
Sound Performance Studio

123 Your Street
Your City, ST 12345
(123) 456-7890



Studio Policy Document

2025-2026

PHILOSOPHY

Music is so much more than hitting the right notes on a page; it's a universal language that helps children understand themselves and the world around them. My goal as a teacher is to use music to help foster confident, creative, and resilient human beings.

EXPECTATIONS

To keep our lessons fun and productive, I like to set a shared roadmap for success. These expectations aren't about being strict; they're about creating a space where real progress happens so the student can feel proud of their hard work.

Our Shared Commitments

- **The Consistency Rule:** I don't expect every student to practice multiple hours a day, but I do ask for consistency. Focused playing seven days a week is much better for the brain than a three-hour marathon practice session the night before a lesson!
- **Come Prepared and Curious:** Please bring your instrument, music books, and a pencil to every lesson. Most importantly, bring one question or one "cool thing" you noticed while playing during the week.
- **Embrace the "Wrong" Notes:** Mistakes are just data! I expect my students to be brave enough to play a wrong note and then work with me to figure out why it happened. We don't say "I can't"; we say "I'm still learning this part."

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- **Active Listening:** Music is 50% playing and 50% listening. I expect students to listen to their pieces (or similar styles) throughout the week to help their ears get as strong as their fingers.

For the Parents

Your support is the secret sauce. You don't need to be a musician yourself; simply providing a quiet space for practice and offering a "That sounded great!" from the other room makes a world of difference in a child's confidence.

ATTENDANCE & CANCELLATION POLICY

1. Rescheduling & Cancellations

- **24-Hour Notice:** If you need to cancel or reschedule, please provide at least **24 hours' notice**. This allows me to offer that time slot to students on my waiting list or adjust my prep schedule.
- **Late Cancellations:** Lessons cancelled with less than 24 hours' notice are non-refundable and will be charged at the full rate.
- **No-Shows:** If a student does not show up within the first 15 minutes of their scheduled time, the lesson is forfeited.

2. Sickness & Emergencies

- **The Healthy Studio Rule:** If your child is too sick for school, they are too sick for a music lesson! Please do not bring a coughing or feverish child to the studio.
- **Remote Pivot:** If a student is feeling "under the weather" but is well enough to play, we can pivot to a **virtual lesson** via Zoom or FaceTime at your regular time to avoid spreading germs.
- **Family Emergencies:** I understand that life happens. Major emergencies will be handled on a case-by-case basis.

3. Make-Up Lessons

- **Eligibility:** Each student is allowed **one excused make-up lesson per semester**, provided the 24-hour notice was given.
- **Make-Up Credits:** These credits must be used within 30 days of the missed lesson. I typically host a "Make-Up Saturday" once a month to accommodate these sessions.

4. Teacher Absences

- If I am unable to teach due to illness or a professional performance commitment, I will provide as much notice as possible. A make-up lesson will be scheduled as soon as possible.

TUITION

Fees

Private Lessons: \$xxx/hour

Technique Class (group): \$xx/class

Studio Class (group): \$xx/class

Recording Session: \$xxx/hour

Scheduling & Payment

At the beginning of each semester, you must select the classes you will participate in for that period. Payment is due on the first of each month, and must cover all scheduled classes for that month. Acceptable forms of payment include cash, check, venmo and paypal.

SIGNATURES

Student: _____

Signature

Date

Parent: _____

Signature

Date

Teacher: _____

Signature

Date