



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 encourage 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.

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.

- **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 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	<a href="mailto:macsings@gmail.com">macsings@gmail.com</a>
Sherrie McKay	Minister of Worship Arts	<a href="mailto:sherrie@yourbethany.org">sherrie@yourbethany.org</a>

\_\_\_\_\_  
Parent Printed Name

\_\_\_\_\_  
Student(s) Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

<p><b>Winter Recital Date Options:</b> Please indicate which date(s) your family is available for our Winter Recital:</p> <p><b>Sat, Jan. 25 5:00pm</b> _____ <b>Sun, Jan. 26 5:30pm</b> _____</p>
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