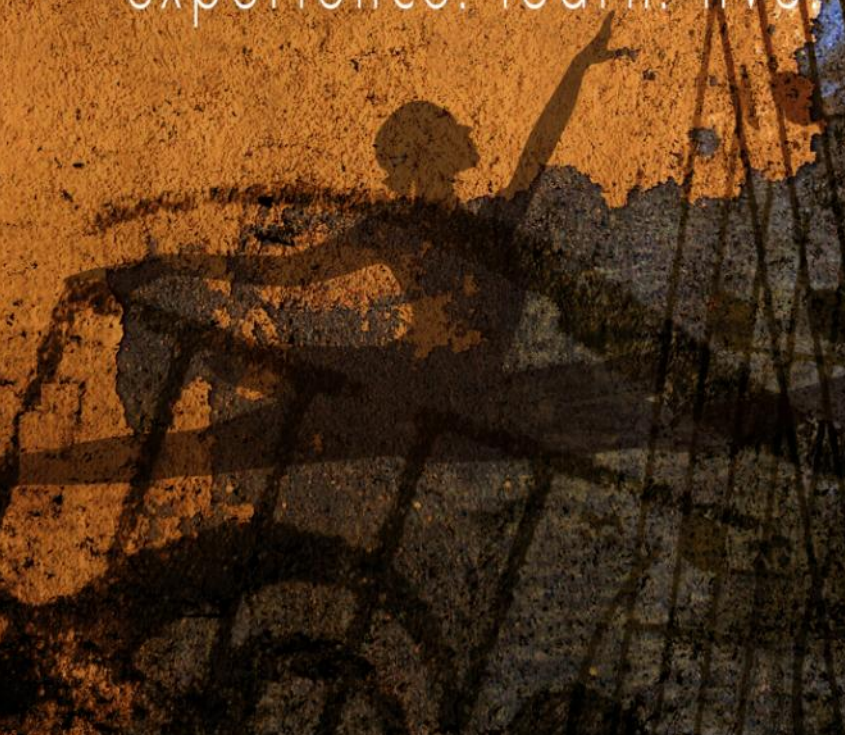




Academy *of* Fine Arts

experience. learn. live



2011/2012

STUDENT HANDBOOK

INTRODUCTION

The Academy of Fine Arts of First Baptist Church is staffed by Christian instructors, qualified and competent in their individual areas of expertise. Operating as a branch of the Music & Worship Ministry of First Baptist Church, it provides an environment where Christ is honored and students are challenged to develop their God-given talents for the glory and service of God.

It is our goal to:

Provide excellent training in music

The Academy of Fine Arts provides high quality instruction in many areas, with private and class lessons available to children, youth, and adults.

Provide a spiritual environment for the student

The Academy of Fine Arts helps develop a student's self esteem, interaction, personality, skills and accomplishments, in a Christian atmosphere, with Christian instructors.

Develop future worship and arts leaders

The Academy of Fine Arts provides quality training for future church musicians, including instrumentalists, drama directors, choir members, worship leaders and congregational singers.

Act as an extension of the Music & Worship Ministry of First Baptist Church

The Academy of Fine Arts seeks to build bridges between the community and the church, maintaining a standard of excellence in all we do.

Academy Leadership

Michael T. Smith
Dean Savage
Keven Robertson
Darlene Burger
Phone
Website

Minister of Music
Academy Director
Academy Coordinator
Billing / Administration
940.723.2764
www.fbcwf.org/music

Who May Register

Lessons offered by **The Academy of Fine Arts** of First Baptist Church are open to anyone desiring to begin or continue music/performing arts instruction. There are no entrance requirements. Adults and children of any ability level may enroll. Private instruction will be adapted to the student's age and experience. In certain instances, an instructor may suggest that a child is too young to start on an instrument. These evaluations are made on a case by case basis. Enrollment is open at all times.

PROCEDURE:

1. Complete the registration form
2. Choose your payment plan
3. Sign the Student/Parent Agreement
4. Turn in the above to the music office along with the registration fee and the first tuition payment
5. Student information will be given to our Academy Coordinator who will, in turn, contact the student/parent to work out a lesson time.

Schedule

The Academy of Fine Arts of First Baptist Church operates on a school year basis. The academy is in session during the following dates:

2011 – 2012 School Year:

August 22 – May 11 (34 weeks of lessons)

Summer Semester - 2012:

As arranged with the instructor.

Holidays

There will be no regular Academy lessons during the following weeks:

- Thanksgiving Week (Nov 21—Nov 25)
- Christmas Week (Dec 19—Dec 23)
- New Year's Week (Dec 26—Dec 30)
- Spring Break (WFISD) (March 12—16)

Location

All lessons are taught on the campus of First Baptist Church in secure areas. Church policy mandates that parents of students under the age of 18 are required to be present at each lesson and either sit in the classroom or just outside the door. Children are never to be left alone to wait for their ride or allowed to wander the campus without supervision. Some teachers require that a parent attend the lesson with his or her child. We apologize for any inconvenience this may cause, but these policies are in place to protect children and instructors alike.



Studio of Dance

Children & Teen Ballet Schedule & Practice Attire

Introduction to Ballet Ages 3-5

Day/Time: Tuesday & Thursday 2:15-3:00 p.m.

Practice Attire: Black leotard, pink tights, pink ballet slippers.
(optional: athletic wear such as comfortable shorts/shirt)



Ballet and Tap 1 Ages 6-10

Day/Time: Tuesday & Thursday 4:00-5:00 p.m.

Practice Attire: Black leotard, pink tights, pink ballet slippers, tap shoes.

Intermediate Ballet Ages 11-16

Some previous ballet experience required.

Day/Time: Tuesday & Thursday 5:15-6:15 p.m.

Practice Attire: Black, wine, or dusty rose leotard, pink tights, pink ballet slippers, tap shoes.



Ballet & Dance TUITION AND FEES

Because all dance offerings are group instruction, rather than private instruction, the fee structure is different than the Academy's other departments.

The registration fee is \$15 (maximum \$40 per family), due each year at the time of registration. If a student enrolls in both a dance class and private music instruction, the student must pay the higher \$25 registration fee associated with private instruction. Only one registration fee is required per student.

The fee structure for dance instruction will be as follows:

Children and Teen Ballet Class instruction: \$15.00 per week. \$60 costume fee due February 1. Fee covers costumes for both fall and spring recitals.

The Academy of Fine Arts does not charge a fee for recitals.

Terms of Payment

Please choose the payment plan that is most convenient for you. If your student enrolls after the Academy year has begun, please contact the music office at 940.723.2764 and we will be happy to assist you in determining the amount due based on the payment option you choose.

Plan A—One Payment

Children & Teen Ballet Class: Full payment of \$510.00 due before lessons start. A discount of \$15.00 will be given if the full payment option is chosen and payment is received before the first lesson.

Plan B—Two Payments

Children & Teen Ballet Class: First payment of \$255.00 is due before classes start. Second payment of \$255.00 is due January 1.

Plan C—Four Payments

Children & Teen Ballet Class: Total tuition of \$510.00 divided into 4 payments of \$127.50. First installment is due before classes start. Second installment is due November 1. Third installment is due January 1. Fourth installment is due March 1.

Plan D—Eight Payments

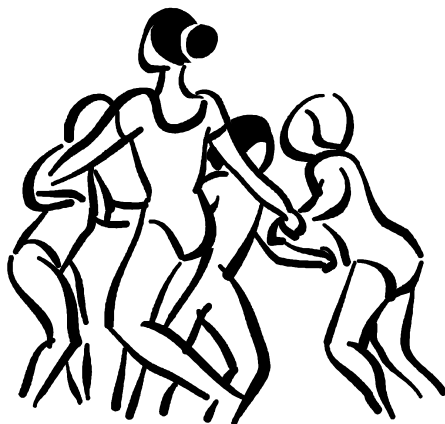
Children & Teen Ballet Class: Total tuition of \$510.00 divided into 8 equal monthly installments of \$63.75. The first installment is due before lessons start. The second installment is due October 1, and then on the 1st of each month through April 1. No payment is due in May.

PLEASE NOTE:

- *The monthly installments are for your convenience and are not related the number of lessons in a particular month.*
- *A monthly e-mail reminder is sent to all who furnish an e-mail address on their application. In order to keep operating costs at a minimum, we do not mail out bills or statements.*
- *Payment is due promptly on the 1st day of the month. A \$10 late fee will be assessed after the 5th day of the month.*

Refund Policy

No adjustment of charges or refunds will be made in the case of withdrawal after classes have begun. A student should not register for lessons if he/she believes that there may be a reason for withdrawal later in the semester. The inability to find time for practice, change in desire to learn, or changes in the student's schedule are not acceptable reasons for withdrawal. Special circumstances such as medical emergencies or a permanent move from the area may be eligible for consideration by the Academy Board of Directors.



PRIVATE MUSICAL INSTRUCTION

Private instruction consists of one 30-minute lesson per week (45 or 60 minute lessons for advanced students may be available).

Private instruction available:

- Bass Guitar
- Brass Instruments
- Guitar
- Percussion
- Piano
- Viola
- Violin
- Voice
- Woodwind Instruments

TUITION AND FEES

The Registration Fee is \$25.00 (maximum of \$40.00 per family) and is due each year at registration.

The fee structure for private lessons is as follows:

Private Lessons (30 minute): \$22.00 per lesson

Private Lessons (45 minute): \$33.00 per lesson

Private Lessons (60 minute): \$44.00 per lesson

(Note: In some instances, voice students must pay for an accompanist to be at their lessons. This will be worked out with the instructor.)

Terms of Payment

Please choose the payment plan that is most convenient for you. If your student enrolls after the Academy year has begun, please contact the music office at 940.723.2764 and we will be happy to assist you in determining the amount due based on the payment option you choose.

Plan A—One Payment

30 minute lessons: Full payment of \$748.00 due before lessons start. A discount of \$25.00 will be given if the full payment option is chosen and payment is received before the first lesson.

45 minute lessons: Full payment of \$1,122.00 due before lessons start. A discount of \$25.00 will be given if the full payment option is chosen and payment is received before the first lesson.

Plan B—Two Payments

30 minute lessons: First payment of \$374.00 is due before lessons start. Second payment of \$374.00 is due January 1.

45 minute lessons: First payment of \$561.00 is due before lessons start. Second payment of \$561.00 is due January 1.

Plan C—Four Payments

30 minute lessons: Total tuition of \$748.00 divided into 4 quarterly payments of \$187.00. First installment is due before lessons start. Second installment is due November 1. Third installment is due January 1. Fourth installment is due March 1.

45 minute lessons: Total tuition of \$1,122.00 divided into 4 quarterly payments of \$280.50. First installment is due before lessons start. Second installment is due November 1. Third installment is due January 1. Fourth installment is due March 1.

Plan D—Eight Payments

30 minute lessons: Total tuition of \$748.00 divided into 8 equal monthly installments of \$93.50. The first installment is due before lessons start. The second installment is due October 1, and then on the 1st of each month through April 1. No payment is due in May.

45 minute lessons: Total tuition of \$1,122.00 divided into 8 equal monthly installments of \$140.25. The first installment is due before lessons start. The second installment is due October 1, and then on the 1st of each month through April 1. No payment is due in May.

PLEASE NOTE:

- *The monthly installments are for your convenience and are not related to the number of lessons in a particular month.*
- *A monthly e-mail reminder is sent to all who furnish an e-mail address on their application. In order to keep operating costs at a minimum, we do not mail out bills or statements.*
- *Payment is due promptly on the 1st day of the month. A **\$10 late fee** will be assessed after the 5th day of the month.*

Refund Policy

No adjustment of charges or refunds will be made in the case of withdrawal after lessons have begun. A student should not register for lessons if he/she believes that there may be a reason for withdrawal later in the semester. The inability to find time for practice, change in desire to learn, or changes in the student's schedule are not acceptable reasons for withdrawal. Special circumstances such as medical emergencies or a permanent move from the area may be eligible for consideration by the Academy Board of Directors.

ATTENDANCE POLICY

There are no deductions or refunds for lessons missed by the student. A maximum of one lesson per semester (2 per year) may be made up for the following reasons.

- Medical Emergency
- Family Emergency
- Notifying the Academy office at least six hours in advance

These “make-up” lessons will be given at the end of the semester.

Regular lesson attendance is expected of all students. If it is necessary for an instructor to miss a lesson, students will be notified as far in advance as possible. Lessons will be rescheduled at a mutually convenient time. The one-per-semester limit on make-up lessons does not apply to missed lessons caused by the instructor.

In case of inclement weather, the Academy of Fine Arts will follow the WFISD policy for late openings or early closings. Lessons will be made up if the Academy of Fine Arts is closed.

Dress Code

We require all students to dress neatly and modestly for their lessons. Special dress codes may be required for recitals, worship services and special performances.

Recitals and Worship Services

There will be two recitals each year, one in December and the other in May. The actual dates are determined by the individual studios. Opportunities may also be available for performance in worship service or special programs.



STUDENT/PARENT AGREEMENT

As part of this agreement, the Academy of Fine Arts of First Baptist Church will:

- Provide excellent training in the arts
- Begin lessons and classes promptly
- Strive for open communication between instructors, parents, and students
- Seek to be a positive influence in the life of the student

As part of this agreement, we as parents and students will:

- Be prompt and prepared for lessons and classes
- Maintain a regular practice schedule
- Follow the makeup policies as outlined in the brochure
- Be prompt in making payments in accordance with the policies set forth in the brochure
- Commit to studying for the entire year
- Participate in end-of-semester recitals as outlined in the brochure
- Show respect to Academy faculty and church facilities
- Adhere to all policies as stated in this Student Booklet

By signing below, I acknowledge my understanding that once lessons have begun, I am financially responsible for the entire year.

Student _____

Parent _____

APPLICATION & ENROLLMENT FORM
THE ACADEMY OF FINE ARTS AT FIRST BAPTIST CHURCH
2011—2012

Today's Date _____ Date of Birth _____

Student's Name _____

Street Address _____

City _____ State _____ Zip _____

Home Phone _____ E-Mail (parent) _____

If student is living with Parents or Guardian, please complete:

Parent's Name _____

Work Phone (Dad) _____ (Mom) _____

Are you a member/regular attendee of First Baptist Church? _____

If not, where do you attend? _____

The annual registration fee of \$25 for private music instruction or \$15 for ballet or dance classes (\$40 maximum per family) plus the first tuition installment must accompany this form. Make checks payable to First Baptist Church and return the form and check to the Academy of Fine Arts of First Baptist Church, 1200 Ninth St, Wichita Falls, TX 76301.

INSTRUCTION REQUESTED

- | | | | |
|--------------------------------------|---|---------------------------------|-----------------------------------|
| <input type="checkbox"/> Bass Guitar | <input type="checkbox"/> Percussion | <input type="checkbox"/> Viola | <input type="checkbox"/> Voice |
| <input type="checkbox"/> Brass | <input type="checkbox"/> Piano | <input type="checkbox"/> Violin | <input type="checkbox"/> Woodwind |
| <input type="checkbox"/> Guitar | <input type="checkbox"/> Ballet/Dance - age _____ | | |

Ballet/Dance/Fitness day and time choice _____

How many years of instruction have you had in the area checked above? _____

Private Lessons Only:

Day of Week Preferred (1st and 2nd choice):

- Monday Tuesday Wednesday Thursday

Time of Day Preferred (please be specific):

_____ a.m. (9a.m.—noon) _____ p.m. (1p.m.—7p.m.)

RETURNING STUDENTS ONLY

Current Teacher _____

Previous Lessons day/time _____

Request teacher/time change? Yes No

If yes, to which teacher/time? _____