

DVP Music Studios

Studio Policies – September 2026 to August 2027

Private Lessons

Private Lessons are given **weekly** in 30, 45 or 60 minute lengths. Private lessons focus primarily on instrument technique, repertoire, and performance, as well as musicianship and creative skills. The studio uses various sources and methods to tailor instruction to each students' needs. At each lesson, at least 3 assignments will be given to the student to prepare throughout the week for the next lesson.

Materials

Students in the studio learn from multiple method books and materials that are provided for them by their teacher. **The studio purchases materials for their students and adds the cost of materials to the following months invoice.** The teacher will do this without giving you prior notice to purchasing new materials.

Practice

Creating a regular practice schedule is essential for student progress, enjoyment, and success. **Students should aim for at least 5 days of practice each week for at least 15min per session.**

Short, daily practice sessions are more effective than one or two long sessions per week. The most important time for students to practice is the day after their weekly lesson to solidify what they have just learned. Research has shown that retention of new knowledge drops to 60% after just 24 hours. It's not a great plan to wait until the end of the week, then "cram" practice right before a student's next lesson!

Parental involvement in home practice is **crucial** for student success. Please help the student to establish and stick to a practice routine, and see that practice time is free of distractions.

Practice/Lesson Logs

Teachers provide practice logs with weekly assignments. The Lesson Log is a calendar in which the student selects one of two options to record daily practice. The first option provides the student with a sticker sheet as a fun and easy way to record accomplishing practice on any given day. The second option provides the student with the ability to record their practice by writing in the minutes they spent on each assignment.

Lesson Day and Time

A **weekly** lesson day and time will be assigned to each student. The teacher will do their best to work with households busy/changing schedules and we expect the same from families. Teachers try to stay as consistent as possible with the weekly lesson day and time; consistency is the key to student success. However, at any point in time throughout the year, the teacher reserves the right to modify the day/time of lessons due to performances and/or accommodating student schedules. The studio asks that families be as flexible as possible when scheduling or making up lessons. There are some cases where a teacher cannot continue with students due to scheduling conflicts.

Monthly Lesson Scheduling

At the end of each month, you will receive a detailed schedule for the upcoming month via email. The Studio schedules lessons on some holidays such as Memorial Day and Labor Day; your teacher can be flexible with rescheduling these if needed. The Studio does not teach on Thanksgiving day or over Winter Break. If you have a conflict with a scheduled lesson, please inform your teacher prior to the first lesson of the month so they may offer a make-up time or agree to skip that lesson due to a conflict. Since The Studio has students from many different school systems, your teacher may schedule a lesson during a school break. School breaks can be great for music practice so we encourage the student to keep the lesson unless you are unavailable.

Lesson Cancellations and Lesson Make-ups

Consistent lessons and practice are crucial to student enjoyment and success. Missing a lesson means the student will not see their teacher for 14 days and often times, this results in a decline in student practice/enjoyment. For a lesson to be excused, the teacher must be notified of an absence at least **24 hours in advance** of the lesson time. **Make-up times will be given for excused lessons only**; up to 4 make-ups August through May. If there is no make-up lesson scheduled during that week, The Studio will credit the lesson off your next monthly invoice. In the event the teacher needs to cancel, they will either make-up the lesson or credit a lesson to the following months invoice. The make-up policy applies to lessons that are rescheduled. **The goal of The Studio is that if you need to cancel a lesson, you should check the possibility of an alternate time or *substitute/guest teacher.**

Substitute/Guest Teacher

DVP Music Studios strives to work with teachers who are also performers.

This is a benefit that our studio provides but may lead to a teacher needing to modify the lesson day/time due a performance. In that case, the teacher will attempt to find an alternate day/time for the lesson. If the lesson cannot be modified, a substitute/guest teacher may be offered (piano only at this time). The piano substitute/guest teacher is another teacher from DVP Music Studios. Again, this prevents the student from going 14 days without a lesson and allows the student to continue preparing for upcoming recitals.

Recital/Performance Opportunities

The Studio schedules 3-4 formal recitals each year for students to showcase their improving musical skills and to learn how to perform their music. The recitals are lived-streamed in HD quality video and sound which allows for friends and family who cannot attend to watch and are archived on the DVP Music Studios website and a private YouTube channel. The Studio highly encourages participation in these recitals. The Studio is always looking for creative ways to showcase students and will offer performance opportunities as they arise. There is a **\$20 fee** per student to help cover the cost of the recital space, guest artist(s), treats, decorations, and videographer. The recital fee is charged the month of the recital date.

Monthly Invoices

Invoices are sent out the last week of each month from My Music Staff. The monthly invoice includes your students schedule for the upcoming month and may include any applicable fees for an upcoming recital and books purchased in addition to the amount of lessons scheduled that month. The total amount of the invoice is due the **first scheduled lesson of each month**. The Studio accepts cash, Venmo, and personal check payable to "DVP Music Studios". There will be a **\$30 late fee** if payment is not received within one week of the due date and will be added to the following months invoice.

Summer Lessons

Summer is a great opportunity for music practice and lessons! In the Summer months (June-August) the Studio schedules lessons in advance. Dates for the Summer season are finalized towards the end of May. Out of the 12 offered lessons, a minimum of 7 lessons is required. Please keep this in mind when planning your summer schedule. The summer schedule is set towards the end of May and payment for **all summer lessons** is due the first lesson of the summer schedule.

PTO/Sick Days/Holidays/Paid Leave

The Studio recognizes that each teacher works very hard throughout the year and deserves two paid days off. This also works as a counter balance to the many weeks throughout the year that lessons may be easy to cancel. For example, first week of school, October break, Thanksgiving break, multiple three-day weekends in the spring, February break, Spring break, last week of school, transitioning to sports, student-parent conferences, studio recitals, student/teacher illness and afterschool activities, etc. In December The Studio schedules 2 to 3 lessons up to Winter Break. Thank you in advance for valuing music education and supporting a small business that does not always receive the same benefits that come with other forms of employment.

Media Release

Photos of students, video, and audio recordings of student projects and performances may be posted online and used by The Studio for promotional and workshop materials. Personal identifying information will be excluded or limited to first names only. Parents wishing to exempt their students from any published media may do so in writing (a simple email is fine).

Taking Breaks and Discontinuing Lessons

If the student decides to take a break from lessons for one-two months, The Studio requires a payment for the **returning 4 lessons at the time of the break**. If you want the entire summer season off then The Studio requires payment for the **returning 5 lessons at the time of the break**. This reserves your spot in the studio and pays for the 4 or 5 lessons upon your return.

If you should decide to terminate lessons at any given time during the year, **The Studio requires 30 days written notice (email is preferred) and a payment for 4 lessons at time of notice**. These lessons are optional but it is preferred that the student has these lessons. This is a standard policy among music studios and we consider this to be a very important part of our policy. The make-up policy does not apply to these 4 lessons. This policy allows The Studio time to advertise for another student(s) avoiding loss of income for teachers, and surprise quits.

Snow Day Policy

From time to time in Colorado we experience larger snow events that can cancel schools across the districts or make travel unsafe. If there is a snow day on your lesson day, lessons will also be canceled for the day. This also applies to weekend students if the road conditions are unsafe. Your teacher will offer a make-up day for lessons but **if the make-up does not work, the client and The Studio will split the lesson**. This means you will receive a credit for half of the lesson(s) missed from the snow day on the following months invoice.

Lesson Referrals

Most of our clients are obtained by client referrals. If a teacher starts a student(s) referred by you, The Studio will credit you \$30 per student. Credit is applied after the new student has completed one month of lessons.

Acknowledgment of the DVP Music Studios Policy

Thank you for reading through the DVP Music Studios Policy. By paying your monthly invoices, you are agreeing to the above policies. The Studio policy will be posted on The Studio website. We will also include a link on your monthly invoice.

Thank you for joining DVP Music Studios and we look forward to working with you throughout this studio year! Our teachers love teaching music and will do their best to inspire you or your child to also love playing music. Please talk to Dominik or Mercedes if you have any questions or if you do not understand a policy. Our goal is to be as transparent as possible.