

Policies and Procedures

FBC Matthews

A few things you'll need to know if you're interested in FBCM Fine Arts Academy . . .

STUDIES OFFERED

While we plan to grow to offer a wide variety of instruction in the arts, we are currently able to give instruction in the following areas: Voice, Piano, Guitar, Violin, and Drum set.

PARENT/CHILD GENERAL PROCEDURES

Both parents and students must sign an agreement to follow the policies set up by FBCM Arts Center. This agreement will be signed at the first lesson. Below is a list of those policies.

(For public promotion)

General Procedures:

Both parents and students must agree to abide by the guidelines, policies and procedures of the Arts Center of First Baptist Church of Matthews listed below. This agreement will be signed at our first lesson.

Family Member Guidelines

Our desire is to provide a safe, nurturing environment for everyone who takes part in the FBCM Arts Center. In order to protect our students and families, we have put the following procedures in place with the expectation that everyone will adhere to them.

1. Students or family members of a student should remain in the designated waiting area when they are not participating in a lesson. No children under the age of 14 years old should be left unattended anywhere in the church building. Wandering, unsupervised children will be escorted to a parent or guardian.
2. Parents are encouraged to wait for students in the designated waiting area unless invited by the teacher into the classroom.
3. In order to protect our students, parents may be called if a student is late for a lesson without prior notification.
4. Failure to comply with these policies will result in a written warning first, followed by dismissal for repeat violations, without refund of fees.

Failure of student and parent to comply with these policies will result in a warning first, then dismissal of that student for the remainder of the semester, with no refund of fees.

Teachers

Adapted from pages 83-85 of the policy handbook.

The Church and each of its ministries is committed to a nurturing, safe and respectful environment for the children entrusted to its care. Policies and procedures have been written to do all we can to protect our children, volunteers, ministers and the church from inappropriate behaviors and the ensuing consequences that will harm a child in any way. There is an expectation that each leader will adhere to these policies at all times. Failure to do so will result in restrictions on teaching or ministry and/or dismissal.

- All activities for minors (children under the age of 18 years) shall be held in a visible location where other groups, leaders or parents are present.
- Classroom and teaching area doors should never be locked while in use, with the exception of outside entrances to the church building.
- Each door of a classroom shall have a window. If there is no window, the door should be left at least halfway open. Sight lines through door windows should remain unobstructed at all times.
- No physical punishment or verbal abuse, such as ridicule or threats, is to be used at any time. Parents will be informed and involved whenever a child misbehaves beyond minor correction.
- Children should be dropped off and picked up by a parent or designated guardian at the beginning and end of a lesson. No child should be released alone to go to a parent outside the church building.
- Special care must be exercised regarding any physical contact between adults and children/youth. Even the appearance of romantic relationship with teenagers must be avoided. The use of "appropriate touch" is acceptable. Appropriate touch involves a pat on the back, "side" hugs, "high fives", "fist bumps", etc. Inappropriate touch involves holding a child in a lap, frontal embraces, kisses on the face, etc.
- Teachers should not meet with a student alone outside the church teaching area. Teachers may meet students in groups of at least two or more with parent's permission for off-site events.
- If requested by the church staff, teachers must wear name tags in order to be easily identified by nonmembers.

TUITION

Lessons are offered at a rate of \$22.00 per half hour lesson, \$33.00 per 45 minute lesson \$44.00 per hour lesson. There will be a \$25.00 per semester, per family registration fee, which will help to offset school costs. Fees may be paid in full each semester or may be paid monthly. **No lessons will be given until payment has been received.**

All printed materials and instruments needed for instruction must be paid for by the student or parent. Instructors will provide information as to where to locate materials if needed. Some Instructors may choose to purchase materials and be reimbursed by the student or parent.

List of Fees: (Example)

Music Lesson (half-hour private lesson) = \$22

Registration Fee = \$25 per semester per family (non-refundable)

Instrument & materials cost = will vary with instrument & teacher

WITHDRAWAL/REFUND POLICY

Refunds of lesson fees will ONLY be given for these reasons:

- Serious injury or serious illness
(that prevents the student from continuing lessons.)
- Death of student or immediate family member
(that prevents the student from continuing lessons.)
- Relocation of the family to another city or state.

SCHEDULING

Lesson Times:

Monday, Tuesday, Thursday, Friday – 3:00 pm to 9:30 pm

Wednesday – 3:00 pm to 6:00 pm

Saturdays – 9:00 am to 6:00 pm

Specific lesson times will be determined by the instructor at a mutually agreeable time between student and instructor. Other lesson times may be available.

MAKE-UP LESSON POLICY

It is the responsibility of the student/parent to contact the instructor if a lesson is to be missed. Only two make-up lesson per student per semester will be granted.

Make-up lessons are granted only if notification is received 24 hours prior to lesson time. If a lesson is missed by the instructor, it is the responsibility of the instructor to arrange a make-up lesson. This does not count against the one make-up lesson allowed per semester.

STUDENT AGE REQUIREMENTS

Student starting ages will vary depending on instrument or art form. Individual teachers may have slightly different requirements, but below is a general guideline. Please assume ages as of the start of a semester.

Voice Students – approximately age 13 (depending on vocal maturity)

Strings – Approximately age 5

Piano – Approximately age 5 or 6 (some basic word reading is needed)

Guitar – Approximately age 8 or 9

Drums/Percussion – Approximately age 8

RECITALS/PERFORMANCES

A recital will be offered at the end of spring, summer and fall semesters. It is at the instructor's discretion whether a student should participate in a recital. Opportunities to perform in worship services or in the community may also be requested by an instructor.