

**SECOND BAPTIST CHURCH
FINE ARTS ACADEMY
2019-2020 Registration Form**

Student Name: _____ Male/Female

Address: _____

City: _____ State: _____ ZIP: _____

Home Phone: _____ Date of Birth: _____

School Student Attends: _____ Grade: _____

Parent's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Cell Phone: _____

Email Address: _____

Proposed Area of Study: _____ Years Studied in this area: _____

_____ 30 Minute Lesson

_____ 45 Minute Lesson

We have read and agree to abide by the policies in the enrollment agreement and understand an instrument, either rented or bought, must be provided for class lessons and practice at home on a regular bases.

Student Signature

Parent Signature

Date

**SECOND BAPTIST CHURCH
FINE ARTS ACADEMY
2019-2020 ENROLLMENT AGREEMENT**

Student and parent/guardian please read the information below carefully, sign and return with the registration form in order for the student to be enrolled in the Fine Arts Academy at Second Baptist Church.

The Fine Arts Academy of Second Baptist Church will:

- Provide excellence in fine arts training
- Begin lessons promptly
- Strive for open communication between instructors, students and parents

The student and parent/guardian will:

- Be prepared for lessons
- Be prompt in attendance
- Follow the stated make-up policies
- Be prompt in making payments
- Commit to studying for the entire year

Student Signature

Date

Parent/Guardian Signature

Date

**SECOND BAPTIST CHURCH
FINE ARTS ACADEMY
2019-2020 CALENDAR**

2019 FALL SEMESTER (12 weeks)

Fall Semester Begins	Week of September 16, 2019
Thanksgiving Break	Week of November 25, 2019
Fall Semester Ends	Week ending December 13, 2019
Make-Up Lessons	Week of December 16, 2019
Winter Break	December 13, 2019 – January 3, 2020

2020 SPRING SEMESTER (18 weeks)

Spring Semester Begins	Week of January 6, 2020
Spring Semester Ends	Week of May 11, 2020
Year End Recital	Sunday, May 17, 2020
Make-up Lessons	Weeks of May 18 th & 25 th , 2020

SECOND BAPTIST CHURCH FINE ARTS ACADEMY 2019-2020 Studio Policies - Piano and Violin

Please read this policy carefully and thoughtfully before signing. By signing, you are agreeing to the terms therein and committing, financially, for the entire semester.

TUITION: Please remit tuition prior to the first lesson of the semester. If paying by monthly installments, kindly remit tuition payment by the 5th of each month

MISSED LESSONS: There are no make-up lessons except for one at the end of each semester and this is reserved in the event of a lesson missed due to inclement weather or instructor absence.

- Please make every effort to not miss lessons and to scheduled doctor visits and the like for a time other than the lesson time.
- In the event a lesson must be missed, please notify the instructor as soon as possible. At times emergencies arise so please notify the instructor as soon after as possible if a lesson is missed
- Make use of the swap list where possible (participation in the swap list is optional- ask your instructor about this)
- Tuition is not reimbursed for missed lessons except in the case of the instructor missing lessons above and beyond what can be made up.

EQUIPMENT AND MATERIALS: Parent(s) shall provide their child with appropriate musical instrument (acoustic piano or violin) as well as provide for the necessary materials needed (ie: foot rest, bolster cushions, chin rest, rosin, required reading, music books...).

PARENT ATTENDANCE: Parents shall attend each lesson unless otherwise excused by the instructor. While attending lessons parents shall be supportive and a quiet listener, taking down any necessary assignments and notes. Please turn off/silence cell phones during lessons.

PRACTICE: Parent(s) shall help with the student's practice at home on a regular and consistent basis. The parent, not the child, is responsible for seeing that the recording(s) are played daily and that practice happens.

I have read the above policy and by signing am agreeing to honor the terms of this policy and be financially committed for the entire 2019-2020 year which shall be a period of ____ lessons to commence _____ and end _____.

Parent Name: _____ Date: _____

Parent Name: _____ Date: _____

Instructor Signature: _____ Date: _____

2019-2020 FINE ARTS ACADEMY LESSON POLICY AND COSTS (August 2019)

Payment options:

- (1) Pay monthly - payments are due the 5th of each month
- (2) Pay in full for an entire semester - due at the beginning of each semester

FALL 2019 SEMESTER LESSONS

September:	2
October:	5
November:	3
<u>December:</u>	<u>2</u>
TOTAL	12

SPRING 2020 SEMESTER LESSONS

January:	4
February:	4
March:	5
April:	3 (Easter)
<u>May:</u>	<u>2</u>
TOTAL	18

\$32.00 per 30-minute lesson per student
\$42.00 per 45-minute lesson per student

- (1) Monthly Payments:

FALL 2019 SEMESTER 30-MINUTE

September:	\$96.00
October:	\$96.00
November:	\$96.00
December:	\$96.00

FALL 2019 SEMESTER 45-MINUTE

September:	\$126.00
October:	\$126.00
November:	\$126.00
December:	\$126.00

SPRING 2020 SEMESTER 30-MINUTE

January:	\$115.20
February:	\$115.20
March:	\$115.20
April:	\$115.20
May:	\$115.20

SPRING 2020 SEMESTER 45-MINUTE

January:	\$151.20
February:	\$151.20
March:	\$151.20
April:	\$151.20
May:	\$151.20

(2) Pay in full for an entire semester:

FALL 2019 SEMESTER

30-minute lessons - \$384.00

45-minute lessons - \$504.00

SPRING 2020 SEMESTER

30-minute lessons - \$576.00

45-minute lessons - \$756.00

(A) Pay online at www.secondbaptistrva.org - click on word "donate" in upper right corner on green strip. *Questions please contact "G" McDowell, Financial Administrator @ gmcowell@secondbaptistrva.org.*

(B) Checks may be payable to: Second Baptist Church
In Memo line please put your child's name and FAA Payment
Mail checks to:

Second Baptist Church
Fine Arts Academy
Attention: Jane Kornegay Eng
9614 River Road
Richmond, VA 23229

If you have questions, please feel free to contact Jane Kornegay Eng at www.fineartsacademy@verizon.net

**SECOND BAPTIST CHURCH
FINE ARTS ACADEMY
PHOTO/VIDEO RELEASE FORM**

I grant to Second Baptist Church the right to take photos and videos of me and my family in connection with the Fine Arts Academy. I authorize Second Baptist Church, its assigns and transferees, to copyright, use and publish the same in print and/or electronically. I agree the Fine Arts Academy may use such photographs and videos of me/my family with or without my name and for any lawful purpose, including such purposes as publicity, illustration, advertising social media and Web content. I also understand that no royalty, fee or other compensation shall become payable to me by reason of such use.

(Signature of Adult, or Guardian of Children under age 18)

___ I agree

___ I decline

Please Print:

Name: _____

Address: _____

Phone (day): _____ Evening: _____

Email address: _____

Date: _____

Thank You!

Piano Lesson Attendance and Missed Lesson Policy

Make-up lessons

Make-up lessons are given for excused, missed lessons in the event of teacher absence and/or building closure/excessive inclement weather/prolonged illness.

There is one week at the end of the Fall semester set aside for make-up lessons and two weeks set aside at the end of the Spring semester. Please see calendar.

-Makeup lessons are offered the week of Thanksgiving break on that Monday and Tuesday; dependent on mutual teacher and student schedule and agreement.

-If you know you will miss a lesson please let me know as soon as possible.

Phone/text: (804) 624-0792

email: mbwoolfolk34@gmail.com

Unexcused Absences

-There are no makeups/refunds for missed lessons due to forgetting, field trips, wanting to do something else that day; sports practices/games, went out of town, etc.

Please make every effort to commit to the agreed upon lesson time and to avoid scheduling conflicting events (doctors appts., meetings, trips, etc.) during lesson time. Obviously, things can and do come up and it is your choice as to which to choose but do know that it is an unexcused absence with no makeup given. Sometimes, with advance notice, your teacher may be able to offer an alternative lesson time as she knows another student may have cancelled, out sick, away, etc. Feel free to ask but also understand an alternative lesson time for that week may not be feasible.

-Please consider being on the swap list if available. This allows you to potentially swap your lesson with another participating student (for that week) in order not to miss a lesson.

-Refunds/Credits for missed, excused lessons are only given in the event that a make-up lesson for an excused absence cannot be given at a mutually agreed upon time. Refunds/Credits are issued at the discretion of the FAA and done at the end of the semester. **Please do not adjust your monthly tuition payment to reflect a missed lesson.**

School Closure/Holidays/Early Outs

In the event that schools are closed due to holidays (i.e. Martin Luther King Day), Voting, early release, parent teacher conferences; etc. **we will still have lessons.**

Inclement Weather

Always check with your instructor in the event that weather closes school/early release as sometimes it can snow buckets in the am and then be melted and in the 60's by the afternoon. We may still have lessons in that case. School closure/early release due to weather does not necessarily mean we won't have lessons. Together we will decide on a case-by-case basis.

Of course, we will always let common sense and safety prevail in making the call.