

The
Conservatory
at First Baptist
Trussville

STUDENT HANDBOOK 2011





**THE CONSERVATORY AT
FIRST BAPTIST CHURCH TRUSSVILLE**

**OPERATING PROCEDURES & GUIDELINES
2011**

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PHILOSOPHY AND PURPOSE

The Conservatory at First Baptist Trussville is a place for students of all ages to explore and discover the creative arts in a safe and supportive Christian environment. The Conservatory is a ministry of First Baptist Church of Trussville. We hope that residents of Trussville and the surrounding communities will come to experience the love of Christ through the quality and content of our program and instructors. Furthermore is it our ultimate desire that as individuals develop their artistic skills they might learn to use them as an act of worship in the “Body of Christ” (His global Church).

OVERVIEW OF THE PROGRAM

The Conservatory is a semester based lessons program where students take private lessons and/or group classes in music, art, or dance in a safe Christian environment on the campus of First Baptist Church of Trussville. Students pay a set tuition rate for the entire semester. Tuition can be paid “in full” via cash, check or credit/debit card, or “monthly” via the credit/debit card agreement. The Conservatory does not currently charge a separate registration fee. However, the registration process is not complete and lessons and classes cannot be scheduled until a tuition payment has been made.

SEMESTER

The Fall and Spring Semesters are 14 weeks long and the Summer semester is 6 weeks long. The Fall semester runs from mid August to early December. The Spring semester runs from mid January to early May. The Summer semester runs loosely from mid May to early August. The current Conservatory schedule is available at www.fbctConservatory.org.

MUSIC AT THE CONSERVATORY

Each music student will receive a 30-minute private lesson with their instructor, once a week. Parents are asked that they wait outside the lesson room during their child’s lesson. This improves upon the instructor’s ability to teach and build a relationship with your child. Students are sometimes nervous and tense when a parent is present because of their own desire to perform well for their parent. It is our belief that music lessons are more effective if musicianship classes are taken to supplement private lessons. We offer our students the opportunity to become totally immersed in the language and literature of music through participation in weekly musicianship classes along with their private lessons. Our tuition fees include the individual lessons and group musicianship classes (spring & fall semesters only), as well as books and materials.

- Music Lesson Info:
- The semester is fourteen weeks.
 - Students will attend a 30-minute private lesson each week as well as having the option to attend a 1-hour weekly musicianship class at no additional charge. Please indicate which class you would like to take on the registration form when you register.
 - Lessons are offered Monday through Friday at various times.
 - Weekly Musicianship Classes are given on Tuesdays afternoons, 3:30-5:30. Class times and levels are to be determined each semester. Parents are asked that they wait outside the classroom while the class is in session. Parents are welcome and encouraged to wait at the tables and couches in the church lobby (a.k.a. Gathering Space). Free Wi-Fi is available!

MUSIC LESSON ABSENCE/LATE ARRIVAL POLICY

Students who will be late or will miss a lesson should contact their instructor as soon as possible; if unable to reach them, call the Conservatory office at 205-228-1025. Instructors are under no obligation to extend lessons that begin after the scheduled start time, or make up lessons cancelled by the student. Lessons will be made up in the case of an illness or death in the immediate family. There are no exceptions to this policy.

- If an instructor will be unavailable for a lesson, the student will be notified as far in advance as possible, and lessons will be rescheduled at a mutually agreed on time on the FBCT campus.
- Lessons will be rescheduled if FBCT closes due to inclement weather.
- If a student is going to be absent, we ask for 24-hour notice minimum. If adequate notice is given, the instructors will attempt to make up lessons that students miss, but cannot guarantee them all. No more than two excused lessons will be made up during the semester. If a student misses a lesson and does not give prior notice, that lesson will not be rescheduled.



MUSICIANSHIP CLASSES

It is our belief that music lessons are more effective if musicianship classes are taken to supplement private lessons. We offer our students the opportunity to become totally immersed in the language and literature of music through participation in weekly musicianship classes along with their private lessons. Our tuition fees include the individual lessons and group musicianship classes (spring & fall semesters only) as well as books and materials.

Students already taking a 30-minute private lesson each week have the option to attend a 1-hour weekly musicianship class at no additional charge.

We also offer the option of taking our Musicianship Class ONLY. The cost for this class is waived if your child is already taking Music lessons, but for those of you interested in taking the Musicianship Class ONLY, the tuition cost is \$140 for the semester.

Weekly Musicianship Classes are given on Tuesday afternoons, 3:30-5:30. Class times and levels are to be determined each semester. Parents are asked that they wait outside the classroom while the class is in session. Parents are welcome and encouraged to wait at the tables and couches in the church lobby (a.k.a. Gathering Space). Free Wi-Fi is available!

RECITALS

The Fall and Spring semesters conclude with a Recital and Art Show to recognize the outstanding achievements and progress of the Conservatory students. Participation in the recital is optional, but is highly encouraged. This semi-formal event generally takes place in the music suite of First Baptist Church of Trussville at 10:00 AM on the Saturday of the 14th week of the Fall and Spring semesters.

Musical selections must be determined and submitted by each instructor to the Conservatory office for printing in the program by 3:00 Friday afternoon of the 12th week of lessons.

Artwork should be completed and brought the music suite by 5:00 PM on the Thursday prior to the Recital and Art Show. Frames are not required, but are encouraged.

The recital is a semi-formal event, and all participants are encouraged to dress formally for their performance. This includes slacks or skirt/dress (below the knee), dress shirt, tie, suit, and formal gown.

Participants and their family members/friends are expected to stay for the entire recital unless they have an absolute emergency. Getting up and leaving during or between performances is very distracting, rude, and HIGHLY DISCOURAGED!

Proper performance etiquette will be taught by each instructor, and is expected of all students. Students need to walk forward at their appointed time, perform, stand and bow, and walk back to their seat. While others are performing, students are expected to sit still, observe, and listen.



All teachers should sit on the front row near the students. There will be a chair close to the piano. Teachers of younger students, please use this chair to sit close to your student during their performances in case they need assistance in getting started.

ART AT THE CONSERVATORY

Oil painting classes are taught by Mr. William Hallmark. These weekly classes are limited to eight students, and are 90 minutes in length. They are for all ages.

For first-time students, a suggested beginning age for art classes is 9-11 years old. Adult students are welcome and encouraged to participate as well.

Due to the limited classroom size, only enrolled Conservatory students will be permitted in the classroom during class time.

TUITION FOR MUSIC & ART LESSONS

Music/Art tuition is prorated for the number of lessons/classes provided during the semester from the student's start date. Missed lessons or classes do not apply.

The following payment plans are available for the Fall and Spring semesters only. All fees for the Summer semester are due at registration. The cost of the 14 week semester is \$350, which includes all sheet music/art supplies.

- Plan A:** Full tuition paid upon registration
- Plan B:** Tuition paid monthly by credit/debit card agreement

Payment Plan A is full tuition paid up front, at the time of registration. You can pay by check, cash, or credit card. You will receive a \$25 tuition discount if you pay in full by CASH or CHECK (see Tuition Discounts below).

Payment Plan B is an automatic monthly payment plan, where the semester's cost is split into 5 payments of \$70, due on the 5th of each month. This monthly payment will be an automatic secure charge to the credit or debit card of your choice. The first payment is due at the time of registration. To take advantage of the monthly payment option, you must complete and return the Conservatory Credit Card Agreement form.

Enrollment is for the entire semester. We understand that life happens and occasionally there will be a broken arm or something that keeps a student from finishing out a semester. Rather than refund the tuition, we will count it toward the next semester's tuition.

We also offer the option of taking our Musicianship Class ONLY. The cost for this class is waived if your child is already taking Music lessons, but for those of you interested in taking the Musicianship Class ONLY, the tuition cost is \$140 for the semester.

If payment becomes a problem, please call the Conservatory office (205-228-1025) to discuss possible payment arrangements.



Music/Art Tuition Discounts:

- Full Payment Discount: Music and Art Tuition cost is \$350 per child. We offer a \$25 discount per household to anyone paying in full by CASH or CHECK at the beginning of the semester.
- Sibling Discount: We offer a 10% discount (\$35 value) toward the tuition of each additional family member in the same household. (these discounts are different for dance)

Financial Obligations:

- Prior to the first week of the semester, the total tuition is due or the Credit Card Agreement form must be submitted to enroll in monthly payments.
- Tuition payments and fees paid are non refundable in whole or in part.
- If the student discontinues his/her participation in the program, payment is still due in full for the remainder of the semester.*

Check Bouncing Policy:

There will be a \$35 fee for a bounced check.

Late Payment Provisions:

If a student’s account balance is delinquent, the Conservatory may, in its discretion, deny further participation in Conservatory classes and events until the account is current or until alternative payment arrangements are mutually agreed upon.

**The Conservatory may, in its sole discretion, consider extenuating circumstances and allow a student to discontinue lessons without penalty or further financial obligation.*



DANCE AT THE CONSERVATORY

First Baptist Church Trussville is pleased to offer a Dance program to our community. The Conservatory dance classes are fun and creative, as well as geared to all ages!

Parents are asked that they wait outside the classroom while the class is in session, though not in view of the door windows. This distracts not only your child, but the rest of the students as well. There are comfortable waiting areas in the main lobby of the church, and Wi-Fi is also available. Parents will not drop off students any earlier than 5 minutes prior to the start of class. They will also personally drop off and pick up the student at their classroom each week. Due to safety concerns, we cannot allow children of any age to be wandering the church during the day since it is open to the public.

Various Dance classes are offered each semester, depending on the number of students enrolled. Classes are offered Monday, Tuesday, and Thursday, for ages 2 through adults. Suggested ages for different levels: Beginner (5-8 yrs), Intermediate-Advanced (9+), Adult (18+)

Class Schedule:

Monday	Tuesday
4:00-5:00 Beginner Ballet	3:00-3:45 Pre-Ballet/Tap (Ages 2-4)
5:00-6:00 Intermediate Ballet	4:00-5:00 Tap (all ages)
6:00-7:00 Intermediate Lyrical	5:00-6:00 Beginner Jazz/Hip Hop

Thursday
6:00-7:00 Intermediate-Advanced Jazz/Hip Hop
7:00-8:00 Adult Recreational Ballet

Beginning Spring 2011, all dance students will be required to take a 1-hour ballet class in their level. We strongly believe that since Ballet is the foundation of professional dance, it is vital to the development of each of our dancers.



DANCE ATTIRE & EXPECTATIONS

Ballet Attire (all ages):

- Pink tights / Pink ballet shoes / Black leotard / Black skirt
- Hair pulled back in a tight / clean bun

Jazz / Lyrical / Tap Attire (all ages):

- Appropriate shoes (jazz or tap) & Dance clothing (shorts / leotard / jazz pants)
- Hair pulled back in a pony tail

Appropriate attire and hair style is required no matter which class you are attending. Leotard is required for all dance classes.

DANCE TUITION

Registration for classes is a semester commitment. The fees for Dance vary each semester. They include one or multiple classes per week, with a Recital costume fee to be paid towards the end of each semester. The Recital costume fee generally ranges between \$30-\$50. Please contact the Conservatory office or go on our website to view current Dance tuition fees (www.fbctConservatory.org).

Payment plans available for Dance tuition are the following:

- Plan A:** Full tuition paid upon registration
- Plan B:** Tuition paid monthly by credit/debit card agreement

If payment becomes a problem, please call the Conservatory office (205-228-1025) to discuss possible payment arrangements.

Dance Tuition Details:

Beginner & Intermediate/Advanced Classes (Ages 5+)

BALLET:

\$320 per semester (\$64 per month)

BALLET & 1 additional class*

\$480 per semester (\$96 per month) - *\$160 discount*

BALLET &2 additional classes: unlimited*

\$640 per semester (\$128 per month) - *\$320+ discount*

* See page 7 for class schedule and addtional classes

Pre-Ballet/Tap (Ages 2-4)

\$225 per semester (\$45 per month)

Adult Recreational Ballet (Ages 18+)

\$300 per semester (\$60 per month)

PRIVATE LESSONS

\$40.00 per half hour

Dance Tuition Discounts:

- Multiple Class Discount (as priced on page 8)
- Full Payment Discount: We offer a \$25 discount per household to anyone paying in full by CASH or CHECK at the beginning of the semester.
- Sibling Discount: first sibling - 1/2 price off tuition, second sibling or more – free tuition*

**Sibling discount applies to tuition only and not recital costume fee.*

Financial Obligations:

- Prior to the first week of the semester, the total tuition is due or the Credit Card Agreement form must be submitted to enroll in monthly payments.
- Tuition payments and fees paid are non refundable in whole or in part.
- If the student discontinues his/her participation in the program, payment is still due in full for the remainder of the semester as well as any recital and/or costume fees.*

Check Bouncing Policy:

There will be a \$35 fee for a bounced check.

Late Payment Provisions:

If a student’s account balance is delinquent, the Conservatory may, in its discretion, deny further participation in Conservatory classes and events until the account is current or until alternative payment arrangements are mutually agreed upon.

**The Conservatory may, in its sole discretion, consider extenuating circumstances and allow a student to discontinue lessons without penalty or further financial obligation.*

WITHDRAWALS & REFUNDS

No adjustment of charges or refunds will be made in the case of withdrawal after the semester begins. A student should not register for lessons or classes if he/she believes there may be any scheduling conflicts. Failure to attend classes does not constitute withdrawal.

Prolonged illness or moving away from the Birmingham metropolitan area are the only considerations for tuition refunds and adjustments.

STUDENT & PARENT GUIDELINES

All students and parents agree to abide by the guidelines set in the Conservatory Operating Procedures & Guidelines booklet. Students are to be on time to each lesson/class, and if they will be late or absent, they will notify the instructor and/or the Conservatory office with 24-hours notice if possible. Parents will not drop off students more than 5 minutes early for the lesson or class (unless otherwise approved by the Conservatory). Parents agree to wait outside the classroom during lessons and classes. There are comfortable waiting areas in the main lobby of the church, as well as free Wi-Fi.

PHOTO & VIDEO POLICY

Photos and videos may be taken of students and instructors during classes and/or lessons by the Conservatory for future promotion of the Conservatory. No students’ names or personal information will be used in connection with these photos or videos.

WEBSITE

All Conservatory guidelines and registration information are found on our website at www.fbctConservatory.org. Students can register and make payments via our website.

ENROLLMENT

- There are two ways to enroll in the Conservatory:
1. Register online. Submit an online registration form at www.fbctConservatory.org
 2. Register by phone. Call 205-228-1025.

*Note: Registration is not complete until a tuition payment has been received.

MAKING A PAYMENT

To make a tuition payment, you have the option to either pay online through the FBCT Online Contributions page, or pay at a later date using cash, check, or credit/debit card.

If paying online (<http://www.fbctrussville.org/#/resources/contribute>), select “Make A Donation with Paypal” and then simply enter the required tuition amount as your “donation” during the contribution payment process. Type the words “Conservatory Tuition for (Student’s Name)” in the Designated Contribution Name box.

If paying by check, please make Checks Payable to: First Baptist Church Trussville or FBCT and include the student’s name on the check. Bring it to the Church office or mail it to: The Conservatory at FBC Trussville, P.O. Box 27, Trussville, AL 35173.

PARENT/STUDENT AGREEMENT

By completing the registration process, either by filling out the online registration form or registering by phone, and submitting the appropriate tuition payment, the student and/or parent or legal guardian of the student hereby agrees to be bound by the terms of these policies and procedures and furthermore agrees to fulfill the financial obligations of the semester commitment for the current registration.

I, _____, have read the Conservatory Operating Procedures & Guidelines and agree to abide by them.

Student: _____ Date: _____
(PRINT)

Student: _____ Date: _____
(SIGN)

Parent/Guardian: _____ Date: _____
(PRINT)

Parent/Guardian: _____ Date: _____
(SIGN)

_____ I agree to the Photo & Video Policy - Photos and videos may be taken of students during classes and/or lessons by the Conservatory for future promotion of the Conservatory. No students’ names or personal information will be used in connection with these photos or videos.

_____ I do not wish for photos or videos to be taken of my child.

Please Return Signed Copy to the Conservatory Office

NOTES

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