



Key to Change Family Handbook & Studio Policies

2026 - 2027 Academic Year

General Studio Policies

Key to Change's mission is to provide world-class music instruction to underserved youth and support their development as self-aware leaders.

These policies establish expectations for students and families participating in Key to Change programs. Enrollment constitutes an agreement to comply with the General Studio Policies, Attendance Policies, Tuition Policies, Financial Aid Policies when applicable, and any program-specific requirements or student syllabi.

The Executive Director or their designee has final authority to interpret these policies and may approve reasonable exceptions when extraordinary circumstances warrant and when an exception is consistent with the best interests of the student and Key to Change.

Individual instructors and staff members may not independently waive tuition obligations, financial aid requirements, attendance standards, withdrawal requirements, or other institutional policies unless authorized to do so.

Key to Change reserves the right to update its policies and program requirements when necessary. Families will be notified of substantive changes.

Enrolling at Key to Change

Students interested in enrolling at Key to Change begin by completing an inquiry and participating in a free trial lesson, assessment, or program placement meeting as appropriate.

Initial Inquiry	Online, via Website
Free Trial Lesson & Program Placement	In-Person, 30 minutes
Review Studio Policies & Sign Agreement	Physical
Pay New Student Application Fee (\$25)	Online (Portal 1)
Complete New Student Application	Online (Form 1)
Complete Media Release Form	Physical
Complete Instrument/Stand Rental Agreement (if applicable)	Physical
Complete Need-Based Financial Aid Application (if applicable)	Online (Form 2)

Key to Change may modify administrative enrollment procedures to simplify the enrollment experience for families.

Families may choose not to authorize the use of a student’s likeness in Key to Change promotional or educational materials by notifying Key to Change in writing. Students may still participate fully in Key to Change programming without a media release form.

Payments

Families may make payments to Key to Change through the designated payment portals. Different payments may require different forms of payment submission.

Payment	Amount	Frequency	
New Student Registration Fee	\$25	One-Time	Online (Portal 1)
Tuition	Varies	Quarterly	Online (Portal 1)
Instrument/Stand Rental Fee (Optional)	\$30	Monthly	Online (Portal 2)
Solo String Festival Registration Fee	\$25	Annually	Online (Portal 3)

Additional information regarding tuition, payment schedules, refunds, and payment methods is outlined in the Key to Change Tuition Policies.

Locations

Key to Change provides programming at multiple locations throughout South King County and surrounding communities. Current instructional locations and schedules are available through Key to Change’s website and student communication platforms.

Communication

Students and families are responsible for regularly monitoring communications from Key to Change. The studio may communicate important information regarding schedules, events, policies, payments, and student progress through email, phone, text message, the Student Portal, or other approved communication methods. Students and families should respond to requests from Key to Change within 24-48 hours when a response is required.

	General / Main Office	Student Program Manager
Phone	(425) 970-3540 (Call)	(425) 276-1701 (Text)
Email	info@keytochangestudio.org	TBD
Website	https://www.keytochangestudio.org/	

Studio Calendar

Key to Change publishes an annual Studio Calendar containing instructional dates, scheduled closures, holidays, conferences, performance, and significant events. Families should refer to the annual studio calendar for the most current schedule.

Classes

Key to Change offers a variety of instructional options, including group and private lesson models. Lesson placement is based on the student’s experience, goals, and instructional needs.

Detailed class descriptions, curriculum expectations, and practice requirements are provided through student syllabi and Key to Change’s website.

Placement

Students with previous playing experience are required to schedule a trial lesson with one of the studio’s instructors before enrollment. During this meeting, the instructor will assess the student’s experience, skill level, and learning goals, and recommend the most appropriate placement. Students who are beginning their instrument may be placed directly into the Andante group lessons.

Students are expected to remain in their assigned class section and studio location for the duration of the academic year. Changes to lesson placement, class sections, or lesson structures require approval from both the student’s instructor and Key to Change’s Executive Director.

If a student changes lesson structures during a term, tuition will be adjusted accordingly.

Lesson Options

Lesson Type	Frequency	Length
Group Lessons	Twice weekly	60 Minutes
Private Lessons	Weekly	30 or 60 Minutes
Young Artist Academy	Twice weekly	60 Minutes
COMBO Lessons	Weekly group lessons plus biweekly private lesson	Group: 60 Minutes (2x) Private: 30 or 60 Minutes

Students may be placed into different levels of instruction based on their musical development, demonstrated progress, and instructor recommendation.

Assessments

Key to Change regularly evaluates student progress through lessons, performances, assessments, and instructor observations. Assessments help instructors determine appropriate placement, identify student goals, and provide guidance for continued musical development.

Conferences

Key to Change believes that consistent communication between students, families, and instructors is essential to supporting student growth. Instructors meet with families and students a number of times throughout the academic year to discuss progress, goals, challenges, and expectations.

Conference participation is required.

Conference dates are published in the annual Studio Calendar and may take place in-person or virtually. At least one parent or guardian is expected to attend for students under 18. Students or families may request an additional conference with their instructor at any time by contacting Key to Change.

Student Conduct

Key to Change is committed to providing a respectful, supportive, and professional learning environment. Students are expected to demonstrate responsibility, respect, and positive engagement during all Key to Change activities.

Representing Key to Change

Students may have opportunities to perform in public and private settings representing Key to Change. When participating in performances, events, or other activities, students are expected to conduct themselves with professionalism and respect consistent with Key to Change's values. Students who fail to adhere to these expectations may lose future performance opportunities or placement in ongoing programs.

Food and Drink

Water is permitted inside classrooms when contained in a secure, closed container. All other food and drink must remain outside classrooms, and may only be consumed in designated areas. Students are not permitted to chew gum during lessons or Key to Change activities.

Practice Logs

Students are expected to complete weekly practice logs accurately and honestly according to the expectations outlined in their class syllabus. Practice logs help students develop accountability, reflection, and consistent practice habits. Students must get a parent signature before turning their practice logs in for credit.

Instruments and Materials

Students are responsible for bringing their instrument, bow, and required materials to each lesson. Students should maintain their instruments in appropriate condition and ensure fingernails are trimmed to allow proper playing technique.

Students participating in group lessons may receive instructional materials from Key to Change, including books and sheet music. Lost or damaged materials may require a replacement fee.

Students enrolled in private lessons are responsible for obtaining assigned repertoire and instructional materials as directed by their instructor.

Illness

Students should remain home when they are experiencing symptoms of illness that may prevent them from safely participating in lessons. Families should notify Key to Change as soon as possible when illness will prevent attendance and should follow the procedures outlined in the Attendance Addendum.

Instrument / Stand Rentals

Key to Change maintains an instrument library and provides rental opportunities for enrolled students. Instrument and stand rentals are optional and require completion of the appropriate rental agreement before equipment may be taken off-site.

The rental fee is \$30 per month.

Families are responsible for the care and return of rented equipment according to the terms outlined in the Instrument Rental Agreement. Key to Change reserves the right to revoke rental privileges for failure to maintain equipment, communicate with the studio, or meet payment obligations.

Termination and Withdrawal

Key to Change seeks to support students through challenges and will communicate with families before terminating enrollment whenever possible.

Voluntary Withdrawal

Students and families may choose to discontinue lessons. Families wishing to withdraw from Key to Change should notify the studio in writing as soon as possible.

Students seeking to re-enroll during the same academic year must provide at least one month's notice prior to withdrawal in order to remain eligible for future enrollment consideration.

Probation

Students who don't meet attendance expectations or demonstrate ongoing challenges to meet studio expectations may be placed on probation.

During probation, the student, family, and instructor will meet to review expectations, identify solutions, and establish a plan for continued participation. Failure to participate in the probation process, communicate with Key to Change, or demonstrate improvement may result in suspension or dismissal from the Studio.

Suspension

Key to Change may temporarily suspend a student's participation because of serious or unresolved policy violations, past-due tuition, safety concerns, or other circumstances requiring immediate intervention.

Dismissal

Lessons may be terminated for reasons including, but not limited to:

- Excessive absences
- Failure to meet tuition obligations
- Failure to participate in required events
- Disruptive or unsafe behavior
- Material Violation of studio policies
- Lack of communication or cooperation with Key to Change staff

Serious misconduct or safety concerns may warrant immediate suspension or dismissal.

A student dismissed for serious misconduct may be declared ineligible for re-enrollment for the remainder of the academic year or for a longer period when circumstances warrant.