



Welcome to the **Inner Banks Music Academy!** We are very excited to have you join our Academy! We will learn how to read, sing and/or play music, while developing our performance skills, poise, and stage presence. Many different styles of music will be part of our repertoire.

Our **Academy Policy** for 2019-20 is stated below:

Mission Statement: *It is the goal of the Inner Banks Music Academy to provide each student with music instruction that is appropriate for the age and skill level of the student or class. Through this instruction, students will progressively learn how to read, sing and/or play music with expression. It is our hope that each student leaves the Academy with increased confidence as a musician and with a greater appreciation of many styles of music.*

Registration: There is an annual \$25 registration fee for each student. This non-refundable fee must be paid at registration along with tuition for the 1st month. **This is due by Aug. 10, 2019 to secure your slot(s).**

Classes: The Academy offers private, one-on-one piano or voice lessons to students in 2nd grade and up. The Academy also offers Show Choir classes. A show choir sings and dances to many styles of music such as pop, country, soul, Broadway or Christian. The focus is on ensemble singing, blend, choreography, showmanship, and musicianship. Show Choir classes include:

Inner Banks Wee Singers: ages 3 & 4 (Wed., 5:10-5:55 pm)

Inner Banks KinderSingers: grades K-1 (Thurs., 5:10-5:55 pm)

Inner Banks Primary Singers: grades 2-3 (Tues., 5:10-5:55 pm)

Inner Banks Jr. Singers: grades 4-6 (Mon., 5:10-5:55 pm)

Tuition: Private piano/voice lessons: 30 minutes per week, 36 lessons offered a year
\$80 a month (\$20.00 per lesson)

Inner Banks Singers (all age groups): 45 minutes per week, 36 classes offered a year
\$50 a month (\$12.50 per class)

Payment: **Tuition must be prepaid by the 1st of each month, Sept. through May.** An invoice will be emailed monthly. Checks are preferred and should be made out to 'Inner Banks Music Academy'. Cash for the exact amount will also be accepted. We do not accept credit/debit cards/PayPal. We suggest making arrangements with your bank to send us a check by the 1st of each month to ensure that your payment is made on time. **There is a \$25 service charge for any returned checks.** Payment can be mailed to Inner Banks Music Academy at the address above or payment can be placed in the bird cage in the studio. Please put cash payments in a labeled envelope. An electronic receipt will be emailed. You may prepay for a semester or for the entire year if you like.

Late payments/late fees: **If payment is not received by the 10th of the month, a \$25 late fee per invoice will be charged. If payment is not received by the 20th of the month, the student will receive no more lessons and his/her time slot will be forfeited and given to the next available student on the Waiting List. Payment for any scheduled yet missed classes is still due.**

Withdrawals: If a student finds that he is unable to continue his lessons/classes before the year is over, we would appreciate a 2 week notice. Students will continue to be billed for lessons/classes until we are notified that they are withdrawing. Students will be billed even when they are absent until we receive this notification.

Tentative Calendar/Holidays (Recital dates/venues are subject to change):

Please note that sometimes we will have class even when school is not in session. For example, we will still be open on Labor Day, Veteran's Day, Martin Luther King's Birthday, Memorial Day, and various teacher workdays. Don't hesitate to contact us if you have any questions.

Aug. 26	First day of class
Nov. 25-28	Thanksgiving Break - No classes
Dec. 7	Christmas recital, 5:00 pm, Turnage Theater
Dec. 23-Jan. 2	Christmas break - No classes
Apr. 13-16	Easter Break - No classes
May 28	Last day of all lessons/classes
May 30	Spring recital, 2:00 pm, Turnage Theater

Inclement weather: Please check our website, Facebook, emails, or call us at 252-402-4262 for closings. If the Academy closes due to inclement weather, group make-up classes will be offered at the director's convenience. **There is no refund or credit if the student chooses not to take this opportunity.**

Attendance/missed classes: We encourage all students to be on time and present at each class/lesson. There are NO refunds or credits for missed lessons, classes, or tardies. However, we understand that sometimes a student is sick or there is a family emergency. Therefore, **group** make-up classes will be offered to interested students usually the 1st Saturday of each month (9 total). Students may attend these make-ups even **before** a lesson or class is missed in anticipation of a future absence. Please rsvp by Wednesday before the make-up you plan to attend. If Mrs. Cashion has to be absent due to illness or an emergency, an opportunity to make up the lesson or class will be offered. **If the student chooses not to take this opportunity, there is no refund/credit.** Also, if a student expects to be absent, we would appreciate notification prior to the lesson or class.

Lesson Swaps: Students may choose to swap a lesson time with another interested student if they know that they will need to miss a lesson. A master list will be given to all interested students. It is the responsibility of the student/parent to contact another student to request a swap. The director is not responsible for arranging swaps. No student/parent should feel obligated to swap if it is not convenient. Please notify the Academy of any swaps prior to the lesson.

Practice Time/Rewards: Regular practice time is critical for adequate student progress. Private students are encouraged to practice at least 5 days a week. It is suggested that elementary age students practice at least 10-15 minutes each day. Middle school and high school students and adults are encouraged to practice 15-30 minutes a day. If your student does not practice his/her instrument regularly, very little progress is made. Our lesson time is not designed to be 'practice time'; it is for instruction and strategies for improvement. **If your student is unable to commit to frequent, regular practice, you may want to wait until another year to take private lessons.** Students are encouraged to login to their accounts to record their practice time each day. Students will be rewarded with stickers for their practice time for the week. Students will also be rewarded with stickers for different pieces or assignments that they master or complete. They can use these stickers to 'purchase' prizes out of the prize box. Show Choir students may record practice time as well. Parents should verify recorded time. Go to our website www.innerbanksmusicacademy.com to login and record time. Use your username and password. The top 4 Star Students for the week will be posted on Facebook at 9:00 pm each Sunday night. Please make sure any practice time has been recorded by then. These Star students will also be posted weekly in the studio and on Facebook.

Awards: Star Student trophies will be awarded to students at the spring recital who have logged the most practice time for the year. A minimum of 1,000 recorded minutes is required to qualify. (Perfect attendance trophies will be discontinued due to undue pressure to attend classes when sick.)

Visitors: Seating is provided for parents, outside and inside for your convenience. We ask that you do not distract your child during the lesson/class. **Please do not bring friends to your lessons.** They can be a distraction during the student's lesson. We'd love to see them at your recitals!

Drop-offs and pick-ups: Due to back-to-back classes, we ask you to drop your child off at the front door promptly but **no more than 5 minutes before class begins.** Also, please be prompt when picking up your child. Your child will be escorted outside at the conclusion of class. If you are not there, your child must come back inside to wait and you must come inside to pick up your child. This is for your child's safety. Thanks so much for your understanding and cooperation! Middle school and high school students can wait/watch for their rides inside and leave independently when their ride arrives.

Parking: Please try to use the 3 parking spaces in front of the studio. If they are not available, use the spaces near the street. Please do not park in front of the neighboring businesses until after 5:00 pm.

Recitals: Part of the joy of making beautiful music is sharing it with others! We plan to have 2 recitals during the year. These recitals provide an opportunity for the students to showcase what they have been learning during their weekly lessons/classes. These are optional but encouraged. Parents, family and friends are invited to attend. There is no additional cost or admission charge for these recitals. Show Choir students will be asked to order/purchase a recital costume usually from Belk. Details will be announced.

Emails: **Please check your emails regularly. This is the primary means of communication with students and parents. I will be unable to text updates to individual students and parents. Please check the website and Facebook for updates as well. A monthly E-Newsletter will also be sent to keep you informed.**

Website: Please check out our website for updates: www.innerbanksmusicacademy.com

Facebook: Please like us on Facebook to receive frequent updates, pictures and news flashes:
www.facebook.com/innerbanksmusicacademy

Pics/video: We ask that no video be taken during lessons or classes. Pics are fine though.

Assignment Books: All private voice and piano students will be given a studio assignment book at the first lesson. Assignments for the week will be given in this notebook. Sign this weekly and have your student bring it to each lesson. This is very important since it reminds me of the notes I made the week before.

Music and books: You and your student will be informed of the books and other supplementary materials needed for lessons throughout the year. These materials may be ordered from P.C. Sound, online, etc. but not from the studio. **It is imperative that your student bring all materials and music to each lesson.** If these materials are forgotten, our lesson time will not be productive. I may not have a copy of the music your student needs. In addition, I often make notes in your student's music that apply to his unique needs. I suggest creating an account with musicnotes.com because I recommend a lot of music from this site for piano and voice students. I suggest printing this music on cardstock paper and on one side only. Do not staple. I encourage voice students to also create an account with karaoke-version. This is the primary site we will use for karaoke tracks. All music to be included in the recitals must be approved by me. Also, due to copyright laws, please do not make or use copies of music. We must use originals.

Thank you so much for your support! I look forward to a wonderful year of making beautiful music together!!

Neva Cashion, Director
Inner Banks Music Academy Inc.