



- LESSONS BY BROOKE & COMPANY, LLC. -

FAMILY HANDBOOK

updated fall 2018

WWW.LESSONSBYBROOKE.COM

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 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 instructors are constantly motivated and inspired by their love of music and the passion to transfer their 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 family must also make a commitment to us by prioritizing weekly lessons and regular practice. True progress and learning cannot take place without consistent effort from student and instructor alike.

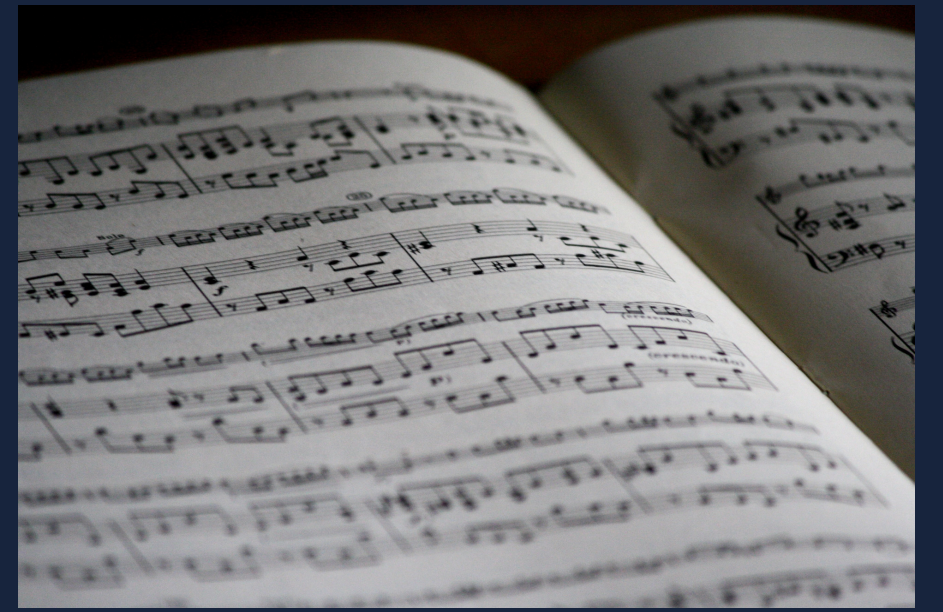
Being involved in music not only enhances our students' musical abilities, but also improves other areas from academics to public speaking, reasoning, self confidence and so much more! It is our goal as your music instructors to spark the love for learning in music and beyond.

thank you for enrolling & beginning your musical journey with us!

brooke perlman

studio manager

MAKING THE MOST OF MUSIC LESSONS



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

apps & other 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

STUDIO POLICIES

Keep in mind that we are all here for the same purpose- to better the world through beautiful music! What you are paying for is your instructor's expertise & time.

The purpose of the following policies is to ensure that our students get the most out of each lesson, and they will be enforced at the instructor's discretion.

materials

students will need a pencil, practice log & any books/worksheets they are currently working on at each lesson. instructors will provide students with any worksheets, practice logs and music that is available to them. any additional method books, song books, and other materials recommended by the instructor will be the responsibility of the student, parents or guardians

lesson fees & payment

lessons are \$30 per 30 minute lesson, \$45 per 45 minute lesson and \$60 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 or multiple lesson discount of \$2 off per lesson

lesson fees are billed on a monthly basis and invoices will be sent out via e-mail at least seven days before the new month begins. payment is due before the first lesson of the month takes place and all late payments will incur a \$25 late payment fee. payment options are listed on your invoice

if students live in an area where free parking is not available, parking will be pre-paid at the beginning of each month

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.



STUDIO POLICIES

cancellations & scheduling

a schedule check in e-mail will be sent prior to the new month and we will do our best to accommodate any changes as best as we can. please keep in mind that your instructor has set aside this time for you and expects you to do the same

in the event that you must cancel a lesson, a minimum of 24 hour notice by a parent or guardian is required. one make-up lesson will be allotted per month and instructors are not obligated to give make-up lessons beyond that. lessons must be made up within one month of the cancelled lesson and lessons not made up in this time period will not be refunded or rescheduled. make-up lessons will not be rescheduled for any reason. if a student misses a lesson without giving proper notice, no make-up lesson or credit will be granted. there will only be exceptions due to extreme situations & emergencies at 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 between the instructor and parent or guardian. last minute lesson transfer attempts may result in a missed lesson without a make up or credit

if a student wishes to take a break from lessons, a non-refundable deposit of 50% can be made to hold their day/time slot, otherwise the day/time slot is not guaranteed upon their return. 24 hour notice is required for students who wish to discontinue lessons and refunds will not be granted for any lessons left in the current month or billing cycle under any circumstance

instructor travel & inclement weather

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 cancel lessons to keep everyone safe & sound, we will notify you as soon as possible and will either reschedule or issue a credit for the cancelled lesson(s) as needed

STUDIO POLICIES

social media & photo release

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

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.



referrals

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! this referral reward is good for up to 5 free lessons per student, per family. referrals do not apply for siblings or members of the same household

WHAT DOES MY LESSON FEE INCLUDE?

We understand that your time & money are valuable! We also believe that you get what you pay for and with lessons provided by Lessons By Brooke & Company, LLC., you are guaranteed the best!



- time spent with the student(s) in weekly lessons
- time spent in preparation for the student(s) including lesson planning, bookkeeping, development of curriculum, etc. For every 30 minute piano lesson, your instructor is investing at least one hour of their time planning and preparing for each lesson
- teacher's training and experience
- professional organization membership maintained by instructors to enhance teaching skills and provide the student 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
- music books and other materials purchased by the instructor
- continuing education including lessons, classes and conferences to keep instructors current on the latest methods and techniques

contact us today to begin your musical journey!



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