

The background features large, stylized white musical notes and symbols on a grey background. There are treble clefs, a large eighth note, and a large quarter note. Small white starburst symbols are scattered around the notes.

LESSONS BY BROOKE & COMPANY, LLC.

FAMILY HANDBOOK

PRIVATE LESSON AGREEMENT, POLICIES & PROCEDURES

UPDATED FALL 2020

POLICIES & PROCEDURES ARE SUBJECT TO CHANGE



LESSONS BY BROOKE
& COMPANY, LLC



WELCOME!

With more than 10 years of experience in private music lessons, Lessons By Brooke & Company, LLC. is proud to provide customized, in-home private music lessons to students of all interests, ages and ability levels across the Chicagoland area.

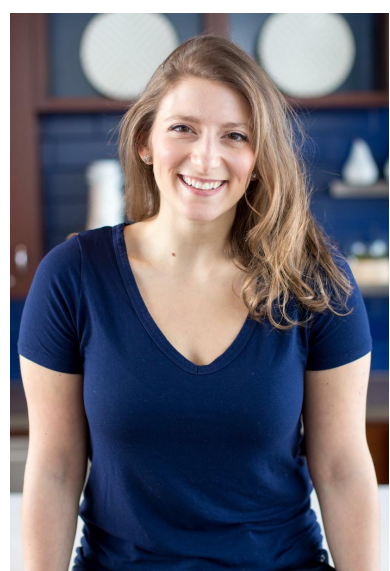
Lessons By Brooke & Company, LLC. came to life through Brooke's dream of bringing the gift of music to every home. Our team of highly qualified instructors is constantly motivated and inspired by their love of music and the passion to pass on their experience, knowledge and skills to their students in order for each of them to allow their creativity and talent to truly shine.

We are committed to providing the best customized music instruction for our students using the latest technology & educational strategies in order to help every student meet their musical goals. Just as we have made a commitment to you, each student and their families must make a commitment to us by prioritizing lessons and regular practice. True progress and learning cannot take place without consistent effort from student and instructor alike.

Being involved in music not only enhances our students' musical abilities, but also improves other areas from academics to public speaking, reasoning, self confidence and so much more!

It is our goal as your music instructors to spark the love for learning in music and beyond!

Thank you for enrolling and creating beautiful music with us!



Brooke Schragger

Founder & Studio Manager

WWW.LESSONSBYBROOKE.COM

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ALL ABOUT LESSONS

Everyone's time and money are valuable and we believe that you get what you pay for. With Lessons By Brooke & Company you are guaranteed the best in customized, in-home private music instruction!



WHAT IS INCLUDED IN LESSONS?

- Time spent with the student(s) in weekly lessons
- A few moments discussing student progress with parents in weekly lessons
- Time spent in preparation for the student(s) including lesson planning, bookkeeping, development of curriculum, etc. For every 30 minute lesson, your instructor is investing at least one hour of their time planning and preparing for each lesson
- Materials purchased by the instructor for use during lessons and planning (students are responsible for their own books & materials but instructors will always share what is also readily available to them)
- Teacher's training, experience and continuing education including lessons, classes and conferences to keep instructors current on the latest methods and techniques
- Professional organization membership to enhance teaching skills and provide student(s) with the most up to date instruction, opportunities for festivals, competitions, music theory resources and professional events
- Expenses such as copying, computer software, apps, incentive programs and transportation

...AND MORE!

The Lessons By Brooke & Company community is truly a family. Instructors, students and their families all work together to make sure that our students are always getting the best of the best!

We are so excited to have you with us!

SCHEDULING

- **Scheduling and billing take place on a monthly basis.** All schedule conflicts & changes are to be submitted directly to the studio manager either in response to our monthly schedule check in Google Form or directly via text, phone or email. Conflicts submitted only to an instructor will not be honored and may result in missed lessons that will not be made up or credited
- **A minimum of 24 hour notice given by parent or guardian is required for any schedule conflicts or changes.** Lessons cancelled with less than 24 hours notice will be considered missed lessons and will not be rescheduled or credited. Exceptions due to illness and/or emergencies will be made the discretion of the instructor and studio manager
- **If an instructor arrives for a lesson and the student is not present, the instructor will wait one third (1/3) of the total scheduled lesson time.** After that time is up, the instructor will move on to their next student(s) and the lesson will be treated as a missed lesson
- **If three (3) missed lessons with no prior communication of the cancellation occur in a calendar year students may lose their lesson day/time slot.** Exceptions due to illness and/or emergencies will be made the discretion of the instructor and studio manager
- **All cancelled-in-advance lessons, aside from holidays and pre-approved or extended vacations, will be rescheduled.** Make up lessons will occur either by pre-recorded video, written & emailed lesson plan, virtually or in person at an agreed upon day/time slot coordinated by the studio manager
- **One (1) reschedule/make up lesson will be allotted per student, per month.** Any other cancellations will be considered missed lessons. Exceptions due to illness and/or emergencies will be made the discretion of the instructor and studio manager
- **Lessons are not transferable between students of the same household unless previously agreed upon at least 24 hours in advance with notice given to the studio manager.** Last minute lesson transfer attempts may result in a missed lesson
- **Two weeks (14 days) notice is required for students who wish to take an extended break from or discontinue lessons.** Refunds or credits will not be granted for any lessons left in the current month or billing cycle under any circumstance
- **If a student wishes to discontinue or take an extended break from lessons, their day/time slot is not guaranteed upon their return.** A 50% non-refundable deposit may be placed on a day/time slot if a hold is desired

ILLNESS, SAFETY & TRAVEL

- **Please give as much notice as possible for cancellations due to illness or emergency.** We realize that these things may arise with less than 24 hour notice. Exceptions to our policies due to illness and/or emergencies will be made at the discretion of the instructor and studio manager.
- **If a student or family member residing in the home where lessons take place is ill (even with a small cold) please notify the studio manager right away.** If a student is sick enough to stay home from school or work, they are too sick to have a lesson! Please keep everyone safe by rescheduling. We will do the same if your instructor is not well
- **It is the instructor's choice to attend a lesson if a student or family member residing in the home where lessons take place is ill.** If an instructor arrives and finds someone to be sick in the household they may leave immediately and the lesson(s) will be considered missed lessons
- **Clean your instruments regularly.** Look up proper cleaning methods for your particular make/model and perform them often to keep everyone safe and healthy and your instrument in good working order
- **If students live in an area where free parking is not available, parking fees will be calculated and added to your monthly invoice.** Lessons By Brooke & Company and our instructors are not responsible for paid parking for regular, weekly lessons
- **Keep your instructor's safety in mind during inclement weather.** Driveways and walkways must be clear of snow, ice & debris. If an instructor does not feel safe they may leave immediately and the lesson(s) will be considered missed lessons
- **Instructors may arrive within 5 minutes of the scheduled lesson time.** We will always do our best to arrive at our scheduled time; however, when we are experiencing inclement weather, construction, rush hour traffic, trains, etc., teachers are allotted a 5 min grace period. If they are going to be later, they will call or text as soon as they safely can as we do not promote or allow phone use while driving. No matter what, student(s) will always receive their full lesson time.
- **In the case of extreme weather conditions, we will reschedule lessons to keep everyone safe.** The studio manager will provide ample notice and will coordinate make up lessons to take place by pre-recorded video, written & emailed lesson plan, virtually or in person at an agreed upon day/time slot.

PAYMENT & REFERRALS

- From September 2020 - August 2021 lesson rates are: \$32 per 30 minute lesson, \$48 per 45 minute lesson and \$64 per 60 minute lesson. Additional lessons in the home given by the same instructor in the same day and time slot are eligible for our sibling/double lesson discount of \$2 off per lesson
- **Scheduling and billing take place on a monthly basis.** Invoices will be sent out via quickbooks/email prior to the first lesson of the new month and will always list lesson dates/times
- **Payment is due in full prior to the first lesson of the month.** Acceptable methods of payment are listed on your monthly invoice. Please note that mail-in payments must be post marked by the due date listed on your invoice to be considered on time. All late payments will incur a \$25 late payment fee
- **We are honored each time you refer us!** As a "thank you", each time one of your referrals signs up for monthly lessons, you earn one free lesson applied to the following month's invoice! Referrals do not apply for siblings or members of the same household

LESSON RESOURCES



The following apps & resources are fantastic, fun supplements to your music & other lesson materials!

- Rhythm Cat, Treble Cat & Bass Cat
- Rhythm Swing
- Blob Chorus
- Music for Little Mozarts
- Flashnote Derby
- Super Metronome Groove Box
- Noteworks
- Musictheory.net
- The "student resources" tab of lessonsbybrooke.com

PERFORMANCES

We are proud to give our students opportunities to show off their talents! Each year we will host multiple performances in a variety of settings. Participation in performances is strongly encouraged, but not required. Recital fees may vary within a reasonable range and help to cover the cost of the space, equipment, reception, goodie bags, the instructor's, planning time, etc.



PRACTICE TIPS

- Establish an area of the house specifically for practice - keep all lesson materials (music, books, binder, pencil, iPad, CDs, etc.) easily accessible
- Establish a practice routine and stick to it - using a chart, calendar, or reminder app can be helpful
- Encourage "mini performances" for friends, family, neighbors, pets or even stuffed animals
- Eliminate distractions during practice time
- Communicate with your student(s) & instructor about what needs to be practiced in between lessons - we are here to help establish routines & make learning fun & hassle-free for our students & parents alike
- During practice, note any difficulties or issues to be discussed at the next lesson
- Parents - take active interest in your student's practice and progress; your feedback and encouragement means so much to them
- Use frustrations or difficulties as positive learning experiences and allow breaks in practice sessions whenever necessary
- Follow us on Instagram and Facebook for more practice tips & tricks!

SOCIAL MEDIA

It is so fun to see photos of students learning & growing as musicians on our social media pages and website. We are always proud to promote student and instructor accomplishments alike! Make sure to like and follow us on facebook and instagram to see the latest updates.

If you would like to opt out of having your student(s) photos shared on social media, our website, and other promotional materials, please let us know. We respect your privacy and will be happy to send a version of this handbook without this release!



I hereby assign full copyright of photographs to the above-mentioned, Lessons By Brooke & Company, LLC. (and the related representatives and assigns) together with the right of reproduction either wholly or in part.

I grant to Lessons By Brooke & Company, LLC. or licensees or assignees the permission to use the above-mentioned photographs either separately or together, either wholly or in part, the perpetual right to use and publish video and/or photographs of the student(s), or where they may be included for editorial trade, product advertising and such other fashion/business purpose in any manner and medium. I have the right to revoke these privileges in writing and Lessons By Brooke & Company, LLC. (or licensees or assignees) will remove all mediums of use featuring the above mentioned student(s) in a timely fashion.

Lessons By Brooke & Company, LLC. and licensees or assignees may have unrestricted use of these for whatever purpose, including advertising, with any retouching or alteration without restriction.

I agree that the above mentioned photographs and any reproductions shall be deemed to represent an imaginary person, and further agree that Lessons By Brooke & Company, LLC. or any person authorized by or acting on his or her behalf may use the above mentioned photographs or any reproductions of them for any advertising purposes or for the purpose of illustrating any wording, and agree that no such wording shall be considered to be attributed to the student(s) personally unless the student(s) name is used and permission is granted in writing.

Provided parental/guardian name(s), nor the student(s), are not mentioned in connection with any other statement or wording which may be attributed to me personally, I undertake not to prosecute or to institute proceedings, claims or demands against either Lessons By Brooke & Company, LLC. or his or her agents in respect of any usage of the above mentioned photographs. I hereby release Lessons By Brooke & Company, LLC. named above from all claims and liability relating to images, video or photographs taken of the above mentioned parties.

I hereby warrant that I am a legal competent adult and a parent or legally appointed guardian of the minor(s), and that I have every right to contract for the minor(s) in the above regard. I have read this photo release form carefully and fully understand its meanings and implications. This document shall be binding upon me and my heirs, legal representatives, and assigns.

OUR AGREEMENT

By signing below I agree to...

- Adhere to and respect all of the policies & procedures outlined in this Family Handbook
- Foster a nurturing and loving environment in my home and heart to allow beautiful music to flow freely
- Stick with lessons even when the going gets tough
- Practice and/or assist with practice on a regular basis according to the instructor's guidelines
- Respect the time and efforts of all parties involved in lessons - studio manager, instructor, parent and student alike!
- Have an open mind about different tools, techniques and music genres presented by the studio and instructor

NAME:

SIGNATURE:

DATE:

**Thank you for allowing us to be a
part of your musical journey!**

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