



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 2020-21 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, skill level, and interest of the student. 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:** Due to the pandemic, the studio is **waiving** the registration fee this year.

**Classes:** The Academy offers private, one-on-one piano or voice lessons to students in 2<sup>nd</sup> grade and up. All lessons will be virtual lessons online until we can safely meet in the studio again. All Show Choir classes are suspended at this time until we can resume classes in the studio. Please have your computer camera or phone camera arranged at an angle where I can see the hands of the piano students and the head and torso of the voice students.

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

**Payment: The first tuition payment for Aug./Sept. must be prepaid by Aug. 21. All other tuition payments are due by the 1<sup>st</sup> of the month, from Oct. 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 1<sup>st</sup> of each month to ensure that your payment is made on time. **There is a \$20 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 slot in the studio front door. 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 10<sup>th</sup> of the month, a \$20 late fee per invoice will be charged. If payment is not received by the 20<sup>th</sup> 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 Wait 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. 24	First day of class
Nov. 23-26	Thanksgiving Break - No classes
Dec. 12	Christmas recital, virtual - 2:00 pm
Dec. 21-31	Christmas break - No classes
Apr. 5-8	Easter Break - No classes
May 22	Spring recital, virtual or perhaps live - 2:00 pm
May 27	Last day of all lessons/classes

**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.** Also, please have your student near your Wifi for the best possible connection. If we have a power outage or major internet connection problems during a lesson, we will try to reschedule on a Friday or Saturday.

**Attendance/missed classes:** We encourage all students to be on time and present for each lesson. There are NO refunds or credits for missed lessons 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/parent 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 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/stamps for their practice time for the week; 1 per 10 minutes of practice time. Students will also be rewarded with stickers/stamps for different pieces or assignments that they master or complete. When a reward chart is complete, a small prize will be sent to the student. Parents should verify recorded time. Go to our website [www.innerbanksmusicacademy.com](http://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 on Facebook.

**Awards:** Star Student trophies will be presented at the spring recital to students who have logged the most practice time for the year. A minimum of 1,000 recorded minutes is required to qualify.

**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. These are optional but encouraged. Parents, family and friends are invited to attend. All recitals will be virtual on Zoom until we can safely meet at a venue.

**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](http://www.innerbanksmusicacademy.com)

**Facebook:** Please like us on Facebook to receive frequent updates, pictures and news flashes:  
[www.facebook.com/innerbanksmusicacademy](http://www.facebook.com/innerbanksmusicacademy)

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

**Assignment Books:** All private voice and piano students will be sent studio assignment sheets to be printed. I suggest placing them in a binder or folder with 3 prongs. Assignments for the week will be written on these sheets. Parents should sign these weekly and students should have them handy at each lesson.

**Music, books, supplies:** 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. Also, students should have a pencil and several different colors of high-lighters. **It is imperative that your student have all materials and music for each lesson.** If these materials are not accessible, our lesson time will not be as productive. I suggest creating an account with [musicnotes.com](http://musicnotes.com) because I recommend a lot of music from this site for piano and voice students. I suggest that piano students print this music on cardstock paper and on one side only. Do not staple. I suggest that voice students print their music on regular paper and also on one side only. I encourage voice students to create an account with [karaoke-version](http://karaoke-version.com). 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.