



## Student Policies and Procedures

### *Tuition and Fees*

While we are a ministry of the church, the *Arts Academy* operates solely on the funds provided by tuition and fees, which are used to provide the best instructors, equipment, and supplies. Therefore, tuition and other fees will be collected for specific services and products provided throughout the year.

### *Registration Fee*

A non-refundable yearly registration fee is required for enrollment in music lessons or dance classes. For private instrumental music lessons or group music classes, the fee is \$20 per student. For *Sole to Soul Dance Academy* classes, the fee is \$45 per student and includes a logo T-shirt.

### *Tuition*

Tuition may be paid by credit or debit card (online only), check, or cash. Checks should be made payable to *Burnt Hickory Baptist Church* (not Arts Academy or Sole to Soul) and include the student's name on the memo line. Cash payments should be placed in an envelope labeled with the student's name. Tuition payments should be dropped in the secure tuition box outside room A271, or mailed to the church. Online payment links will be sent my email each month or are available on the *Tuition* page of the website.

**Weekday Education students:** *Arts Academy* music or dance tuition payments **cannot** be combined with Weekday Education tuition payments. Please make separate fee payments for each activity. Furthermore, we recommend parents deliver payments to the *Arts Academy* drop box outside room A271 rather than sending them in your child's preschool bag.

### Tuition (con't)

Tuition payments are due by the first class of the month. If not paid after the 15th day of the month, a late payment fee of \$10 will be added. If tuition or other payments cannot be made in a timely manner, please contact Rosemary Turner to arrange a payment plan or other appropriate arrangements. After two months of non-payment, the student will be asked to suspend lesson or class attendance with no make-ups available until the account balance is paid in full. Note that class attendance may affect a student's performance eligibility. *For specific tuition amounts, please refer to the Tuition page of the website.*

### Costume Fees (Sole to Soul Dance Academy only)

All students who plan to participate in the *Sole to Soul Dance Academy* spring program pay a non-refundable costume deposit in October. Fees are \$40 for the first class and \$20 for each additional class. All remaining costume balances are due in March or April. Non-payment of costume deposit or balance will preclude students from participating in the spring performance. Students enrolled upper level classes may be required to purchase items for a personal performance make-up kit.

### Recital/Performance Fees

The *Arts Academy* does not charge additional recital or performance fees. All performances are free and open to the public.

## *Class Policies*

### Lesson and Class Etiquette

Instructors strive to make lessons and classes a fun, yet worshipful, learning experience. To ensure the respect of the teacher and the enjoyment of the student, please observe the following rules of classroom etiquette.

- **Arrive for scheduled lesson/class on time.** Arrive in plenty of time to prepare for the lesson or class, using the restroom **before** the schedule time to begin. When invited into the classroom, be physically and mentally prepared for instruction.
- **Attend class regularly.** Attend lesson or class **every** week, missing only when absolutely necessary. Make every effort to avoid potential scheduling conflicts and complete homework prior to class time. If an absence is necessary, contact the instructor in advance. Understand that repeated absences from lessons or class will negatively impact progress and performance opportunities.
- **Not talk during class.** To show respect for the teacher, do not converse or otherwise distract from the instruction during the lesson.
- **Practice at home.** To retain technique and to not hinder advancement, practice several times each week at home.
- **Consider performance a privilege, not a right.** Viewing your ability as a gift from God and each opportunity to perform as a sacrifice of praise to Jesus, consider each "performance" as a privilege to be earned through disciplined training and dedicated preparation. Class attendance, participation, and preparation are the student's responsibility and directly affects the performance opportunities and privileges that can be enjoyed.

### Student Drop-off and Pick-up Policy

To ensure the safety and security of our students, the following guidelines will be strictly enforced.

- Students must be escorted by an **adult** to and from her class each week. Although it is convenient to drop students at the curb or building door, please be responsible for your child until they enter the classroom. *(This policy applicable to students in preschool through 5th grade.)*
- Students must arrive on time and be prepared to enter the classroom at the scheduled time. Instructors must be allowed to concentrate on the entire classroom of children and not just the individual parent and child arriving late.
- Students must be picked up from class by a parent or other adult authorized, as designated on the Student Registration Form. ***Students will not be released to older siblings under any circumstances.*** If a student is to be picked up by someone other than a parent or authorized adult, parents must make arrangements with the teacher and provide written permission *prior to the class.*
- **Late Pick-Up Policy:** Parents must pick up their children **on time**, so please take traffic congestion and other delays into consideration. If possible, contact the instructor to alert them that your child will be picked up late.

### Classroom Observation

While we encourage parents to take an interest in their child's progress throughout the year, we prefer parents to remain outside the classroom during the time of instruction. This ensures the student's undivided attention. Please see the Parent/Child Waiting Areas section below. Please address any questions or concerns to your instructor prior to the start of your child's class, if possible.

### Parent/Child Waiting Areas

Parents are not required to remain on campus during their child's music lesson or dance class. If, however, you and your other children choose to remain in the building, please stay in the designated *Arts Academy* waiting areas. Children are not allowed to wander or play in the hallway. For private lessons, parents and siblings may stay in the fireside seating area at the end of the *Arts Academy* hallway, provided there are no other events occurring. *Sole to Soul Dance Academy* parents and siblings have a specified waiting room (A285) designated for children and the parents responsible for supervising them.

### Cancelled Lessons

In the event that on-campus classes must be cancelled due to an emergency, students will be contacted by email, Facebook, and text. In case of bad weather, the *Arts Academy* will follow the Cobb County School System schedule unless otherwise notified. Please check the radio, television and Internet for information about school closings. Online "virtual" classes or lessons may be offered; make-up classes will be scheduled at the instructor's discretion.

### Student Sick Policy

If you or your student is sick, please do not attend music lessons or dance class. Remember, not only does it threaten the health of our instructors and fellow students, we have parents and other family members with compromised immune systems that are much more at-risk for getting sick. ***Please review the chart as a reminder of when you or your student can return to class after illness.***

I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I HAVE BEEN IN THE HOSPITAL
						
Temperature of 100° F or higher	Within the past 24 hours	Within the past 24 hours	Body rash with oozing, drainage or fever	Check with your school district policy	Redness, itching, and/or pus draining from eye	Hospital stay and/or emergency room visit

**I am ready to go back to school when I am...**

Fever free without the assistance of medication for 24 hours (i.e., Tylenol, Motrin, Advil)	Free from vomiting for 24 hours.	Free from diarrhea for 24 hours.	Free from rash or fever and have been evaluated by my doctor if needed.	Treated with appropriate lice treatment at home.	Free from drainage and/or have been evaluated by my doctor if needed.	Released by my medical provider to return to school.
 <i>It's ok to have a runny nose and/or small cough.</i>						

If your child has strep throat or another bacterial infection, he/she should stay home until the antibiotic has been given for at least 24 hours and your health care provider has given permission for your child to return to school. We encourage you to seek medical attention when your child is sick and to follow your health care provider's recommendations about returning to school and other activities.

### Make-Up Lessons (Arts Academy private lessons only)

In the event a student is unable to attend a private music lesson, it is the student's responsibility to notify his/her instructor **at least 8 hours** in advance. Students are permitted one make-up lesson per semester for an excused absence. Make-up lessons will be scheduled directly with the instructor. Excused absences include student illness, death in the family, and extreme circumstances. ***A missed lesson without a phone call is considered a "no-show" and is not eligible for make-up.***

Note: *Sole to Soul Dance Academy* students are not permitted to attend other classes as "make-ups" for classes missed due to illness or travel. For extreme circumstances, contact Rosemary for more information.

### Withdrawal Policy

If it becomes necessary for a student to withdraw from the *Arts Academy*, written notice must be provided at least **30 days** prior to withdrawal. Tuition for lessons included within that thirty days must be paid.