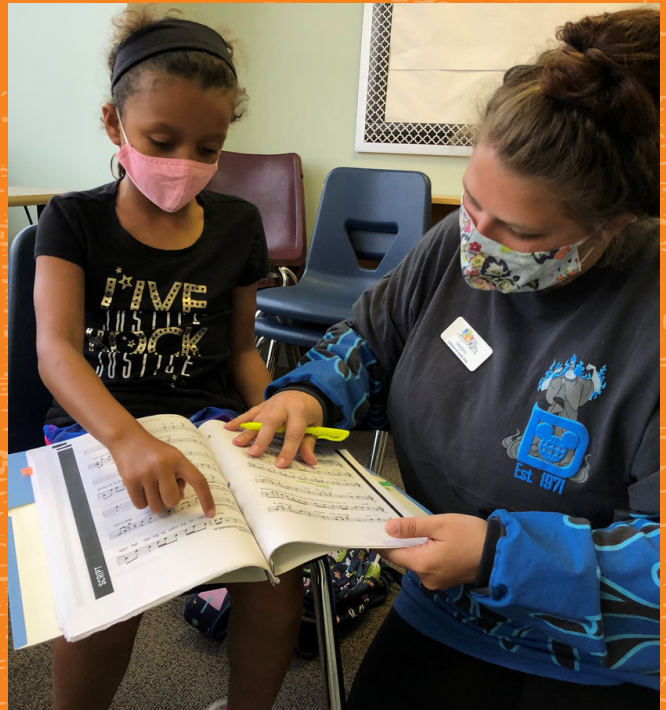
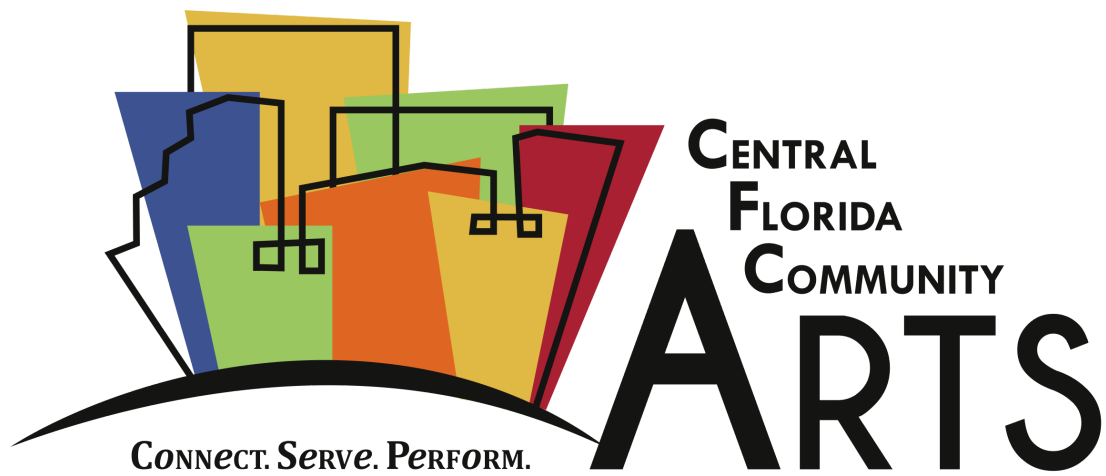


CFCARTS ACADEMY STUDENT HANDBOOK



FALL 2022





Central Florida Community Arts
School of Arts & Health - Academy

2022-2023
Student Handbook

Terrance Hunter - Vice President, Operations & Education
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Vision Statement

CFCArts exists to enrich our community's quality of life by making the arts accessible and affordable for all. We provide an inclusive and welcoming creative platform where individuals can connect by joining an artistic family, perform for audiences across the socioeconomic spectrum, and use their talents to serve the community. This school exists to equip local artists through private instruction, workshops, and classes.

Purpose:

1. To serve and reach out to the surrounding community by offering performing arts lessons to children and adults
2. To assist the organization in its cooperation with the surrounding community by offering a service that is needed and appreciated
3. To instill in the student a love for performing arts which will continue indefinitely
4. To teach the student specific musical concepts, including notation, form, melody, harmony, etc.
5. To teach the students how to perform with confidence and skill
6. To teach the students at a level that is appropriate for their individual performing arts endeavors
7. To develop in all students an awareness of performing arts as an expression requiring a high degree of discipline
8. To create in the student a future patron of performing arts, both as an artist and as a way of enjoying life.

Dates/Hours

Fall 2022 SOAH Season: August 8th - December 9th

- **Make-Up Week (Academy ONLY):** Monday, November 28th - Saturday, December 3rd
- **In-Person Recital (Academy ONLY):** Wednesday, December 7th
- The following holidays will be observed by the School of Arts & Health:
 - Labor Day, Thanksgiving Week (November 21st-26th)
 - The School is closed for four weeks over the Christmas holidays.
 - The School of Arts & Health will be open for all other holidays.

Spring 2023 SOAH Season: January 9th - May 24th

- **Make-Up Week (Academy ONLY):** Monday, May 15th - Saturday, May 20th
- **In-Person Recital (Academy ONLY):** Wednesday, May 24th
- The following holidays will be observed by the School of Arts & Health:
 - Spring Break Week (March 13th-18th)
 - The School is closed for one week over the Memorial Day holiday.
 - The School of Arts & Health will be open for all other holidays.

Summer 2023 SOAH Season: June 5th - July 29th

- **Make-Up Week (Academy ONLY):** n/a
- **In-Person Recital (Academy ONLY):** n/a
- The following holidays will be observed by the School of Arts & Health:
 - Independence Day (July 4th)
 - The School of Arts & Health will be open for all other holidays.

While the CFCArts offices are open on weekdays, the School of Arts & Health classrooms will be operating on a limited basis for in-person lessons and classes.

- In-Person Lessons : Monday-Thursday, 2:00pm-8:00pm
- Virtual Lessons
 - Monday – Friday: 10:00am – 9:00pm
 - Saturday: 10:00am – 5:00pm
 - Sunday: CLOSED

Instruction

The CFCArts School of the Arts - Academy hires instructors with integrity and who are skilled in their discipline. We ensure this by requiring that all of our instructors and staff pass a background check and complete resume verification.

Private Lesson Fees

It is the goal of CFCArts to make performing arts instruction available to every person in Central Florida, and for that reason, we offer our lessons and classes at very reasonable prices. Prices are based on an hourly basis and vary depending on the individual teacher.

Students also have the option of choosing Recurring Lessons (same day and time weekly) or Flex Lessons (for students who are unable to commit to a weekly lesson for any reason).

Recurring Lessons

- Level A: \$35 per hour (\$26.25 per 45 minutes & \$17.50 per half hour)
- Level B: \$40 per hour (\$30 per 45 minutes & \$20 per half hour)
- Level C: \$50 per hour (\$37.50 per 45 minutes & \$25 per half hour)

Flex Lessons

- Level A: \$40 per hour (\$20 per half hour)
- Level B: \$45 per hour (\$22.50 per half hour)
- Level C: \$55 per hour (\$27.50 per half hour)

Registration Fees

Non-refundable **Registration Fee** is due upon enrollment and/or at the beginning of every semester or year. The Registration Fee covers piano tuning, building maintenance, in addition to student recital & open mic costs.

Annual Fees - for both Recurring & Flex students

- \$50 Recurring Annual Registration Fee (Spring, Summer & Fall)
- \$30 Flex Annual Registration Fee (Spring, Summer & Fall)

Seasonal Fees - Recurring students only

- \$30 Spring Registration Fee
- \$15 Summer Registration Fee
- \$30 Fall Registration Fee

Family Discounts - Recurring students only

- \$85 Annual - \$50 for first student, \$35 for second student, FREE for 3+ students
- \$50 Seasonal - \$30 for first student, \$20 for second student, FREE for 3+ students

Payment Methods/Options

Families will be invoiced through My Music Staff on the 25th of the previous month. Payments are due on the first of the month and/or at the time of enrollment.

My Music Staff & PayPal

Invoices through My Music Staff are linked to our PayPal system for families' convenience. A processing fee of 3.75% will be added at checkout. Families may access their account information at any time through the My Student Portal. My Music Staff will notify you if payment is declined.

Pay by Credit Card

Students may also opt to pay by credit card. Students will be emailed a credit card authorization form through an e-sign provider to keep on file. Credit cards will be run on the first of the month and/or at the time of enrollment. A 3.2% processing fee will be added at checkout. Please inform the Academy Manager immediately if your card information changes. If your card is processed and declined, you will be responsible for the additional processing fees.

Pay by Check

Students may also opt to pay by check. Checks should be received by the first of the month. Please make checks payable to Central Florida Community Arts and mail to: P.O. Box 720517, Orlando, FL 32872

Please use the following Recurring prices to estimate your Monthly totals, based on an average of 4 lessons per month:

Lesson Type	PayPal	Credit Card	Check
Level A: 30 minutes	\$72.63	\$72.24	\$70.00
Level A: 45 minutes	\$108.94	\$108.36	\$105.00
Level A: 60 minutes	\$145.25	\$144.48	\$140.00
Level B: 30 minutes	\$83.00	\$82.56	\$80.00
Level B: 45 minutes	\$124.50	\$123.84	\$120.00
Level B: 60 minutes	\$166.00	\$165.12	\$160.00
Level C: 30 minutes	\$103.75	\$103.20	\$100.00
Level C: 45 minutes	\$155.63	\$154.80	\$150.00
Level C: 60 minutes	\$207.50	\$206.40	\$200.00

Attendance Policy

The Academy is designed to help students of all ages reach their highest potential in artistic performance, and this can only be achieved through consistent attendance.

- **Instructor Absences:** Occasionally CFCArts' instructors will have to cancel a lesson. In this case, we will do our best to reschedule that lesson as soon as possible. In the event that the lesson cannot be rescheduled, the student will be provided with a **substitute instructor** for that one lesson. This provides the student with a consistent schedule as well as the opportunity to work with other talented instructors on occasion. If the student does not wish to have a substitute but cannot reschedule with their regular instructor, a credit will be issued for the following month.
- **Student Cancellations:** Lessons must be cancelled at least 24 hours in advance to qualify for a make-up lesson. Lessons cancelled less than 24 hours will be forfeited. Cancellations may be made through the My Student Portal or by emailing academy@cfcarts.com. Students will be notified of our cancellation policy before they confirm cancellation.
- **Student Reschedules:** Students may request up to **three (3) rescheduled lessons** per Season as long as the lesson was cancelled outside of 24 hours prior to the appointment time. The first make-up will automatically be moved to the end of the Season during Make-Up Week. All other make-ups will be rescheduled as soon as possible. If the student cannot reschedule, a credit will be issued for the following month. If a student feels that they will need more than **three (3)** rescheduled lessons in a Season, that student may want to consider switching to Flex lessons.
- Cancellations may be made through the My Student Portal or by emailing academy@cfcarts.com. Students will be notified of our cancellation policy before they confirm cancellation.
 - The **first (1st)** make-up lesson will be moved to Make-Up Week, one week before the Fall 2021 Recital.
 - All future make-up lessons will be the student's responsibility to reschedule by emailing the school and working within the teacher's availability.
 - Students that cancel an in-person lesson outside of 24 hours and wish to reschedule must do so virtually.
 - The Academy must be notified of the absence at least 24 hours prior.
 - **Any absences without a 24-hour notice will result in a forfeited lesson.**
 - There will be a 15-minute grace period if a student arrives late before a lesson is deemed a No Show. The student has the option to finish out the remainder of the allotted lesson time, but an instructor will not extend the lesson time.

Flex-Scheduling Alternatives

- The flex-scheduling option is available for students who are unable to commit to a weekly lesson for any reason.
- **Flex-Student lessons:**
 - **May be requested no later than 48 hours before the lesson is to start**
 - Are scheduled according to the teacher's availability
 - Are not officially scheduled until they have been approved by the teacher and payment has been made and are not guaranteed a regular spot

Withdrawal Policy

Private Lesson Withdrawal:

- If a student must end lessons before the end of the semester, they must submit this request in writing two weeks before the final lesson.
- If the student has paid in full for the month in which they are canceling, then the remainder of tuition will be credited to the following season, as long as it is in the same calendar year. Refunds will only be available upon request.

Group Class Withdrawal:

- Group classes are to be paid in full at the start of the semester.
- Group classes are non-refundable.

Workshop Withdrawal:

- Workshops are non-refundable.

How to My Music Staff - My Student Portal

LOGIN

When you register for lessons, a CFCArts administrator will email you a link to your Student Portal through My Music Staff to the email that you used to register. The email will include a link to reset your password.

- Adult students use their own email.
 - Child students (under 18) use their legal guardian's email.
-

OVERVIEW

Home - gives you an overview of your schedule and upcoming events

Settings

- **My Preferences** - allows you to view and update your personal information

Calendar - shows your events with all necessary information including virtual link to Google Hangouts/Zoom

Contact Info - shows contact information for both CFCArts and your teacher

Account & Invoices

- **Account Overview** - shows account history
- **Make a Payment** - Allows you to make a payment through PayPal

Invoices - shows all invoices that students can download

Attendance & Notes - shows you all past attendance as well as notes from your teacher

Lending Library - We currently do not use this feature.

Online Resources - allows you to access content (audio, video, sheetmusic, etc.) that your teacher has uploaded

Practice Log - allows you to log practice and assignments from your teacher

Repertoire - allows you to access your repertoire assignments and lists

Email History - This allows you to view email history from My Music Staff but does not show any emails from CFCArts administration.

NOTIFICATIONS

1. Students will receive automatic email reminders 24 hours prior to the start of your next lesson.
 2. Students will receive automatic email reminders when a lesson is cancelled or rescheduled.
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CANCEL LESSONS

1. Please cancel lessons through My Music Staff. When you cancel a lesson, the following automatic message will pop up:
 - a. *In order for a lesson to be eligible for makeup, there must be at least 24 hour notice. If sufficient notice is provided the lesson will be rescheduled. Credit may be issued if rescheduling is not possible. If the lesson is cancelled with less than 24 hours, the lesson will be forfeited.*

Performance

Participation in recitals, auditions, festivals and CFCArts choirs or orchestra is encouraged. It is our philosophy that progress is attained through consistent, careful practice, and through intense weekly lessons and performing arts events. Students will be given the opportunity to participate in Student Showcases several times a year. Showcase costs are covered in your registration fees. Flex students who have not paid a registration fee must pay a \$20 fee in order to participate. Each teacher reserves the right to determine and give exception to students who will participate in such events.

Evaluation

Parents may request a written progress report on a monthly basis. This report will include technique, musicianship, attitude, practice habits, punctuality, and preparation. A teacher may recommend that a student be placed on probation until improvement is realized. Continued deterioration of effort and/or attitude may result in termination of lessons.

Books & Materials

Each teacher is responsible for assigning books and materials as needed. Students are responsible for purchasing all books and materials at the local music stores. All students studying an instrument will need to purchase or rent their own instrument. There will be a music library for you to peruse, and you may use materials from this library with your instructor's permission. If there is a problem with finding books or materials please contact the School Office.

Calendar

- Private lessons are on-going year round with a two week break over the winter holidays.
 - Group classes operate on a seasonal schedule: Spring (January- May), Summer (June-August) and Fall (September –December).
 - The following holidays will be observed by the School of Arts & Health:
 - Labor Day, Memorial Day & Independence Day
 - Thanksgiving Week (November 22nd-26th)
 - The School is closed for two weeks over the Christmas holidays.
 - The School of Arts & Health will be open for all other holidays.
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Preparation & Practicing

Notes for Parents of Young Students:

All students must have a quiet place to prepare/practice away from distractions such as TV, family, etc. For students taking music lessons, check that the lighting is adequate and that your child is in proper sitting/standing posture for his/her instrument. If your child is taking piano lessons, please be sure that the piano is tuned once a year. Supervised preparation/practice is highly recommended for all elementary students and results in superior lesson preparation.

“An excellent teacher cannot produce a good, well-rounded student if there is no preparation or practice; however, any teacher can produce results with consistent preparation and practice.”

Recommended minimum practice time is as follows:

Young Beginners – at the discretion of parents and teachers

Elementary Students – 30 minutes/day, 5 days/week

Middle School Students – 45 minutes/day, 5 days/week

High School Students – 60 minutes/day, 5 days/week

Adult Students (18 and up) – at the discretion of the teacher

The success of our student’s artistic development is important to us. If you have any questions, please feel free to talk with your/your child’s instructor or the School of Performing Arts Director.

**Central Florida Community Arts
School of Arts & Health
Important Contact Information**

School of Arts & Health / CFCArts Offices

- 407-937-1800
- school@cfcommunityarts.com
- For School information, registration, Workshop calendar and online payments, visit <https://cfcarts.com/academy/>.

Vice President, Operations & Education – Terrance Hunter

- terrance.hunter@cfcommunityarts.com
- 321-301-2493

Director of School of Arts & Health - Kaileigh Anne Tayek

- kaileigh.anne@cfcommunityarts.com
- 419-304-5753

School of Arts & Health Administrator - Sara Breitfelder

- sara.breitfelder@cfcommunityarts.com
- 727-744-3041

Manager of Arts Equity & Access - Serena Ahmed

- serena.ahmed@cfcommunityarts.com
- 609-216-5509

Music Therapy Program Coordinator - Ashley Lewis

- ashley.lewis@cfcommunityarts.com
- 954-290-5821

Academy Manager – Erin Wolfe

- academy@cfcarts.com
- 904-742-5661