



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

Studig14



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2026-2027 School Year

Lessons Handbook



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

2026/27 School Calendar

August 2026						
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 2026						
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October 2026						
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November 2026						
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December 2026						
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January 2027						
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February 2027						
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March 2027						
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April 2027						
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May 2027						
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30	31					

June 2027						
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July 2027						
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25	26	27	28	29	30	31

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

School Building Closed On:
 9/7/26 (Labor Day)
 11/25/26 - 11/27/26 (Thanksgiving)
 12/21/26 - 12/25/26 (Winter Holidays)
 1/1/27 (New Year)
 1/18/27 (MLK Day)
 2/15/27 (Presidents' Day)
 3/29/27 (Easter Monday)
 5/31/27 (Memorial Day)
 6/18/27 (Juneteenth [observed])
 7/5/27 (4th July [observed])

Lessons begin on Tuesday, Aug 18th.

Year 4-6 Fall Recital (Gym): Saturday, Nov 7th

Year 4-6 Spring Recital (Gym): Saturday, May 15th

(Dates for Teacher Showcase Recitals for all grade levels will be announced later.)

Optional lessons may be scheduled during Student School Holidays, depending on instructor availability.

Building closure – No lessons

Lesson Handbook for Students and Parents

1. Scheduling

a. Lesson Scheduling and Schedule Changes

After enrollment, requests for lesson scheduling or changes to a student's regular lesson schedule must be submitted to the Studio814 office at least **ONE (1) week** before the requested lesson date by emailing 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.

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.

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. These lessons are subject to teacher availability. If a teacher is unable to provide a make-up lesson you will not be charged for missed lesson.
- d. **Student Make-Up Lessons** are individual lessons which account for a missed lesson due to a student absence and are subject to teacher availability. Student Make-Up lessons are billable.

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, and payment for the full term is required unless Studio814 is able to fill the lesson slot with another student.
- 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, and payment for the full term is required unless Studio814 is able to fill the lesson slot with another student.
- iii. **Lesson Renewal:** Termly contracted lessons automatically renew term-to-term unless otherwise notified in writing by the end of the previous term. This allows us to maintain consistency in the teachers' and students' schedules. Lessons requests **must be renewed each school year** by submitting the signed enrollment form to Studio814, whether the student is new or returning.
- iv. **Absence Due to Illness and Other Student Absences:** If a student is unable to attend a scheduled lesson due to illness or any other reason on the day, please notify the Studio814 staff by email and cc the instructor as soon as possible. For planned absences, such as vacations, we request at least **seven (7) days' advance notice** whenever possible. Students who do not notify Studio814 and their instructor their absence are not eligible for a make-up lesson.

Lessons missed due to student absence are not automatically eligible for a **make-up lesson**. However, if another slot becomes available due to previously reported student absence, and the time is suitable for both the student and the instructor, a make-up lesson maybe offered at the instructor's discretion. Make-up lessons are subject to room availability and scheduling constraints and can not be guaranteed.
- v. **Refund/Credit Policy**
There will be **no refunds or guaranteed make-up lessons** for a cancellation unless it is the result of a teacher absence, school closure or scheduled school activity.

4. Fees & Payments

a. Standard Lesson Rates and Fees

b. These rates apply to all Termly Contracted Lessons and all Optional Lessons:

- i. 30-minute lessons: \$55 each
- ii. 45-minute lessons: \$80 each
- iii. 60-minute lessons: \$105 each
- iv. Annual program support fee: \$40 per student, per academic year (This fee is waived for students who enroll during the final four weeks of the school year)

d. **How to make Payments**

Music lesson tuition and fees will be charged to your BISC-LP student account. Account statements are issued by the BISC-LP Finance Team approximately every half term for both BISC-LP students and external students. Charges may not appear immediately after lessons begin, as billing is processed periodically. Once charges appear on your student account, payment should be made through the online payment portal.

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**

Students will be taken to After Care following their lessons. Parents are expected to pick up students within 10 minutes of the end of the lesson to avoid After Care charges.

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. Please arrive a few minutes before your child's lesson ends to ensure a smooth transition between lessons. Whether you arrive early or at the scheduled pick-up time, please wait in the hallway near the lesson room until your child is dismissed. Instructors will dismiss students directly to a parent, or other authorized adult waiting outside the lesson room, or escort students to Aftercare, if applicable. Instructors do not escort students to the lobby, except for external students.

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?**

There will be many opportunities for students to perform. Large recitals for Years 4 through 6 will be held in the gym twice annually. In addition, Studio814 will host instructor showcase recitals throughout the year where all grade levels of a particular instructor will be featured.

c. **How to participate:**

Students are invited to participate in recitals at the discretion of their instructor, based on their musical readiness. Parents who are interested in having their child participate should first discuss it with the instructor. The instructor will then communicate the recommendation to the Studio814 Co-Directors, who will confirm the student's participation. Once participation is confirmed, parents must complete the recital registration in a timely manner.

d. **Deadline to participate:**

Requests for recital participation must be discussed with the instructor and submitted at least two (2) weeks prior to the recital.

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. Other Courses

In addition to private lessons, Studio814 offers Music Theory and various Ensemble Classes such as Advanced Rock Band, and String Ensemble, as well as Group Voice Lessons, Nursery Pair Lessons subject to 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.



Questions?

Contact us at

Studio814@bischicagolp.org



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.

Mark Senser
Hiroko Nagahata

Co-Directors of Studio814
studio814@bischicagolp.org

