

# Northlake Children's Chorus & Music Academy

## 2015-2016 Policies & Procedures

### **Mission Statement**

The Northlake Children's Chorus & Music Academy (NCCMA) seeks to identify and develop the many gifts that children bring to our community. Singing and playing instruments are offered through the organization so that children can enhance their talent and creativity as musicians and artists. NCCMA is a non-profit organization that provides quality music lessons for the surrounding community through its chorus and music academy.

### **General Information**

NCCMA offers piano, violin, flute, guitar, bass, and drum instruction. Weekly private lessons are offered in 30, 45, or 60 minute sessions, depending on the student's age/level. Lessons are \$26/half hour. Lesson locations may vary according to teacher's availability.

### **At the Studio**

Students are expected to arrive for lessons on time, with all required materials and music. NCCMA does not permit its teachers to accommodate tardy students by "running over" the start of the next student's lesson. In order to respect the next student's time slot, please send questions about lesson progress or payment questions via email (bblissit@hotmail.com). Parents and siblings may wait in the academy hallway or in their vehicle, play on the playground, or run errands as long as they return to pick up the student in a timely fashion. Siblings are **not allowed** in other non-designated rooms at the church. Parents must keep children with them when waiting and leave the church exactly the way they find it.

### **Practice and Instrument**

It is extremely important to have daily access to an instrument, and to practice in-between lessons. Beginners have the option of purchasing or renting a beginner/student instrument. At the recommendation of the teacher, once a student passes the two year mark in private lessons, it is strongly suggested that they practice daily on a higher quality instrument (acoustic piano, full size drum set, etc.). NCCMA teachers can recommend excellent resources for instrument purchases, piano tuning, etc.

### **Calendar and Schedule**

Following the Dekalb County School system calendar, NCCMA does not offer lessons during the weeks of Thanksgiving, Christmas, or Spring Break.

### **Tuition Payment and Scholarships**

For the 2015-2016 calendar year, both the fall and spring sessions include 17-18 weekly lessons, depending on the day of the week which your lesson occurs. Payments for lessons are due in advance (**no exceptions**). Please make out checks to NCC and give them to your teacher on the **first lesson of the month**.

NCCMA stands apart from other community music schools because it is a non-profit organization. We are able to offer need-based and outstanding performer scholarships. Both partial and full scholarships are available. All inquiries regarding tuition and scholarships should be made to the director, Beverly Blissit (bblissit@hotmail.com).

## **Summer Months**

During the summer months, private students are encouraged to practice and take lessons in some capacity. Below are two suggestions:

1. Students may continue weekly lessons as normal.
2. Students may commit to 4 private lessons scheduled around the student's summer calendar.

Note: NCCMA will not be able to give scholarships to students during the summer months.

The teachers at NCCMA feel strongly about continuing the student's musical education throughout the summer months and that it is the best investment for your money and time. If too much time is taken off in the summer, we often spend the first 3-4 weeks of the fall semester relearning earlier material.

## **Make-up Lessons**

Due to the teacher's limited availability, lessons missed due to the fault of the student **cannot be guaranteed a make-up, nor will a refund or credit be issued**. In addition, if you do not show up for a lesson, your lesson will not be rescheduled. \_\_\_\_\_ (**initial**)

## **Swap List**

In an effort to avoid missed lessons, parents are given the option to become part of the swap list. Swap list members offer the most reliable form of communication to each other and have permission to swap lesson times in case of emergencies or delays (i.e. doctor appointment, traffic, etc.). The teacher does NOT need to be notified beforehand, but does need to be made aware of the switch. Swap list members are not obligated to accommodate and should not feel pressured to do so if contacted.

## **Discontinuing Lessons**

**Please note that tuition is paid in advance.** There will be no refunds or credits should a student choose to discontinue lessons in the middle of the semester. \_\_\_\_\_ (**initial**)

## **Parent Participation**

Parents are encouraged to be supportive and active participants in practice at home. Parents are also welcome to attend and quietly observe lessons at any time.

### **Music-A-Thon, Recitals, and Performances**

Students are encouraged to participate in community events that showcase their talent.

Students may sign up to play in neighborhood recitals as scheduled by academy teachers.

The optional Fall Festival will be held November 7, 2015.

The fee for participating is \$11.

The optional Holiday recital at Northlake Mall will be held December 5, 2015.

The fee for participating is \$15.

This year the Music-A-Thon will be held March 12-13, 2016.

Most music studios charge \$30-\$35 per lesson. The Music-A-Thon is our major fundraiser for NCCMA that allows us to keep our tuition fees low and offer scholarships in the community. Because all students benefit from the money that is generated, all students are required to participate unless otherwise arranged in advance with the NCCMA director, Beverly Blissit. We would like for every student to raise at least \$50-\$100 in sponsorships for the Music-A-Thon.

\_\_\_\_\_ (**initial**)

### **Feedback, Questions, Concerns**

These are always welcome. Email, phone, and texting are all forms of appropriate communication, but the best form of contact is email. Thank you for all you do!

Beverly Blissit, NCCMA Director

bblissit@hotmail.com

Phone: 770-621-9640

Beverly Blissit, Choir, Voice, & Piano

Jenny Dobberstein, Piano & Violin

Jon Dobberstein, Guitar, Bass, & Drums

Jennifer Trezek, Piano & Flute

Mary Lynn Weatherly, Piano Teacher

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**Please print clearly**

Student Name \_\_\_\_\_

Parent(s) Name(s) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Birthday \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Has the student previously taken lessons? (check one)  Yes  No

Which instrument and how long? (check all that apply)

Chorus \_\_\_\_\_  Piano \_\_\_\_\_  Violin \_\_\_\_\_  Flute \_\_\_\_\_

Guitar \_\_\_\_\_  Bass \_\_\_\_\_  Drums \_\_\_\_\_  Other \_\_\_\_\_

Please sign below and return this page to your teacher indicating that you have read and agree to the Northlake Children's Chorus & Music Academy Policies and Procedures.

Signature \_\_\_\_\_ Date \_\_\_\_\_