



## **Parent/Student Handbook**

# EXCEL SCHOOL OF FINE ARTS

## A Christian Approach to Fine Arts

Welcome! We are excited that you are considering the Excel School of Fine Arts to develop your God-given artistic talents. Our goal is to provide you with the finest instruction possible in a Christian atmosphere. This handbook will explain our purpose, policies and calendar for the year. These guidelines are designed to aid not only the daily operation of the school, but provide you with the information necessary to make your learning experience the most profitable possible. May God bless you!

## General Information

### Our Purpose

Our purpose is to provide quality creative education for students to use their creative talents in a way that is honoring to the Lord. Students are encouraged to use their talents in some form of ministry in their church.

### Who May Enter

Any person desiring to further their creative education is invited to apply at Excel. We encourage each student be involved in some aspect of ministry at their local church. If you don't have a local church, we invite you to become a part of Emmanuel Baptist's ministry.

### Instruction Offered

Research proves that children who develop musical skills early in life improve their ability to think, reason, create, and express. Our goal is to enable students with intellectual, emotional and imaginative opportunities for growth and development. The program will culminate in a musical recital in the Spring, and may also include various opportunities for performance during the year.

To register for these classes or for more information please call Excel at 332-0164. Excel currently offers private instruction in voice, piano, guitar, art and drums. Other classes may be added based on need and teacher availability.

### Facilities

All lessons and classes are held at Emmanuel Christian School. See your instructor for times and locations.

### Tuition and Fees

Excel operates on a semester system for scheduling and fees. The Fall and Spring semesters consist of an average of 15 weeks of instruction (depending on the school calendar, students may receive more lessons). The Summer session consists of 6 weeks. For your convenience, we have calculated the monthly tuition based on the number lessons spread out over the course of the school year. Because of the school calendar, not all months will have the same number of lessons.

## Registration Fee

There is a \$25 non-refundable administration fee is due at the time of registration. Early registration, before August 1st, will receive a \$10 discount.

## Payment

As a convenience, lesson fees are broken down into monthly tuition payments that are due at the beginning of each month. We ask for your cooperation in making these payments on time so we can continue to offer a quality creative education program.

Every attempt has been made to bring the best quality of instruction at an affordable cost, therefore we cannot offer discounts for multiple family members in the program.

## Late Payments

Failure to pay by the 15th of that month will result in a \$15 late fee. If payment is not made by the 15th of the month, lessons may be suspended, and report cards will be withheld (for ECS students) until the account is brought current. Make-up classes/lessons will not be given due to an outstanding balance.

## Drop Out

If the need arises to stop lessons before the semester is over, a two-week **written** notification given to the Excel Director will be required. Payment for the two lessons will be charged against the student's account whether the student attends the lessons or not.

## Returned Check Fees

If you write a check to Excel for your lessons, and that check gets returned due to insufficient funds, you may be required to reimburse Excel for more than a simple late payment fee.

## Materials

Some teachers will provide their students with all of their music included with the monthly tuition. Other teachers will ask that you pay for each item as needed.

# Policies

## Attendance and Tardiness

All students and instructors are expected to honor their lesson times. However, we do know that emergencies arise, so we have developed the following policy:

- If you must miss due to out of town trips or school functions, please let your instructor know as soon as possible. This way lessons can be rescheduled if at all possible.
- If sickness occurs, please call the school office, or your instructor as soon as you can to cancel. We would like at least a 24 hour notice, but we know that sometimes that won't happen. Again, lessons will be rescheduled if at all possible.
- Students who are more than 10 minutes late for a lesson forfeit that lesson at the discretion of the instructor. Make up lessons will not be available for tardiness. Students

arriving late but less than 10 minutes will receive the balance of the lesson time as scheduled.

- If, for some reason, a lesson must be missed, please notify your teacher at least one week (or not less than 24 hours if possible) in advance.
- If you fail to cancel your lesson, you will be recorded as a “NO SHOW” and no make up lesson will be given.

## **Missed Lessons and Make Ups**

Excel School of Fine Arts shall not assume any financial responsibility for a student’s absence(s). Monthly rates are flat fees, and can not be lowered nor refunded for missed lessons. “Make-ups” are not always possible, but will be given at the teacher’s discretion (dependent on their schedule).

## **Practice**

Music performance on any level is a mind-body skill which is developed through repeated, focused practice. Students are expected to practice daily at least twenty minutes per day. Success depends on the practice the student does between lessons.

## **Cancellations**

If Emmanuel Christian School is closed due to inclement weather, Excel will also be closed. Lessons will be rescheduled at the instructor’s discretion.

Excel will not hold lessons on days when Emmanuel Christian School is not in session (Teacher Work Days, Staff Development, Testing, etc.) Please refer to the school calendar for these dates.