



A program designed to provide opportunities for musicians and artists of all ages to explore their talents and grow their skills in a positive setting filled with God's love.

BMC Lesson Policies

Fall 2018

Attendance:

- Students are required to attend lessons weekly at their assigned time, as they would a recurring weekly appointment.
- Frequent absence or tardiness will be cause for termination of lessons.

Parent Initial _____

Lessons and Behavior:

- Students are encouraged to be on time for lessons. Be sure to use the restroom and wash hands before the specified lesson time.
- Students are expected to listen intently to the teacher, as well as be respectful and follow directions.
- Families are expected to bring all appropriate materials to each lesson.
- Siblings and children are welcome in lessons, but must be quiet, respectful, and not distracting during the lessons.
- Parents are encouraged to sit in on their child's lesson and take notes throughout their child's lesson to support practice at home.

Parent Initial _____

Instruments and Materials:

- The Bethany Music Center does not provide instruments (excluding pianos and drum kits for lesson time) for students.
- BMC has a limited number of instruments for rent. Contact Sherrie McKay for rentals.
- BMC does not provide books for students. Individual teachers will select reasonably priced books and supplies for families to purchase.

Parent Initial _____

Practice:

- Practice between lessons is not only encouraged but also required.
 - Specific practice expectations will be discussed with each student, as well as with each parent.
- Parent Initial _____

Student Absence:

- Students are allowed **one absence** per semester. This absence can either be acknowledged as a make-up lesson or credited to the following month.
- To be eligible for a make-up lesson or lesson credit, the teacher must be notified of the upcoming absence at least 2 days in advance.
- For pre-arranged absences (school functions, family vacations, etc.), families may pre-adjust their tuition payment to reflect the absence *if the date* is sent in writing to the teacher before the payment is made.
- Sick children are encouraged to stay home.
- To be eligible for a make-up lesson or credit in the case of illness or emergency, please notify the teacher by email or phone message by 10 AM the day of the lesson.
- Make-up lessons must be scheduled a minimum of one week in advance and are forfeited if not scheduled by one week after the absence.

Parent Initial _____

Teacher Absence:

- If the teacher must miss a lesson, it will either be made up at a mutually agreed upon time, or payment for that lesson will be credited toward the next month.
- Teachers will notify families of absences a minimum of two weeks in advance, except in cases of illness or emergency.

Parent Initial _____

Inclement Weather:

- Bethany Music Center follows the Howard County School System policies regarding weather closings.
- We will only allow 2 lessons missed as a result of inclement weather per semester. These will either be made up or credited towards the next month's tuition.
- Additional lessons missed as a result of weather-related closings will not be made up or credited. Tuition will still be due for these lessons.

Parent Initial _____

Tuition:

- Tuition is due **at the start of the first lesson** of each month.
- Payments should be made to Bethany Church and may be paid in the following ways:
 - 1) Check in a BMC envelope with student's name, teacher's name, and month handed directly to the teacher. *There is a \$50 fee for checks that are returned.*

2) On-Line Payment through PayPal via the BethanyMusicCenter.com website with the student's name, teachers name, and month in the "Notes" section.

Payments for Private Lessons **must** be paid through one of these two methods. **As of October 15, 2017 no other methods of payment will be accepted.**

It is imperative that you include the student's name, teacher's name, and month for each payment you make. This information is essential for our financial records.

- Families with multiple students enrolled may pay in one payment with detailed notes including all students' names.
- All questions regarding tuition should be directed to Mercy Calhoun, BMC Private Lesson Coordinator.

Termination of Lessons:

- The parent or teacher may terminate lessons at any time.
- Habitually late tuition payments are grounds for termination of lessons.
- If no tuition is received for a month, the student may not begin the next month's lessons until the previous and current month's tuition has been paid.
- 14 days' notice is to be given by either party.
- Any tuition money paid for lessons that did not occur will be refunded, excluding student no-shows.

Parent Initial_____

Non-Profit Info:

- Bethany Music Center is a ministry of Bethany Lane Baptist Church, which is a non-profit organization 501(c)3. However, private lesson tuition is **not** tax deductible as private lessons are considered services rendered.

Contact Information:

Mercy Calhoun	Private Lessons Coordinator	maccings@gmail.com
Sherrie McKay	Minister of Worship Arts	sherrie@yourbethany.org

Parent Printed Name

Student Name

Parent Signature

Date