



First Baptist Academy of Music Studio Policies and Procedures

Private and Small Group Lesson Policies:

- First Baptist Academy of Music will operate for the full Academy year offering weekly lessons over a 34-week period from September to May. The Academy will also provide a flexible summer session to be determined by each individual instructor.
 - **2025-26 Lesson Schedule**
 - Early-Bird Lessons: week of Aug 25
 - Lessons Begin: week of Sept 1
 - 1st Makeup Week/Early-Bird Spring: week of Jan 5
 - Lessons Resume: Jan 12
 - 2nd Makeup Week: week of May 18
 - **Summer Session (8-weeks) June-July**
 - Please note that the summer session is designed to be a *flexible schedule* determined by your individual instructor. Some instructors may offer limited availability in the summer months, while others may choose to use the entire session for lesson availability.
 - Please discuss your summer options with your instructor.
 - **Visit the Private Lessons Tab on our website to see our full Academy Calendar**

Scheduling:

- Lesson length and time is set by each instructor at the beginning of the session. While your instructor will make every effort to accommodate your schedule, please understand that scheduling requires flexibility. Your instructor will confirm your lesson day and time before the session begins.
- Lessons will begin and end on time. If a student is late, the lesson will still end at the normal time. If a teacher is running behind, the student will be given the full allotted lesson time if possible.

We consider your private lesson time as a standing appointment, and payment is required for the full 16-week session, even in the event of an absence.

Attendance:

Since your instructor is guaranteeing your place in his/her studio, students who enroll in private lessons are expected to complete a full year of lessons with his/her instructor unless other arrangements are made with the mutual agreement and approval of all parties including the student and/or student's parents, instructor and Academy Director.

Absences:

- EXCUSED ABSENCES:
 - If a lesson is cancelled due to weather, teacher absence, school closure or student emergency, each student will be *guaranteed at least one make-up lesson* for the current session that will be held during the guaranteed make-up week for that session.

- If a student will miss a lesson, PRIOR NOTICE IS REQUIRED. Please notify your instructor or the Academy Director at least 24 hours in advance of the missed lesson. If a student wakes up ill on a lesson morning, please notify the instructor or director by phone or email before 9:00am if possible.
- ***Payment is still required for the missed lesson, and a makeup lesson may or may not be offered for the excused absence at the discretion of the instructor.***
- ABSENCES WITHOUT PROPER NOTICE:
 - Payment is still required for any missed lessons
 - Makeup lessons will not be given for missed lessons without proper notice.
- Students may switch their lesson time with another student to avoid missing a regularly scheduled lesson if mutually agreed upon between the two students and their teacher.
- The guaranteed make-up weeks can be used in the event of an excused absence. Make-up lessons beyond the two guaranteed and scheduled make-up weeks are up to the discretion and availability of each instructor.

Make-up Weeks:

- There will be two scheduled make-up weeks during the Academy year. Students may use these weeks to make-up two missed lessons throughout the year. If no lessons are missed, students may discuss the option of using the make-up week for an additional lesson that is paid for separately. It is up to the discretion and availability of each instructor to use the make-up week for additional lessons.

Student Materials:

- Students are expected to have/obtain the appropriate instrument and required materials (ex. lesson books, recital pieces, etc.) for their studies as indicated by their teacher.
- Students are expected to bring their instrument and all additional lesson materials, as indicated by their teacher, with them to all lessons.
- Students may be asked by their teacher to purchase additional books, music or other materials for instructional use over the course of the year.

Performance Commitment:

The Academy will schedule at least one concert/recital per semester with possible smaller recitals and other performance opportunities throughout the year. All students/families are encouraged to attend the performances and to remain for the full duration of the program out of respect and support for all the students who are participating.

Student Safety Policy:

All students under 18 years of age must be accompanied by an adult to and from their lessons. Parents of minor children must remain on the Academy premises as described by the Private Studio Safety Waiver. *(see separate document)*

Financial Policies:

- Registration can be made online on our website once you have been in contact with your instructor and have confirmed a day and time for weekly lessons.
- By registering for private lessons with FBAOM, you are committing to pay for and attend all lessons for the full term as agreed upon by your instructor and the Director of the Academy of Music.
- Payments may be made by cash, check (payable to FBAOM) or online. We accept monthly, half-year, and full-year payments. (Early-Bird lessons and unused Make-up Week lessons shall be paid for individually by cash or check.) *Online payments will include a processing fee.*
- Tuition will be prorated for any student who begins mid-term or after the first start of lessons in the fall.
- Payment(s) must be received *in advance* of the first lesson for which they are intended.
- Failure to pay on time will result in future lessons being cancelled until payment is received.
- There is no refund, payment adjustment or additional makeups offered for students who miss their regularly scheduled lesson time after they have received their guaranteed make-up lessons for the session as indicated in the Studio Lesson Policies.
- If you would like to schedule additional lessons outside of your session commitment, this must be mutually agreed upon with your instructor and the Director of the Academy of Music. Payment is required in advance of any additionally scheduled lessons.

Lesson Fees:

- Payment for lessons is expected before lessons begin. Payments will be accepted as either monthly, half-year, or full year and are listed below:
 - 30-minute lessons: Monthly, \$105, Half-Year \$470, Full-Year \$940
 - 45-minute lessons: Monthly \$157.50, Half-Year \$705, Full-Year \$1410
 - 60-minute lessons: Monthly \$210, Half-Year \$940, Full-Year \$1880
 - The 34-week period includes two guaranteed and scheduled make-up weeks as needed for missed lessons during the Academy year. The Academy calendar will run from September to May each year.
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Addendum for Suzuki String Studio:

- **Student Commitment:** *Students who register for our Suzuki program will be expected to attend **both private lessons and group classes weekly (or as determined by the instructor)**. Group lesson fees are collected separately per semester.*
 - **Parent Commitment:** *Parents are expected to be present at all lessons and be their child's practice coach/partner at home during the week. (Parents are welcome to learn the violin/viola alongside their child if desired.)*
 - **Suzuki vs. Traditional:** *The Suzuki program is ideal for our youngest learners as it is a very family and community centered approach to music education. Older students in middle/high school may choose to sign up for traditional lessons especially if they are an older beginner and/or they already have ensemble opportunities through their school or local orchestra/chamber programs. Please feel free to contact us to help determine which program is best for you and your child.*
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FBAOM Faculty

Ms. Michelle Hardin, Bachelor of Music Education, James Madison University, Harrisonburg, VA

Director of the First Baptist Academy of Music

Beginner to Intermediate Piano, Voice, Beginner Guitar

Mr. Gary Mellas, DeVry Technical Institute, Woodbridge, NJ and Christopher Parkening Classical Guitar Master Class, Montana State University, Bozeman, MT

Guitar (Classical, Jazz, Folk, Modern)

Miss Kellan Mozzone, Bachelor of Music, Cello Performance, Liberty University, Lynchburg, VA

Piano, Flute, Cello

Mr. Timothy Murphy, Bachelor of Music Education, Bachelor of Music Performance in Brass Instruments, Liberty University, Lynchburg, VA

Trumpet, Trombone, Beginner Level Wind Instruments

Mr. Ben Pendleton, LPN Certification- Virginia Western Community College, Roanoke, VA

Beginner Cello

Mr. Jonathan Schwartzkopf, Bachelor of Music Education, Liberty University, Lynchburg, VA

Violin/Viola

Ms. Morgan Short, Master of Harp Performance, New England Conservatory of Music, Boston, MA

Harp (traditional, Suzuki Method and Celtic)

Ms. Kristi Vernon, Master of Music Education, Shenandoah University, Winchester, VA

Voice, Intermediate Piano