

Teacher Policies

Joining Fee

New teachers will be charged a one-time joining fee of \$75, which will be applied to their first pay check. This fee helps to cover some of the initial on-boarding costs such as business cards and MyMusicStaff. After the initial joining fee, all operating costs are covered by KNK Music Studios. Teachers are not charged this fee again.

Student Charges

Teachers set their own rates for their hourly pay prior to the start of each school year. These rates are charged to students each month, term, or school year, depending on student invoice preference. Invoices are based on the number of lessons in that given month, term, or school year. In addition to the lesson rates set by the teacher, students are charged a Registration Fee at the start of each Term, for term and monthly payers, and at the start of the year for yearly payers. Registration fees are not refundable, nor are they prorated for students that join mid-term. Registration fees are used by KNK Music Studios to cover studio operating costs, administration payment, teacher activity payment, and scholarships for students in need.

Consultation lessons for all students are \$35 for 30min, \$50 for 45min, and \$65 for 60min. This all goes directly to you.

Kimmy handles invoicing for all students, as well as communications with students and parents regarding invoicing and KNK's Studio Policies. Students are not to give payment directly to their teachers. If they try to give you payment, please ask them to submit their payments by one of our accepted methods, which can be found in our Studio Policies (pg.) as well as on their invoices.

House Calls

If you wish to offer house calls to your students, they will be charged an additional \$10/lesson which will be paid directly to you. Please make sure you let me know if you are traveling to anyone's home for lessons.

Scheduling

Please refer to the KNK Calendars when scheduling lessons with your students. We have a new Make-Up Lesson week at the end of each term. More information can be found in our Studio Policies (pg.).

Students expect to be billed 14 days prior to their invoice due date, which is generally the 1st of the month. Please refer to the Important Dates sheet in this book and make sure that you get your schedules and other relevant information to Kimmy by the due date listed.

Cancellations

Students are allowed to reschedule their lessons, as many times as they want, so long as you are contacted no less than 48 hours before and it works for you and your schedule.

Example: Suzie has a soccer game on Friday, so she contacts her teacher on Wednesday and ask if they can move her lesson to another day that week. Her teacher says that's fine and they find a mutually convenient time that week to move her lesson to.

Students are allowed one Make-Up Credit per term, so long as they gave you no less than 48 hours notice. Emergencies or illnesses are at your discretion!

Example: Peter has a birthday party on Tuesday and calls his teacher on Sunday to cancel his lesson. He does not ask to move it to another time that week. He has not yet been issued a Make-Up Credit for this term, so his teacher tells him that he has been issued his one Make-Up Credit and that his make-up lesson will be at his usual lesson time during make-up lesson week at the end of the term.

Anything outside of these parameters, doesn't warrant a make-up lesson or refund, so you are not obligated to give one. For instance, less than 48-hours notice, the student already has their make-up credit for that term, etc.

Feel free to refer your students to their handbooks or to me if there are questions about this policy.

If you wish to cancel lessons, you can decide how you'd like to handle it. Please cc me, though, so I know what I need to do on my end! Examples could be refunds, one-on-one make-up lessons, a group lesson, etc.

Payroll

Payroll will now happen bi-weekly for the previous 2 week's lessons. These are based on how many hours were taught during that payroll's date range. Please make sure your MyMusicStaff attendance and calendar are kept up-to-date in order to avoid errors or missed payments.

Payroll will be sent as checks in the mail.

Teacher Activity Payment

Like last year, teachers will be paid \$15/hour for attending and assisting at KNK Music Studios activities. Teachers are not required to be present at KNK activities, though it is highly encouraged.

KNK Performances

Whether or not you are able to come yourself, all students are required to participate in all of our performance activities. Only students with written permission from you will be permitted to miss a performance activity. You must CC info@knkmusicstudios.com in these emails.

Please refer to Important Dates (pg.) for due dates for performance materials.

New Students

If you have a new student joining KNK with you, please email info@knkmusicstudios.com with the student's name, parent's name, and contact information, so a Student Handbook may be sent to them.

Student Handbook

Please make sure you are familiar with our policies. Keep this book near where you work/teach and refer to it as needed.

Communication

As I'm not there in your teaching studio with you, it's very important that you keep a line of communication open with me. I want to keep KNK running as smoothly as possible, but I only know what you tell me. If you make it a practice to cc me in any emails regarding invoicing, policies, scheduling, and activities, I can keep things in tip top working order without much additional effort on either of our parts. :)

Issues with Parents/Students

If, at any time, you feel uncomfortable or unsafe due to a parent or student's behaviour, please let me know. I am here to support you and will contact the person in question about the issue if you aren't feeling that you are able to handle it on your own.

Leaving KNK Music Studios

If you decide you would like to leave KNK Music Studios, you may do so. Any students that you acquired whilst a part of KNK Music Studios, may be taken with you for a one-time fee of \$50 per student.