

Thank you for your interest in teaching music lessons at KIAC. Please read the information below and let us know if you have any questions.

- KIAC runs music lessons in sessions. Each session consists of 8 - half hour classes, held once a week over 8 weeks. Instructors are paid \$160 a session per student (\$20 per ½ hour lesson). We require a minimum of 4 students per session in order to run the session.
- Payment is required in full by students to reserve a time slot for any session. All students must pre-register and pre-pay in order to have their session and time reserved.
- If a session is not fully subscribed once it has begun, it may be possible for students to sign up for a partial session, in which case the fee would be pro-rated and would include the same policy regarding makeup lessons.
- As a courtesy to the instructor, KIAC asks that students call 24 hours in advance regarding any absences, whenever possible. The same goes for instructors needing to cancel.
- Due to the nature of music lessons being held after hours in the KIAC building and instructors working alone with youth, all music instructors must provide KIAC with an up-to-date criminal record check with vulnerable sector verification prior to the commencement of the music lesson session. Please note that criminal record checks can take time to be issued so please begin the process as soon as possible.

Makeup lessons:

- Make-up lessons and credits will not be offered for lessons missed due to student absence. There are no refunds for missed lessons due to student absence. Instructors will still be paid for lessons missed by students.
- In the event an instructor is unable to attend a lesson, a make-up lesson will be arranged, or credit will be issued to the student. In the event a student is absent for a make-up lesson, it will be forfeited. The instructor will be paid for the forfeited make-up lesson, but not paid for the original scheduled lesson for which the make-up lesson was being held. In other words, an instructor is paid for 8 lessons, but no more.
- Makeup lessons will also be provided when KIAC cancels due to cold weather or an unavoidable space conflict. Lessons will be cancelled when the temperature hits –40 degrees or lower as of 12pm on the day of, as shown on the Environment Canada Weather Office website:
http://www.weatheroffice.gc.ca/city/pages/yt-6_metric_e.html

→ If you are unsure as to whether a lesson is going to be cancelled, please call KIAC at 5005.

- It is up to KIAC Programming Managers, not the instructors, to schedule make-up lessons. Instructors are hired by KIAC and KIAC is responsible for scheduling and managing each session. No makeup lessons are offered for lessons missed due to student absence.