

SMOKE RISE ACADEMY OF ARTS
POLICIES AND PROCEDURES FOR PRIVATE MUSIC AND CLASS INSTRUCTION
2009-2010

PRIVATE MUSIC INSTRUCTION

Registration and Tuition Fees:

Private Instruction Registration Fee: \$55.00 per student.

A \$5.00 discount will be given when enrolling in 2 or more instruments per child, or a \$5.00 discount on 3rd child in the same family for each instrument/student thereafter.

* A \$50.00 registration fee applies to above circumstances

Private Tuition: \$ 92.50 per month, 1 weekly 30 minute lesson
 \$138.75 per month, 1 weekly 45 minute lesson
 \$185.00 per month, 1 weekly 1 hour lesson

Semester Payment Option: (For students registering in August or January only)
 \$416.25 per semester, 30 minute lessons
 \$624.37 per semester, 45 minute lessons
 \$832.50 per semester, 1 hour lessons

Private Music Instruction offered for: Piano, Organ, Violin, Flute, Clarinet, Saxophone, Trumpet, French Horn, Baritone, Trombone, Low Brass, and Voice.

MONTHLY TUITION/INSTALLMENT POLICIES

- 1. A total of 34 private lessons is offered during the entire 2008-2009 school year.**
- 2. These 34 lessons are divided into 9 equal monthly installments regardless of the number of lessons in the month.**
- 3. The first tuition payment is due by the first lesson in August. August installment includes lessons taught in August 2008 and May 2009.**
- 4. Should you decide to discontinue lessons, a 30-day written notice is required. If this notice is not received, the student/parent will be financially responsible for an additional month's tuition for lessons within the following 30 days. *Please see Thirty-Day Written Notice Policy below.**

PAYMENT: Private tuition is due **on or before the first lesson of each month and no later than the 10th of the month.** All payments are to be made using the online payment link on our website:

www.smokeriseministries.org From the Ministries page, click on Academy of Arts and follow the registration prompts. If no payment has been made after the 10th of the month, we will authorize the payment from the online system. When you register online, you must agree to this policy in order to complete your registration.

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ATTENDANCE: The Academy adheres to the Gwinnett County School calendar regarding observance of holidays, with the exception that lessons **will be taught** on teacher workdays. Instruction continues on teacher workdays. The Academy will be closed if either DeKalb or Gwinnett County School System is closed due to inclement weather. Please refer to the calendar of lessons for exact dates.

MAKE-UP POLICY: Students are allowed to make-up **one** lesson in the Academy School Year (August–May) for excused absences only. A **minimum** 2-hour advance notice is required for lesson to be made up. **Excused absences** are: (1) student illness and (2) death in the family. Lessons missed due to **teacher**

absence or snow days will be re-scheduled. The Academy Office should be notified when a lesson must be missed.

THIRTY-DAY WRITTEN NOTICE POLICY: (Private Instruction): In the event that a student/parent wishes to terminate instruction, a 30-day written notice to the Academy of Arts Office is required. The instructor is not responsible for delivery of withdrawal notice. The student/parent will be financially responsible for lessons that occur within thirty days from the date that notice is given. It is recommended that you give notice at the beginning of the month and continue instruction through the end of the month. **Optional Private Tuition Payment Plan** (those paying by semester): A 30-day written notice is required whether the student/parent wishes to terminate lessons during or at the end of a semester. If withdrawal is made before a semester is completed, a refund amount will be calculated accordingly.

SUMMER LESSONS: Private instruction during June, July, and August is offered but not required. The option of enrolling in 4, 6, 8, or 10 lessons is available. Summer registration is available online beginning in May.

FOR PIANO STUDENTS: Access to a standard 88-key upright or grand piano is strongly recommended. An exception will be made for the first 6 months of study, providing the keyboard has at least 60 standard-sized keys. Beginning the second year of instruction, the keyboard must have at least 76 weighted keys (88 much preferred) and a damper pedal.

RECITALS: Recitals are scheduled during the school year (Winter and/or Spring). Participation in various local music festivals is encouraged, and offered, at the teacher's discretion. There is a **\$35.00 recital accompanist fee** for students requiring piano accompaniment. This fee may be paid with a check **prior to the recital performance**. This fee includes one rehearsal with the pianist and the recital performance. ***CD/Taped accompaniment is not allowed.**

INSTRUMENTS: Students are required to have a well-maintained instrument on which to practice. Recommended piano tuners: James Pope, 770-943-3716 and Brad Phillips, 770-476-4592.

SUPPLIES AND MATERIALS: A list of all necessary supplies/materials, along with a list of places where they may be obtained will be provided by the instructor. Students will be responsible for purchasing their supplies and bringing them to the lessons. If the instructor purchases books for the student, reimbursement should be made directly to the instructor. Suggested music stores: Music & Arts Centers 770-982-0822 or 770-277-7300.

GENERAL INFORMATION: Students should be prompt in arriving for lessons and bring all necessary materials. Parents and siblings may wait for students in the Academy Office waiting area. Parents are responsible for the appropriate behavior of young children. Waiting for students during the lesson is confined to the Academy waiting area unless otherwise notified by instructor. Loitering and running in the halls are not allowed. Smoking on church premises is prohibited. No food or drinks are allowed inside the church building.

Smoke Rise Academy of Arts, 5901 Hugh Howell Road, Stone Mountain, Georgia 30087
(770)413-2133 ext. 226
Carole Mitchell, Director

e-mail address: smokeriseartsacademy@yahoo.com
Erica Bass, Assistant Director

CLASS INSTRUCTION POLICIES

Class Instruction for: Ballet & Tap for 3, 4, & 5 year olds, Drama for children and youth, Oil Painting for Adults, and Children's Visual Arts.

PAYMENT: All fees are **due at least 7 days prior to class starting date.**

Arrangements for making 2 installments for the drama class should be **made through the academy office only**, if financially necessary. The second installment date will be set for the following month.

All fees are non-refundable, with the exception of a class canceled due to not meeting the minimum enrollment.

OIL PAINTING STUDENTS:

1. A **minimum** of 5 students enrolled for the entire 5-week session is required in order for class to be taught.

2. Payment must be made in advance of each session (refer to **PAYMENT**).

3. **One make-up class** for sessions 1 and 2 will be offered the week of December 15th only for instructor absence or student illness during the previous 2 sessions. Refer to **class schedule** for second make-up date.

The per-class payment option will not be available this year. **DANCE STUDENTS MAKING MONTHLY PAYMENTS:** Tuition is due in advance on or before the 1st lesson of each month.

MAKE-UP CLASSES are only given in the event of teacher cancellation or snow days (Gwinnett or DeKalb). Classes **will** be held on DeKalb or Gwinnett teacher workdays.

Drama students are required to have all necessary costumes and props prepared to bring to specified rehearsals. All extra drama rehearsals are critical and full participation is extremely important to the production of each program. A charge will be incurred for any scripts not returned to the Academy or the instructor by the specified deadline.

Dance students are required to adhere to dress code as stated in class description.

Thirty-day written notice of withdrawal is **required** for dance classes. The student/parent will be financially responsible for classes that occur within thirty days from the date notice is given.

GENERAL INFORMATION: Students should be prompt in arriving for classes and bring all necessary materials. Parents and siblings may wait for students in the Academy Office waiting area. Parents are responsible for the appropriate behavior of young children. Waiting for students during the lesson is confined to the Academy waiting area unless otherwise notified by instructor. Loitering and running in the halls are not allowed. Smoking on church premises is prohibited. No food or drinks are allowed inside the church building.

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