



# Student Handbook

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SWFL Creative Arts Academy is a ministry of First Assembly of God  
4701 Summerlin Road  
Fort Myers, FL 33919  
239.936.6277

Dear Student,

Welcome to the SWFL Creative Arts Academy (CAA)! We are so pleased that you have chosen to grow in the gifts and talents that God has given you. The CAA was created because of the need for quality arts instruction within the church and community.

As a ministry of First Assembly of God, our purpose encompasses both ministry and education. First, we want to be a place where God-given talent is discovered and encouraged. We also want every student and student's family to be touched by God's love through us. Secondly, we desire to be a dynamic center for quality instruction in a safe Christian environment with highly, qualified and caring instructors.

The information in this handbook is designed to help make your CAA experience a pleasant one. Please take the time to read through the entire handbook. Please sign the last page and give this to your instructor at your first lesson/class.

If you have any questions, please don't hesitate to call or email.

Sincerely,

Liz Jarrett, Dean

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### **MISSION STATEMENT**

The CAA seeks to serve as a center for the arts and to train people for ministry, personal enrichment and careers. The CAA is committed to:

- Bringing qualified instructors to aspiring students in our community
- Helping each student reach his or her God-given potential by instilling discipline and Christian character through the arts
- Encouraging a love for the arts within each student
- Providing a safe, Christian environment for both students and instructors

The CAA does not discriminate based on race, gender or religion and is a ministry of First Assembly of God in Fort Myers, Florida.

# **GENERAL POLICIES**

## **Scheduling Lessons**

The CAA will try to accommodate students' preferred lesson times and also try to keep families with more than one student scheduled together. Preference will be given to students who register first.

## **Instructors and Parental Involvement**

All instructors of the CAA are highly qualified, experienced teachers and musicians. You can be sure that their methods are designed to give you the best training possible. Each instructor will operate by the policies of the Academy and will at all times relate to students in a professional, yet personal way. If at any time you, as a student or parent, have a problem concerning the method of any instructor, please contact the Dean of CAA, Liz Jarrett. Parental involvement is important in the education of our students, and your input to the instructor is always welcome. Your encouragement and support can make a profound impact on your child's love of the arts and degree of achievement.

## **Waiting Area**

Parents and students may use the designated waiting room. Parents should be prompt in picking up students after their lesson/class. Students are not allowed to wander around campus and must remain in the waiting area when not in a lesson/class.

## **Cancellations Due To Inclement Weather**

We will follow First Assembly's policies in regards to closings. If the campus is closed due to inclement weather, all students will be contacted. Missed lessons and classes because of inclement weather will be rescheduled.

## **Holidays and Semester Breaks**

Lessons or classes that occur on these dates are not included in the student's tuition and won't need to be rescheduled. An asterisk indicates that the campus is closed.

- New Year's Day\*
- Martin Luther King Day\*
- President's Day\*
- Spring Break Week (follow FMCS calendar)
- Memorial Day\*
- Independence Day\*
- Labor Day\*
- Thanksgiving Week\*
- Christmas Day\*

# **PRIVATE LESSON POLICIES**

## **Absenteeism and Make-up Lessons**

Students are expected to attend all lessons during the semester; however, we realize there may be occasions that students need to miss. Students should contact their teacher directly in case of a missed lesson. A make-up lesson will be scheduled if a student has to miss due to sickness, vacation, emergency, school event or other scheduling conflict. A student is allowed a total of three make-up lessons per semester. If a teacher misses for any reason, the student may choose to re-schedule the lesson or receive a refund or credit.

## **Tardiness**

It is important that students be on time for lessons. Lessons will not be extended for late students.

## **Registration Fee**

A fee of \$20 per student per semester will be included in the payment plan. Since all tuition goes directly to the teacher, this fee helps to cover our operating costs.

## **Tuition**

Tuition is billed for the entire semester when the student registers. Tuition is calculated by multiplying the rate per lesson by the number of lessons in a semester. If any of your lessons fall on one of the previously listed holidays, they won't be included in your tuition.

In order to provide a stable working environment that attracts quality teachers, we ask that students commit to the entire semester. If a student needs to withdraw before the end of the semester, the account will be settled/refunded on an individual basis.

Payment Plan Options:

1. Entire Semester – The whole amount is due by the first lesson. (\$20 registration fee waived)
2. Three Equal Payments – First payment is due by the first lesson. The due dates for the second and third payments will be provided to you when you register. Generally, the second payment is due about 1/3 into the semester, and the third payment is due 2/3 into the semester. (*This payment plan is only available for the fall and spring semesters, not the summer semester.*)

Payments may be submitted online at [www.swflcaa.com](http://www.swflcaa.com), deposited in the drop box outside of the waiting room, or mailed to the CAA office:

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### **Instruments, Books, and Materials**

Students are expected to provide their own instruments, music books, metronomes, etc. Instructors will make recommendations on course materials and where to purchase them. Please understand that it is against the law to photocopy music of any kind without the consent of the publisher.

### **Practice Time**

Assignments and practice should be given the same priority as homework. In order to progress satisfactorily daily practice is necessary. To achieve self-discipline and good work habits, it is suggested that a regular time for practice be set aside each day. Some daily suggested daily practice time intervals are:

Ages 4-6            two 15 minute time periods

Ages 7-9            30 minutes

Ages 10-12        45 minutes

Ages 12 and up   60 minutes

### **Performance Opportunities**

Learning to perform for others is part of a well-balanced music education. Students develop poise and confidence through these performance exercises. Recitals will be held at the end of each semester. Appropriate dress is required for recitals. Each student's recital piece will be selected by the instructor. There will also be community performance opportunities at local venues which will be scheduled throughout the semester.

## **CLASS POLICIES**

### **Class Size**

There is a minimum and maximum number of students allowed in each class. Please check each class description.

### **Registration Fee**

There is a fee of \$20 per student per semester. This fee is not included if the student has also registered for lessons.

**Tuition**

Tuition is billed for the entire semester when the student registers. The tuition for each class will vary. Tuition is calculated by multiplying the rate per class by the number of classes in a semester. If any of your classes fall on one of the previously listed holidays, they won't be included in your tuition.

In order to provide a stable working environment that attracts quality teachers, we ask that students commit to the entire semester. If a student needs to withdraw before the class ends, the account will be settled/refunded on an individual basis.

Tuition is due by the first class. Payments may be submitted online at [www.swflcaa.com](http://www.swflcaa.com), deposited in the drop box outside of the waiting room, or mailed to the CAA office:

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**Absenteeism and Make-up Lessons**

If a student misses a class for any reason, a makeup cannot be provided. If the instructor must cancel a class, or a class is canceled due to inclement weather, the class will be rescheduled or refunded.



Please sign this portion stating you understand and will abide by the policies in this handbook and **return before your first lesson/class**. Thank you!

Student Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_