

REGENT PARK  
SCHOOL OF  
MUSIC



RULES AND REGULATIONS

*Welcome To Regent Park School of Music  
Our Community Music School*

**Registered Charitable Number 87211 6025 RR0001**

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## **Introduction**

We are pleased that your child will now benefit from music lessons at the Regent Park School of Music. We welcome you into our family.

We promote respect, discipline, goal setting, and cooperation in all students.

Our school also facilitates and encourages your children to develop a love for music.

Regent Park School of Music makes a difference by helping young people explore appropriate choices. These choices set them on a path to become future productive adults.

We hope the time you spend with us will be happy and productive for you and your family.

Within these pages, we endeavor to establish guidelines to help streamline our journey together.

We welcome and value your input as a member of the Regent Park School of Music family.

Feel free to contact Rachel or Edlyn with any questions or comments.

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## **History**

Regent Park School of Music is one of Toronto's foremost independent non-profit community music schools. The school is governed by a Board of Directors. This Board is made up of talented volunteers, faculty and parent representatives.

Our school was launched in May 1999 in the basement of St. Paul's Basilica with only twenty-five students. Today we have 275 young people from over 200 families registered in our program at the Queen/River and Jane/Finch locations.

We operate on an open door and a first-come, first-serve policy. Our school serves children from low-income families. These children are given opportunities to take subsidized, private or group music lessons in a safe, nurturing environment.

## Programs Offered

All programs are for ages 6 yrs+ unless otherwise noted:

Piano	Voice (8+)	Trumpet (10+)	Choir
Viola	Guitar (8+)	Trombone (10+)	Early Childhood Music (3-5 yrs)
Violin	Flute (10+)	French Horn (10+)	String Ensemble (RCM Grade 4+)
Cello	Clarinet (10+)		Music Theory (RCM Grade 4+)
Percussion	Saxophone (10+)		

## Private Music Lessons

Private music lessons take place at the school (534 Queen Street E). Lessons are 30 minutes long and are scheduled Monday to Friday, from 3pm to 8pm. We do offer private lessons during the day on Saturdays and Sundays.

**Please note that our waiting list policy has changed.** A child on the waiting list who is already enrolled in one instrument in the school will not be offered a second instrument if there are people on that instrument's waiting list who are still not enrolled in ANY lessons at the school. It is unfair to offer a child a second instrument when there are students not enrolled in any lessons at all.

Specifically if you are waiting for piano, violin, or guitar—these waiting lists are ever growing so we will not be offering them as a second instrument. There will always be students on those waiting lists that are not enrolled in our school in any capacity.

Thank you for your patience and understanding with our waiting list. We do have your child's interest in mind and always try to accommodate our students and their families to the best of our ability.

## Theory Lessons

The music theory lessons enhance practical studies. Students may begin basic theory when they reach grade 4 or 5 in their instrument. **Please consult the teacher** for their opinion as to whether your child is ready to begin basic theory.

## Choir

The Regent Park School of Music Choir is led by the renowned Choral Director Wayne Strongman. He is the Artistic Director of Tapestry New Opera Works. Choir students **must commit to weekly one-hour rehearsals and occasional performances**. Our choir has no waiting list so anyone interested may join the rehearsals, but we ask for a solid commitment to the program since performances are a large part of the experience.

## String Ensemble

Our String Ensemble is made up of 5-10 strings students who **commit to regular weekly rehearsals and occasional performances**. Typically the grade level of the pieces ranges from grade 4-7.

## Early Childhood Music (ECM)

ECM is held on Saturday afternoons for ages 3-5 years old. Group classes expose the children to musical activities. Enrollment is limited and on a first come, first serve basis.

## Books

Children will be given music books to use until they are finished studying from that book. **You must sign out the books with the office**. When completed, these must be returned to the music school for another child to use. If a book is lost or damaged and cannot be re-used, the parent will be invoiced for the full replacement cost.

## Instruments

The school will lend children instruments so they can practice at home.

- **YOU MUST SIGN AN INSTRUMENT AGREEMENT CONTRACT.**
- If your child's instrument gets damaged accidentally, bring it back to the music school as soon as possible. The school will arrange for the repair. **DO NOT ATTEMPT TO REPAIR IT OR HAVE IT REPAIRED.**
- If your child or someone else damages the instrument intentionally in your home, you will be invoiced for the repair or full replacement value of the instrument.
- If your child discontinues lessons, the instrument must be promptly returned. If not, you will be invoiced for the replacement value. That bill must be paid within 30 days.

## Lesson Fees

**The price of lessons is universal for all students at this time.** If you have additional financial problems and cannot pay, please feel free to call the school and speak to the General Manager. We will then base your child's fee on your household income and number of dependents.

You will receive your monthly invoice during the first week of the month. It will include your fees for the prior month. (Example: September invoices will be sent out during the first week of October.) You can pay by cash, cheque, or Visa. You will receive a receipt. Invoices must be paid by the end of the month in which they are sent. (Example: Since September invoices will be sent out in October, the September invoice must be paid by the end of October.) If invoices are not paid on time, your child(ren)'s lessons may be discontinued.

### **Arriving on Time**

It is important for children to arrive 5 minutes before each lesson starts. If your child arrives late for any reason, he or she will not have a 30-minute class.

### **Late Arrival**

If your child is going to be late, please call and leave a clear message. 416-364-8900.

### **Cancelling a Class**

For any cancellations parents must give the school at least 24 hours notice before the scheduled lesson in order to not be charged. This will allow the office staff enough time to inform teacher of the changes. Please remember our teachers are busy and they need time to reschedule their arrangements to accommodate your child's absence. If a class is cancelled with less than 24 hour notice, you will still be charged for the lesson.

### **Vacations**

The music school is closed for two weeks in August and for two weeks over the December holidays. Teachers make individual decisions about teaching on statutory holidays and you should check with your child's teacher whether or not there are lessons. We may have regular lessons during the remainder of the summer months. Please let us know if you will be absent during these times.

Parents must inform the school at least one week prior if their child will be off on vacation.

Parents will be given one week's notice when their child's teacher takes holiday. The teacher has the option to hold a make-up lesson.

**Call the school when you are unsure if we are open for music lessons.**  
416-364-8900.

### **Practice**

We know that you want your child/children to do well and this comes with responsibilities including coming to their lessons on time and practicing regularly.

Your child's teacher will write the homework assignments in a music notebook. Let the teacher know if you are concerned about your child's practicing or if your child has problems with homework.

We want your child to develop confidence and learn quickly, and regular practice will help. Thirty minutes a day will work wonders!

### **Our Music Teachers**

We strive to hire teachers who have:

1. A University undergraduate degree in music and a Music Teaching Diploma, or the equivalent in teaching experience.
2. Public performance experience.
3. Excellent communication and teamwork skills.
4. An understanding of the issues faced by families in our community.

### **Placement of Students with Teachers**

Several factors are considered when placing your child. For example:

1. The instrument the child is studying.
2. Child's age.
3. If the child has other siblings at the school.
4. The child's needs.

**Once the lesson time is scheduled it remains the same every week. Your child should arrive on time. He/she should remember to bring books and his or her instrument.**

### **Regent Park School of Music Code of Behaviour**

1. Students are expected to be polite and listen to their teachers, office staff, parents and other music students.
2. Students are expected to practice at home.
3. Students are expected to show up for all their lessons, unless a valid reason is provided.
4. Students should speak and walk quietly at all times. Remember other students may be having lessons at the school.
5. Students are expected to respect the building and treat the studios, office, and waiting areas with respect. Misuse of instruments, leaving messes, and/or vandalism will not be tolerated.
6. Parents must ensure that their children are well supervised.
7. Parents/students should call giving at least 24 hours notice to cancel the lesson(s) if the student is unable to attend.
8. Students who hit other music students, swear, make racial or sexist slurs will be asked to permanently leave the music school.

## **Inclusion Policy**

We accept all children regardless of their level of ability; however there is no wheelchair access to our school. We are making plans to remedy this situation.

## **Bias-Free Policy**

Regent Park School of Music recognizes the dignity and worth of each individual. We respect everyone's race, ancestry, place of origin, colour, religious belief, sex, sexual orientation, age, and physical ability.

## **Royal Conservatory Curriculum**

Some of our students follow the Royal Conservatory of Music program. Exam results typically range between 74% and 99%.

## **Participation in Music Festivals**

Students are encouraged to participate in music festivals. Examples include the *Kiwanis* and *Contemporary Canadian Music* festivals. Tell your teacher if you're interested.

## **Scholarships and Awards**

Our school selects children for bursaries, scholarships and awards at the end of each year. The recipient must have been a student of the music school for over two years. They must also show a commitment to learning music.

## **Why your Child's Music Lessons may be discontinued:**

1. **Your child is away for two or more weeks without informing the school.** (Please remember we have a long waiting list and we would like to serve all interested students.)
2. **Your child is taking music lessons from two different teachers for the same instrument** (i.e. at other community music schools or private teachers.)
3. **Unpaid fees:** Your child will be withdrawn until payment is made in full and we have a month's fees in advance.
4. **Your child violates the code of behavior.**

## **Communication with Teachers**

Feel free to talk to your child's music teachers. Discuss your child's goals and aspirations for the year. Also, hear what the teacher's goals are for your child. If you, the parent, have a goal this must also be discussed. It could be studying for Royal Conservatory of Music Exams or learning more music theory.

## **Parent-Teacher Concerns**

If you have a concern about your child's music teacher feel free to discuss it with that teacher. If you are not satisfied with the outcome then speak to the General Manager. Your child's teacher and General Manager will do their best to resolve the situation. If the situation is still not resolved then notify the parent representative and send a letter to the Board of Directors.

**Note: The 2008-2009 parent representative is Corra Pelligra. To contact her, please call the school, 416-364-8900.**

## **Music School Library**

The music school has an extensive library of CD's, videos, music books, and sheet music. These items are available for lending and must be signed out from the office. Music school staff will assist a student whenever he/she wants to borrow an item from the library. All borrowed items must be returned the following week. Parents will be invoiced for misplaced or damaged library items. All videos, CD'S and books must be returned to the music school by the end of June.

## **Leaving Children at the Music School**

**Children under seven years old must not be left at the music school** on their own unless there is an older sibling present. If your child is early for lessons, he or she is expected to **sit quietly in the lounge, read, or practice their instrument**. The child can also do homework quietly in the kitchen or lounge. Remember that music lessons are only 30 minutes long. Therefore, parents must be on time to pick up children.

## **Cleanliness at the school**

Students are welcome to have a snack in the kitchen. However, they must remember to tidy up after themselves. We urge parents to ensure and assist your children in cleaning up this area. Remember some children also use that area to do their homework. **Children are reminded to wash their hands with soap after using the washrooms**. Remember, many fingers touch the instruments.

LET'S KEEP EVERYONE HEALTHY AND HAPPY!

## **Collected Information**

Information collected from families is used solely for administration and registration purposes.

# Special Events

## Recitals

Every couple months, the school hosts a recital (not at the school). Teachers receive sign up sheets so please let the teacher know if your child is interested in performing! Feel free to bring siblings, aunts, uncles, grandparents and friends! Photographs can be taken. The child's teacher will inform each parent when and where the recital will be held.

## Holiday Party

Before the school goes on a 2 week break for the December holidays, we host a party for all of our families to attend. Usually the event is a potluck so look for a sign up sheet in December to add on what food/drink you will bring! Also be on the lookout for the holiday gift sign up forms. The Toronto Firefighters donate one gift per child (that signs up) and we give out the gifts at the holiday party!

## School Performances

If your child is performing (in choir, string ensemble, or other various opportunities) please make sure you are informed of associated rehearsals, meeting times, and the proper attire. (Usually our students wear our RPSM t-shirts when performing around the city.) Remember that when performing for the public, our students represent the Regent Park School of Music.

## Tickets to Events

Periodically, tickets to cultural events around the city are donated to the music school and thus available free to enrolled students and their families (first come first serve).

- Please sign up for tickets through the office and respect the maximum ticket limit noted for each event (normally 2 tickets per family).
- At least one enrolled student must attend each performance a family signs up for. The tickets are for our **students**.

**Each offer of donated tickets depends on whether or not all tickets from prior offers were used.** If you request tickets and do not use them, it will jeopardize future offers to the school. **Please respect the offer and commit to attending the event.**