

#### This package includes:

- 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.
- Policies All KCMS policies are posted on our website. All families must review and complete our KCMS
  Policies and Consent Form prior to attending your first lesson.

#### **Registration Fees:**

Summer Private Lessons, Group Lessons, and Theory courses	\$20.00
Annual Private Lessons for 1 student	\$50.00
Annual Private Lessons for 2 or more students from the same family	\$80.00

Note, Registration Fees for private lessons ONLY are pro-rated on January 1st and April 1st Note: Summer Registration fees will be credited towards your Annual Registration fees if you continue to take group, theory or private lessons September through June.

#### **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 <u>use our fillable form online.</u> List ALL students and ALL lessons on one form. **One form per family.**
- 4. Save the Registration form as a PDF and email to our office at: kelownacommunitymusicschool@shaw.ca.
- 5. To secure your spot, send your Registration fee payment (amount listed above) with your registration form. We accept payment by cash, debit, cheque or etransfer to the email below. Etransfer confirmations will indicate the name of one of our signatories: Lucy Benwell, Samia Hasan, or Robert Payne. We cannot accept credit cards or credit debit cards at this time.
- 6. Once we have confirmed your information, you will receive your KCMS Policies and Consent Form link. Completing this form ensures you have read our policies.
- 7. Your spot is not guaranteed until the registration fees have been paid and you have completed the KCMS Policies and Consent Form.
- 8. Lesson Fee Invoices for 2022/23 will be processed <u>after August 14, 2022</u> advising you of the total cost and payment options.

# 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 2022/23. No cash value.)

### PLEASE CONFIRM YOUR START DATE WITH EACH TEACHER.

## 2022-2023 KCMS Academic Calendar

	ZUZ	Z-ZU2	23 N.C		<b>1</b> Cauc		, Ca	ICHUAI
	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
September					1	2	3	School begins
•	4	5	6	7	8	9	10	Sep 6
	11	12	13	14	15	16	17	•
	18	19	20	21	22	23	24	Truth &
	25	26	27	28	29	30		Reconciliation
October							1	Day Sep 30 Closure TBC
	2	3	4	5	6	7	8	Thanksgiving
	9	10	11	12	13	14	15	Oct 10
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30	31	20	20		20	20	
November	30	31	1	2	3	4	5	Remembrance
MOVEILIDEI	6	7	8	9	10	11	12	Day Nov 11
	13	, 14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	20 27				24	25	20	
Dagambar	21	28	29	30	4	2	•	
December		_	•	_	1	2	3	
	4	5	6	7	8	9	10	Christmas
	11	12	13	14	15	16	17	break
	18	19	20	21	22	23	24	Dec 19-Jan 2
	25	26	27	28	29	30	31	
January								
	1	2	3	4	5	6	7	School reopens
	8	9	10	11	12	13	14	Jan 3
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30	31					
February				1	2	3	4	
-	5	6	7	8	9	10	11	BC Family Day
	12	13	14	15	16	17	18	Feb 20 - SD23
	19	20	21	22	23	24	25	closure TBC
	26	27	28					
March				1	2	3	4	
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	Spring Break
	19	20	21	22	23	24	25	Mar 20-Apr 2
	26	27	28	29	30	31		
April			20		00	•	1	
, , , , , ,	2	3	4	5	6	7	8	Easter
	9	10	11	12	13	14	15	Weekend
	16	17	18	19	20	21	22	Apr 7-10
	23	24	25	26	27	28	29	
	30	24	23	20	21	20	29	
May	30	1	2	3	4	5	6	
May	7	8	9			12		***
				10	11		13	Victoria Day May 22
	14	15	16	17	18	19	20	Muy 22
	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	16	17	SD23 Final
	18	19	20	21	22	23	24	day June 29
	25	26	27	28	29	30		

The KCMS Office is closed on shaded days - Teachers may still hold lessons.



## **REGISTRATION 2022/23**

Please complete all areas below.

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

CONTACT INFORMAT	TION NEW	RETUI	RNING								
Parent/Guardian Name or Adult Student Name					Relationship to Student (if applicable)						
Mailing Address – St	reet				City			Posta	al Code		
,											
Main Phone		Alt Phone				Email:					
Medical condition(s)	of concern?	Yes No		Emerge	ency Co	ntact:					
If YES, please advise:				Phone:							
				Email:							
I would like to receive the	e KCMS Newsletter	by email	Alre	ady Rece	eived	Yes	No				
I would like to be a KCMS	member. Membe	rs have the right t	o vote at	our Ann	ual Gene	ral Meeting	each fall. \$	10 fee			
		LESSON INI	FORMA	TION		Of				Office Use only	
Student (full name)	Date of Instrument or Birth Group Program (yy/mm/dd)			Teacher		Day	Length	First Lesson	Last Lesson	Total # of weeks	
Important: I understand ALL schedules must be confirmed with each 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											
Registra	ation forms can	be dropped of	f or em	nailed to	o: kelov	vnacommi	unitymusic	school@sh	naw.ca		

FOR OFFICE USE ONLY										
Fees	# of Lessons	Price	Total	# of P/D payments	Amt. Per Payment	Sage Invoice #	Sage Invoice J#	Sage Payment J#	In File Maker	News letter