

2012 - 2013 Policies and Procedures

Dear Student,

The Chandler School of Fine Arts (CFA) policies and procedures have been carefully designed for the specific purpose of creating a professional learning environment in which your teacher(s) will be able to give you, the student, the greatest possible advantage to develop your God-given abilities and become the best musician you can be.

In order to maintain a professional learning environment, the CFA board of directors requires that prior to each new school year all students (or parents in the case of younger students) read the CFA Policies and Procedures in its entirety and sign the agreement to abide by all of the policies and procedures. New policies may be added during the school year, at which time they must also be read and an agreement form signed.

We are excited that you have chosen to enroll in the Chandler School of Fine Arts, and it is with great pleasure, delight, and anticipation that we are here to serve you as you progress in your musicianship.

Sincerely,

The Chandler School of Fine Arts Board of Directors

Enrollment and Payment

- Students are required to register and pay for each semester in advance. Tuition must be submitted by the pre-semester deadline. The pre-semester deadline for the spring semester of 2013 is October 31, 2012. If necessary and on a case-by-case basis, tuition may be paid in 3 installments, with one half ($\frac{1}{2}$) of the tuition payable up-front. The 2nd half of the tuition will be split into two equal payments and will be automatically charged to your debit or credit card on the 1st day of the 2nd and the 3rd months of the semester. Note: A credit card must be on file with CFA, along with a signed automatic charge form.
- There is a yearly, non-refundable \$25 registration fee
- A \$10 fee will be charged for any returned checks.
- Payment is on a semester basis.
- Tuition is non-refundable once the semester begins.
- No credits, refunds, or discounts will be given for missed classes/lessons.
- Students are required to participate in public performance/recital programs. Recital fees are included in the total tuition cost.

Missed Lessons

- There is no rescheduling of missed lessons.
- No credits, refunds or discounts will be given for missed classes/lessons.
- In genuine emergency situations, the CFA Coordinator may at her discretion choose to allow a make-up lesson; you must contact the CFA Coordinator within one week to discuss this possibility.
- If rescheduling is necessary on the **teacher's part**, the teacher will endeavor to reschedule the lesson in the next open time slot. However, if that is not possible, make-up lessons will be offered the week following the end of the semester.

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Studio/Lesson Etiquette

- A spirit of cooperation and a commitment to learning and advancing is required. Students who frequently demonstrate uncooperative attitudes will be required to leave their CFA program of study.
- Students are required to be on time for their lesson. Classes begin and end on time so that preparations can be made for the next class.
- Parents, siblings, and other guests may attend lessons ONLY if they are quiet, respectful, and well-behaved. Anyone (family member or guest) who disrupts the teaching/learning environment will be requested to step out until the issue is resolved.
- Children (whether students or otherwise) must remain with an adult at all times. (NOTE: Children may not wander around freely. For their own safety, they must be accompanied by an adult even if they need to go to the restroom.)
- Children who attend lessons (students or otherwise) are required to respect the property and furniture of any class/lesson location.

School of Suzuki Strings & Piano

- Unless otherwise specified, at least one parent/guardian must attend the lessons of students younger than 16, in order to more effectively help the child during practice time at home.
 - Parent education is even more vital than child education, particularly in the beginning. Parents should take their cues from the teacher.
 - There will be wonderful times for parental interaction in the lessons, but unless the teacher specifically requests the help of the parent, parents should allow the teacher to do the teaching and the correcting during the class/lesson time. Although this is sometimes difficult for parents, children typically advance much more quickly when they are able to have direct and unbroken communication with the teacher for a focused lesson/class time.
- In addition to private (individual) lessons, Suzuki strings and piano students are required to participate in group lessons as part of the Suzuki method.

Practice Requirements

- Students are required to make measurable progress in reasonable time; therefore, they must practice! Any student refusing to practice will not be permitted to continue in the program.
- Students are required to document their practice time by filling out weekly practice sheets and submitting them to their instructors for approval.
- Recordings of each student will be made during lesson times in the 4th month of the semester and will be submitted to the board of directors for review to determine whether the student is eligible to return in the next semester.

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The Chandler School of Fine Arts Student/Parent Agreement Form:

- I have read the Chandler School of Fine Arts 2012 - 2013 policies and procedures in full.
- I understand that I must abide by the CFA Policies and Procedures if I am to be permitted to pursue/continue my program of study in the Chandler School of Fine Arts.
- My signature represents my commitment to excellence in my musical study and my agreement to follow the CFA policies and procedures.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____
