



# Student Handbook

## First Academy of Music Policies

### Introduction

Welcome to First Academy of Music. We are honored to serve you as a student of music. We value the importance of music-making as an educational and personal endeavor. Our desire is to nurture musical interest and ability so that you will enjoy the benefits of music-making for the rest of your life.

This document has been prepared to acquaint you with FAM policies and procedures that will be important for you to know over the course of the school year. Should you have further questions that are not answered herein, please contact us and we'd be delighted to assist you.

### Enrollment

The First Academy of Music operates under the 501 (c)(3) status of First Presbyterian Church and is open to all students regardless of race, sex, religion, age, national origin or religious affiliation or commitment. Individual faculty members determine the student's age at which they will begin private instruction.

All new students and parents/guardians must sign and submit a registration form, parent/student contract, registration fee, and payment before their first lesson. If a student decides to withdraw prematurely from the program, no refund will be given for any payments received. Refunds may be granted under extenuating circumstances only and at the discretion of the director.

### Child Protection

First Presbyterian Church has a child protection policy; all music faculty are required to abide by the policies and procedures set forth in the church's child protection policy. All faculty have undergone a background check to the satisfaction of this policy.

### Tuition & Registration

#### *Registration Fees*

A one-time registration fee of \$25 per student or \$35 per family must be paid before the first lesson.

#### *Private Lesson Tuition*

Private lessons for FAM students are offered in 30-, 45-, or 60-minute sessions. Tuition for private lessons may be paid in full by the semester or by monthly installments on the 15<sup>th</sup> of each month. Payments for individual lessons are not accepted. Monthly payments for each lesson length are as follows:

30-minute lessons: \$136 per month

45-minute lessons: \$200 per month

60-minute lessons: \$260 per month

First Academy of Music's fall semester runs for 16 weeks (four months) and spring semester runs for 20 weeks (five months). Payments in full by semester for each lesson length are as follows:

30-minute lessons: \$544 per 16-week semester

\$680 per 20-week semester

45-minute lessons: \$800 per 16-week semester

\$1000 per 20-week semester

60-minute lessons: \$1040 per 16-week semester

\$1300 per 20-week semester

### *Group Lesson Tuition – Bagpipes*

First Academy of Music offers group bagpipe classes. Tuition for bagpipe lessons is \$80 per 8-weeks. Students will receive a punch card for 8 classes. Once the 8 lessons are used up, another payment of \$80 is due to continue bagpipe instruction. Payments for individual lessons are not accepted. Bagpipes are not required during the early stages of instruction.

### *Group Lesson Tuition – Musical Theater*

Group Musical Theater classes are offered in the summer session at First Academy of Music to interested students aged 12-19. The 6-week Musical Theater course is \$60. Payments for individual lessons are not accepted. Missed lessons will not be prorated, credited, or made up.

### **Financial Aid**

Applications for financial aid assistance are available to families of First Academy of Music with students 18 years old and younger. To apply for financial aid, parents must fill out an application and provide a copy of a tax return from the previous year. If you do not file taxes, Free/Reduced Lunch paperwork is acceptable.

Families who receive financial aid must be enrolled in music lessons full time (at least 30-minute lessons weekly). Students are expected to show up to at least 85% of their scheduled lessons. If a student misses more than 3 scheduled lessons per semester, financial aid assistance may be terminated at the discretion of First Academy of Music staff.

### **Attendance**

Students are expected to arrive prepared and on time for scheduled lessons. Teaching sessions will not extend past the usual ending time to compensate for late arrivals. If a student is consistently absent without notice, lessons may be discontinued without refund.

### *Absence and Makeup Policy*

In the event of any student absence, please notify First Academy of Music staff at least 24 hours in advance. Phone: (239) 308-1712. Check in desk TEXT: (239) 919-6402. Students are allowed ONE makeup per semester and all makeups are to be completed by the end of the semester. ONCE A MAKEUP IS SCHEDULED, IT CANNOT BE RESCHEDULED. A makeup lesson is considered to have been given if the student misses the scheduled makeup lesson for any reason. Makeup lessons will be given during makeup week or only at times and dates within the teacher's normal teaching schedule. There are no credits or refunds for missed lessons.

Please note that our Absence and Makeup Policy supports our instructors, who set aside a specific time for each student. Your time slot is reserved specifically for you. Instructors are paid for the time they have reserved even if a student is absent.

### *Instructor Cancellations*

Our faculty and instructors are professionals and performing musicians, which is a great benefit to our students. Occasionally, your instructor will have to change their schedules due to a professional conflict. Faculty will let students and parents know well in advance about these schedule conflicts. ALL INSTRUCTOR CANCELLATIONS WILL BE MADE UP BY THE END OF THE SEMESTER. When possible, another professional instructor will substitute for an absent instructor.

### **Student Delivery and Pickup**

Please do not park in handicapped spaces. Music students enter through the doors beside the preschool on the east side of the building, adjacent to the playground. The sign-in desk is just inside those doors. Parents are encouraged to observe their child's lesson or may wait outside the room in the adjacent waiting area. If a parent is not staying for the lesson, we require the parent walk the child to the sign-in desk, leave a cell phone number with the receptionist and pick the child up in person at the conclusion of the lesson. This policy is for the protection of our children.

### **Childcare Policy**

First Academy of Music does not offer childcare for other siblings or younger children during a student's lesson time. Parents must supervise younger children and siblings at all times.

### **Expectations**

#### *Instruments and Equipment*

All students must have an instrument. Students may borrow or rent instruments on a long-term basis, but must always be able to participate in daily practice time at home. For piano students, an acoustical piano or a weighted-key digital keyboard with full 88 keys (standard size) is preferred but not required of beginning and intermediate students. Wind, brass, and string instruments may be purchased or rented from local music stores. All students should own a music stand (except piano students).

## *Music*

Music and supplies should be purchased when required by the instructor, unless otherwise discussed. FAM follows copyright guidelines. Please do not expect your instructor to provide music or illegal copies of music. Students must bring their materials to each scheduled lesson and recitals.

## *Practicing*

Students are expected to practice at home and outside of scheduled lesson times. Practice time should be free from other commitments, noise, and distractions. Instructors may require students to log and keep track of their practice. The following guidelines are recommended:

For beginner students: 15-20 minutes per day

For intermediate students: 35-45 minutes per day

For advanced students: 60 minutes or more per day

## **Using our Facilities**

If you would like to use First Presbyterian Church's and First Academy of Music's facilities outside of your scheduled lesson time, you must provide at least 24-hour notice. FAM staff will check the schedule and notify you if space is available. Your instructor and/or a FAM staff member must be present during this extra practice time. Available space is very limited in season.

## **Recitals**

Performing is a crucial part of musical learning experience. A fall and spring student recital are a part of the education we provide here at First Academy of Music. All students are encouraged to participate in our student recitals with the approval of the instructor. Not only does this give students the opportunity to showcase what they've been learning throughout the semester, but allows them to see and hear their peers perform as well. All students who participate in the recitals will receive a certificate of participation and a small gift. Friends and family are welcome to attend.

## **Calendar**

Please note the dates of holiday breaks and recitals in the calendar given to you at the beginning of each semester. First Academy of Music does not specifically follow the Lee County or Collier County school schedules. Please make sure to follow FAM's calendar for dates we are open and closed. The calendar is also available on the website [www.firstacademyofmusic.org](http://www.firstacademyofmusic.org).

## **Location and Contact Information**

The First Academy of Music is housed on the campus of the First Presbyterian Church:

9751 Bonita Beach Road

Bonita Springs, FL 34135

(east of US 41 and west of interstate 75 (exit 116), adjacent to Spanish Wells Country Club on the south side of Bonita Beach Road)

Cheryl Bauer, director: (239) 308-1712

[cbauer@fpcbonita.org](mailto:cbauer@fpcbonita.org)

Check in desk phone: (239) 308-1713 TEXT: (239) 919-6402

[fam@fpcbonita.org](mailto:fam@fpcbonita.org)

This document has been supplied to answer many of your questions. Please contact the director or assistant by phone or email if you have additional questions. Voicemail is always available after hours.

Thank you for your interest in First Academy of Music. We look forward to joining you on your musical journey.

