



2021-2022 POLICIES & PROCEDURES

WELCOME!

Thank you for choosing Grace Baptist Music Academy! We are honored to serve you and are looking forward to sharing God's gift of music with you and your family! To ensure you or your child receive the most effective and creative teaching possible, we have established the following policies:

TUITION

- Each month, you will receive a tuition invoice via email.
- There will be a one-time-only, one-per-family registration fee of \$35 due with the first payment.
- The rate per 30-minute lesson is \$25.
- Tuition for lessons is due by the first lesson of the month. You may pay online or you may bring your payment to the first lesson of the month (cash or check - made out to Grace Baptist Church Evans with "Music Academy" in the memo).
- If tuition is not received on time, a \$10 late fee will be applied.

MAKE-UP CREDITS & CANCELLATIONS

- Our students and teachers will commit to their time slots for the duration of the semester. Online lessons are scheduled the same way as in-person lessons.
- If a student must miss their in-person lesson due to illness or family emergency, an online lesson will be offered.
- If an online lesson cannot be arranged, the student will be given a make-up credit.

- Each student is allowed one make-up lesson per semester. The make-up credits are typically reserved for cancellations due to illnesses or family emergencies (not for no-shows).
- The make-up lesson will be during their regularly scheduled lesson time, the following month (in the form of an account credit).
- If a teacher must cancel lessons, their students will be given make-up credits (to be applied to the following month's invoice).
- If Columbia County Schools are closed for inclement weather or to prevent the spread of Covid, online lessons will be offered.
- If you need to discontinue lessons, please give us 30 days written notice.

COMMUNICATION

- We primarily communicate via email.
- We utilize our website (hosted by My Music Staff) for scheduling and invoicing.
- If you are new to the Music Academy, you will be sent a login email for the website.
- If you have forgotten your password, it can be reset by the Music Academy Director.
- Please be sure to exchange phone numbers with your instructor (this is especially helpful if the need for a last-minute cancellation arises).

STUDENT COMMITMENT

- Students will need to acquire the instruction books recommended by their teacher and bring these books to every lesson.
- Students will need to acquire their own instrument and accessories. Your instructor can give you recommendations.
- Regular practice between the lessons is the best way to make progress and fully enjoy the learning experience.
- Students should respect their teachers and their fellow students.

IN-PERSON LESSONS

- Please do not pick up your child later than 10 minutes after their lesson/class time has ended.
- It is recommended that students wash their hands immediately before their lesson.
- Please let your teacher know if you are experiencing any illness (cough, fever, etc), so that an online lesson can be arranged.
- Masks are optional. Please let your teacher know if you have a preference. Also, please respect the choice of others.

ONLINE LESSONS

- Please make sure that your device is charged and in place (where both the teacher and student can see each other and their instruments).
- During the lesson, please minimize video streaming on other devices to provide the clearest connection for the teacher/student to use.
- A quiet environment works best during the lessons.
- Please let your teacher initiate the call (lessons are scheduled back-to-back; so they will call you when your lesson time begins).

RECITALS

- We offer two performance opportunities each year - the Winter and Spring Recitals.
- Participation is encouraged, but not required.