



**2018-2019  
Student Handbook**

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KNK Music Studios  
Kimmy Harrenstein  
619 5th Ave W #503  
Seattle, WA 98119  
(206) 960-6229  
info@knkmusicstudios.com

Student Name  
Student Address  
Student Phone Number  
Student Email

Date

Dear Student,

I hope you all have had a great Summer! We're looking forward to getting started with lessons this Fall.

Please read this handbook thoroughly and return the completed forms via email or post by **Friday, August 17, 2018**.

If you have any questions at all, don't hesitate to get in contact!

Welcome back! :)

Kimberly Harrenstein  
Director, KNK Music Studios

Dear Student,

Welcome back!! I'm so excited to see you, play music with you, and hear all about your summer adventures!

There are a few changes within my studio this year, so I wanted to update you before term starts. Please keep this information in a place you can find easily throughout the year.

### **Location**

I've moved! Chaz and I closed on our new home this summer and I'm excited to share it with you all! We are still in Lower Queen Anne, but further away from Key Arena and best of all, we now have guest parking! Here's my new address and a link to parking options.

619 5th Ave W #503 ([click here!](#))

### **Availability**

This year, I will be teaching on Tuesdays, Wednesdays, and Thursdays starting the week of September 10th. Unfortunately, I'm no longer able to offer weekend lessons. Please give me as many options as possible when emailing me lesson time requests.

There are some times this year where I will need to reschedule lessons due to other professional engagements. Please let me know alternative scheduling possibilities for these lessons if you are looking at evening lesson times.

Once a schedule is made for everyone, I will be sending out a pdf with parent contact info for swapping lessons, should that be needed by anyone during the year. Please do try swapping with someone before you ask me to reschedule or issue credit!

### **Logbooks**

This year, I will no longer be using physical logbooks. Instead, I will be spending the last 10min of our time together recording a video for you to practise along with. These will be uploaded to YouTube and a link will be sent to you and your child (please provide their email address if they have one!). These will be unlisted postings, so only those with the link will be able to view them.

### **Practice**

I expect all of my students to be practising regularly. If this is not something that you can commit to, please let me know and I'll help you connect with a KNK teacher who may be more suited to your needs.

### **SYSO (Seattle Youth Symphony Orchestras)**

For those of you auditioning for SYSO this year, I will be offering lessons the week of August 13th as well as a mock audition. Please let me know what days you are available this week, and I'll find a schedule that works for everyone. **Thinking about auditioning for SYSO?** Please do!!!! It's a blast and I am an alumna myself who was a part of it from age 7 til 18. :)

Thanks so much!  
Kimmy



**2018-2019  
Fall Term**

September						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**Master Class:**

**Date: Saturday, December 15th**  
**Time: 1:15pm**  
**Location: Chapel at the Good Shepherd Center (4th floor)**  
**4649 Sunnyside Ave N**  
**Seattle, WA 98103**

**Attendance is required.**

**Key:**



**Term start and end dates**



**No Lessons**



**Parent Meetings**

**2018-2019  
Winter Term**

January						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
			1		1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
Please find the remainder of April on the next calendar						

**Formal Recital:**

**Date: Saturday, March 30th**

**Time: 1:15pm**

**Location: Chapel at the Good Shepherd Center**

**Attendance is required.**

Please note there are no lessons the week prior in order to facilitate dress rehearsals.

**Key:**



**Term start and end dates**



**No Lessons**



**Parent Meetings**

**2018-2019  
Spring Term**

April						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
Please find the beginning of April on the previous calendar						
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	Please find the remainder of June on the next calendar					

**Informal Recital and End-of-Year Party**

**Date: Sunday, June 23rd**  
**Time: 5pm**  
**Location: Kimmy's House**

**Attendance is required.**

**Key:**

 **Term start and end dates**

 **No Lessons**

 **Parent Meetings**

**2018-2019  
Summer Term**

June						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
Please find the beginning of June on the previous calendar						
	24	25	26	27	28	29
30						

July						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**Summer Sight-Reading Soirée!**

**Dates: Saturday, July 27th**

**Times: 12-3pm**

**Location: Kimmy's House**

**Attendance is optional.**

**Key:**



**Term start and end dates**



**No Lessons**



## 2018-2019 Tuition Rates

	Month	Term	Year
30 minute lessons			
45 minute lessons			
60 minute lessons			

Monthly rates are determined by the number of lessons per school year (35) divided by 10 months to create 10 equal payments.

\*New\* Term rates are determined by the number of lessons per school year (35) divided by 3 terms to create 3 equal payments for Fall, Winter, and Spring Terms.

Year rates are determined by the number of lessons per school year (35).

### **Summer Term:**

Summer Term will be billed as one term and will be based on number of lessons requested by students and number of lessons teachers are able to give.

### **Accepted forms of payment:**

Check sent to KNK Music Studios, **619 5th Ave W #503, Seattle, WA 98119**. Please do not give checks to your teacher.

Cards may be used on MyMusicStaff by clicking on the, "Click Here to Pay Online" button at the bottom of your invoice PDF or by logging into your account.

Auto Pay may also be set up on your MyMusicStaff account.

Please note that we can no longer accept cash payments.

### **Payment Terms:**

Payment must be received by midnight on your invoice due-date or a \$20 late fee will be issued. Lessons will not resume until your invoice has been paid in full. Please note

that this also includes payment of the issued late fee. Any lessons missed during this time will not be refunded or made up.

Families who habitually pay late, will be requested to set up Auto Pay on their MyMusicStaff accounts.

### **Cancellations and Make-Up Credits:**

Students may receive up to 1 sick credit and 1 cancellation credit per term. Any lessons missed outside of these parameters will not be made up or refunded. Should you need to reschedule more lessons, please contact other students in your studio for a lesson swap. 48-hours notice is required for cancellation credits. All credits must be used by the end of the term they are issued during or they will be forfeited. Scheduling make-up lessons are the responsibility of the student. Please note that unused credits will not be refunded, nor will they roll over into subsequent terms.

### **Teacher Cancellations:**

Our teachers are all working, professional musicians who may need to reschedule from time-to-time and may also get sick! Teachers may send you date, in advance, that they need to reschedule. Please follow up in a timely matter. For last minute cancellations, teachers are able to use 1 sick credit per term and 1 cancellation credit per term. If any more last minute cancellations are needed, your teacher will refund this lesson in your next invoice. These credits must also be used by the end of the term in which they are issued. Scheduling these make-up lessons are the responsibility of the student. Please note that unused credits will not be refunded, nor will they roll over into subsequent terms.

### **Leaving KNK Music Studios:**

If, for any reason, you decide that you no longer wish to take lessons with us, we require no less than 14 days written notice. If there is a balance on your account, you will be refunded the remaining pro-rated amount, minus a 25% processing fee. We hate to see anyone go, but we know that circumstances change. We hope you'll keep us up to date with all of the things you are doing!

### **Tardiness:**

We understand that things happen that cause us all to be late! Please contact your teacher to let them know you are running behind. If the clock hits 10 minutes past your lesson start time and you have not contacted your teacher to let them know you are

running late, you will forfeit the remainder of your lesson slot on this day. Please note that you will be turned away if you show up after this time without notice given.

### **Parent Meetings:**

On the last lesson of each term, parents will be required to come in to the last 15 minutes of the student's lesson to discuss their progress, goals, and to answer any questions had by the parent, student, or teacher.

### **Parent Expectations:**

1. To assist any student under the age of 14 on their practice. Students are required to practice 5+ times per week for a length determined by their teacher.
2. Keep teachers updated in a timely fashion about potential absences.
3. Arrive 5 minutes prior to the start of the lesson, so that the student may unpack, use the restroom, wash their hands, and be ready for their lesson at the scheduled start time.
4. Print the included calendars and keep track of recital dates and scheduled breaks. All students are required to participate in all of our recitals.
5. During lessons, you may certainly ask questions, but please don't interfere in your child's behaviour, so that your teacher can establish a healthy, working relationship with your child. We've seen it all, so don't worry about us! ;)
6. Take your child to one classical concert per term and take a picture of them there!

### **Student Expectations:**

1. Keep your nails short!
2. Wash your hands before your lesson ;)
3. If the restroom is needed, please go before your lesson!
4. Practice 5+ times per week!
5. Complete any assignments your teacher has given you
6. Attend one classical concert per term and take a photo of you there!
7. Participate in all recitals
8. Ask lots of questions! ;)
9. HAVE FUN!!

### **Kick-Off BBQ**

Come hang out, eat food, and catch up after the Summer!

### **Summer Sight-Reading Soirée!**

Let's sight-read some music and enjoy the Summer weather!

# Contract

I \_\_\_\_\_, acknowledge that I have read and accept the terms laid out in the 2018-2019 KNK Music Studios Student Handbook.

\_\_\_\_\_ Printed Name  
(Parent, or Guardian)

\_\_\_\_\_ Signature  
(Parent, or Guardian)

\_\_\_\_\_ Date

Please complete this contract and return it to [info@knkmusicstudios.com](mailto:info@knkmusicstudios.com) by Friday, August 17, 2018.

## Student Information

Student Name \_\_\_\_\_

Student Email \_\_\_\_\_

Student Phone Number \_\_\_\_\_

Student Birthday \_\_\_\_\_

School \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Email \_\_\_\_\_

Parent/Guardian Number \_\_\_\_\_

Street Address \_\_\_\_\_

\_\_\_\_\_

Anything you would like us to know? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please complete this contract and return it to [info@knkmusicstudios.com](mailto:info@knkmusicstudios.com) by  
Friday, August 17, 2018.