



STEVENS STREET
SCHOOL OF PERFORMING ARTS

SCHOOL POLICIES
edited 2023

INTRODUCTION

The School of Performing Arts is an entity of **Stevens Street Baptist Church**, which is an incorporated, non-profit religious organization that exists:

- To love the Lord our God with all our heart, soul, and mind; to exalt His Son Jesus Christ and to live in the fullness and power of the Holy Spirit.
- To make disciples of all nations.
- To develop obedient servants of the Lord Jesus Christ and equip them for ministry.

As a ministry of Stevens Street, the School of Performing Arts exists to further the overall mission of the church and, like all other ministries of the church, is led by the Lordship of Jesus Christ, the local authority of the congregation, and the shepherding of the pastoral staff.

More information about Stevens Street can be found at **stevensstreet.org**.

MISSION STATEMENT

The School of Performing Arts fully supports and identifies with the overall mission of Stevens Street Baptist Church, and is committed to providing a Christ-centered learning environment.

Our goal is to develop Christian artists who love to serve the church.

1 CHRISTIAN

The most fundamental need of every human being is forgiveness of sin from God and reconciliation through faith in Jesus Christ. Sharing and modeling the Gospel is the best, most loving way we can serve the world and bring glory to God.

2 ARTISTS

We want to help develop well-rounded musicians who understand the language of music, exhibit excellence in performance, express creativity through composition and improvisation, and demonstrate professionalism in all conduct.

3 WHO LOVE TO SERVE THE CHURCH

The gifts we receive from God are never meant solely for our good and enjoyment; they are meant to be shared and used to serve others. We aim to point the hearts of students to sacrificial service in a local church through music and worship leadership.

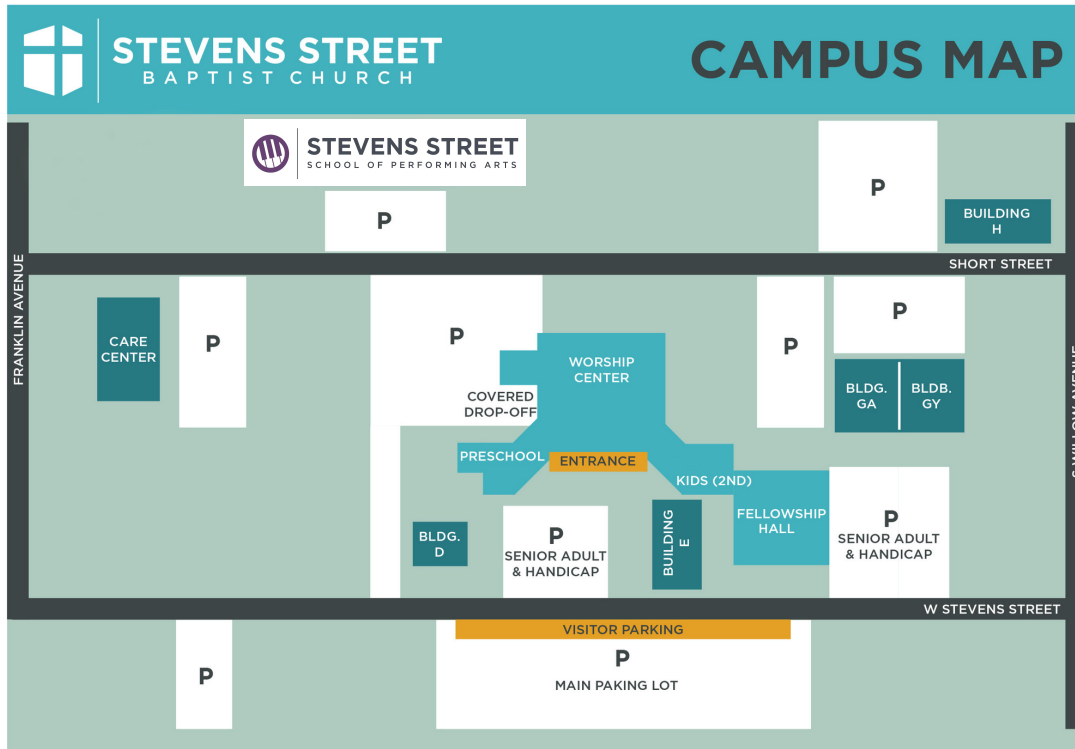
Guiding Principles

- We desire to attract instructors with the highest qualities of musicianship, character, and spiritual maturity.
- We believe that music has intrinsic value because it allows for the creation of art that is true, beautiful, and good; characteristics that reflect the nature of the Creator God who has designed music to bring Him glory.
- We believe in a holistic approach to learning an instrument, which includes note reading, music listening, playing characteristically in a variety of styles, and adhering to accepted standards of concert etiquette.
- We seek to encourage our students to make music in community through the development of various ensembles and classes.

OUR CAMPUS

Location

The School of Performing Arts is located at **377 Short Street** in Cookeville. Our building is on the back side of the campus of Stevens Street Baptist Church.



Entrance and Exits

All students and parents must enter through the main office entrance of the School of Performing Arts. As you are looking at the building, this is the far left door. We have two other exit-only doors which are locked from the outside. Students may exit through these doors when their lesson is complete.

Security

The safety of our students, their families, and our staff is of highest priority. Our building is equipped with a camera system that allows our office staff to keep watch over all lessons, doors, and a portion of the parking lot. Parents are asked to help maintain security by escorting their children into the building and also coming inside to pick them up at the completion of the lesson.

FEES & PAYMENTS

Tuition

Tuition is collected monthly according to the prices listed below. Students opting to pay biannually (six months) will receive a discount. Payment is due at the first lesson of each month for that month's lessons.

Because our tuition is calculated based on an annual rate, the monthly payments are the same **regardless of the number of lessons in the month**. Depending on the day of the week a student has lessons, most months will have 4 lessons, though on rare occasions there may be more or less. No matter which day a student has lessons, all students enrolled for the entire year will receive 46 lessons.

Fees

Registration Fee: A one-time registration fee of \$15 will be collected upon enrollment.

Late Fee: Following the payment deadline (your first lesson of the month) and a one-week grace period, a \$5 late fee will accrue for each week payment is not made.

Credit Card Fee: A convenience fee of 2.75% will be applied to all tuition payments made through swiped credit/debit cards. *No fees will be applied to tuition payments sent through Google Pay.*

Payment Amounts (Effective January 2020)

20 Minute Lessons:

- \$60 monthly
- \$335 biannually

30 Minute Lessons:

- \$85 monthly
- \$475 biannually

45 Minute Lessons:

- \$120 monthly
- \$670 biannually

60 Minute Lessons:

- \$155 monthly
- \$865 biannually

Discounts of \$5 for multiple students from the same family will be given.

Payment may be made to the SPA office by check, cash, credit/debit card, or online through Google Pay (sent to ssbcspa@gmail.com). Checks and properly labeled cash payments may be dropped in the black dropbox inside the main entrance. Teachers are not able to receive tuition payments.

ATTENDANCE POLICY

Timeliness and Absences

Tardiness: We at the School of Performing Arts hold our students to a high standard of commitment and musical excellence, and we believe every minute of lesson time is important. Consistent tardiness shows disrespect for the instructor and his/her time. Students arriving more than 15 minutes late will not receive a lesson.

Absences: Each student will be allowed **five** excused absences for the year. An excused absence will be granted in the event of an illness, emergency, death, or other unforeseeable circumstance. Absences due to vacations will be excused provided SPA is notified at least one week prior to the absence. An absence with little or no notice will be deemed an unexcused absence. No make-up will be given for an unexcused absence, and the student remains responsible for tuition payment.

Make-ups: Make-up lessons will be scheduled based on teacher and student availability. When a make-up lesson occurs, the student's absence will not count toward their yearly allowance. If a make-up lesson does not occur, the absence will be prorated onto the following month's invoice (up to five times per year). Instructors are responsible for providing make-up lessons in the event of their own absence. In the event that the instructor is unable to provide a timely make-up lesson, the student's tuition will be prorated for that lesson the following month. Instructor absences will **not** count toward the student's five allowed absences for the year.

Exceptions to the attendance and make-up lesson policy will be handled on a case-by-case basis at the discretion of the administrator.

Scheduling

All scheduling is done through the office staff of the School of Performing Arts. In the event of a lesson cancellation, the student should call 931-525-3799 or email the administrator. If a student should need a new lesson slot, a request may be made to the School of Performing Arts office. If we are not able to accommodate the request, we will keep it on file until a time slot opens. The School of Performing Arts observes six weeks of scheduled closings throughout the year, roughly coinciding with the Putnam County Schools calendar. These dates are communicated at the beginning of each semester and are already factored into the annual tuition amount. Therefore, students will not receive credit or make-up lessons for scheduled closings.

MISCELLANEOUS ITEMS

Inclement Weather Policy

As long as the conditions surrounding our campus are safe, the School of Performing Arts **will remain open** when local schools close due to inclement weather. However, we encourage all families to use discretion regarding the conditions in their area. If a student needs to cancel due to weather, the SPA office must be notified **prior to** the missed lesson. This will be treated as an excused absence. In the event that the School of Performing Arts closes, students will be notified of the cancellation via email or phone. This will be treated as an instructor absence and will not count towards the student's allowed absences for the year.

Withdrawals and Refunds

Students intending to withdraw from the School of Performing Arts should notify the SPA office no later than the 15th of the last month they will be enrolled, though we prefer more notice if possible. No refunds will be given for students making monthly payments. Students who have paid biannually will receive a 50% refund of their remaining balance after the conclusion of their final month.

Materials

Students are responsible for bringing all books, instruments, and other materials to their lessons. If a student should forget to bring his book or instrument, the instructor reserves the right to dismiss the student from that day's lesson. This will be counted as an unexcused absence.

Students are responsible for the purchase of all lesson materials. In order to ensure that items are obtained in a timely manner, the School of Performing Arts will order books upon request of the teacher and then apply the charge to the student's next invoice.

Practice

Consistent practice is the key to musical success. Students are encouraged to practice on a *daily* basis. Students may schedule time to practice at the School of Performing Arts if there is difficulty practicing at home. Please call the SPA administrator to check availability. Children under the age of 12 must be accompanied by an adult.

IMPORTANT DATES

Closings

The School of Performing Arts observes six weeks of scheduled closings per year:

- Spring Break - one week
- Summer Break - one week
- Fall Break - one week
- Thanksgiving - Tuesday through Thursday*
- Winter Break - two weeks

*We remain open the Monday of Thanksgiving to make up for lessons missed on Labor Day.

Recitals

We believe learning to share your gifts with others is an important part of becoming a musician! The School of Performing Arts holds two recitals per year (spring and fall). Recitals are not mandatory, but are strongly encouraged. We aim to hold recitals at the same time every year:

- Spring recitals are held in mid- to late April.
- Fall recitals are held in early November.

Due to our large volume of students, we offer several program times for recitals. Sign-up sheets are available at the reception desk in the weeks leading up to each recital so that families can choose the program time that will work best for them.

Any students requiring an accompanist other than his/her teacher will be charged an accompaniment fee of \$20 (added to the following month's invoice).

RESOURCES

Instrument Rental, Repair, and Maintenance

Williams Fine Violins

615-429-2927

WilliamsFineViolins.com

Lee Bledsoe (piano tuning and maintenance)

931-979-9280

leebledsoe@aol.com

Music & Arts

615-893-4241

536 N Thompson Ln Suite G

Murfreesboro, TN 37129

Music Theory

musictheory.net (online music theory lessons, exercises, and tools)

thepracticeroom.net (online sight-singing, reading, and rhythmic practice)

Stay connected with us and all God is doing through Stevens Street!

stevensstreet.org

cookevillemusic.com

