

## SMOKE RISE ACADEMY OF ARTS POLICIES AND PROCEDURES

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

- Monthly invoices are emailed around the 18<sup>th</sup> of the month for the following month's tuition.
- Payments are due on the first and no later than the 10<sup>th</sup> of the month.
- Oil Painting, Musikgarten, 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 – the first 3 months of the class session.
- Monthly tuition payments for all lessons and classes are calculated for equal billing over the span of the semester or class session. Payments remain the same regardless of the number of classes / lessons given during a given month. August tuition for Music Makers piano, dance classes and individual music lessons (classes beginning in mid- August) covers instruction for August and May; therefore, no invoice will be sent for May.
- Monthly tuition payments are expected regardless of a student's attendance during the month. Exception will be considered only once in the case of an unexpected long term illness or unavoidable conflict resulting in 3 or more consecutive absences.
- Students participating in multiple drama productions will be charged an additional production fee (not additional tuition fee).

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 link on your invoice. If no payment has been made by the 10<sup>th</sup> 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 15<sup>th</sup> 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: (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. Lessons missed due to **teacher absence** will be rescheduled. The Academy Office should be notified when a lesson must be missed.

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

Music lessons and classes missed due to Academy closure (inclement weather) will be made-up, **only at the teacher's discretion**. Teachers will make effort to make up these missed lessons / classes.

**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. 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 bring scripts and all necessary costumes and props assigned to them at 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. 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 may 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.

**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 class. If the instructor purchases supplies 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 or the main lobby. Parents are responsible for the appropriate behavior of their children. Students need to remain at their class and not wander the church building. Smoking on church premises is prohibited.

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