

JAMES ANGLIN STUDIOS

Studio Policy Sheet

I. Studio Overview

James Anglin Studios is committed to providing high-quality, individualized instruction in a safe, respectful, and creatively enriching environment. These policies ensure clarity, consistency, and a positive experience for students, teachers, and parents.



II. Lesson Structure & Tuition

- **Lesson Rate:** \$35 per lesson
- **Lesson Frequency:** Once per week
- **Payment Schedule:**
 - Tuition is due at the first lesson of each month unless otherwise arranged.
 - Missed lessons are still payable unless canceled with proper notice (see attendance policy).

III. Attendance & Scheduling

- Students are expected to attend lessons consistently each week.
- If a student must miss a lesson:
 - Please notify the studio **at least 24 hours in advance**.
 - Make-up lessons are offered at the teacher's discretion and availability.
- No-shows or same-day cancellations are not eligible for make-ups.

IV. Student Expectations

- **Arrive on time** and prepared for each lesson.
- **Bring all required books and materials** every week.
- Maintain a respectful attitude toward teachers, parents, and fellow students.
- Practice regularly at home according to teacher guidance.
- Keep electronic devices silenced during lessons unless used for learning.

V. Parent/Guardian Expectations

- Ensure the student arrives on time with all books and materials.
- Support consistent home practice and encourage progress.
- Communicate scheduling needs or concerns promptly.
- Respect the teacher's professional recommendations regarding curriculum, pacing, and materials.
- Avoid interrupting lessons unless necessary; conversations with teachers should occur before or after lesson time.

VI. Teacher Expectations

- Provide high-quality, individualized instruction tailored to each student's needs.
- Maintain a safe, respectful, and encouraging learning environment.
- Communicate clearly with parents and students regarding progress, goals, and materials.
- Arrive prepared with lesson plans and appropriate teaching resources.
- Model professionalism, patience, and artistic integrity.

VII. Materials & Books Policy

- **All books must be present at every lesson.** Missing materials limit progress and may result in shortened or modified lessons.
- Teachers will inform parents when new books or materials are needed.
- Digital copies may be used only if legally purchased and approved by the teacher.

VIII. Studio Conduct & Environment

- Respect studio property and equipment.
- Food and drinks should remain outside the lesson area unless otherwise permitted.
- Students should maintain good hygiene and arrive dressed appropriately for lessons.
- Parents and siblings may wait quietly in designated areas.

IX. Termination of Lessons

James Anglin Studios reserves the right to discontinue lessons if:

- A student repeatedly arrives unprepared or without materials.
- Tuition is consistently late or unpaid.
- Behavior becomes disruptive or unsafe.
- Studio policies are not followed.

X. Agreement

By enrolling in lessons at James Anglin Studios, students and parents agree to uphold all studio policies and expectations.

Parent/Guardian Signature: _____

Student Signature (if applicable): _____

Date: _____