week Introductory Course: Students wishing to start on a trial basis must commit to a **minimum of 8 lessons**. Trial sessions can only be booked on a **one-time basis**. Returning students are unable to book trial sessions. Fees run as follows:

- \$212.50 – 8 weekly 30 minute sessions as of Sept. 1, 2017
- \$318.75 – 8 weekly 45 minute sessions as of Sept. 1, 2017
- \$425.00 – 8 weekly 60 minute sessions as of Sept. 1, 2017

E. Summer Lessons (June 24, 2019 – Sept. 1, 2019): Summer lessons can be booked in groups of 4 – schedule will be based on my availability during the summer months.

F. Extra Lessons: Sometimes Music Festival, RCM Examinations or recitals may necessitate extra lessons or rehearsals for the student. Extra lessons will be billed separately and are based on teacher availability.

3. Fee Schedules:

A. Payment Methods: I accept payment via:

- Post Dated Cheques
- e-money transfer (terri.lynn.mitchell14@gmail.com)

Please note: Cash payments will not be accepted.

B. Invoices: Invoices will be calculated based on the package you choose. Each student will receive both a hard copy and digital PDF of their invoice. The teacher is not responsible for printing additional invoices and will do so at an additional cost of \$2.00 per invoice.

C. Payment Schedule:

***Semester Payments:** There are two options to pay for the semester:

- a. Pay in full by **second lesson** of each semester
- b. Payments must be made by the **first lesson of each month**

***8 Week Introductory Course:** Paid in full by **second lesson** of the course

***One Off Lessons:** To be paid **BEFORE** the start of the lesson.

Please note: If payment becomes overdue, Terri-Lynn is able to withhold further instruction until such fees are paid.

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D. Receipts: I issue receipts for payments received. Receipts will be given to the students at their lessons – they are responsible for giving the receipts to their parents. An extra charge will be made for duplicate receipts requested by parents.

4. Attendance: Upon signing the studio contract, the student agrees to attend all scheduled lessons. Please arrive 5 minutes early. After buzzing in, please enter the building and make your way to the third floor on either end of the building. My studio is in Unit 135.

5. Make-up Lessons and Cancellations:

A. Make-up Lessons:

I allot one week per semester for make-up lessons. One *eligible** make-up lesson is guaranteed per student. Additional *eligible** make-up lessons depend on availability of the teacher. The makeup weeks for the 2018 Season run as follows:

Fall Make-up Week: Monday December 17, 2018 – Friday December 21, 2018

Spring Make-up Week: Monday June 24, 2019 – Friday June 28, 2019

B. Eligibility for a Makeup Lesson*:

A minimum of 24-HOUR NOTICE must be given to be eligible for a makeup lesson.

Please note: Lessons held on the National Holidays (see above: **Studio Season Calendar**) will be forwarded to the Make-up Week at the end of its respective term. Extra “National Holiday” Make-ups will be handled on an individual basis.

C. Ineligible Makeup Lessons: Forgotten lesson times, travel without notice, excessive tardiness, sickness, and “day of” cancellations are ineligible for make-up lessons. In these instances the lesson is forfeited both temporally and financially. If there is a sudden serious family or medical emergency, an exception may be made regarding makeup lessons.

6. Getting Here: My studio is located in the Sutherland neighbourhood of Saskatoon, and is highly accessible from downtown, the Glebe and Vanier. The studio address is as follows:

Unit 135 – 425 115th Street East
Saskatoon, SK S7N 2E5

I am located in Building 1, just off of the small strip mall.

PLEASE NOTE: I DO NOT TRAVEL TO STUDENTS. If you would like me to travel to you, be prepared to pay for lost teaching time (\$50.00/hour) to travel to and from your home.

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SPECIAL CIRCUMSTANCE: If you have a minimum of 3 family members interested in a block of consecutive lessons at the beginning or end of a teaching day, and if transit time is short, we can discuss options.

7. Arriving at the Studio:

A. Arrival Time: Plan to arrive 5 minutes before your lesson. No time will be made up for late arrivals.

B. Parking: is free on 115th Street East directly in front of my building. There is also parking in the strip mall beside my building, but be wary of ticketing officers.

C. Buzzer: Upon arrival, please buzz up and I grant you access to the studio.

D. Parents/Visitors: Parents and visitors are always welcome to sit in on the lessons. Seating is provided in the studio space. There are several small businesses and a convenience store in the strip mall next door you can feel free to frequent if you don't wish to remain in the studio while your child/family member is having a lesson.

8. Class Materials:

A. Supplies: All students are expected to bring a studio notebook or binder with loose-leaf. This is used to track assignments and prioritize practicing tasks each week.

B. Music: From time to time you/your child will need to purchase music and theory workbooks. Books are available through Long & McQuade 721 43rd Street East (306-664-1966) OR Saskatoon Academy of Music 629 1st Ave N (306-934-2424). I will invoice you separately for any music or books I obtain on your behalf. Students should normally expect to purchase their own copies. As the level of study advances, be prepared to invest more financially in music scores.

Please note: two original copies will be necessary for RCM exams and some competitions. If I have an original score in my library I will lend it to you for such purposes. **For piano students:** If your repertoire is memorized, only one copy will be necessary for RCM examinations.

C. Music Bag: Please have a bag in which you always keep your music books. This way you will not forget your music for lessons.

D. Recording Devices: It is highly recommended for voice and advanced piano students to bring a recording device to lessons. Listening back to lessons can serve as a powerful practicing tool, and can serve to help you process and listen to differences in your music discovered during lesson time.

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E. Attire: Wear something you are comfortable moving in. Singing and piano students may be encouraged to partake in physical exercises and stretches as part of instruction.

F. Cell Phones: Barring family emergency, leisure usage of cell phones is **prohibited** within the studio. To quote my hero, Mommy Mitchell, “*When you are in the room, be in the room!*” However, I would be happy to facilitate cell phone usage if you have any questions regarding Music Apps, would like to share a practice recording with me, or would like to use your cell phone as a recording device.

9. Practice: Students are expected to practice a *minimum of 5 times per week*. The most difficult part of practicing is starting – once you get going, the time will fly by! Parents are held responsible for their child’s practicing habits at home.

A. Standard Practicing Timelines:

	Minimum Time	Upper Time Bracket
*Beginner Students		
(To Grade 2 RCM)	20 minutes	30 minutes
* Intermediate I		
(Grade 3-5 RCM)	30 minutes	45 minutes
* Intermediate II		
(Grade 6-7 RCM)	35 minutes	50 minutes
* Advanced		
(Grade 8 – ARCT)	45 minutes	60+ minutes

B. Practicing Hygiene: Here are some helpful hints for “healthy” practice techniques.

a. Find Your Practice Space: It is good to have a “safe practice zone” where you can explore and study your music without distraction or worry. Unless used as a metronome or recording device, cell phones, iPads or any other handheld devices have no place in your peaceful practice space.

b. Everything In Its Place: Have a place where you keep all supplies and music books – this will reduce any stress and save you precious practice time. I recommend having a nicely sharpened pencil, a good eraser and a coaster on a side table to hold a refreshing cup of water to keep you hydrated. When finished, make sure to return all of your music gear to its proper home for smooth sailing during your next practice session.

c. Work out the Knots: Just as we go to the massage therapist for our muscular trouble spots, the best part of your music and technique to practice are the parts that don’t feel as easy. I recommend several minutes of intense focus on those “trouble spots.” Reward yourself with playing or singing a passage you find easier – take this opportunity to better your “easy spots” with more specific dynamics, phrasing and/or emotional intent.

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d. Mix it Up: It is healthy for your mind to practice your pieces and scales in different combinations so as not to feel in a rut. Even consider starting in the middle of the song, or practicing the song in mixed up sections. Another way to mix up your practice is to take several minutes to focus on only one aspect (ex. pianists focus only on your fingering for 10 minutes, then just on the phrasing, then just on dynamics) before trying to merge concepts together. Singers: Stating your text aloud without music for pronunciation and intent, or writing your text in your notebook also counts as practice. Supplement your singing with this effective writing component (I use fun colours of pens and pencils to make it more enjoyable and memorable).

e. The Power of Silence: The process of reading your music and visualizing a play/sing-through is another effective way to get music memorized and fully programmed into your body. Visualize yourself playing or singing the music to your best ability. Follow along in the score; observe the details of the music with mindfulness and intention. This method of practice is more effective than overplaying or singing – flexing your mental agility will make you a stronger musician.

e. Combat Frustration: When you or your child becomes discouraged, sometimes the best solution other than pushing through is to take a small breather. Even a short dance around the living room or stroll around the house can be enough to clear your mind and reset your fingers. Still can't conquer that passage? Work on other aspects of your music for the remainder of the session and return to it tomorrow.

f. Rest: Although music is not classified as a sport, it is a very mentally and physically intense activity. Honour your mind and body as an athlete would with adequate rest. **Singers should not be singing more than an hour a day.** Vocal and physical rest; that is, silence and stillness are just as important as regular practice.

g. Repeat: The only way a habit can be fostered is through repetition. Just like regular exercise and wholesome eating make for a healthy body, employing your practicing and performing “muscles” make for a healthy and happy musician!

C. Ask Questions: If you have any questions please ask me! If something is unclear during the lessons, students are encouraged to voice their confusions and concerns. I am here to guide your music study and discovery.

10. Substitutes and Outside Coachings: Please inform me regarding sessions you wish to attend with other private music teachers *in the same subject for which you study with this studio*. I maintain an open communication policy regarding this matter, and encourage students to partake in a wealth of musical activities, some of which may include sessions and master classes with other teachers. It is unprofessional to seek lessons with another music educator without first notifying your current teacher. I do not use substitute teachers; please see the **Make-Up Lessons** section for clarification.

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11. Accompanying For Voice Students: There is no extra charge for accompanying services during your regular lessons. There are instances when the services of an accompanist will be extra; for example, extra rehearsals for recitals, exams or festival preparations, for festival classes and exams themselves, and for student recitals. For those extra occasions you will be billed directly by the accompanist. ***If my schedule permits I will be available as an accompanist – additional fees will apply.*** I have contacts with several experienced accompanists should conflicts in scheduling arise.

12. Recitals: There are two proposed Recital timelines for this season. Recital dates will be confirmed once the venue confirms with me. The dates run as follows:

Fall Recital: Beginning of December, 2018 TBA

Spring Recital: Last week of May, 2019 TBA

I do not put recitals directly at the end of each term to take stress off of families during examinations and other final extracurricular activity events.

Recital Attire: These recitals are semi-formal events so please *no blue jeans or mini skirts*. Students have worked hard on their music and dressing up is a celebration of this accomplishment!

Recital Fees: Those students needing accompaniment will have to pay a small accompaniment fee to the pianist (either myself or an esteemed colleague) for preparation and performance time.

13. Studio Communication: All studio communication is to be done via email, telephone or the contact form on the website (terri-lynnmitchell.com). Links to **Studio Policies** and the **Studio Calendar** are found at the bottom of the homepage, and are sent to every student via email. It is recommended that the calendar be checked on a weekly basis for updates and that email be checked every other day.

Welcome to the Studio!

**I look forward to sharing and exploring
music with you this season!**

Terri-Lynn Mitchell