



The Music and Arts Studio at Collierville First Baptist Student Policies

I have read and agree with the Student Policies and Procedures listed below.

Date: _____

Term (Semester): _____

Student Name: _____

Parent/Guardian Signature: _____

To ensure high quality music instruction and the availability of instructional staff, Collierville Performing Arts Studio maintains the following policies and procedures.

Instruction:

A student's musical growth and success depends on many factors and opportunities. To be successful requires the efforts of students, parents, teachers, private instructors, and more. Supporting students by actively listening to them play at home, in lessons, in concerts, and at school helps to encourage them and gives them more reason to fully engage in private lessons and in learning and improving. The best benefit from private lessons occurs when:

- Students spend time daily practicing and studying lessons that are assigned by private instructors.
- Students are on time for lessons.
- Students bring any needed materials or instrument to the lesson, including instruments, music, method books, and other materials agreed with the instructor.

All instruction is adapted to the successful development and progress of the individual student. Lessons are offered in thirty-minute, forty-five-minute and sixty-minute sessions.

All instructors are required to be professing Christians and adhere to Collierville First Baptist Church's mission and core values. Each instructor goes through a background check, safety training, and an onboarding process where they learn what is expected as an instructor in the Collierville Performing Arts Studio.

Private lessons are one-on-one instruction between an instructor and a student. These lessons will occur in designated areas throughout the church facility that are easily monitored during the lessons. Parents are welcomed to participate by sitting in the hallway during the student's lessons where they can hear the progress the student is making.

Parents are responsible for lesson material costs as well as costs associated with instrument ownership (e.g., method books, music, equipment, maintenance supplies, instrument supplies, etc.) required by the instructor.

Students are requested to work with your instructors to schedule a recital at the completion of each semester.

Parents of young students (8th grade and lower) are required to escort their students to AND from lesson rooms for each lesson to ensure the student gets to the correct room safely and on time. If students are found in the hallways without a parent escort lessons may be discontinued for the semester and the tuition forfeited.

All lessons, including make-up lessons and master classes will be taught at Collierville Performing Arts Studio at Collierville first Baptist Church, to protect the integrity of the instruction and safety of those involved.

Only students enrolled in the Collierville Performing Arts Studio can be taught at Collierville Music Academy. No outside students that are not enrolled will be allowed.



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Schedule:

Private lessons are scheduled once a week according to the published semester schedule. Students are assigned to the instructors based on 1) the date of paid registration; 2) whether the student is a returning student; and 3) the student's preference of time, availability of instructors, and area of interest.

Tuition:

- There is a non-refundable registration per student. The registration fee and tuition payment schedule are shown in the "Schedule and Tuition" form for each semester.
- If payments are not made on time, the instructor will **discontinue** the lessons until the balance is paid. Any lessons missed due to late payments will **not** be rescheduled and students will still be required to pay for the entire semester. A full semester will be charged even if lessons are missed due to late payments. Unpaid balances may also result in the forfeiture of a student's time slot.
- Tuition payments are non-refundable during the semester.

Absences and Makeup Lessons:

- If a student must miss a lesson for an excused absence, he/she is entitled to One (1) make up lesson per semester. Excused absences include student illness, death in the family, or an unavoidable conflict that shall be deemed reasonable by the teacher.
- Notification of at least eight (8) hours in advance entitles the student to a make-up lesson for an excused absence, as long that student has not already received a make-up lesson previously in the semester. A missed lesson without a phone call eight (8) hours beforehand is a no-show and will not be made up or refunded.
- When a lesson will be missed due to illness, please give the instructor as much prior notification as possible.
- All lessons due to teacher's absence will be rescheduled and will not be counted as the student's make up lesson.
- If a lesson must be canceled due to a Collierville First Baptist Church function or holiday in which the church office is closed, a replacement lesson will be offered and will not be counted as the student's make up lesson.

Attendance:

Students should arrive at their lesson times early enough so they can enter the room on time and should wait quietly outside the lesson room. If a student is late for their scheduled lesson time, they will only receive the remaining balance of their lesson time. Example: If students are 10 minutes late to a thirty-minute lesson, then they will receive a twenty-minute lesson. Each student reserves a specific time with his/her instructor, and it is the student's responsibility to be on time.

Parents need to provide a list of the person(s) that are allowed to pick the student up from lessons on the "Student Application for Instruction". If someone not on the list comes to pick the student up, Collierville Performing Arts Studio will contact the parent(s) for authorization prior to releasing the student. Collierville Performing Arts Studio will also require a copy of the pick-up person's driver's license. This will delay the release of the student until we can be certain that the pick-up person is approved.

Conduct:

Students are expected to maintain a respectful manner and be polite and courteous to instructors, other students and the Collierville Performing Arts Studio staff. Misbehavior and disrespect will not be tolerated. Any issues will be addressed and a warning given to the student and parent. If the behavior continues beyond the warning, the Collierville Performing Arts Studio reserves the right to discontinue lessons for that student. Tuition will not be refunded.

Students may not have food or drink in the building or in the lesson rooms.