

Northeast Arts Academy Handbook

What is the Northeast Arts Academy?

The Northeast Arts Academy comprehensively promotes excellence in the arts within Northeast Presbyterian Church and the community. Qualified faculty artistically train students in a safe, Christian learning environment where students and faculty develop and share their passions for the arts. Excellence is fostered, with students becoming integral worshipers within the NEPC campus and participants' churches. Students are equipped to serve musically and artistically within applicable church, personal, and performance settings.

What is Our Mission?

Northeast Arts Academy provides arts education for all ages, encouraging each person to develop his or her talents for the glory of God.

Who Are Northeast Arts Academy Students?

Private and group instruction through Northeast Arts Academy is open to anyone who has a desire to study one or several of the arts! Our highly qualified faculty is excited to meet students who are just beginning their study as well as those who are already experienced in their chosen discipline(s). There are no entrance requirements and students of all ages are accepted. We welcome your interest and look to meet your instructional needs as you begin the registration process.

Who Are the Northeast Arts Academy Faculty?

Faculty members of Northeast Arts Academy are not only passionate about their field, they are highly qualified in their area of expertise. Having earned a degree in their chosen discipline or having acquired professional teaching and performing experience comparable to a degree, our faculty members have invested themselves in promoting and fostering the arts. In addition to providing you artistic and developmental instruction in your area of study, faculty members of Northeast Arts Academy are committed to creating a safe environment for learning and encouraging you spiritually as you use your talents to glorify God. To ensure your safety, all faculty members of Northeast Arts Academy have consented to and passed a thorough background check as part of their application process.

Registration and Scheduling

All registration forms must be accompanied by an annual, non-refundable \$25 registration fee and a signed student/parent agreement in order to be processed. Lessons are scheduled with instructors on a first-come, first-serve basis and are based on mutual availability of teacher and student. Returning students must confirm the continuation of lessons with a completed registration form to keep preferred lesson times. To the degree that schedules permit, family members will be scheduled on the same day and at simultaneous or consecutive lesson times.

Tuition and Fees

Tuition is a **flat-rate monthly payment** that is calculated based on a 34-week calendar year, running from September 9th through May 27th. Monthly tuition is due by the 5th of each month. A late fee of \$10 is accrued after this date.

While most months will contain 4 lessons, it is important to note that these flat-rate payments are *not* based on the specific number of lessons provided in that month. They are evenly distributed payments that cover our 34-week calendar year (see attached calendar).

In addition to a signed student/parent agreement, an annual, non-refundable \$25 registration fee must accompany each registration form. Please make all checks payable to Northeast Presbyterian Church or NEPC.

Monthly Tuition for Individual Lessons:

\$100	30 minutes
\$140	45 minutes
\$180	60 minutes

Monthly Tuition for Group Classes:

\$85	60 minutes
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Academy Calendar

September 9	Fall lessons begin
November 25-26	Thanksgiving week (no lessons)
December 14	Winter Recital
December 23-31	Christmas break (no lessons)
January 6	Lessons resume
April 7-8	Spring break (no lessons)
May 3	Spring Recital
June 2- July 29	Summer sessions run

Summer

Lesson packages of 4, 6, and 8 are offered throughout the months of June and July.

	30 minutes	45 minutes	60 minutes
4 lessons	\$100	\$140	\$180
6 lessons	\$150	\$210	\$270
8 lessons	\$200	\$280	\$360

Student Cancellation Policy

Written notification (i.e. email) of lesson cancellation must be provided by the 10th of the student's last month.

Recital Accompanist Fee

If the student wishes to play with an NEAA accompanist in the winter or spring recital, one will be provided for a \$25 fee. This provides two fifteen minute rehearsals as well as the performance.

Recitals

We believe that students should showcase their talents in an effort to broaden their experience and share their gifts. Recitals will be held at the end of both the Fall and Spring Terms, and are multi-studio collaborations. Students are also encouraged to seek out opportunities to share their musicality in various worship settings, student ministry events, and other applicable artistic settings.

Attendance and Make-Up Lessons

24 hour notice to the teacher for absences is required. One make-up lesson per semester may be scheduled in accordance to student and teacher flexibility if advance notice is given. In the event that an instructor must cancel a lesson, with the exception of dire emergency, the same 24 hour notice policy applies. All lessons canceled by the instructor will be rescheduled.

In the event of inclement weather, a determination whether to cancel or continue with lessons and/or classes will be made by the Northeast Presbyterian Directors of Administration and the Northeast Arts Academy; faculty and students will be notified accordingly. Please be aware, we do not always cancel lessons based on school districts.

Students and faculty alike are expected to be prompt for all lessons. Because lessons are scheduled consecutively in common spaces, lessons that begin late will not be extended to compensate for time lost. Students who are more than ten minutes late to their lesson are considered to have forfeited it, and faculty are under no obligation to stay longer or make the lesson up. ***Monthly tuition cannot be pro-rated due to missed lessons.***

Online lessons have become much more common since COVID-19. While NEAA is returning to in-person lessons Fall of 2020, most students who wish to take lessons online for safety reasons may do so. Online lessons can also be an excellent method of making lessons up, or can permit a student to attend a lesson when there is illness in the family that would prohibit them coming in person. Even if you register for in-person lessons, talk to your instructor about proceeding with make-up lessons online if the occasion should present itself.

Communication

Students will be placed in contact with their instructor upon registration to schedule their lesson time. Two way communication between student/family and instructor must be maintained. Please contact

Haley Reasoner, the Northeast Arts Academy Director, with any questions or concerns you may have at hreasoner@nepres.com.

Materials

All but beginning students should bring any literature or methods books that they have most recently studied with them to the first lesson. The teacher will determine if supplementary material is needed. Students are expected to purchase supplementary materials as advised by the instructor.

Safety

The nature of individual study in the arts requires one-on-one time between faculty and students of Northeast Arts Academy. We practice an open door policy that allows one adult family member or caregiver of students to enter a room where a private lesson is being given at any time. All lessons are taught in rooms with windows in the doors to ensure the safety of students and faculty. At least two responsible adults will be present on the NEPC campus at all times while Northeast Arts Academy classes are being taught. Cameras are installed in NEAA studios for added student protection. Students under the age of 16 must be accompanied to the entrance by a parent or guardian and must be picked up from lessons within 5 minutes of the end time by an authorized adult. In the event that a student will be picked up late, please alert the Northeast Arts Academy Director to ensure the safety of that student.

Wellness

If the student or members in the student's household are ill or have been exposed to COVID-19, do not come to your lesson. In cases where the student should not come in but is well enough for a lesson, lessons should proceed online.

COVID-19 Precautions

Lessons may proceed in person, but if the teacher, student, or parent prefers to teach or to receive instruction online due to health concerns, online lessons are also an option in most cases. Students may be accompanied by one family member only to their in-person lesson; siblings and other family members must remain outside the building. Students will be asked to wash their hands before their lesson. Surfaces will be sanitized in between lessons, masks must be worn by both teacher and student when possible, and the teacher will maintain an appropriate distance from the student as best they can considering the often hands-on approach of music making.

Northeast Arts Academy – Student and Parent Agreement

As part of this agreement, the Northeast Arts Academy at Northeast Presbyterian Church will:

- Provide high quality instruction in the arts
- Begin all lessons and classes promptly
- Strive for open communication between instructors, parents, and students
- Provide a safe environment for learning
- Seek to provide spiritual encouragement to all students
- Adhere to Northeast Arts Academy enrollment and studio guidelines as stipulated in Faculty Standards
- Provide a Director to ensure high quality ministry

As part of this agreement, we as parents and students will:

- Be prompt and prepared for lessons and classes, providing any necessary supplies and materials as requested by instructor(s)
- Follow makeup policies as outlined by the Northeast Arts Academy Student and Faculty Handbook
- Be prompt in making payments according to the Northeast Arts Academy policies found in the handbook
- Show respect to NEAA Faculty, equipment and church facilities
- Adhere to all policies in the NEAA Handbook
- Give permission for release of photos taken at Academy activities – lessons and/or recitals for publicity, to include newspaper stories, newsletters, website and Academy FaceBook posts. **If your preference is for student's pictures to be withheld, please check withholding option below.*
- Share any questions, comments, or concerns with the Northeast Arts Academy Director

By signing below, I acknowledge my understanding of the policies stated in the Northeast Arts Academy Student and Faculty Handbook and seek enrollment for instruction at Northeast Arts Academy.

Student Name _____ Parent Name _____

Student Signature _____ Parent Signature _____

Date Signed _____ Date Signed _____

**I Withhold Permission for Student Photo Release _____*

Faculty Standards for Northeast Arts Academy

To ensure that students and families of Northeast Arts Academy receive the highest quality of musical and artistic instruction in a safe, Christian environment that is encouraging to their faith, we maintain careful standards for our faculty instructors. All instructors hired by Northeast Arts Academy meet these criteria:

Faculty of Northeast Arts Academy at Northeast Presbyterian Church must profess Jesus Christ as Lord.

As a ministry of Northeast Presbyterian Church, Northeast Arts Academy and its faculty serve to reinforce spiritual truths and to disciple all students in their walk with the Lord, as applicable. We believe that musical and artistic talents are gifts from the Lord that bring glory to Him.

Faculty of Northeast Arts Academy must each actively serve within a Bible believing and professing church.

In the same way that one can only improve on his or her instrument or artistic discipline by practice and intentional efforts, our faculty must actively develop a personal relationship with the Lord in order to lead others. Commitment to the Body of Christ through active service is of high priority for Northeast Arts Academy faculty. Faculty members are encouraged to speak freely with students and families about God's gifts in relation to the Arts. In addition, worshiping God and bringing Him glory is of utmost importance, and to that end, each faculty member is encouraged to participate in Northeast Presbyterian Christmas and Easter musicals.

Faculty of Northeast Arts Academy must be highly qualified in their specialty area.

All faculty of Northeast Arts Academy must hold a degree indicating study on their primary instrument or prove professional experience comparable to a degree. All faculty members will use methods and literature appropriate to the age and level of study for their students. To provide instruction that builds technical skills and reinforces spiritual truth, faculty members are encouraged to incorporate their familiarity with sacred and contemporary church music into all Arts instruction.

Faculty members of Northeast Arts Academy are committed to the safety of their students.

To ensure that our Christian environment is safe for all students and that our faculty is above reproach, all faculty members must consent to a thorough background check as part of the hiring process. All faculty members must submit to our child protection policies. At least two faculty members, responsible NEPC staff, and/or the NEAA Director will be present on the Northeast Presbyterian Church campus when lessons are being taught.

Faculty members of Northeast Arts Academy are to follow enrollment and studio guidelines as follows.

All Northeast Arts Academy lessons will be held on the campus of Northeast Presbyterian Church. Any private lessons established in a home- or other-studio setting prior to a teacher being hired as part of the NEAA faculty are to be treated as a separate studio and are in no way associated with NEAA. Any Faculty/Student contract initiated at Northeast Arts Academy must remain on the campus and under the auspices of Northeast Presbyterian Church. Faculty members may not solicit NEAA students to their private studios.

Faculty members will provide required notice if it is necessary to discontinue their partnership with Northeast Arts Academy.

Should it become necessary for a teacher to discontinue his or her relationship with Northeast Arts Academy, notification should be given to the NEAA Director with a minimum of a two week notice so that his or her students can be reassigned. A formal resignation letter is required.

Faculty members of Northeast Arts Academy are to conduct themselves both ethically and professionally.

By submitting my application to Northeast Arts Academy at Northeast Presbyterian Church at 601 Polo Road, Columbia, SC, I _____ hereby state that my faith and intentions align with the above stated Faculty Standards and submit myself to a background check.

Signature

Date

