



BRITISH INTERNATIONAL SCHOOL  
OF CHICAGO, LINCOLN PARK  
A NORD ANGLIA EDUCATION SCHOOL

# Studio14

School Year 2023-2024

## *Lessons Handbook*

**Guidelines, Policies, and Procedures  
for Students and Parents**



## Lessons Handbook for Students and Parents

Welcome to Studio814 School of Performing Arts. We offer private music lessons and group classes to students age 3 and up. We are a part of the British International School of Chicago, Lincoln Park, and we welcome students from our school as well as the broader community to develop their performance talents with us.

### *Studio 814 Aims*

**DELIVER** high-quality learning and teaching experiences.

**INSPIRE** our students to become lifelong learners in the performing arts.

**PROVIDE** our community with highly qualified teaching artists.

**MOTIVATE** our student artists through performance opportunities.

### *Contents*

This handbook details our policies and procedures. By signing up for lessons with Studio814, you agree to abide by these guidelines.

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**Questions?** Contact us at [Studio814@bischicagolp.org](mailto:Studio814@bischicagolp.org)

## Studio814 Key Term Dates, 2023-24

### Autumn Term - *termly contracted lessons begin Monday, August 21, 2023*

Autumn Term Begins	Thursday, August 17, 2023
School Closed: Labor Day	Monday, September 4, 2023
Autumn Half-Term Break	Monday, October 9 – Friday, October 13, 2023
School Closed: Teacher Training Day	Monday, October 16, 2023
School Closed: Whole School Consults	Friday, November 3, 2023
Thanksgiving Holiday	Monday, November 20 – Friday, November 24, 2023
End of Autumn Term	Friday, December 15, 2023 <b>Noon Dismissal</b>
Winter Break	Monday, December 18, 2023 – Tuesday, January 2, 2024

### Spring Term - *termly contracted lessons begin Thursday, January 4, 2024*

School Closed: Teacher Training Day	Wednesday, January 3, 2024
Spring Term Begins	Thursday, January 4, 2024
School Closed: Martin Luther King, Jr. Day	Monday, January 15, 2024
Spring Half-Term Break	Monday, February 19 – Friday, February 23, 2024
School Closed: Whole School Consults	Monday, February 26, 2024
End of Spring Term	Friday, March 29, 2024 <b>Noon Dismissal</b>
Spring Break	Monday, April 1 – Friday, April 12, 2024

### Summer Term - *termly contracted lessons begin Monday, April 15, 2024*

Summer Term Begins	Monday, April 15, 2024
School Closed: Memorial Day	Monday, May 27, 2024
End of Summer Term	Tuesday, June 18, 2024 <b>Noon Dismissal</b>

Contracted lessons will be held on all full-school days unless otherwise communicated. Lessons will not be scheduled on noon-dismissal days unless requested by a parent, and are subject to teacher availability.





## BISC-LP School Calendar 2023-24

August 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		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	31		

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					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

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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	31				

November 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			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		

December 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					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
31						

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	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	31			

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				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		

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					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
31						

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	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 2024						
Su	Mo	Tu	We	Th	Fr	Sa
			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	31	

June 2024						
Su	Mo	Tu	We	Th	Fr	Sa
						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						

### KEY

	Staff PD Day
	Whole School Consults
	Student School Holiday
	New Staff Induction
	Teaching day
#	Federal holiday

### Federal holidays 2023/24

Jul 4, 2023	Independence Day
Sep 4, 2023	Labor Day
Oct 9, 2023	Columbus Day
Nov 10, 2023	Veterans Day (obs.)

Nov 11, 2023	Veterans Day
Nov 23, 2023	Thanksgiving Day
Dec 25, 2023	Christmas Day
Jan 1, 2024	New Year's Day

Jan 15, 2024	Martin L. King Day
Feb 19, 2024	Presidents' Day
May 27, 2024	Memorial Day
June 19, 2024	Juneteenth

# Lesson Handbook for Students and Parents

## 1. Scheduling

### a. How to Schedule a Lesson

Requests for scheduling lessons must be made at least **ONE (1) week prior** to the desired lesson time to the Studio814 office by emailing [Studio814@bischicagolp.org](mailto:Studio814@bischicagolp.org).

- i. Any changes to your student's schedule must be arranged through the Studio814 office. If you discuss a changed schedule with your teaching artist, you must notify the Studio814 office of the change, or this may result in wrong fees on your account.
- ii. Please note that availability may change based on a teacher's surrounding lesson schedule. We do our best to provide everyone with their preferred schedule, however, we may request time changes to condense teaching schedules. We appreciate any flexibility you are able to offer in this regard.

### b. Open Hours

Lessons may be scheduled on any available dates listed on the calendar during our open hours:

- i. Monday to Friday 7:30am to 9pm.
- ii. Saturday 10am to 2pm.

### c. School Day Lessons

We are able to offer the convenience of school day lesson times for BISC-LP students. These lessons are scheduled in coordination with students' classroom teachers to ensure they do not miss critical subjects. Most school day lessons are scheduled 1:30pm-3:30pm. If you are interested in a school day lesson time, please let the Studio814 office know.

### d. Locations

Lessons are held at the BISC-LP location. Students are **NOT** permitted to arrange lessons with Studio814 teaching artists off-site without direct written permission from the Studio814 office. Virtual lessons are available with written permission of the family; please email [Studio814@bischicagolp.org](mailto:Studio814@bischicagolp.org).

## 2. Types of Scheduled Lessons

- a. **Termly Contracted Lessons** are weekly lessons on an agreed weekday/time for the duration of a school term, with ONE (1) excused absence per term. These lessons are for students committed to long-term progress on their instruments, and these appointment times renew from term-to-term.
- b. **Optional Lessons** are individual lessons scheduled by appointment, and are outside of a weekly routine schedule. Lessons given during school breaks or trial lessons are considered optional lessons. These appointment times do not renew.
- c. **Teacher Make-Up Lessons** are individual lessons which account for a missed lesson due to a teacher absence.
- d. **Student Make-Up Lessons** are individual lessons which account for a missed lesson due to a student absence.

### 3. Cancellation Policy

#### a. Termly Contracted Lessons\*

- i. **Nursery and Reception:** Students have a grace period of TWO (2) lessons to cancel termly-contracted lessons without penalty. Attendance of the third lesson constitutes commitment for the remainder of term.
- ii. **Y1-Y6:** Students have a grace period of ONE (1) lesson to cancel termly-contracted lessons without penalty. Attendance of the second lesson constitutes commitment for the remainder of term.
- iii. **Lesson Renewal:** Termly contracted lessons automatically renew term-to-term unless otherwise notified in writing by the parent. This allows us to maintain consistency in the teachers' and students' schedules. Lessons requests **must be renewed each school year** in writing to [Studio814@bischicagolp.org](mailto:Studio814@bischicagolp.org).
- iv. **Absence due to Illness**  
If the student is unwell on the day of their lesson and unable to attend, please notify the Studio814 staff by email. (*Lessons missed due to student illness may receive a Student Make-Up Lesson if the instructor has availability, but this cannot be guaranteed.*)
- v. **Planned Absences**  
Each student is granted a maximum of **ONE (1) planned absence per term** from contracted lessons. Please provide as much notice as possible to the Studio814 administrative staff.
- vi. **Refund/Credit Policy**  
There will be **no refunds or lesson make-ups** for a cancellation after the termly grace period unless it is the result of a teacher absence or school closure.

#### b. Optional Lessons and Make-Up Lessons

- i. **Absence due to Illness**  
If the student is unwell on the day of their lesson and unable to attend, please notify the Studio814 staff by email. (*Lessons missed due to student illness may receive a Student Make-Up Lesson if the instructor has availability, but this cannot be guaranteed.*)
- ii. **Refund/Credit Policy**  
Lessons may be canceled up to ONE (1) week prior to a planned lesson at no additional fee or usage of lesson credits. For cancellations made later than one (1) week prior to a lesson, there will be **no refunds or make-up lessons** unless the cancellation is the result of a teacher absence.

### 4. Fees & Payments

#### a. Standard Lesson Rates

These rates apply to all **Termly Contracted Lessons** and all **Optional Lessons**:

- i. 30-minute lessons: \$48 each
- ii. 45-minute lessons: \$72 each
- iii. 60-minute lessons: \$96 each

d. **How to make Payments**

- i. **Credit Card:** Please use the [online payment system](#) to pay by credit card.
- ii. **Check:** Please make checks payable to "BISC-LP" and include your child's name and "Studio814" in the check memo.

di. **Returned Checks**

An administrative fee of \$50 will be charged for any returned check.

Studio814 account balances are emailed by the BISC-LP Finance team every half-term.

## 5. Student Supervision and Drop-off/Pick-up Guidelines

For our primary school students taking lessons (ages 3-11), students must be supervised by their teachers at all times.

a. **After Care**

Students at school before a lesson without parent supervision must attend the BISC-LP after-care program. *All students enrolled in Studio814 lessons receive **free after care** for time spent before a private lesson.*

b. **Drop-off**

Students being dropped off to a lesson by a parent must be escorted to the lesson room to confirm the teaching artist is present before the parent leaves.

c. **Pick-up**

Parents should plan to pick their child up from the front desk directly at the end of each lesson, unless other arrangements have been made to have the child attend after-care. If your child is not picked up in a timely manner, their teacher may need to take them to the school's after-care program as they might have other student lessons directly following.

d. **Classroom Usage**

***Please do not wait inside classroom spaces while your child finishes their lesson.*** There may be other teachers or students that have reserved these spaces during any of our open hours, so please be respectful of this. If you arrive early for pick-up, please wait in the Community Café next to the front lobby before picking up.

## 6. Music Books & Materials

It is the student's or parent/guardian's responsibility to provide the student with books and other lesson materials for study. These will be specified by the student's teacher and are not standardized by the studio.

## 7. ABRSM Exams

If a student would like to pursue certification of their musical skills through the ABRSM exam program, they can be entered for the exam by Studio814. Our school is an exam center, so students entered for exams typically complete the exam right here at BISC-LP.

a. **Cost**

Fees for any exams entered will be paid by the school and billed to your student account. Pricing differs for each type of exam, and is based on exam entry fees listed on the ABRSM website.





b. **Deadline for Entry**

We must abide by the submission deadlines set forth by the ABRSM company, so if you wish to enter your student to an exam, please let us know prior to the submission dates listed on the ABRSM website. To learn more about the ABRSM Exams, please visit <https://us.abrsm.org/>

## 8. Recitals

a. **Why recitals?**

While not required, recitals are an integral part of the Studio814 School of Performing Arts. Performance opportunities not only give students something to strive for, but also a chance to celebrate their achievements and the achievements of their peers.

b. **When?**

Recitals are held twice annually with dates announced via e-mail at the start of the year.

c. **How to participate:**

If you are interested in having your child participate in the recital, please communicate with their private teacher so they can help them prepare. The teaching artist will be able to assist with finding suitable performance repertoire and communicate ways you can help your student practice at home. The Studio814 office will reach out to parents and teachers by e-mail when it is time to sign-up for the recital. Please be sure to complete sign-up in a timely manner.

d. **Deadline to participate:**

Enrollment must be completed at least (1) ONE week prior to the event and will be communicated by the Studio814 administrative staff.

## 9. Practice Policy

- a. We believe in responding to the needs of students as individuals. The teaching artists may ask for more or less at-home practice from students depending on what the student is working to achieve. The teaching artist will communicate directly with students and parents about their expectations, and we encourage parents to ask their teaching artists how they can best support their student's practice.

## 10. Instrument Policy

- a. For any students who wish to start instrument lessons but do not have an instrument of their own, Studio814 will provide an instrument for the first lesson. If lessons continue after the trial, students will be expected to provide their own instrument according to the teaching artist's specifications.
- b. For piano students, we understand that you do not carry your instrument to each lesson, however, having a full practice keyboard or piano at home is essential for developing beginning piano skills.



## 11. Competitions

### a. Application Process

To perform in the Studio814 Competition, parents must sign-up via email to the Director of Enrichment by the due date announced in the weekly newsletter. Information will also be sent to parents from Studio814 via our scheduling software, My Music Staff.

### b. Screening

Students will be required to audition via video submission to the Competition Leader for each competition, even if they have participated in previous events.

### c. Competitors

Those who pass the initial screening will be notified by the Competition Leader or Studio814 via email to the students' parents, and will be assigned repertoire and a level for the final competition event.

### d. Winners

The selected winners for each category will receive a prize, have their achievement announced in the newsletter, and their name inscribed on the BISC-LP Music Competition plaque!

## 12. Other Courses

In addition to private lessons, Studio814 offers Music Theory and Music Together classes dependent upon student interest and availability. These supplemental courses are excellent ways to broaden your students' musical journey, and to expand upon skills covered in private lessons. They are also cost-effective; the price of the course lowers with higher enrollment. Please contact the Studio814 office for more information.



## Handbook Acceptance Form

Dear Parents,

Thank you for taking the time to carefully review the information contained in the Studio814 Lessons Handbook. Please follow this [link](#) to acknowledge your acceptance and agreement to abide by the presented guidelines.

Meghan Henson

Director of Studio814

[meghan.henson@bischicagolp.org](mailto:meghan.henson@bischicagolp.org)

[studio814@bischicagolp.org](mailto:studio814@bischicagolp.org)



**Questions?**  
**Contact us at**  
**[Studio814@bischicagolp.org](mailto:Studio814@bischicagolp.org)**