



Meadow Brook
BAPTIST CHURCH

MBBC - SOFA

School of Fine Arts

**"Sing to Him a new song; Play skillfully, and shout for joy!"
Psalm 33:3**

Purpose

The purpose of Meadow Brook Baptist Church's **School of Fine Arts** is to provide high quality instruction in a Christian environment for the artist of any age. Our program is designed to meet the student where they are and help them develop the skills and discipline required to reach their fullest potential. Whether for use in performance, ministry or personal enjoyment, our desire is to see each person grow in their talents and passion for the arts.

S.O.F.A. currently provides students with the opportunity to take music lessons every week from several degreed/experienced faculty members.

Meadow Brook Baptist Church's **School of Fine Arts** is a ministry of Meadow Brook Baptist Church but is entirely self-supported by instructional and registration fees.

Information/Policies/Procedures

Fees

Tuition

Tuition at SOFA is collected at the beginning of the semester or on a monthly basis according to the rates below. For those paying monthly, payment is due at the first lesson of each month. If payment is not received, students may lose their lesson time to others who are on a waiting list for lessons.

Tuition covers the cost of lessons only. It does not include additional materials that instructors will recommend such as music books. It also does not include any recital fees. Finally, it does not include the cost of an instrument, though we are happy to assist students in choosing an appropriate instrument for rental or purchase.

Late Fee

Following the payment deadline (your first lesson of the month) and a one week grace period, a \$5 late fee will accrue for each week payment is not made.

Registration Fee

Students are charged an annual \$60 registration fee.

This fee will not exceed \$110 for two family members or \$150 for three or more family members.

The registration fee is to be collected at the time of registration to secure an instructor and lesson time. This is a nonrefundable payment.

Once the registration fee is received, the SOFA Administrator will contact an instructor and assist both the student and instructor in scheduling a lesson day, time and room assignment. Any schedule changes must be approved by both the instructor and SOFA Administrator.

Lesson Fees (Tuition)

30 Minute Lessons:

- \$150 monthly (or)
- \$450 per semester

60 Minute Lessons:

- \$250 monthly (or)
- \$750 per semester

Attendance Policies

- Private lessons consist of a fixed number of lessons per semester for which the student pays in advance. The final lesson may be a performance.
- Students who are 10 minutes late for a 30-minute lesson or 15 minutes late for a 60-minute lesson will be considered to have forfeited their lesson. This will be considered an unexcused absence and the instructor is under no obligation to make it up. If running late, please call both the instructor and the administrative office while in transit. Communication is vital.
- If a student wishes to discontinue lessons, a 30-day written notice will be required. The student will be financially responsible for the lessons scheduled during those 30 days from the date the notice is given, even if the student chooses not to attend the lessons. A refund will be given for the remainder of lessons scheduled after the 30 day notice period, if previously paid by the student. .

Make-up Lessons Policies

- Make-up lessons will be granted for excused absences only. An excused absence is a lesson missed due to illness, extreme emergency or death in the family, provided the student gives the instructor notice by email or phone call at least 6 hours prior to the scheduled lesson. If you are unable to reach the instructor please contact the administrative office.
- Unexcused absences will not be refunded or made-up by the instructor. If a student is late, the instructor is under no obligation to extend the lesson. If the instructor is late, the instructor must either extend the lesson time or re-schedule the lost time.
- Students are responsible for paying for all lessons regardless of student or instructor attendance. Lessons not completed by the end of the semester due to instructor absence will be credited to the student.
- If a lesson is canceled or forfeited by the student for any reason, the instructor may then schedule another lesson in the absentee time slot. The instructor is under no obligation to notify the parent or student who forfeits the lesson of the substitution. If the original student's schedule changes and they are able to attend the cancelled lesson, it is subject to the instructor's schedule.
- If MBBC-SOFA cancels lessons due to inclement weather or church-wide closure event, the lesson will be made-up at no additional cost.

Practice

Regular practice is an essential element in refining musical/artistic talents. In order to receive the full benefit of instruction, students are expected to practice daily at least the same amount of time as their lesson. Students taking 30-minute lessons should practice a minimum of 30 minutes each day and students taking 60-minute lessons should practice a minimum of 60 minutes a day.

Practice Hints for Parents:

- Sit down with you child and look at his/her schedule. Choose a set time every day for practice. Insist that this practice time be honored.
- Provide a practice setting free of distractions such as TV, phone, personal electronics, or interruptions from siblings or other family members.
- Check your child's assignment sheet at the beginning of the week to see the instructor's comments and assignments for the week.
- Check on your child's progress throughout the week. Make sure he/she has accurately recorded the amount of practice time each day.
- Make sure your child finishes any written assignments and is prepared for each lesson.
- Communicate with your child's instructor in order to best understand their practice recommendations based on your child's needs.

Instruments

Non-piano students must provide their own instrument. Instructors may offer valuable advice and assist in obtaining instruments upon request. MBBC-SOFA does not provide or rent instruments.

Inclement Weather

In case of inclement weather, visit www.MBBC-SOFA.org for the latest closing information. You may also call the administrative office, as well as your instructor.

MBBC-SOFA follows the inclement weather policy of the Shelby County School Board. Please listen to local television and radio broadcasts for information about closings. When bad weather develops in the afternoon, MBBC-SOFA reserves the right to cancel lessons for the remainder of the afternoon. We also reserve the right to continue with lessons if predicted weather does not develop (even if the schools have canceled). When in doubt, please visit the website or call.

Safety

Your child's safety is our priority. Please adhere to all policies and procedures to insure a safe environment.

- No child under the age of 12 (student or sibling) may be left without adult supervision in the hallways or other areas of Meadow Brook Baptist Church.
- Students under the age of 12 must be dropped off and picked up at the lesson room by an adult or authorized sibling over the age of 16.
- The instructor will have an attendance sheet that the student is expected to sign at each lesson. For security reasons, if a student is late for any reason without notification, the school administrator or instructor may call the parent to verify the child's whereabouts.
- Parents and children may wait quietly in the assigned area while the student is taking a lesson. Parents of students younger than 16 years old who are taking lessons can choose to attend the lesson or sit just outside the door of the room for the duration of the lesson, at the instructor's discretion.
- Any siblings that may be in the building while students are taking lessons should be supervised by their parent or guardian at all times. No one should be roaming the hallways, other areas of the church, or other classrooms. If you need assistance in finding an appropriate place to wait during your child's lesson, please ask either the instructor or the SOFA Administrator.
- All instructors will have completed an interview, background and security check.
- Meadow Brook Baptist Church – School of Fine Arts will conduct and sanction all lessons, classes and recitals on the property of Meadow Brook Baptist Church.
- If any activity related to MBBC-SOFA is conducted at a location other than Meadow Brook Baptist Church, then the parent and/or guardian of the student and the student (if 19 years of age or older) hereby release MBBC-SOFA, Meadow Brook Baptist Church, its staff, employees, members and church sponsors from any liability due to accident, injury, or misconduct while participating in the off-campus activity. Your signature on the registration form confirms you understand and agree to this legal policy.