

W.A.F.A

**Woodmont
Academy of
Fine Arts**

Student Guidelines

As revised 1/05/09

WOODMONT ACADEMY OF FINE ARTS

STUDENT GUIDELINES

Please read carefully and completely.

GUIDELINES FOR LESSONS

- 1. All lessons will be taken at Woodmont Academy of Fine Arts, located on the East Campus of Woodmont Baptist Church, 2002 Darby Dr. in Florence, AL.**
- 2. One thirty-minute lesson will be given each week, with an average of four lessons per month.**
- 3. Students are expected to provide their own instrument for lessons (except piano.)**
- 4. Students are expected to be on time to lessons.**
- 5. Teachers are to be respected with dignity. Students are expected to practice and come prepared for each lesson. When students are not prepared, teachers reserve the right to shorten lesson time.**
- 6. Choice of music (styles and types) should be based on the student's goals, needs, and interests.**
- 7. Parents and/or guardians are strongly encouraged to remain in the academy during the private instruction, either just outside the studio or in the lobby.**
- 8. Any problems with teachers should be discussed with the academy director.**

GUIDELINES FOR CLASSES

- 1. All classes will be held at Woodmont Academy of Fine Arts (WAFA) on the East Campus of Woodmont Baptist Church, 2002 Darby Drive in Florence.**

2. **Classes meet once a week and range from 60 to 90 minutes in duration, depending on the class. Class schedules may vary from semester to semester.**
3. **Students will be expected to purchase materials needed for class, or in some cases, an extra fee may be charged for supplies.**
4. **Students are expected to be on time for class.**
5. **Teachers are to be respected with dignity. Students are expected to come to class prepared.**

6. **Any problems with teachers should be discussed with the director.**

GUIDELINES FOR LESSON PAYMENT

1. **Students are NOT to pay tuition to the instructor. The Academy will collect all fees.**
2. **Each student will be billed a set monthly fee of \$60 for private instruction, regardless of lessons attended. The monthly fee for classes will vary depending on the class.**
3. **There is a non-refundable registration fee of \$20 per student. Each fall, returning students will be charged a \$10 re-enrollment fee. For private students, the initial registration fee is a one-time fee, unless the student drops out for more than 6 weeks, at which time the \$20 re-enrollment fee will be charged, unless absence is excused by the teacher for sickness or other circumstances beyond the student's control.**
4. **The registration fee and first month's tuition must be paid before the first lesson or class period.**
5. **New students will start at the beginning of the month.**
6. **Wafa students are expected to enroll as *ongoing* students. Students wishing to terminate lessons will give at least two weeks notice and complete payments through the end of the month. Students dropping at the end of the month without notice will be billed for two weeks' tuition for the following month. Students wishing to drop a class will not be refunded tuition paid through the end of the month.**
7. **Students are billed by Wafa at the beginning of the month. Students' fees for the entire month will be due at the Academy by the 15th of that month. If**

payment is not received by the 15th, a late notice will be sent. Failure to pay will result in termination of lessons. *Make checks payable to Woodmont Academy of Fine Arts or WAFAs, 2001 Darby Drive, Florence AL, 35630.* Please do not send cash. For your convenience in paying and/or corresponding with the director, a depository is located inside the front door of WAFAs, to the left.

GUIDELINES FOR PURCHASING BOOKS AND MATERIALS

Students will be expected to pay for their own books and materials. Alabama Music, on Mall Rd. in Florence, is our recommended resource for music books. Music books may also be purchased from the academy teacher. Materials needed for art and dance classes will be addressed by those teachers.

GUIDELINES FOR MAKEUP LESSONS:

1. Students must pay tuition by the 15th of each month in order for lessons to continue. No lessons will be made up if missed due to late payment.
2. Lessons missed by the student will not be made up or credited. In cases of extreme emergencies, make up lessons are negotiable by the teachers. Emergencies include illness, death in the family, and other extenuating circumstances.
3. One thirty-minute lesson will be given each week, with an average of four lessons per month.
4. Four months during the year will include a fifth lesson. These extra lessons given will be considered make up lessons for four weeks missed by the teacher during the year.
5. Each teacher will notify his/her students concerning the dates that he/she will not be teaching.
6. Teachers are obligated to make up any missed lessons beyond the four prescheduled teacher absences.

RECITAL OPPORTUNITIES

1. Recital opportunities will be offered for all Academy students in the spring and fall. Participation by adult students will be on a voluntary basis. Recitals are in May and November.

DISCIPLINE AND CHARACTER

1. Discipline problems will be addressed with the parents, teachers, and administrator.
2. It is understood that Wafa teachers know Jesus Christ as Savior and Lord, and that all conversation and character displayed indicates Christ-like conduct.
3. No food or drink (other than water when necessary for performance) will be allowed in studios or classrooms. The only place drinks other than water will be permitted is in the lobby/office area.
4. Children under twelve must be accompanied by an adult. Children will not be allowed to roam the building or wait unattended for their lesson time or for siblings to finish their lessons.
5. You may be asked by your child's instructor to remain outside the door during your child's lesson—especially at night and/or if there is little else going on in the building at that time. If you are unable to comply with the instructor's request that you stay, and the instructor is uncomfortable with the situation, he/she may choose to cancel or postpone the lesson.
6. Wafa is housed within the property of Woodmont Baptist Church, and the facilities should be treated with respect. Profanity, littering, defacing of property, alcohol, drugs, and indecent dress will not be tolerated. (Dance students will be advised by their instructors as to the kind of dress that is permitted.)

SEVERE WEATHER POLICY

Because Woodmont Academy of Fine Arts is a branch of Woodmont Baptist Church, we follow the church's severe weather policy, which is to close when and if Florence City Schools close. However, because of the city schools' rigorous bus schedules, dismissal is increasingly rare. Therefore, I would encourage you to do the following:

- a. Observe weather conditions, and use your discretion.
- b. Listen or watch local stations for closings; if many area schools are closing, even if city schools are not, chances are good that classes and/or lessons will be dismissed as well.
- c. Call the teacher to be sure. Teachers have been encouraged to make contact with their students, as well.
- d. Give it some time. We all know the weather can turn on a dime. Often a storm will blow over long before class or lesson time. If it is clear that danger has passed, even if schools dismissed, Wafa will most likely be up and running.

If your child is ever in the building when hazardous weather conditions develop, the teachers have been instructed in severe weather protocol.

HOLIDAY POLICY

Wafa observes the following holidays: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving (2 days), and Christmas. No lessons or classes will be taught after the second full week of December. The first two weeks of December may be used for regular or makeup lessons.

**Questions should be directed to Director/Administrator, Kevin Reese, at 766-1255
(ext. 19) or wafa@woodmontbaptist.org.**

**For up-to-date information, log on to woodmontbaptist.org, go to Ministries, and
click on Woodmont Academy of Fine Arts.**

Student/Parent Agreement:

I have read thoroughly and understand the WAFAs Student Guidelines and agree to comply with the policies contained therein.

Signature of Adult Student or Parent: _____ Date: _____

(Please return with next payment.)

Release Consent

For your, or your child's, picture to be legally posted on our website or to be used in newspaper advertisements, promotional materials, etc., we must have your permission.

I _____ give my consent to Woodmont Academy
(parent/guardian)
of Fine Arts to reproduce photo images of _____
(student)
and/or myself for promotional purposes.

Signed: _____

Date: _____