



REGISTRATION 2023/2024

- **Registration form** – Please complete one form per family. List each child and each lesson/group.
- **Academic calendar** – Your instructor will confirm your lesson dates directly with you. The KCMS office follows the School District 23 calendar (on the reverse). Visit our website for current calendar items.

Registration Fees:

Annual Private Lessons for 1 student	\$50.00
Annual Private Lessons for 2 or more students from the same family	\$80.00
Private Lessons for 1 student after January 2024	\$25.00
Private Lessons for 2 or more students from the same family after January	\$40.00

*Note: Registration Fees for private lessons are pro-rated on January 1st and April 1st
 Note: Paid Summer Registration Fees will be credited towards your Annual Registration Fees*

Registration Process:

1. Confirm all lesson times for each student with your instructor(s).
2. Review our KCMS Policies and Safety Plan on our website.
3. Complete the Registration form attached or [use our fillable form online](#). List ALL students and ALL lessons on one form. **ONE FORM PER FAMILY.**
4. Save Registration Form as **PDF**. Print and bring in, or **email** to: kelownacommunitymusicschool@shaw.ca
5. Registration Fees (amount listed above) Pay via **cash, debit, cheque or etransfer** upon registration. **INCLUDE STUDENTS NAME IN THE NOTE OF ETRANSFER** Send to: kelownacommunitymusicschool@shaw.ca
6. Once processed, you will receive an onboarding email with your invoice, and the KCMS Policies and Consent Form link. Completing this form ensures you have read our policies.

Your spot is not guaranteed until the registration fees have been paid and you have completed the KCMS Policies and Consent Form.

Office hours: Monday 9am-5pm; Tues-Thurs 1-5pm
250-860-1737

Please phone prior to visiting to confirm summer office hours.

Win Back Your Registration Fee!!

All families who have paid their annual Registration Fee by 4:30pm, Thursday, July 14th will be entered into a draw to win back their registration fees!
(Credit will be applied against annual fees for 2023/24. No cash value.)

PLEASE CONFIRM YOUR START DATE WITH EACH TEACHER.

The office is not responsible for scheduling. Please confirm your schedule directly with your teacher.

Email: kelownacommunitymusicschool@shaw.ca or visit us online at www.kelownacommunitymusicschool.ca

2023 – 2024 KCMS CALENDAR

	SUN	MON	TUES	WED	THURS	FRI	SAT	
SEPTEMBER						1	2	<i>School Begins</i> 05-Sep
	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	<i>Truth & Reconciliation Day</i> 02-Oct
1	2	3	4	5	6	7		
OCTOBER	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	<i>Thanksgiving</i> 09-Oct
	22	23	24	25	26	27	28	
	29	30	31					
	NOVEMBER				1	2	3	4
5		6	7	8	9	10	11	<i>Remembrance Day</i> 13-Nov
12		13	14	15	16	17	18	
19		20	21	22	23	24	25	
26		27	28	29	30			
DECEMBER						1	2	
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	<i>Christmas Break</i> 22-Dec to 05-Jan
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
31								
JANUARY		1	2	3	4	5	6	<i>School Re-Opens</i> 08-Jan
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	22	23	24	25	26	27		
	28	29	30	31				
FEBRUARY					1	2	3	
	4	5	6	7	8	9	10	<i>Family Day</i> 19-Feb
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29			
MARCH						1	2	
	3	4	5	6	7	8	9	<i>Spring Break</i> 18-Mar to 01-Apr
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	<i>Easter Weekend</i>
31								
APRIL		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					
MAY				1	2	3	4	
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	<i>Victoria Day</i> 20-May
	19	20	21	22	23	24	25	
	26	27	28	29	30	31		
JUNE							1	
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	<i>SD23 Final Day</i> 27-Jun
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30							

REGISTRATION 2023/2024

Please complete all areas below.

Information will be forwarded to teachers and used for student records and school administration purposes.

CONTACT INFORMATION		NEW <input type="checkbox"/>		RETURNING <input type="checkbox"/>			
Parent/Guardian Name or Adult Student Name				Relationship to Student (if applicable)			
Mailing Address – Street			City	Postal Code			
Phone 1		Phone 2		Email			
Medical condition(s) of concern?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Emerg Contact			
If Yes, please advise:				Email			
				Phone			
I would like to receive the KCMS Newsletter by email <input type="checkbox"/>				Already Received <input type="checkbox"/>			
I would like to be a KCMS Member - Members have the right to vote at our Annual General Meeting each fall. <input type="checkbox"/> \$10 fee Help KCMS by becoming a member!							
LESSON INFORMATION					Office Use Only		
Student full name	DOB yy/mm/dd	Instrument Group Program	Teacher	Length & Day of Week	First Lesson	Last Lesson	Total # of weeks
Important: I understand <u>ALL</u> schedules must be confirmed with <u>each</u> teacher. I understand I will be receiving a KCMS Policies and Consent Form to complete when I receive my invoice.							
----- Print Name (Parent/Guardian/Adult Student)		----- Signature (Parent/Guardian/Adult Student)			----- Date		

Registration forms can be dropped off or emailed to: kelownacommunitymusicschool@shaw.ca

FOR OFFICE USE ONLY

Fees	# of Lessons	Price Total	Payment Total	Invoiced in Sage	Sage Payment J#	In File Maker
<i>Registration</i>						