Music Student Handbook 2026-2027

Music Studio Policies & Procedures

My Music Instructor's Contact:

_____

Last Update: 8/7/26

(Page intentionally left blank)

Table of Contents

Welcome, About Us, Important Contacts ..... Pg. 4

Our Mission & Values .....Pg. 6

Practice/ Instruments/ Music Books.....Pg. 6

Document and Forms/ Payments and Fees.....Pg. 7

Semester Schedule .....Pg. 8

Rescheduling/ Discontinuation.....Pg. 9

Recitals & Performances.....Pg. 10

Photo Release Agreement.....Pg. 10

For Students under 18.....Pg. 11

Conclusion.....Pg. 12

Importance of Music.....Pg. 13

FAQ.....Pg. 13

Welcome

From our family to yours, we welcome you to Illumination Music Studio. We have planned a new year full of music classes available to you. Check out the additional classes we offer that will expand your student's musical knowledge on our website www.ilsmusicstudio.com.

About Us

Illumination Learning Studio (ILS) is the trademarked name and d.b.a. of *Piper Arts & Learning, LLC*. We are a family-owned business made up of teachers and educators who are passionate about early childhood education and the arts. Our classes are designed by our creative team and presented in a structured and positive environment for children in the community to gather, learn and grow. We stand apart from daycare or child-care service facilities found elsewhere in the community, in that we are an arts academy offering an educational arts coursework that is meant to enrich and enhance a child's growth and educational development providing exposure to a world rich in cultural, performing and visual arts.

Locations and Contact Information:

Main: (206) 466-1931 **General Email:** music@ilskids.com

Tax ID: 46-2570767

Ballard Site: (206) 900-7449, 5501 8th Ave NW

Greenwood Site: (206) 900-7454, 7720 Greenwood Ave N #101

Church Site: (206) 551-6686, 302 N 78th St

Business Office:

Will Piper, Director of Operations – Mr.Will@ilskids.com

Tricia Piper-Bennett, Business Manager – Direct: (206) 900-7452; ms.tricia@ilskids.com

General Email: music@ilskids.com

Instructor Emails:

Mike Piper - mr.mike@ilskids.com

Kristine Rominski - ils.ms.kristine@gmail.com

Tom Scully - tomscullymusic@gmail.com

Sandesh Nagaraj - ils.mr.sandesh@gmail.com

Our Mission

To provide high quality comprehensive music education to enrich the lives of our community.

Our Vision

Our Music Program offers a wide variety of music education. At ILS, we seek to be a top-tiered music program in the Northwest. Our program—and the people involved within it—look to provide excellent services to our community. We seek to positively impact our students and enrich their lives with the art of music. We believe in and value the beauty that music adds to our world.

Practice

Every music student will be supplied with a practice log, attached to the cover of their method book. Our teachers will set reasonable practice expectations for each student, taking into account age, learning style, and skill level. Students are responsible for completing their practice assignments and coming prepared to their lessons.

Instruments

To receive maximum benefits from our music lessons, students must be able to practice and play their instrument at regular intervals at home.
If you do not have an instrument at home, talk to your instructor or our music admin for resources on purchasing or renting an instrument.

Music Books

Students are expected to bring music books, sheet music, and other assignments to each lesson. We have copies of books in our studio, but we cannot always guarantee the availability of the correct book if not brought to a lesson.

Documents and Forms

All documents and forms, emailed to you when you confirmed your lesson time, must be turned in before music lessons begin.

- Registration Form

- Payment Authorization Form

Online Lessons

All online lessons are held via Zoom with the same recurring lesson link each week. The primary parent/legal guardian contact on the music account will receive lesson details and links.

Monthly Billing Structure

Music Lesson Payments are assessed at a single monthly rate ($165 per month), based on the total number of lessons delivered during each season for Fall, Winter and Spring.

The following explains our pricing structure for music lessons:

- Music lesson prices allow for 14-lessons for Fall, 11-lessons for Winter and 11-lessons for Spring seasons – a total of 36 lessons over the school year;
- Fall season runs September-December, Winter runs from January-March, and Spring from April-June. Our Summer season is July-August when per lesson pricing is available;
- Some months have five weeks where five lessons are given, and some months, like December, have fewer weeks with fewer lessons given. Because of this, we look at the semesters total lessons (listed above) and we will only pro-rate (or add additional lesson, at $45.83) if the total semester lessons is less or greater; this is due to the fact instructors are paid for each individual lesson they give;
- This payment structure allows for a week of make-up lessons during each season, something our customers consistently ask us to provide;
- Although we do not charge for Music Recital performances and music equipment for our labs, they are worked into the monthly rate customers pay, as we must still pay for our instructors' time preparing for and leading our Winter and Spring recitals;
- For consistency in our billing practice and to keep payment processing as simple as administratively possible, we have adopted a single monthly rate for music lessons provided throughout the school-year.

Summer Consideration: For summer lessons in the months of July and August we allow families/students the flexibility to schedule the amount of

lessons per month. Lesson prices are pro-rated during Summer months (pricing sent to families before summer). Lessons will be billed on the 1st of each month, and there are no roll over lessons into the fall semester.

Semester Schedule

Fall Semester - September 2nd - December 18th

- Monday – 13 Total Lessons (1 lesson, $45.83, prorated in Nov)
- Tuesday – 14 Total Lessons
- Wednesday – 14 Total Lessons
- Thursday – 15 Total Lessons (1 additional lesson, $45.83 added in October)
- Friday – 14 Total Lessons
- Saturday – 15 Total Lessons (1 additional lesson, $45.83 added in October)
- Music Recital - December 12th – 13th

Winter Semester – January 5th - March 30th

- Monday – 11 Total Lessons
- Tuesday – 11 Total Lessons
- Wednesday – 11 Total Lessons
- Thursday - 10 Total Lessons
- Friday – 10 Total Lessons

Spring Semester - March 31st - June 17th

- Monday – 9 Total Lessons (1 lesson, $42.50, pro-rated in May & June)
- Tuesday – 11 Total Lessons
- Wednesday – 11 Total Lessons
- Thursday - 10 Total Lessons (1 lesson, $42.50, pro-rated in June)
- Friday – 10 Total Lessons (1 lesson, $42.50, pro-rated in June)
- Music Recital - March 31st – June 1st

*Please note – ILS follows the SPS school schedule. The SPS school schedule tentatively finishes on June 17th. Our music semester ends on June 17th

Cancellations and Fees

- There is a one-time initiation fee of $35 for any new student to ILS.
- Monthly payments are charged on the 1st of the month; refunds and pro-rations are not permitted.
- A $40 fee for will be assessed for any rejected charge from your bank.
- Payments and lessons will continue until you provide written notice of cancellation within 10-days of the 1st of the month. Please email music@ilskids.com and ensure you have received written confirmation when discontinuing lessons.

Lost Connection Policy

If there's more than five minutes of lesson time missed during the lesson due to lost connection, please contact the Music Admin. In most cases, there will be the option to add the lesson time remaining at a later date.

Rescheduling

Rescheduled/Make-up lessons will be available for students who miss lessons and give the music admin 48-hours of notice. If you are within 48-hours, we have paid your instructor for their time. Make up lessons are available to use in the scheduled make up lesson week. Additionally, you may be able to schedule a make-up lesson earlier if your instructor has time available in their schedule. If you are a part of a group lesson, group lesson make-ups must occur in a group lesson time slot.

Steps to take to reschedule a lesson:

1. Email music@ilskids.com 48-hours prior to your lesson to inform us of the need to miss your lesson,
2. Music@ilskids.com will provide rescheduling help as needed.
3. Work with your instructor to find available time to reschedule your lesson; our music admin will let your instructor know of the lesson change.
4. Our instructors track weekly attendance; near the end of each season we will email you the number of make-up lessons you have available to use.

5. All make-up lessons must occur by the end of the Spring Season (ie. End of the school year). There are no "roll-over" lessons permitted.

***If within 48-hours of the lesson, lessons cannot be cancelled or requested for make-up. No refunds will be given in these instances, as we still must pay our music instructors for their time.**

Missed Lessons Due to Holiday Closure

In the event of a missed lesson due to a Holiday Closure, a make-up lesson will be available to use during the Make-Up Lesson Weeks. We will always do our best to provide a substitute to teach your lesson if the regular instructor is ill.

ILS Closed Holidays include:

- July 4th
- Labor Day
- Veterans Day
- Thanksgiving Day and day after
- Christmas Eve through New Year's Day
- Memorial Day

Email music@ilskids.com any time you have questions regarding make ups.

Missed Lessons Due to Instructor Illness or Absence

In the event of a missed lesson due to instructor illness or absence, the music admin will contact you with the substitutes name or steps to reschedule your missed lesson.

Discontinuing Music Lessons

Before you decide to discontinue lessons, we encourage you to evaluate if the instructor is perhaps an incorrect fit for your student. We can always try to find another instructor within ILS that may be a better fit for your child. Also, we encourage every student to take a least 3-months of music lessons before they decide to quit. This provides ample time to see progress in your student and to get over any initial hesitation or learning hurdles which may be present.

Per our registration and cancellation policies, you agree to the following:

1. You understand that payments will continue until you notify ILS via email and have received confirmation.
2. You may withdraw at any time with **email notice to** Music@ilskids.com, however a minimum of **10 days-notice prior to the next billing date** must be given in order to stop upcoming payments.
3. Partial refunds are not given for students who are withdrawn part-way through a month, already paid for.
4. No payments will be refunded that have already been processed without written approval from our business office.

Recitals and Performances

During the course of the year, ILS will host in person recitals for all students enrolled in the music program. We encourage all students to perform. Family members are welcome to attend. If there are more than five separate guests attending the recital, please contact the Music Admin at music@ilskids.com.

ILS recitals are intended to be low pressure on students, presented in a fun environment where students experience playing in front of an audience. We understand some students may experience anxiety about performing and encourage you to speak with your music instructor if that is the case as there are things we can do to encourage students and get them excited about playing. If it becomes apparent it is too scary, we invite them to attend with their families, so they can see their peers perform at various levels of experience and to get comfortable with the format. Our goal is to cultivate an environment where our students become confident in their musical abilities.

Photo Release Agreement

I understand that from time to time Illumination Learning Studio takes photos of students engaged in its programs for use on their social media or on their website. While photos are used exclusively without identifying student's name or

other personal image, I understand that I may request any photo to be taken down.

Online Student Privacy, *COPPA* Details

Illumination Learning Studio is committed to providing a safe learning environment for all students and follows the guidelines set by the Children's Online Privacy Protection Act (COPPA.) Therefore, ILS does not allow the collection of student information under the age of 13, unless under prior consent from the parent/legal guardian. All resources and links will be sent directly to the parent/legal guardian. The Music Admin will also help coordinate the lesson details and material when needed.

For Students 18 and Under

Parent support will increase your child's success in learning to play an instrument. Here are a few tips to accelerate their musical learning experience:

- Set up an at-home practice chart with a reward system when goals are met
- Be encouraging and patient with their progress
- Plan at-home performances for family and friends; dinner parties or family visitors provide a great time for this
- Ask your child to teach you - this is a great way to gauge how they are listening and progressing during lessons.

Rewards and Milestones

The ILS music program offers a reward for when a student completes their music book. Every time a student finishes a book they will receive a certificate of completion and a gift card to the Nutty Squirrel.

This is the unique way ILS encourages the students to reach their goals.

Parent Communication

Children have different learning styles and paces at which they advance their music learning. It is important that as parents and teachers we communicate openly and timely with one another. As music instructors, we will provide the necessary support for the musical growth of your child, including frequent and regular updates about your child's progress. Well-balanced communication between parents, instructors, and the music administrator will be critical to your child's success. The music admin can be reached at music@ilskids.com and is happy to help you with any concerns you may have.

We will work to resolve any issues timely and respectfully. We are happy to correspond by e-mail, phone, or in person when needed. Meetings with instructors are available if needed.

Conclusion

It is our mission to provide high quality music lessons that engage all students, ages and playing levels. We hope you enjoy our music program offerings.

If you have any questions not answered in this handbook, please reach out to our Music Admin at Music@ilskids.com. We appreciate any feedback you have about our music program.

The Importance of Music in Our Lives

"I have learned that there lies dormant in the souls of all men a penchant for some particular musical instrument, and an unsuspected yearning to learn to play on it, that are bound to wake up and demand attention someday."

– Mark Twain

Music has the power to enrich our lives in a meaningful way. The experience of studying music has intellectual and emotional benefits that enable us to better connect with ourselves and our communities.

Music enables us to develop skills that apply to all aspects of our lives. The process of learning music teaches us to set goals, manage errors, and develop a productive internal dialogue. These skills apply to all other facets of our life and promote a refined sense of self-trust and patience.

Music fosters a sense of community. Music is typically shared between people; a professional gives a recital, a busker plays for passer-bys, and a child shows their friends new melodies. In these ways, music performance is a communal expression of individuality.

Music promotes cultural awareness. Each of us possesses a unique perspective on music. These perspectives produce musical preferences that guide how we listen to and perceive unfamiliar music. The study of music softens these preferences and allows us to expand our appreciation for different types of music. Developing a respect for all music encourages cultural awareness and understanding.

Frequently Asked Questions

- **What if I don't have an instrument to practice on?**
  ILS provides take-home instruments covered under material fees. Our pricing and availability of instruments is listed on our website. If you do not see an available instrument, we encourage you to inquire with our

partners in the community.

- W**hy should I learn to play an instrument?**

  Learning to play an instrument carries many benefits for people from all walks of life. Among these benefits are improved creativity, patience, confidence, discipline, and memory. Furthermore, sharing your appreciation for music can improve your social life, reduce stress, build a sense of achievement, and best of all—it's really fun.

- **What if I've never played music before?**

  ILS has a highly qualified teaching staff. Our instructors are university trained in music and have experience performing with orchestras, rock bands, and as soloists. No matter your skill level, we will match you with the best teacher for your goals.

- **How much should I practice?**

  Practice expectations will vary between the ages and skill levels of the student. The teacher will provide students with a practice sheet and time recommendations according to age and skill level.

- **Where do we get music books?**

  ILS will provide you with the correct books you will need to purchase. Your instructor will send you a link of where to purchase them. If you would rather purchase your books locally, we have a list of resources for you. If you need help finding your books, or want to ensure you have the correct books, please email your instructor or our music admin.

- **How do I schedule lessons at ILS?**

  Our Music Admin is available in the office to assist you in scheduling in rescheduling. The music admin is available M-F, by email or phone and we will respond to you within 24 hours

Parent Acknowledgement and Consent (Parent Copy)

Parent Consent to Music Handbook Policies and Procedures.

Emergency Medical. I hereby give consent to have my child receive first aid by ILS teachers and staff members if necessary and for ILS to seek emergency medical treatment, including ambulatory transport if required. I authorize immediate care be given by a duly licensed medical care provider as necessary to preserve the life, limb and wellbeing of my child.

Payment & Cancellation Agreement. I accept responsibility for payment of monthly tuitions and fees charged on the 1st day of the month. I understand that transactions will continue until I notify ILS otherwise in writing 10-days prior to the next billing cycle. I understand there is a non-refundable $40 late fee for any rejected debit from my financial institution preventing payment of my child's tuition. I understand the policy and fees associated with late payments, non-availability of funds, no-call absences and late pick-ups and I accept that fees will be automatically charged to my account. Further, I understand and accept that ILS does not refund tuition payments or fees unless approved in writing by the business office.

Photo Release Consent. I understand that Illumination Learning Studio may occasionally take and use images of students engaged in curriculum, creative projects and field trips and may use these images in social media, on their website, in family newsletters or advertisements. While photos are used exclusively without identifying a student's name, school or other identifying information, I understand that I may request any photo taken of my child be removed and agree to put any such request in writing to ILS.

I understand that ILS does not provide childcare or daycare services and that while enrolled my child is taking part in a defined curriculum for educational enrichment, cultural, recreational, performing and fine arts.

I agree that I have read and understand my responsibilities under the Parent Handbook Policies and Procedures. I hereby release, waive and hold harmless Piper Arts & Learning, LLC, it's owners and staff from any claims, suits, disputes, or any other assertion for damages arising on ILS property before, during or after ILS programs or classes.

Parent Acknowledgement and Consent (ILS COPY)

Parent Consent to Music Handbook Policies and Procedures.

Emergency Medical. I hereby give consent to have my child receive first aid by ILS teachers and staff members if necessary and for ILS to seek emergency medical treatment, including ambulatory transport if required. I authorize immediate care be given by a duly licensed medical care provider as necessary to preserve the life, limb and wellbeing of my child.

Payment & Cancellation Agreement. I accept responsibility for payment of monthly tuitions and fees charged on the 1st day of the month. I understand that transactions will continue until I notify ILS otherwise in writing 10-days prior to the next billing cycle. I understand there is a non-refundable $40 late fee for any rejected debit from my financial institution preventing payment of my child's tuition. I understand the policy and fees associated with late payments, non-availability of funds, no-call absences and late pick-ups and I accept that fees will be automatically charged to my account. Further, I understand and accept that ILS does not refund tuition payments or fees unless approved in writing by the business office.

Photo Release Consent. I understand that Illumination Learning Studio may occasionally take and use images of students engaged in curriculum, creative projects and field trips and may use these images in social media, on their website, in family newsletters or advertisements. While photos are used exclusively without identifying a student's name, school or other identifying information, I understand that I may request any photo taken of my child be removed and agree to put any such request in writing to ILS.

I understand that ILS does not provide childcare or daycare services and that while enrolled my child is taking part in a defined curriculum for educational enrichment, cultural, recreational, performing and fine arts.

I agree that I have read and understand my responsibilities under the Parent Handbook Policies and Procedures. I hereby release, waive and hold harmless Piper Arts & Learning, LLC, it's owners and staff from any claims, suits, disputes, or any other assertion for damages arising on ILS property before, during or after ILS programs or classes.

Parent/Guardian Signature *Printed Name* *Date*