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 2019-Spring 2020

**Tuition:**
- All tuition payments are due at the start of the first lesson of each month and processed through Freshbooks, our invoicing and financial software.
- Families with multiple students enrolled are encouraged to pay in one payment, especially with card payments as there is a per-transaction fee for card payments (covered by BMC).
- 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 directly through the emailed invoice from Freshbooks.

Payments for Private Lessons **must** be paid through one of these two methods. **As of November 1, 2018 no other methods of payment will be accepted.**

- All questions regarding tuition should be directed to Mercy Calhoun, BMC Private Lesson Coordinator.

**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.

**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.
Parents must remain in the Bethany Music Center building during their child’s lesson(s). This new policy is part of the Bethany Church Two-Person Rule to ensure that no BMC staff is alone in the building with a student. Parents are encouraged to take notes throughout their child’s lesson to support practice at home.

- Siblings and children are welcome in lessons, but must be quiet, respectful, and not distracting during the lessons.

Parent Initial____

Student Absence:

- **Students are allowed two absences 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:

- **Our teachers are all active musicians and educators that may require some flexibility in scheduling.** 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____

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.

Student Initial______  Parent Initial_______
Inclement Weather:
- Bethany Music Center follows the Howard County School System policies regarding weather closings, including weekends. However, exceptions may be made at the discretion of the teacher and family.
- Individual teachers and families may opt to cancel lessons due to inclement weather even if HCPSS does not cancel. See above for information about make-up lessons and credits.
- 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_____

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 must be given by either party to terminate lessons. If 14 days’ notice is not given, tuition will still be due for any lessons scheduled to occur during the 14 day window.
- Any tuition money paid for lessons terminated 14 days’ or more in advance 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 macsings@gmail.com
- Sherrie McKay Minister of Worship Arts sherrie@yourbethany.org

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Parent Printed Name Student(s) Name
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Parent Signature Date

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Winter Recital Date Options: Please indicate which date(s) your family is available for our Winter Recital:

Sat, Jan. 25 5:00pm _______ Sun, Jan. 26 5:30pm _______