



Studio Policy Packet 2025

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Dear Parents and Students of Dana V Music,

Welcome to 2025! We hope you had a wonderful Winter Break and are excited to start or continue lessons with us this year.

Our Website: www.danavmusic.com

Facebook: facebook.com/danavmusic

Instagram: [@danavmusic](https://instagram.com/danavmusic)

Have you had a chance to explore our website? We regularly update it with the latest news about our students, instructors, and courses. Additionally, we share most of our student achievements and articles on Facebook. To stay updated on all the latest happenings at our school, we encourage you to like and follow us on Facebook at Dana V Music.

DVM NEWSLETTER

By signing up for lessons, you will automatically receive our monthly e-newsletter, which includes announcements about studio events, teacher and student performances, and other important updates. If you have any news or photos from music events that you'd like to share, please email them to us at info@danavmusic.com, and we'll include them in the next edition of the newsletter.

TELL YOUR FRIENDS

If you're happy with your lessons at Dana V Music, we'd greatly appreciate it if you could share your experience with friends and family. Many of our new students come through word of mouth and referrals from valued families like yours. You can also leave us a review on Google Business Reviews to help others learn about our programs—simply click here: [Leave a Review](#). Thanks in advance for your support!

Please don't hesitate to reach out if you need anything. We truly value open communication, especially regarding missed lessons, as it helps us better accommodate your needs. Your feedback and updates are always welcome. For the quickest response, email is the best way to contact us at info@danavmusic.com, though you can also reach us by phone at (303) 974-5586. We're grateful for the opportunity to work with you!

We are excited about the recent updates to our policies and programs, and we look forward to a fantastic new school year! **Please take a moment to review the enclosed documents, as they outline some important changes. If you have any questions or concerns regarding these updates, don't hesitate to reach out.** We're happy to assist!

All the Best,

Ty Govern
General Manager



STUDIO POLICIES

STUDENT EXPECTATIONS

Consistent Practice

Students are expected to practice regularly, as consistent practice is key to improvement. Teachers will encourage a manageable practice schedule that aligns with the student's skill level and goals!

Punctuality and Attendance

Students should arrive on time and come prepared for each lesson. If you are unable to attend a lesson, please notify both your instructor and the office in advance. More than **three consecutive uncommunicated absences** may result in the loss of your scheduled lesson time. When selecting your lesson day/time, please choose a time that works well with your schedule to ensure consistent attendance each week and minimize conflicts. If you need to make a change to your lesson time, please contact the office as soon as you can and we will work to find a new day and/or time for you. While we strive to maintain student and teacher consistency, a change in schedule may result in a change in instructor as well as our teachers having limited availability. **Teachers' availability subject to change**

Accompanying Lessons: Students under 18 may have a parent or guardian accompany them to their lesson. However, students who are parents or guardians are not permitted to bring their children to lessons. Our teachers require your full attention and participation as this is a professional workplace. Additionally, friends of students may not observe lessons, but they are welcome to sign up for a Trial Lesson if they are interested in learning!

Tardiness: Life happens! We've all been late to our music lessons from time to time. If you're running late, please notify both your teacher and the office as soon as you can and make it here when you're able to, but please drive safely! Teachers will communicate similarly if they're running behind. With that being said, consistent tardiness may lead to a discussion about adjusting your lesson time. Uncommunicated lateness may result in an automatic cancellation of that lesson (See NO CALL NO SHOW under LESSON CANCELLATIONS). Repeated uncommunicated lateness may result in removal from the teacher's schedule.

Preparedness for Lessons

Students are expected to come to lessons with all necessary materials, including their instrument (piano students exempt), sheet music, and lesson books. Your instructor will inform you each week of any additional materials needed. Being prepared with the required materials will help ensure a productive lesson. **Teachers reserve the right to refuse a lesson to students who are consistently missing their lesson materials or instruments**

Materials: Occasionally, your instructor may require that you purchase a book or sheet music for lessons. Dana V Music has ample resources for acquiring sheet music! If a teacher requests, we will conveniently purchase that music on your behalf using your credit/debit card on file, and the teacher will distribute these materials in the student's next lesson.



Respectful Behavior

Students are expected to have a positive, respectful attitude toward the instructor, fellow students, office staff, and the facility. This includes being attentive during lessons and maintaining focus to the best of their ability. Students are expected to be positive and open-minded, engaging with the material their teacher introduces. Students are encouraged to share their musical experiences with their teachers and ask questions. Students should be open to constructive feedback and willing to make adjustments in order to improve their technique and musicianship. **And most importantly, students should be ready to have FUN; learning and growing, while discovering their love for music!**

Goal Setting and Communication

Students are encouraged to set personal goals for their musical development and communicate any concerns or questions with their instructor to ensure a productive learning experience. We take pride in the expertise of our teachers! Please trust their plan for you or your student's musical progress. If you have any concerns or questions regarding this, please contact the office.

STUDENT MENTAL AND PHYSICAL HEALTH REQUEST

At Dana V Music, we are committed to providing our students with the best possible experience and education. To do this effectively, it is essential that we are aware of any physical, medical, mental, or behavioral conditions a student may have. When our instructors are informed of these conditions, they can adjust their teaching methods in a thoughtful and informed manner, ensuring that lessons are both supportive and beneficial to the student.

Additionally, the safety and well-being of our students is our top priority. If we are not informed about any conditions and their potential effects, we cannot ensure the safety of the student within the studio environment. While we are not medical or mental health experts, we do have access to expert resources that can guide and assist us in providing the best learning environment possible.

Please be assured that any information shared will be treated with the utmost discretion and confidentiality. It will only be shared between you, the office, and the student's private lesson instructor. If there is anything we should be aware of, we encourage you to contact the office as soon as possible so that we can address your needs appropriately.



STUDENT SAFETY

The lower level of the Koko Plaza building is frequently used for various activities, and there are often community events around the building that keep the area populated. As we do not know all individuals who enter the building, we cannot guarantee the safety of the atrium or the exterior spaces. Additionally, we do not want children waiting outside in the elements. At Dana V Music, the safety and well-being of our students is our top priority. To ensure a secure and smooth experience for everyone, we require parents/guardians to provide a list of authorized individuals who are permitted to pick up their child after lessons.

Authorized Pick-Up List

Parents/guardians must submit an authorized pick-up list, indicating the names of individuals who are permitted to pick up their child from lessons. This list should be updated regularly and submitted to the office. Any changes to the list must be communicated to us in writing before they are implemented. Day of changes can be called in if communicated to the office within office hours (9 AM - 5 PM, Monday through Friday)

Students Under Age 10

For students under the age of 10, we ask that a parent or guardian personally escort the child to their lesson and inform the instructor of who will be picking them up at the end of the lesson. This ensures that the instructor is aware of the pick-up arrangement and can safely release the child.

Safety and Communication

If someone not listed on the authorized pick-up list arrives to pick up a student, we will not release the student without prior written consent from the parent/guardian. Additionally, parents are encouraged to notify the office or the instructor if there will be any changes to pick-up plans on a particular day.

We appreciate your cooperation in keeping our students safe and ensuring a smooth and organized lesson experience.

PERFORMANCE OPPORTUNITIES

Students are encouraged to participate in recitals and other performance events as part of their musical development. They should aim to be performance-ready by practicing the pieces assigned in preparation.

End of Semester Recitals

Dana V Music holds two weekends of recitals each year at the end of our spring and fall semesters. We love to share our recitals with the community and therefore present them at local venues in the Louisville/Boulder/Lafayette area. Recitals and performances provide an excellent opportunity to refine performance skills and provide a goal to work towards in lessons. These events are a valuable way to build confidence as a musician and enhance your overall learning experience, though participation is entirely optional. We encourage students to perform when they feel comfortable and confident, and there is no pressure to do so before they are ready. More information and locations to be announced in advance each semester.



Additional Performances

Throughout the year, additional performance opportunities *may* arise for Dana V Music students. We are committed to providing our students with these opportunities as they become available and plenty of notice will be provided regarding details of these events and how to participate.

Recital signups will be available via Google Forms. Check the Studio Calendar below for signup opening and closing dates. You will receive an email from the office when recital signups are approaching.

DANA V MUSIC PRIVATE LESSON PROGRAM

Dana V Music was created to provide positive, memorable opportunities for students of all skill levels to explore their interest in music through a rewarding progression of discovery. Our instructors are skilled artists themselves and experienced teachers that are committed to our students' success and growth. Teaching is a conduit for our amazing staff to pass on their passion for music and the arts. We offer group classes and 1 on 1 private instruction to help our students expand their musical horizons!

TRIAL LESSONS

To ensure long-term musical success, it's essential that each student is paired with an instructor who aligns with their skill level, goals, learning style, and schedule, while also fostering a lifelong love of music. To help find the right fit, every student is offered one reduced-rate Trial Lesson with each instructor. This lesson provides an opportunity to meet the instructor, experience their teaching style, and discuss a plan for future lessons if the student chooses to continue.

Trial Lessons are typically and ideally scheduled at a time that works for both the student and instructor on an ongoing basis. Just like regular weekly lessons, Trial Lessons can be 30 min, 45 min, or 60 min. **Payment for the trial lesson must be collected before the lesson can be scheduled.** Pricing can be found below (see "Pricing List 2025")

Below is the protocol regarding Trial Lessons:

1. Contact the office via email, fill out an inquiry form on the Dana V website, or give us a call to discuss scheduling a lesson with the instructor of your choice and the day/time that will work best. We can schedule a trial lesson for up to two weeks out.
2. Once a day/time has been determined, and payment has been collected (through our scheduling/billing system, Pike13), the office will put the student on the schedule of the selected teacher and send detailed confirmation via email.
3. The office will follow-up after the trial lesson to collect feedback about how the lesson went and determine if the teacher and student are a good fit to continue on a regular basis. If not, we will follow the same process to find the right instructor or group program for that student!

Please note that Trial Lessons can be scheduled up to two weeks in advance. We also understand that you may need some time to decide whether you would like to continue with regular lessons. To accommodate this, we will hold a spot on the instructor's schedule for up to two weeks following the Trial Lesson, giving you ample time to make your decision without paying to hold the spot.



Trial Lessons are offered at a discounted rate as a courtesy to thank you for giving us the opportunity to work with you. We understand that this is a new activity and requires some adjusting to build lessons into your weekly routine. Therefore, we allow one reschedule for each Trial Lesson. If you need to reschedule or cancel, please notify the office as soon as possible. This allows us to inform the instructor of your absence and work with you to find an alternative time. Please note that once a Trial Lesson has been rescheduled, it cannot be made up. We kindly ask that you prioritize your lessons, as we are committed to providing you with the best possible experience, and ask that you honor your scheduled time whenever possible.

CONTINUING STUDENTS - PRIVATE LESSON SCHEDULING

Once a day and time have been decided upon, we will schedule you or your student with the same teacher at the same time each week; except during planned school closures (refer to the Studio Calendar below for more information on that). While we enjoy working with students of all ages, any student under 18 must have their billing and scheduling managed by a legal parent or guardian.

After the trial lesson it is just two quick steps to finish your registration:

1. **You must complete the first month's payment. Please ensure a valid Visa, Mastercard, American Express, or Discover card is saved to your Pike13 account for ongoing monthly lesson payments.** Payment for lessons will be automatically debited on the first of every month. If you ever need to update your card on file, please contact the office via phone or stop by in person to add a new card to the account. Failure to pay for lessons in a timely manner could result in losing your spot on that teacher's schedule. If Pike13 is unable to process the payment on the first of the month, the office will make every effort to contact you and facilitate completion of payment for that billing cycle. If after multiple attempts to reach you prove unsuccessful, we will not let unpaid bills continue into the next month and we will have to cancel your or your student's lessons.
2. **You must read and sign this Policy Packet.** In an effort to save paper, we will send you a link to Waiversign (an e-signature website). You may also print the last page and return it to the office.

Once these steps are completed, your spot in the ongoing schedule will be confirmed! If payment or documentation is incomplete, your enrollment may be delayed or canceled.

LESSON PLANS OFFERED:

1. **Weekly Lessons:** Once a week, same day and time with the same instructor. Subject to change if teacher's availability changes or students availability changes. Students are limited to two changes per semester.
2. **Every-Other-Week Lessons:** On average two lessons per month. Half the price of Weekly Lessons. Must be at the beginning or end of a teacher's availability on whichever given day of the week. Every-Other-Week Lessons are not guaranteed with every teacher.
** If a lesson falls on a school closure or holiday, the lesson is automatically rescheduled to the next week and continues every other week from there. **



A LA CARTE LESSONS:

We understand that a weekly or bi-weekly schedule does not fit every student's schedule routine. Therefore, we offer individual, one-off lessons scheduled no earlier than 1 week in advance. We call them "A La Carte Lessons" (see Pricing List 2025 below). Students taking A La Carte Lessons don't secure a consistent lesson day/time with the desired instructor, but are welcome to fill any open gaps on a teacher's schedule. If a student cancels with 24 hours notice after already scheduling and paying for the lesson, they will receive an account credit for that lesson that can be rescheduled. Any late cancellations will result in forfeiture of lesson credit.

CANCELLATION POLICY:

We expect and look forward to a commitment from our students to attend every lesson on the day/time they have chosen, as this is the best way to positively progress in lessons.

In the event of any cancellation, please do the following:

1. Contact your teacher and the office as soon as possible by phone or email.
2. Please ***do not*** attempt to cancel through Pike13. Just let us know directly!

In case of illness: Illness of any variety cannot be predicted or avoided at times. We understand this. Our goal at DVM is to protect the many students and staff we have coming into our school everyday. We ask that if you or your student are experiencing any symptoms or have a fever, please do not come in for your lessons and let us know that you won't be making it as soon as possible. There are alternative lesson options listed in the section below.

Note: 24-hour advance notice for any cancellations is courteous for our teachers. We understand that sudden onset of illness or injury could make this impossible to achieve. As a business model we try to respect the time and preparation that our teachers put into every lesson. In response, we expect clear and fast communication from parents of students/students themselves. If for any reason you must cancel your lesson day-of, please contact the office and your teacher directly.

ALTERNATIVE LESSONS:

All students are allotted two alternative lessons per semester in lieu of lessons that were missed with advanced or late notice. These alternative lessons are not required but are highly encouraged to maintain musical progress throughout the semester. These alternative lesson opportunities must be utilized within the semester the missed lesson occurred. Alternative Lesson opportunities DO NOT carry over into the next semester of classes.

ADVANCED CANCELLATIONS (more than 24 hours notice provided in advance):

In cases of advanced cancellation, students are encouraged to choose one of the 4 following options:

1. **Asynchronous Lesson:** These lessons are audio/visual lessons that utilize recordings to get feedback from the teacher. The student will record themselves practicing for 5-10 minutes or playing a song they are working on, then the teacher will (within 48 hours of receiving the lesson recording) give written, voice recorded or video recorded response. If a student would like to receive an Asynchronous Lesson, this must be communicated to the office within 2 weeks of the cancelled lesson ** if not communicated to the office in a timely manner, loss of Asynchronous Lesson opportunities may occur**



2. **Make Up Lesson:** This is a normal lesson that is scheduled for an alternate day and time decided in agreement with both the teacher's and student's schedules. This must be communicated with the office to ensure room availability as well. Once a date and time for a Make Up Lesson has been agreed upon and scheduled between the student and instructor, it is expected that there will be no conflicts on the student's part. Therefore, if for any reason you are unable to make it to the rescheduled lesson, regardless of the reason or advanced notice, it cannot be rescheduled again and it will still count towards the allotted 2 Alternative Lessons for the semester. In other words, we can't make up a Make Up.
3. **Teacher Lead Workshop:** Our teachers will lead free workshops throughout the semester that serve as extra opportunities for students to expand upon their musical skills and abilities. These workshops will be communicated via email in advance and are open to all students, but may serve as an Alternative Lesson for students who desire to pursue this course of action for making up their missed lesson.
4. **Opt Out of Alternative Lessons Opportunity:** Alternative Lessons are NOT required if it inconveniences the students. These options are offered as we are committed to every student's musical progress. If you choose to opt out, please understand that you are skipping that lesson without a refund and negating the opportunity to take advantage of Alternative Lessons later. This still counts towards the allotted 2 Alternative Lessons for the semester.

LATE CANCELLATIONS (less than 24 hours in advance):

Late cancellations are sometimes inevitable and we understand that. Out of respect for your commitment to lessons at Dana V Music, we are excited to offer new Alternative Lesson options that you can choose from when a late cancellation occurs:

1. **Asynchronous Lessons (see above)**
2. **Teacher Lead Workshop (see above)**
3. **Opt Out of Alternative Lessons Opportunity (see above)**

NO CALL NO SHOWS (no advanced notice of a missed lesson):

Lessons that are missed without any communication to the office or teacher result in NO opportunity of alternative lessons.

FORFEITURE OF ALTERNATIVE LESSONS

Students and teachers are expected to promptly complete any Alternative Lessons as they arise. If a student cancels their monthly plan and has outstanding Alternative Lessons to finish, they may opt for an Asynchronous Lesson. Other forms of Alternative Lessons will no longer be valid. Teachers are not responsible for completing Alternative Lessons beyond 30 days after the cancellation of the lesson plan.

Inclement Weather:

Dana V Music will notify students of school closures via email. Most often, lessons will not be canceled unless BVSD cancels, but even then, please do not assume that we are closed as weather sometimes clears up by the afternoon. Teachers have the right to cancel lessons for bad weather even if Dana V Music is not closed. In this case, the teacher will offer Alternative Lesson options or will offer online lessons from their location at the student's regular lesson time.



TEACHER CANCELLATIONS/SUBSTITUTES:

We are committed to teaching weekly lessons to all registered students at their regularly scheduled times. In the case of a cancellation by the teacher because of illness or an unforeseen conflict, the student is allowed to choose any of the Alternative Lessons listed above.

In cases of advanced notice of teacher absence, the teacher may request a substitute teacher if one is available. The teacher will have communicated with the substitute in advance about what their students are working on to ensure continuity from the previous lesson. If the teacher requests a substitute and one has been successfully procured, then the student is expected to attend their lesson as usual. At DVM we pride ourselves in consistent instruction with the same instructor, however, substitute teachers serve as a new perspective on the students musical progress and can be quite beneficial to work with! Teachers will not use substitute teachers unless absolutely necessary.

NOTE: School/Community Productions or Events

Please make sure that you list your lessons as a conflict when auditioning for plays and productions. Due to our high volume of students, Dana V Music has very little freedom to move lessons after the times are set. Please be very sure of your conflicts and be clear about your commitment to lessons (especially Fairview High School students in musical or spring Pop Show, and CenterStage Theatre Company).

SUMMER LESSONS

We teach music lessons year round and recommend that students continue to take lessons through the summer to continue musical progress. Summer break offers more practice time and increases preparation for school band, choir, orchestra, or any school programs that students are involved in. Maintaining continuous enrollment in lessons is the best way for students to keep their preferred lesson time. Students who withdraw from lessons will lose their reserved time with their teacher, and will need to re-enroll if they wish to return – the student's previous spot on that teacher's schedule is not guaranteed or held when taking a break for the summer. This may result in a change of day and time for lessons or may result in working with a different teacher when they return. Best practice to maintain the same teacher is to continue with lessons throughout the summer if possible.

PAUSING LESSONS AND EXTENDED ABSENCES

Dana V Music takes pride in fostering long term teacher/student relationships and we hope to have you or your student enrolled in lessons for as long as possible. However, we know that for a variety of reasons, students have to end their Lesson Plans or take an Extended Absence. We define an Extended Absence as 3 or more weeks in a row and recommend taking a break if you know that you'll need to be out for longer than that.



If you foresee a need to pause lessons, please do the following:

1. Please let your teacher and the office know that you're ending lessons. This will allow the teacher to come to a logical stopping point and for the office to stop automatic payments. This must be in writing. Verbal communication is not an acceptable form of termination.
2. As long as the office is made aware of the pause before the 1st of the upcoming month, we will be sure to stop the automatic payment from being processed and remove future lessons from the schedule.
3. If we don't receive communication before the 1st of the month or if you have to stop lessons in the middle of that month, a refund will not be issued for that billing cycle. Regarding the remaining lessons for that month, you may either opt out or attend. You may NOT utilize alternative lessons for the remaining lessons of that billing cycle.

BILLING

Dana V Music offers a monthly recurring payment plan.

Monthly Payment Plan:

Lessons are offered at a fixed monthly price, charged on a recurring basis on the 1st of each month. This consistent pricing accounts for prorations, school holidays, and cancellations, **averaging four lessons per month over the academic year (48-week-calendar)***. Families may cancel anytime with 30 days' notice. A 10% discount is available for siblings or students taking multiple instruments.

*Over the course of the year, you will receive an average of four lessons per month. Some months may include only three lessons due to holidays or planned school closures, while other months may have five lessons due to how the calendar falls. This balance ensures that, on average, you receive four lessons per month across the entire year.

Duplicate Billing: Only one party will be billed per student. Duplicate bills and split payments are the responsibility of the registering guardian.

Late Payment Repercussions: See "CONTINUING STUDENTS - PRIVATE LESSON SCHEDULING" Subparagraph 1

Payment Methods Accepted: Please ensure a valid Visa, Mastercard, American Express, or Discover card is saved to your Pike13 account for ongoing monthly lesson payments. You can update your credit card information via your Pike13 account, or by calling our office at (303) 974-5586.



Pricing List 2025

Trial Lessons

30 minute lesson: \$29
45 minute lesson: \$39
60 minute lesson: \$49

Monthly Rates for Weekly Lessons

Weekly 30 minute lessons: \$170
Weekly 45 minute lessons: \$245
Weekly 60 minute lessons: \$315

Monthly Rates for Every-Other-Week Lessons

30 minute lessons: \$85
45 minute lessons: \$123
60 minute lessons: \$158

A La Carte Lessons

30 minute lesson: \$49
45 minute lesson: \$69
60 minute lesson: \$89

10% discount on the 2nd and subsequent plan(s) for siblings, spouses, and students taking lessons on two or more instruments

ROOM RENTAL OPPORTUNITIES

Dana V Music has rental opportunities for our different studios: Large Ensemble Room, Small Ensemble Rooms, and Private Studios for rehearsals, meetings, recordings, etc. for the following fees:

\$50/hour-Large Ensemble Room
\$30/hour-Small Ensemble Room (Sky, Lime, Keyboard Lab)
\$20/hour-Private Studio

Private Studio rentals are free for current Dana V students to practice! Students are welcome to rent our Large and Small Ensemble Rooms at the rates listed above.

Our room rentals are only available at times that do not conflict with our scheduled classes and events. Please reach out to the office to schedule a rental!



Studio Calendar 2025

All dates in **bold** are studio holidays that are included in the monthly tuition.

Lessons on these days are not rescheduled or refunded

Spring Semester: January 5th - May 24, 2025

January 5	Private Lessons Resume
February 17	Presidents' Day (no classes or lessons)
March 12	Recital Signup Opens
March 23-29	Spring Break (no classes or lessons)
April 9	Recital Signup Closes
April 15	All Recital information due to office, All music due to accompanists
May 3-4	Spring Recitals
May 25-31	Summer Break (no classes or lessons)

Summer Session: June 2 - August 3, 2025

June 2	Private Lessons Resume
July 4	Independence Day (no classes or lessons)

Fall Term: August 4 - December 21, 2025

August 4	Private Lessons Resume
September 1	Labor Day (no classes or lessons)
September 24	Recital Signup Opens
October 8	Recital Signup Closes
October 14	All Recital information due to office, All Recital music Due to accompanists
November 15-16	Fall Recitals
November 23-29	Thanksgiving Break (no classes or lessons)
December 21- January 3	Winter Break (no classes or lessons)



PHOTO RELEASE STATEMENT

Authorization

By enrolling in Dana V Music, I (Parent/legal guardian) hereby give authorization to Dana V Music to use photographs, audio, and/or video tape (during classes, programs and/or concerts) of enrolled students and associated family members or others at studio functions and events for the promotional purposes of Dana V Music.

ACKNOWLEDGEMENT OF STUDIO POLICIES

Please sign and date below to acknowledge that you have read and understand the updated lesson policies at Dana V Music. Updates to these policies may occur throughout the year and will be communicated via email.

We look forward to making music with you! Thank you so much!

Printed Name: _____

Signature: _____ Date: _____