

# 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 also 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 train quality 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 to be involved in some aspect of ministry at their local church. If you do not 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 themselves more freely. 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 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, drums, art, and trumpet. Other classes may be added based on need and teacher availability.

## **Facilities**

All lessons and classes are given on the campus of Emmanuel Christian School. See your instructor for times and locations. Lessons generally begin the second week of school in the Fall and continue until the Spring Recital in May.

## **Tuition and Fees**

Excel operates on a semester system for scheduling and fees. The fall and spring semesters consist of 15 weeks of instruction. For your convenience, we have calculated the monthly tuition based on the number of lessons spread out over the course of the school year. Because of the school calendar, a 10 month time period, not all months will have the same number of lessons. However, your child will receive a total of 30 lessons during the school year.

## **Payment**

Tuition is broken down into monthly installments to be paid no later than the 15<sup>th</sup> of the month. Failure to pay by the 15<sup>th</sup> of that month will result in a \$15.00 late fee. If payment is not received by the 15<sup>th</sup> of the month, lessons will be suspended. Make-up classes/lessons will not be given due to an outstanding balance. Anyone with an outstanding balance will not be permitted to perform in the spring recital and report cards will be withheld (for ECS students).

## **Registration Fee**

There is a \$25.00 non-refundable registration fee due at the time of registration. After the spring recital, if you register before August 1<sup>st</sup>, you will be eligible for the Early Bird Registration fee of \$15.00.

## **Drop Out**

Students are expected to commit to at least a semester (August-December and January-May) of lessons at a time. This gives time for teachers and students to develop a relationship and establish a routine for the teaching/learning process.

In the event that you wish to discontinue lessons during a semester, a two-week written notice but must given to the Excel Director. You may be given a refund of your cost based on your monthly tuition rate, minus a \$35 early termination fee.

## **Returned Check Fee**

If a check is returned due to insufficient funds, you will be required to reimburse Excel for the insufficient funds fee.

## **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 a lesson due to out of town trips or school functions, please let your instructor know as soon as possible. This will facilitate lessons being rescheduled.
- If sickness occurs, please call your instructor as soon as possible to cancel your lesson. We would like at least a 24 hour notice, but we know that emergencies occur. This will facilitate the lesson being rescheduled.
- Students who are more than 10 minutes late for a lesson will forfeit that lesson at the discretion of the instructor and will be counted as one of the 30 lessons that are required. Students arriving less than 10 minutes late will receive the balance of the lesson time as scheduled.
- If you fail to cancel your lesson, you will be recorded as a “No Show” and no make-up lessons will be given.

### **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. 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. Emmanuel Christian School follows District 1 closings.

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

**Students**, please sign and date below stating that you have read the handbook.

Please return to your instructor.

I, \_\_\_\_\_, have read the Parent/Student Handbook. I agree to abide by the rules of Excel.

Date \_\_\_\_\_

**Parents/Guardians**, please sign and date below stating that you have read the handbook.

Please return to your instructor.

I, \_\_\_\_\_, have read the Parent/Student Handbook. I agree to abide by the rules of Excel.

Date \_\_\_\_\_