



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

Studio14

2025 - 2026

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



2025-26 School Calendar

Unless noted otherwise, all school days are full attendance days.

Autumn Term

Lessons start on Monday, August 18.

Autumn Term Begins	Friday, August 15, 2025 – Meet the Teacher Event
First Day of Classes	Monday, August 18, 2025
School Closed: Labor Day	Monday, September 1, 2025
Autumn Half-Term Break	Monday, October 13 – Friday, October 17, 2025
School Closed: Teacher Training Day	Monday, October 20, 2025
School Closed: Whole School Consults	Friday, November 7, 2025
Thanksgiving Holiday	Monday, November 24 – Friday, November 28, 2025
End of Autumn Term	Friday, December 19, 2025 Noon Dismissal
Winter Break	Monday, December 22, 2025 – Friday, January 2, 2026

Spring Term

Lessons start on January 6th.

School Closed: Teacher Training Day	Monday, January 5, 2026
Spring Term Begins	Tuesday, January 6, 2026
School Closed: Martin Luther King, Jr. Day	Monday, January 19, 2026
Spring Half-Term Break	Monday, February 16 – Friday, February 20, 2026
School Closed: Whole School Consults	Friday, March 13, 2026
End of Spring Term	Friday, March 27, 2026 Noon Dismissal
Spring Break	Monday, March 30 – Friday, April 10, 2026

Summer Term

Lessons start on April 13th.

Summer Term Begins	Monday, April 13, 2026
School Closed: Memorial Day Holiday	Monday, May 25 – Tuesday, May 26, 2026
School Closed: Teacher Training Day	Wednesday, May 27, 2026
End of Summer Term	Thursday, June 18, 2026 Noon Dismissal

Student Recital (Y3 thorough Y6) at the gym - Saturdays November 8th & May 16th
Teacher Studio Showcase Recitals (All Grades) TBD

Lesson Handbook for Students and Parents

1. Scheduling

a. HowtoSchedule 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.

- 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.

2. Types of Scheduled Lessons

- a. **TermlyContracted 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.

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 by completing the Handbook agreement form.**

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 and cc the instructor. While we understand that illness can arise unexpectedly, lessons missed due to student illness are not automatically eligible for a make-up. A student make-up lesson may be offered at the instructor's discretion if availability allows (i.e. slots created by other students' notified absences), but it is not guaranteed.

v. Refund/Credit Policy

There will be **no refunds or lesson make-ups** for a cancellation unless it is the result of a teacher absence, school closure or scheduled school activity. However, **one notified absence per term** will not be charged if notice is given **more than seven days in advance**. To qualify, the notice must be sent to both Studio814 and the individual instructor by email. Any delayed notice, regardless of reasons of absence, will be fully charged.

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.

- **Check:** Please make checks payable to "BISC-LP" and include your child's name and "Studio814" in the check memo.

e. **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**

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. 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?

There will be many opportunities for students to perform. Large recitals for Years 3 through 6 at the gym will be held 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:

Instructors will choose students whom they feel are ready to participate in the recital and inform parents and Studio814. Parents must confirm their child's participation to individual teachers and complete sign-up in a timely manner.

d. Deadline to participate:

Enrollment must be completed at least (2) TWO weeks 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. Other Courses

In addition to private lessons, Studio814 offers Music Theory and various Ensemble Classes such as advanced Rock Band, Jazz Band, and String Ensemble 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.

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