

# HEARTFELT MUSIC ACADEMY

## HEARTFELT MUSIC ACADEMY

Heartfelt Music Academy provides individual and group instruction to students of Fellowship Christian Academy as well other students in the Dallas area. Please read the parent information concerning the policies and procedures **carefully** before enrolling your child in this program. Please keep available for future reference. If you have any questions, please call Carolyn Wilson at (469) 964-9647, Monday through Friday, 8:00 am to 4:30 pm.

To enroll your child in the program, please complete the enrollment form and sign the policy and procedure signature form. Enrollment forms and policy and procedure signature forms are found on the website **www.heartfeltmusicacademy** or at the FCA school office.

A **\$50.00 registration fee** will be charged and due at the time of enrollment. Submit the enrollment form with the \$50.00 registration fee by Monday, August. 24. Enrollment will be based on the availability of space. Enrollment forms and fees will not be accepted after Friday, August 28, 2009. Classes will begin on Monday September 1, 2009.

Make your check or money order payable to Heartfelt Music Academy. Enrollment forms should be turned into the school office. You may pay your enrollment fee on the website using Paypal.

**Enrollment is not guaranteed without registration fee, enrollment form and a signed policy and procedure agreement. Forms must be completed yearly for all students.**

# Heartfelt Music Procedures and Policies

To assist you with making an appropriate choice of class for your child, additional information can be found at [www.heartfeltmusic.com](http://www.heartfeltmusic.com). See Private vs. Group lessons.

## ELEMENTARY AND MIDDLE SCHOOL PRIVATE LESSONS

PIANO

VOICE Starting in January 2010

- Private lessons are usually thirty minutes in length, with the piano teacher working one-on one with a student. Individual lessons provide a high degree of personal attention for a student.
- Students should bring all music books and materials to their lesson. No lesson will be given without materials if student forgets to bring his/her music books. No make up lesson will be given.
- Recital will be given in May, 2009

## ELEMENTARY AND MIDDLE SCHOOL PRIVATE LESSON PAYMENTS

- Payments are due in full on first scheduled lesson of the month. If a child misses the first scheduled lesson of the month, payment is still due. If payment is not made by the **second** scheduled lesson, the lessons will not be continued.
- Invoices are not sent. Late payments received after the students first lesson will incur a \$10.00 late fee.
- .Incomplete payments will not be accepted.
- We accept money orders or checks made payable to Heartfelt Music.

- Payments can be made using PayPal on the company website  
[www.heartfeltmusicacademy.com](http://www.heartfeltmusicacademy.com)
- A **\$35.00 fee** will be charged for returned checks.

### **PRIVATE LESSON CANCELLATIONS**

- No-shows and cancellations will still be charged unless I receive at least 24 hours notice.
- For emergencies or illness the day of the lesson, please call and notify me by 8:00 a.m. Cancelled lessons may be made up if there are times available. Lessons that can not be made up will not be eligible for a refund. Exceptions may be made for emergencies .
- Lesson scheduled during school vacation days will be rescheduled.
- If a student cancels a lesson less than 24 hours, or fails to notify the instructor, the student will be charged. No exceptions.

## **GROUP LESSONS**

### **PRESCHOOL GROUP LESSONS**

Heartfelt Music Academy is providing a new music program for four and five year old students. These group piano lessons will be provided during the school day.

“If kids are to compete in the high tech world, they need to be able to master difficult math concepts. Children who do not grasp these concepts at an early age risk being left behind. Preschool music activities, such as beginner piano lessons, are important to early

childhood brain development. By integrating music and math through preschool piano lessons, you can help your child be successful in school.’

See additional information about “preschool piano” lessons at [www.heartfeltmusicacademy.com](http://www.heartfeltmusicacademy.com).

- Four and five year old students will receive piano lessons in a group of two to three students.
- Lessons are held one time each week for a standard thirty minutes.
- Students are expected to bring all music books and materials to the lesson. No lesson will be given without materials if student forgets to bring his/her music books.
- There are no make up lesson or refunds for any group music classes. If the teacher misses a class due to illness, the class will be made up by the teacher.
- Recital will be held in May, 2009.

#### **PRESCHOOL LESSON PAYMENTS**

- Monthly payments are \$50.00.
- Invoices are not sent. Late payments received after the students first lesson will incur a \$10.00 late fee.
- .Incomplete payments will not be accepted.
- We accept money orders or checks made payable to Heartfelt Music Academy..
- Payments can be turned in at the FCA office or can be made using PayPal on the company website. [www.heartfeltmusicacademy.com](http://www.heartfeltmusicacademy.com)
- A **\$35.00 fee** will be charged for returned checks.

## **ELEMENTARY AND MIDDLE SCHOOL GROUP PIANO LESSONS**

- Group piano lessons are generally 30 to 45 minutes in length, and consist of a maximum of six students, working with the piano teacher. Group lessons are offered to students in kindergarten through eighth grade. During group lessons, each student plays their own keyboard while receiving instruction. Students are introduced to new skills in the group each week and practice these skills using earphones. The teacher rotates among the students to check on their progress and provides additional instruction as needed.
- Students are expected to bring all music books and materials to the lesson. No lesson will be given without materials if student forgets to bring his/her music books.
- There are no make up lesson or refunds for group piano classes. If the teacher misses a class due to illness, the class will be made up by the teacher.

## **ELEMENTARY AND MIDDLE SCHOOL GROUP PIANO PAYMENTS**

- Payments are \$50.00 monthly.
- Invoices are not sent. Late payments received after the students first lesson will incur a \$10.00 late fee.
- .Incomplete payments will not be accepted.
- We accept money orders or checks made payable to Heartfelt Music Academy..
- Payments can be made at the FCA office or by using PayPal on the company website [www.heartfeltmusicacademy.com](http://www.heartfeltmusicacademy.com)
- A **\$35.00 fee** will be charged for returned checks.

## **GROUP BAND LESSONS**

- Band lessons will start on September 1, 2009.
- Students are expected to rent or purchase the instrument of their choice to participate in the band.
- A local band instrument vendor will be available at FCA for instrument rental or purchase. The date will be announced after school starts.
- Students are expected to have instruments at the first lesson.
- Students will receive a music bag, folder, music book and week incentives paid for with the enrollment fee.
- Students are expected to bring all music books and materials to the lesson. No lesson will be given without materials if student forgets to bring his/her music books. **tives**
- There are no make up lesson or refunds for group band classes. If the teacher misses a class due to illness, the class will be made up by the teacher.

## **GROUP BAND PAYMENTS**

- A \$50.00 registration fee is due for enrollment. The fee includes a band lesson book, music bag, folder and weekly incentives..
- The registration fee can be paid at the FCA office or by using PayPal at the company website. [www.heartfeltmusicacademy.com](http://www.heartfeltmusicacademy.com)
- No **monthly** payments are expected.

## **RECITALS**

Each year, in May, Heartfelt Music Academy will have a recital to display the student's accomplishments. Participation is not required, but encouraged. An additional recital fee of \$20.00 will be required during the spring semester for participation in the recital.

## **DISMISSAL OF STUDENTS**

Heartfelt Music Academy reserves the right to dismiss a student from the program for the following reasons:

- Lack of payment
- Student's failure to meet practicing goals
- Parent's lack of involvement
- Disrespect for the teacher



