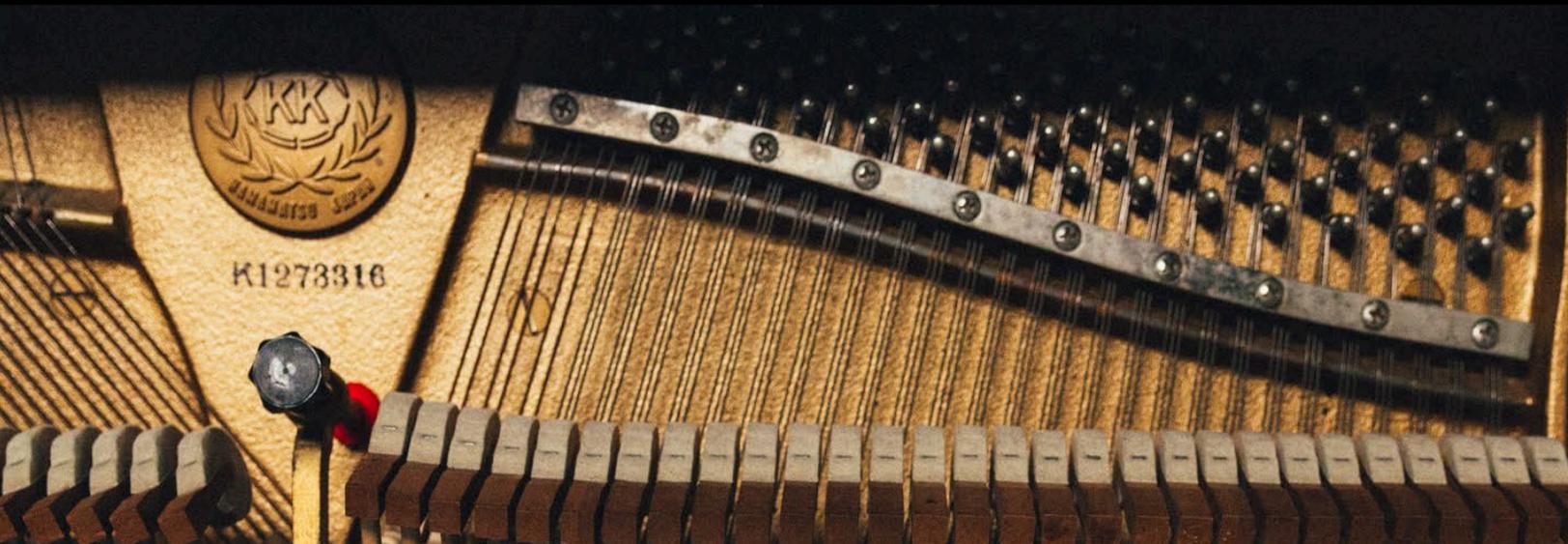




Xavier's  
School of Music



# Student Handbook 2022



# Your musical journey awaits...

We're so excited that you have chosen to study with us!  
Choosing a music school can be a tough decision, as there are  
so many good places to choose from.

At Xavier's School of Music, we demonstrate a more personal,  
tailored level of teaching, where all students are given the  
proper attention they need to achieve their musical dreams.  
We always make sure to teach our students what they want to  
learn, rather than forcing an existing curriculum upon them.  
Our detailed statement of teaching philosophy can be found on  
the next page.

Helping  
students  
achieve  
their  
musical  
dreams,  
one note at  
a time.

# Statement of Teaching Philosophy

Music is the only language that doesn't require translation. Everyone can speak a language, but the language of music comes as an inspiration from deep within an individual. Inspiration is the spark which creates the interest to learn and the desire to achieve one's goal. While adapting to each student's individual style, our goal is to establish a strong musical foundation in a fun, interactive and inspiring way.

Xavier's School of Music accepts students from all walks of life, because we believe that it is never too late to journey into the world of music. Our private lessons revolve around the internationally-recognized RCM Syllabus, although students also have the option of learning material outside this curriculum.

Not all students learn the same way, and each student has his/her own unique learning abilities. When a new student starts music lessons, the teacher spends some time getting to know him/her, then makes an assessment of the individual's strengths and struggles, and continues to develop the student's capabilities while targeting the areas of concern on a regular basis. For example, a piano student who is having trouble keeping the wrists up and fingers curled, can be given several hand and finger strengthening exercises to enhance his/her playing technique in a fun and interactive way. Or a student who is having difficulty in ear training may be asked to listen to a favourite song many times (jazz, pop, classical, etc.) and then play back a short passage of the main melody with some help, thus greatly strengthening the ear technique while having fun.

Students will develop a strong foundation in the fundamentals of music including new repertoire, technical exercises, sight reading and ear tests, and a theoretical component in every lesson. With this acquired knowledge, the student can address his/her short and long term goals, including anything from wanting to play an instrument as a hobby, to possibly starting a career in music.

Being Toronto's newest music school in the Scarborough/North York region, Xavier's School of Music welcomes you into our community and we wish you all the success that music has to offer!

“Music is  
the only  
language  
that doesn't  
require  
translation.”

~ Nathanael Xavier,  
Founder

# Student Checklist

Please make sure to come prepared for each class! Below are some things to bring with you every week.

**Your instrument (doesn't apply to piano students!)**

The class wouldn't be much fun if you forget your instrument or a part of an instrument (for example, you bring your violin but forget the bow). Please make sure you have everything that is required to play your instrument before you come to class.

**Writing utensils**

Although your teacher will have something to write with, it's always a good idea to carry a pencil, eraser, pen, and maybe even some coloured pencils (especially for younger students) because you never know when you might need them!

**Notebook**

At the end of a class, your teacher writes down everything that was covered for that class, along with your homework and some helpful practice tips and techniques. It is very important to bring your notebook to class each week so that your teacher can remember what was covered in the previous lesson and can move on to something new.

**Music books and lesson materials**

You may be required to purchase additional books depending on what your musical goals are. Students following the RCM curriculum must bring their Celebration Series books for their level (a mixture of technical tests, four star and sight reading exercises, theory, etudes and repertoire). If you are not in the RCM curriculum, your teacher may give you additional material to work on (sheet music, theory pages, take home tests, etc.). If you have any doubts on what to bring, please contact your teacher.

And last but not least,

**An open mind ready to learn music and have fun!**

“Music  
washes away  
from the  
soul the  
dust of  
everyday  
life.”

~ Berthold  
Auerbach

# 2022 Studio Policy

## 1. Payments

### Monthly

Payments shall be made monthly in advance via etransfer (all etransfers must be sent to info@xaviersmusic.com). You will receive an invoice at the end of each month for the following month. Please do not pay for multiple months in advance. More importantly, it is the parent's responsibility (or the student's responsibility if 18 or older) to make sure that the payments are on time. Please make sure that you set a reminder in your calendars each month to avoid suspension of lessons (see "Late Payments" below).

### Late Payments

If you are unable to make a payment for whatever reason, please contact XSOM administration preferably before your next payment is due. **Payments for each month must be received by the 7<sup>th</sup> of each month. If no payment has been made within this timeframe and no effort has been made to contact XSOM administration with a valid reason for delayed payment, lessons will be suspended.**

## 2. Class Cancellations

### Canceling a lesson one or more days in advance

We strongly recommend avoiding cancelling a class except as a last resort. Cancellations should be communicated directly with your teacher. The sooner your teacher knows, the better. You only need to contact XSOM administration if you know that you will be absent for a class or several classes ahead of time, **and you would not like to schedule a makeup class/classes** (for example, if you are going on vacation). If a class is cancelled at least one day in advance, one of the following will occur based on the availability of the student and teacher (both parties must be in agreement, which would require an open line of communication):

“Music produces a kind of pleasure which human nature cannot do without.”

~ Confucius

“A painter  
paints  
pictures on  
canvas. But  
musicians  
paint their  
pictures on  
silence.”

~ Leopold  
Stokowski

- The teacher will make up the class any time *during the same month*. This will be done either by scheduling a separate day to have the makeup class, or by adding extra time to the remaining classes in the month. For example, if John misses a 30-minute class, his next class could be 1-hour long, or this can turn into two, 45-minute classes to make up for the 30 minutes that were lost.
- If a makeup class is not possible (for example, there is no opportunity or availability to make up the lost time), the material intended to be covered during the class shall be sent to the student/parent. This lesson material can include any of the following: typed-out notes, sheet music, theory worksheets, and/or video tutorials. This is intended to provide the student with some practice material to ensure their ongoing progress despite not having a regular lesson.
- If none of the above options are available or agreed upon, and the class has already been paid for, the student will receive a credit that shall be applied to another class for the following month.

### Canceling on the day of your lesson

**Unfortunately, credits will not be given if you cancel a class on the day of your lesson, regardless of the reason.** Instead, one of the following will occur:

- If the cancellation is due to an illness, material intended to be covered during the class shall be sent to the student/parent from the teacher. This lesson material can include any of the following: typed-out notes, sheet music, theory worksheets, and/or video tutorials. This is intended to provide the student with some practice material to ensure their ongoing progress despite not having a regular lesson.
- For online lessons, if the cancellation is due to a technical issue *beyond the student's control* and a class is not possible, material intended to be covered during the class shall be sent to the student/parent from the teacher. This lesson material can include any of the following: typed-out notes, sheet music, theory worksheets, and/or video tutorials. This is intended to provide the student with some practice material to ensure their ongoing progress despite not having a regular lesson.
- If a cancellation has been made for any other reason, no material will be sent to the student and the class will be counted as a “no show”.

“Where  
words  
fail,  
music  
speaks.”

~ Hans Christian  
Anderson

### If the teacher cancels a lesson

Regardless of the reason, if the teacher cancels a lesson, the student will always receive a credit. The teacher will try to make up the lesson during the same month, and if this is not possible, the lesson will be carried over to the next month.

## 3. Lateness and Homework

### Lateness

Lateness for any reason will not be allowed. If you are commuting to your teacher's home, please give yourself ample time (taking into consideration traffic and weather conditions). For online lessons, please make sure your devices have been sufficiently charged so that they do not die in the middle of the lesson, and please give yourself ample time to set up the lesson space. The teacher will not make up time lost if a student is late. If there is a technical issue or extenuating circumstance, it is the student's responsibility (or the parent's responsibility if the student is under the age of 18) to contact the teacher immediately to explain the situation. Regardless of the reason, the teacher cannot guarantee that any lost time will be made up.

### Homework

Students, it is expected that you complete the homework assigned to you each week. This also includes practicing your instrument. Students who fail to complete their homework will be given up to 3 write ups. If the student accumulates more than 3 write ups, the parents will be contacted and the teacher reserves the right to cancel the lesson, in which case no credit will be given.

**In short, try not to miss your lessons, don't be late for your lesson, and complete your homework on time!**

## 4. Other Important Updates

### Dress Code

Students should come to their lessons dressed as if they were in a school. Please avoid wearing PJs to your lesson! If the student is found to be underdressed or wearing inappropriate attire, they may be asked to change into something more suitable. Unfortunately, this time cannot be made up.

“Music is an agreeable harmony for the honour of God and the permissible delights of the soul.”

~ Johann Sebastian Bach

### Cell Phones

During a lesson, cell phones should be kept on silent mode so as not to pose a distraction. **Under NO circumstances will audio or video recording of the lesson be permitted, on any device.**

### Drop off and Pickup (in-person lessons)

(For classes in the teacher’s home) Parents are **NOT** allowed to wait inside the teacher’s home regardless of the student’s age. Parents can drop off students for each lesson, and pick them up when the lesson is finished.

### Lesson Rates

The following prices will be in effect for **students who enroll in lessons from January 1<sup>st</sup>, 2022 henceforth.** Please note that if you would like a teacher to come to your home for lessons (that is, each lesson will take place in the *student’s home*), a \$10.00 surcharge will apply:

| Lesson location       | 30 minutes | 45 minutes | 1 hour  |
|-----------------------|------------|------------|---------|
| Online/Teacher’s home | \$25.00    | \$37.50    | \$50.00 |
| Student’s home        | \$35.00    | \$47.50    | \$60.00 |

### Referral Program

Parents and students are highly encouraged to refer their friends and family to enroll in music classes at Xavier's School of Music! The referring parent/student shall be awarded one free lesson and a gift card, provided that the new student first signs up for at least one month of lessons (4 classes minimum).

“Music expresses feeling and thought without language; it was below and before speech, and it is above and beyond all words.”

~ Robert G.  
Ingersoll

### Guidelines for Online Lessons

Since students will be taking lessons in the comfort of their homes, we ask that the following measures are taken into account to minimize distractions:

- Keep the lesson space clean, tidy, and well-lit
- There should be as little background noise as possible.
- A device with a large screen, webcam/front facing camera, and microphone (either built-in or external) is recommended, such as a PC, laptop, or regular-sized iPad. If none of these are available, Android or iOS phones can be used. Please make sure devices are fully charged, as online video conferencing can use up a lot of battery.
- If possible, have a backup device such as a phone, tablet, or laptop to use if your primary device fails during the lesson.
- Make sure you have a steady internet connection to minimize video/audio lag and other technical issues. It is recommended to stay close to your internet router during the lesson, if possible.
- Show up on time; make sure you give yourself enough time to set up the space prior to the lesson.
- You should know how to take a screenshot on your device, as your teacher will be giving you notes over the screen. Taking a screenshot of the notes will help you remember what you need to practice until the next class.
- Although not mandatory, it is recommended to use headphones during your lesson for better audio quality.

# Signature

Please sign below stating that you accept the terms and conditions as outlined in the Studio Policy section on pages 5 to 10 of the student handbook. Failure to abide by these rules will result in termination of classes, and no refund shall be given.

First and Last Name (please print)

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Signature of Parent/Student (age 18 or above)

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Date Signed

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## Questions?

We're here to help! If you have questions at any time, feel free to get in touch with us:

Email: [info@xaviersmusic.com](mailto:info@xaviersmusic.com)

Phone: 647-947-9237

Website: [www.xaviersmusic.com](http://www.xaviersmusic.com)

“Sing praises  
to the Lord  
with the  
lyre, with  
trumpets and  
the sound of  
the horn  
make a joyful  
noise before  
the King, the  
Lord.”

~ Psalm 98:5-6