

**SMOKE RISE ACADEMY OF ARTS
POLICIES AND PROCEDURES
2016-2017**

PAYMENT: Fees are due **on or before the first lesson/ class of each month and no later than the 10th of the month.**

- Monthly payments for classes (Music lessons, Ballet, Musikgarten, Twinkler and KeyBoard) are due no later than the 10th of the month.
- Oil Painting, Photography and Visual Arts for children classes – all fees are due prior to the start of each session.
- Drama fees may be paid in three (3) monthly installments. Make arrangements by calling the office.

Registration fees are non-refundable once the class or lessons have begun. Tuition fees are only refunded in the event of necessary withdrawal with a Thirty (30) Day written notice or class cancellation due to not meeting minimum enrollment. (See Thirty-Day Written Notice Policy below.)

You may pay by check or cash in the office or by credit / debit card or echeck, using our online PayPal payment link on your invoice. If no payment has been made by the 10th of the month, a \$10 late fee will be added. When you register online, you must agree to this policy in order to complete your registration. **Payments not received by the 15th of the month may result in termination of the student's enrollment in the registered event.**

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

MAKE-UP POLICY: (Individual Music Lessons) Students are offered one make-up lesson each semester in the Academy School Year (August–May) for excused absences only. A **minimum** 2-hour advance notice is required for a lesson to be made up. **Excused absences** are: (1) student illness and (2) death in the family (3) prior commitment with advanced noticed. Failure to show up for a lesson is not considered an excused absence. Lessons missed due to **teacher absence** will be rescheduled. Please communicate directly to your teacher regarding absences or contact the Academy office for late notice of cancellation.

Art, dance and music classes are made-up only in the event of teacher cancellation. Classes **will** be held on school teacher workdays.

Instructional time missed due to Academy closure for inclement weather will be made up as best as possible during the semester.

THIRTY-DAY WRITTEN NOTICE POLICY: **Thirty-day written notice** of withdrawal is **required** for all lessons and classes. The student/parent will be financially responsible for lessons / classes that occur within thirty days from the date the notice is given. All tuition money held in reserve will be refunded with a 30 day notice of withdrawal. This reserved tuition may be used to pay for instruction during this 30 day period.

INSTRUMENTS: Students are required to have a well-maintained instrument on which to practice. Several music stores have lease arrangements for band and orchestra instruments. If you have questions regarding the size or quality of instrument please ask to speak to one of the teachers. Piano students are expected to have a standard 88-key piano for home practice. 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.

Drama classes: 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 rental scripts not returned to the Academy or the instructor by the specified deadline. Students will receive a detailed calendar of rehearsal dates and times at their first class. Rehearsal and performance dates will be posted on the Academy web site. **Students' telephones will be collected and held by the teacher at the start of each rehearsal and returned at the close of the class period.**

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

RECITALS: Recitals are scheduled by teachers during the school year. 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 at instrumental recitals.**

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 music lessons. If the instructor purchases books for the student, reimbursement should be made directly to the instructor. Art supplies for Children's Art classes are provided by the instructor and included in tuition fees.

GENERAL INFORMATION: Students should be prompt in arriving for lessons / 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.

Smoke Rise Academy of Arts
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