
Policies and Procedures

A few things you'll need to know if you're interested in BWAC . . .

STUDIES OFFERED

While we plan to grow to offer a wide variety of instruction in the arts, we are currently able to give instruction in the following areas: Voice, Piano, Guitar, Band & Orchestra Instruments and Dance. We've also recently added selected classes for visual arts including photography, drawing, and painting. More areas of study (such as drama, etc.) may be added as teachers, students, and space become available.

GENERAL PROCEDURES

Both parents and students must sign an agreement to follow the policies set up by BWAC. This agreement will be signed at the first lesson. Below is a list of those policies.

CHECK-IN/CHECK-OUT

All students must sign-in and pick up a "BWAC" sticker at the receptionist desk. All students must sign-out at the receptionist desk. Students must not open any other entrances allowing unauthorized persons to enter. If the student forgets to sign-out, we may be compelled to notify the parent to verify the student's whereabouts. If the parent is unable to verify the whereabouts of their child, we may then notify the Brentwood Police Department.

FAMILY MEMBER GUIDELINES

1. No child under 12 years old (whether the student or the sibling) may be left without adult supervision in the hallways or any other part of the building.

They may not wander through the building at will, and may be stopped, questioned and detained, if alone. Siblings over the age of 12 and students waiting for lessons must remain near the lesson room.

2. Parents are encouraged to either wait for students just outside lesson rooms, or with teacher & student approval, sit quietly in the lesson room. If needed the Orchestra Room may be used as a warm-up room for students waiting for lessons.

3. For security reasons, if a student is late for a lesson without any notification, the parents may be called to verify the child's whereabouts. If the student is not located, the Brentwood Police Department may be notified.

Failure of student and parent to comply with these policies will result in a warning first, then dismissal of that student for the remainder of the semester, with no refund of fees.

TUITION

Lessons are offered at a rate of \$20.00 per half hour lesson and \$40.00 per hour lesson. There will be a \$25.00 per semester per family registration fee which will help with offset school costs. Fees may be paid in full each semester or may be paid monthly. No lessons will be given until payment has been received.

Printed materials and instruments needed for instruction must be paid for by the student or parent. Instructors will provide information as to where to locate materials if needed. Some Instructors may choose to purchase materials and be reimbursed by the student or parent.

List of Fees:

Music Lesson (half-hour private lesson) = \$20

Dance Class (half hour class) = \$10 per student

Registration Fee = \$25 per semester per family (non-refundable)

Instrument & materials cost = will vary with instrument & teacher

WITHDRAWAL/REFUND POLICY

Refunds of lesson fees will ONLY be given for these reasons:

- Serious injury or serious illness (that prevents the student from continuing lessons.)
- Death of student or immediate family member (that prevents the student from continuing lessons.)
- Relocation of the family to another city or state.

SCHEDULING

All lessons will be given between 9:00 am and 7:00 pm on Mondays, Tuesday, Thursday, and Fridays, or between 9:00 am and 6:00 pm on Wednesdays. Specific lesson times will be determined by the instructor at a mutually agreeable time between student and instructor.

MAKE-UP LESSON POLICY

It is the responsibility of the student/parent to contact the BWAC instructor if a lesson is to be missed.

Only one make-up lesson per student per semester will be granted. Make-up lessons are granted only for illness, emergency or a death in the family, and only if notification is received prior to lesson time.

If a lesson is missed by the instructor, it is the responsibility of the instructor to arrange a make-up lesson. This does not count against the one make-up lesson allowed per semester.

STUDENT AGE REQUIREMENTS

Student starting ages will vary depending on instrument or art form. Individual teachers may have slightly different requirements, but below is a general guideline. Please assume ages as of the start of a semester.

Voice Students – approximately age 13 (depending on voice maturity)

Strings – approximately age 5

Piano – approximately age 5 or 6 (some basic word reading is needed)

Brass & Woodwind – after permanent teeth are in place

Guitar – Approximately age 10 to 12

Drums/Percussion – approximately age 8

Dance – Generally age 4

Photography - Grades 6-12

Drawing/Painting - Grades 6-12

Exploring Painting (for Women) - Adult Women of all ages.

RECITALS/PERFORMANCES

A recital will be offered at the end of spring and fall semesters. It is at the instructor's discretion whether a student should participate in a recital. Opportunities to perform in worship services or in the community may also be requested by an instructor.