

INSTRUMENTS OF GRACE MUSIC ACADEMY (IGMA)

Revised 7/2019

2019-2020 School Year Attendance & Tuition Policies For New & Returning Students

Welcome to Music Lessons!

We hope you and your family are ready for an exciting time in the wonderful world of music!

Located at 2871 US Hwy 92 E. (Ministry Center/Jesus Church) in Lakeland, Florida,

IGMA specializes in Classical to Contemporary Christian music instruction on the

*Piano, Keyboard, Violin, Viola, and Cello to students ages 5 and up
of various abilities, from beginners to early-advanced levels of playing.*

With over 20 years experience teaching music,

IGMA is a Christ-centered music ministry of Don't Give Up Ministries.

Links and more information can be found on our website:

www.dontgiveupministries.com/instruments-of-grace-music-academy.

All IGMA lesson dues fund the weekly community service activities of the Ministry Center.

As a music academy, our focus is on teaching familiarity with the instrument(s), sight reading, expression, & music appreciation. As a ministry, our goal is to direct families to a growing faith in Jesus Christ.

In order for all of our students to receive the best and most individualized music education we can possibly provide, we are requesting all families to comply with the following updated policies.

*Please review the policies, cut, sign, & return the bottom of the last page to us
by your next scheduled lesson. Thanks & God bless!*

LESSON DUES & PAYMENTS

■ Paying lesson dues provides students with weekly *private music lessons* with IGMA; a wonderful investment for the student's future, which also requires serious commitment for success.

■ Lesson dues will continue to be \$15 for ½ hour, \$20 for 45 minutes, and \$25 for 1 hour lessons.

■ Lesson dues are based on enrollment, not on attendance. For returning students and new students who begin lessons at the start of this policy term (*which begins Monday, August 12th 2019*), attending at least 45 lessons is considered a full year (*prorated for students who begin later*). This year, seven (7) weeks of student absences are permitted without requiring lesson dues. After that, absences and/or canceled lessons are requested to be rescheduled due to lesson dues being incurred (*for more information, please see "Attendance Policies" section below*).

■ Payment of dues may be made monthly (*at the beginning of each month for that month*) or weekly (*on the last lesson day of that week at the latest*). Lesson dues for a new student's first lesson is cash only. For returning students, payments made by PayPal, cash, or check (*made out to "Don't Give Up Ministries"*) are acceptable. Adult Student/Parent will be responsible for any PayPal processing fees and/or returned check fees.

ATTENDANCE POLICIES

■ It cannot be emphasized enough that regular attendance is necessary for progression and steady improvement in your student's musical education.

■ Lesson scheduling is requested to be done by a parent, adult student, or a designee on a regular basis using our online scheduler- igma.acuityscheduling.com. If this is not convenient for you, please speak with your instructor for alternate options. *Instructor may consult you about arranging additional lessons as needed.*

■ As a courtesy to the instructor, parents (*or adult students*) are requested to give 24 hours advanced notice on occasion that they will not be able to attend a scheduled lesson, except in the case of an emergency.

ATTENDANCE POLICIES - (Continued)

- If a student (*or the adult who is transporting*) is ill, it is possible to reschedule lessons as time is available that week, providing the student or adult is feeling better.
- Canceling and/or rescheduling lessons may be done by using one of the links on the lesson email you receive or by calling or texting Mrs. Sharon at (863) 608-8728 at least 4 hours in advance of the scheduled lesson.
- Tardiness should be reported to the instructor as early as you can, and if we can we will give you full lesson time for that scheduled lesson (*if time is available*) or your time may be made up on a different day. *Being more than 10 min. late to a scheduled lesson without contacting Mrs. Sharon may result in lost lesson time.*
- If school is canceled or is off for vacation or teacher work day, music lessons may be rescheduled for earlier in the day when possible. Additional regular or make-up lessons can also be scheduled in the Summer, and all attendance policies are in full effect during the Summer session.
- If, in the rare event, the instructor must miss a lesson, you will be notified immediately by IGMA, and your lesson will be rescheduled for later in that week at the earliest mutually convenient time.
- Students who have complied with attendance rules will be awarded an attendance certificate and a reward at the End-of-the-School-Year Celebration (*see Recitals & Programs below*).

COMMUNICATION, PARENT INVOLVEMENT & SAFETY

- Good communication is essential for good parent/student/instructor relations for the benefit of the student. We provide at least one Progress Report per year, usually at the End-of-the-School-Year celebration (*see "Recitals & Programs" section below*), and your instructor will attempt to keep you informed about your student's progress at each lesson and whenever possible. Parents/adult students should always feel at ease to ask any questions or express any concerns they feel are necessary.
- Parents are a valuable part of their children's learning process, and are welcome and encouraged to sit in during music lessons. The function of the parent in the lesson is to observe and take notes of the teacher's practice suggestions to the student, as well as to reinforce concepts at home (*as possible*). Parents should also encourage students to practice their instrument at home as much as possible. However music practice should never be used as a punishment, but rather as a reward, perhaps for homework or chores completed :) Parents/adult students will be receiving a printout with ways to make practice more fun and enjoyable.
- Safety is a top priority for us. Students must stay in the Sanctuary at all times (*except to use the restroom or to get water*), and they must not wander outside of the Sanctuary or outside of the Ministry Center building. No running, no horseplay, nor children outside nor roaming the facility at any time. We require a parent/guardian to remain in the Sanctuary building or in the Ministry Center parking lot during their student's lesson time and to provide correction as necessary. Please inform your instructor of any changes in emergency contact information.

STUDENT ATTITUDE & RESPONSIBILITIES

- Good student attitude and behavior is critical to success at IGMA, and is requested during lessons, at home, at school, and also during practice time.
- Practicing on a regular basis (*at least 15 min. each week day*), writing down practice time on practice chart and getting it initialed, and taking care of designated music binder (*keeping it neat, bringing it to and from each lesson*) and instrument (*if applicable*) is very important and requested of all students.
- Awards will be given to students who practice, because their practice will be evident in their progress. Practicing is the best way to make progress, and to take full advantage of the investment made in music lessons. It is important to return the practice chart to your instructor once completed to calculate practice totals.

RECITALS & PROGRAMS

- IGMA generally holds 1-2 recitals (*celebrations*) per year; one at the end of the school year, and also one in December. These may vary depending on teacher/student availability, student progress rates, and other factors.
- All students are encouraged to participate in recitals/celebrations, which help students to learn to play their instruments in a different setting than just during lessons, to get increasingly more comfortable playing in front of others, to learn to play in duets and ensembles, as well as to celebrate student many accomplishments.
- Parents/adult students will be asked to help choose convenient dates and times, and will also be informed of special preparations (*attire, special practice days, refreshments, etc.*) to help make the event as successful as possible.

SPECIAL NEEDS

- We understand that not all students learn in the same manner or at the same rate of speed. If your student's instructor deems it beneficial to use certain extra accommodations, learning strategies or interventions for any special needs the student may have, any recommendations will be discussed and mutually agreed upon between the parent and the teacher, with the goal of enhancing the student's capacity to play their instrument as successfully as they can.

DISCONTINUING LESSONS

- We request each student remain with us for at least one year of continuous music lessons, however there may come a time when you (*or your student(s)*) want (*or need*) to discontinue music lessons with us. This is a big decision that will make a huge impact on the student's life and future. If you are leaning toward discontinuing lessons with us, please take time to weigh all of the options, with plenty of discussion between the teacher, parent, and student(s). We hope to assist you in exploring all options for future music education (*which may include transferring to another music teacher or music school*), and your decision for the student(s) would be respected without question. However, as a courtesy to your instructor, IGMA requests at least one month's notice in writing prior to discontinuing music lessons.

- **Note:** Depending on the issues at hand and at the discretion of the teacher, students may be asked to discontinue lessons temporarily or may even be permanently removed from the student roster if they have an excessive amount of non-rescheduled absences, coming unprepared/unpracticed for lessons, “no shows” (*not showing up, no contact*), non-communication from parents, if the student exhibits an absolute refusal to cooperate during lessons, or for other issues. In either case, whether student's family or IGMA discontinues music lessons, any binders, borrowed instruments or supplies, etc. must be returned to the teacher before the student's last lesson.

CLOSING REMARKS & SIGNATURE

- We are so thankful for your understanding and cooperation in these matters. We look forward to working together with you and your student to make beautiful music for many years to come.

Please Cut On  The Dotted Line

I agree to abide to these policies to the best of my ability. If difficulties arise, a parent/adult student or instructor may initiate a dialogue to assess where adjustments or more mutually beneficial arrangements can be made for the student, the family, the instructor, and/or Instruments of Grace Music Academy.

Parent/Adult Student Name

Signature

Date