



CCA Private Music Studios

Student Handbook

2011-2012

Chelsea Center for the Arts

400 Congdon Street

Chelsea, MI 48118

Phone. 734.433.ARTS (2787)

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September 6, 2011

Dear CCA Music Students and Families,

Whether you are new to our music programs or have been with us before, we welcome you to Chelsea Center for the Arts. We are proud and excited to bring excellence in music training and education to our community and the Southeast Michigan area. Chelsea Center for the Arts continues to set the standard in private music lessons, group music classes, and unique opportunities in the arts. This year, we add new instructors to our private music faculty and we look forward to additional group music classes for young children through adults!

As we continue to promote the arts as vital and necessary to our human development, we are also very aware of the current economic climate, particularly in Michigan. CCA strives to promote and provide the best music education possible, while remaining sensitive to the financial strain on many families. We offer convenient payment plans for tuition, and competitive yet fair rates. We continue to strive for increased scholarship opportunities so that we can reach a greater number of students. Our instructors are true educators with tremendous qualifications and a passion for teaching. As always, we seek to provide a warm, nurturing environment in which all students will feel supported, guided, and prepared for the next step of their musical studies.

Our Scholarship and Tuition Assistance program provides direct financial assistance to CCA students. We understand that music study is a gift that positively impacts children, teens, and adults for a lifetime, and our highest priority continues to be providing as many students as possible the means to afford the excellent instruction we have to offer. Scholarships are awarded prior to the beginning of each CCA semester, and application info can be found on our website: www.chelseacenterforthearts.org.

Experiences at CCA last way beyond the years spent here, and we are only just beginning to see the positive impacts on our current students and graduates. CCA students go on to great success in the world, whether they choose music as a career or simply find it enhancing their lives in unexpected ways. We continually hear from students how their experiences at CCA have shaped them and have helped them in ways they never could have imagined. We have the tremendous opportunity to set the wheels in motion for so many students on the brink of discovering their musical talents and we don't take this responsibility lightly. So, once again, we welcome you to CCA and hope that you find plentiful opportunities for enrichment and inspiration through music.

Sincerely,

Lisa Hinz-Johnson
Director of Music
Chelsea Center for the Arts
734 433-ARTS (2787)

Calendar and Schedule

Each private music instructor designs his or her semester package, comprised of a set number of private and group lessons for the entire semester. This package is defined before the beginning of each semester. Not all instructors opt to teach the full number of available weeks in each semester, and not all include group lessons in their package. The semester tuition reflects the total number of private and group lessons for that instructor's studio. **All students must follow the tuition package as defined prior to the start of the semester. Instructors may not modify the lesson package for individual students.** The only exception to this is when a student enrolls partway into the semester, in which case a prorated tuition will be charged.

Semester Dates, School Closings, Holidays, and Other Important Dates

Faculty members should not schedule regular lessons or classes during Spring Break and the Winter Holiday Break, but you are welcome to use this time for make-up lessons should there be a mutually beneficial time for both faculty member and student. The CCA calendar is based on the Chelsea School District Calendar, but students should refer to this handbook calendar to confirm when lessons occur. If there are any questions about whether lessons are occurring, please contact your instructor directly.

Please make note of these important dates for 2011 - 2012

September 5 – no school, office closed (Labor Day), lessons will be made up at a later date

September 6 - 10 - CCA Open House Week

September 10 - CCA Early Childhood Music Try-It Day (10:00 am - 12 noon)

November 12 - CCA's Annual Fundraiser, Autumn Jubilee (save the date!)

November 24-25 – no school, office closed (Thanksgiving)

November 28 – no school (lessons may still be scheduled—check with your instructor)

December 23 – end of CCA Fall Semester (any Dec. 23 lessons will be rescheduled)

December 23 – Jan. 6 – no school, office closed intermittently

January 9 – beginning of CCA Winter/Spring Semester

February 17 – 20 – Presidents' Day Weekend--no school, no lessons

March 2 - Jazz & Chocolates Scholarship Fundraiser Event—Student Performance

March 3 – Royal Garden Trio Performance with CHO & CCA—Scholarship Fundraiser

April 2-6 - Spring Break--no school, office closed, no lessons

May TBA – Spring Breakfast (fundraiser)

May 28– Memorial Day--no school, office closed

June 8 – end of CCA Winter/Spring Semester

June 11 – beginning of CCA Summer Semester (confirm # of weeks with your instructor)

Recitals

Instructors are expected to host two recitals per year for their students—one in the Fall and one in the Winter/Spring semester. Each instructor is responsible for scheduling, organizing, and securing the venue for the recital, and also for communicating the information to students in a timely manner.

Student Registration & Scheduling

After scheduling your lesson day and time with the instructor, you must register with the office and provide payment (or first installment payment) **prior** to beginning formal lessons. For additional information, see "Registration" below.

The office does NOT handle scheduling of individual private lessons. We work directly with the instructor to schedule room use, etc, but each instructor handles his or her teaching schedule. You must communicate

directly with your instructor regarding lesson scheduling, missed lessons, planned absences, or other important information regarding lessons. The office DOES handle scheduling of group classes and special events. The office DOES handle payment, collection, and billing for lessons and classes. Please do not contact your instructor with billing concerns.

Registration & Attendance—What do I do first?

1. Students and instructors determine a time and date for lessons. Contact your instructor to arrange this.
2. The student registers and makes payment arrangements with the CCA office. Visit <http://www.chelseacenterforthearts.org/registration.html> for instructions.
3. Lessons begin on the scheduled date and time, as arranged with the instructor.
REMEMBER: PAYMENT MUST BE RECEIVED BEFORE FIRST LESSON OCCURS.

REGISTRATION OPTIONS

ONLINE - <http://chelseacenterforthearts.org/registration.html>

This is the quickest and easiest way to register, but you may also use one of these options:

MAIL

1. Print a registration form – available on our website (see above) or in the office.
2. Enclose check or credit card information.
3. Place in envelope, seal, add your stamp, and address to “CCA, ATTN: Registration, 400 Congdon Street, Chelsea, MI.
4. A receipt will be sent to your e-mail address.

IN PERSON

1. Print a registration form from above or obtain one from the CCA office.
2. Bring your credit card, check, or cash to the office with completed registration form.
3. A friendly staff person or volunteer will be happy to accept your payment. If paying in cash, please ask for a receipt.
4. A receipt will be sent to your e-mail address.

PHONE

1. Call (734) 433-2787.
2. A friendly staff person or volunteer will be happy to fill out the form with you over the phone.
3. You may ask to be invoiced or make payment via credit card.
4. An invoice or receipt will be sent to your e-mail address.

Attendance Policy

Student Absence – Excused

Each student receives one excused student absence per semester. An absence that is arranged more than 24 hours in advance is considered excused. The excused student absence will be made up before the end of the semester. It is the student’s responsibility to ensure this lesson is re-scheduled prior to the end of the semester. Faculty members will be paid for these lessons on the originally scheduled day and time.

Student Absence – Unexcused An absence is considered unexcused if a student does not show up for the scheduled lesson time, and has not made prior arrangements. An absence is also considered unexcused if 24-hour notice is not given to the instructor by contacting him or her at home and at CCA. Instructors will be paid for these lessons. It is CCA policy that unexcused absences do not need to be made up at a later date.

Instructor Absence - Planned

It is the instructor’s responsibility to ensure that students or their parents are notified of any planned instructor absence more than one week in advance. The lesson should be rescheduled at this time. It is

the instructor's responsibility to reschedule these lessons. Instructors must also make the office aware of this planned absence.

Instructor Absence - Unplanned

Instructors will notify their students as soon as possible of any unplanned absences. The make-up lesson should be scheduled as soon as possible, and should occur before the end of the semester. It is the instructor's responsibility to re-schedule these lessons.

In the unusual event that the instructor may not be able to make-up lessons (illness, injury, etc.) payment will be made for services actually rendered according to the attendance record. In the event of unplanned absences occurring at the very end of a semester, arrangements can be made to schedule a make-up lesson at the beginning of the next semester, upon Director of Music Programming's approval.

Tardiness

Students are expected to attend private lessons and group lessons regularly, arrive on time, and to bring required materials to each private and group lesson. Students arriving more than 10 minutes late to a lesson risk having that lesson forfeited and will be billed for the scheduled time. If a student is late for a scheduled lesson, the lesson will end at the scheduled time.

Group Classes/Master Classes

It is the student's responsibility to attend any scheduled group classes and master classes if part of the instructor's semester lesson package. Master Classes and group lessons will not be rescheduled unless the instructor needs to reschedule, in which case students will be notified as soon as possible. Group and Master classes canceled due to weather or other emergencies will be rescheduled by the instructor.

Severe Weather Cancellation Policy

Private lessons, ensembles, and group classes follow the same school closures as the Chelsea Schools. These meetings are assumed canceled if the Chelsea School District cancels for any reason. Students are not required to attend lessons on those days; however, they should contact their instructor should there be any question about the possibility of holding lessons. It is the student's responsibility to determine if schools are closed in Chelsea by listening to local news or call (734) 433-2201 ext. 7 prior to departing for their lesson. Lessons missed for emergency or weather related reasons must be made up at a mutually convenient future date prior to the close of the semester.

Terms of Registration

CCA must receive payment in full and a completed registration form for all students enrolling in a CCA class or lesson. To register for a class, lesson or workshop at Chelsea Center for the Arts, please see our registration page: <http://chelseacenterforthearts.org/registration.html>. A student is not considered registered until payment has been received and the registration form and contact information have been submitted. Conversations with staff members or instructors do not constitute formal registration. Registration is taken on a first come first serve basis. **Upon registration, the parent (or adult student) must also sign acknowledgment of having read the handbook and commitment to adhere to the policies outlined within it. This is required whether you register online, via phone, or in person.**

Please note that we have different requirements for group and private lessons - they are as follows:

Withdrawals and Refunds

Private Lessons: Refund requests must be made before the conclusion of the fourth week of any semester for a full refund of the remaining lessons, minus a \$10 administrative fee. In order to protect the instructor and encourage commitment, no refunds will be issued after 4 weeks from the beginning of the semester.

Any teacher absences or the one, excused student absence will be made up within the same semester, and we do not pro-rate lesson packages for missed lessons. Please see our private lesson attendance policy for more information.

Group Music Classes: Refund requests must be made before the second group class occurs for a full refund of the tuition, minus a \$10 administrative fee. Because group classes require a minimum number to operate, no refunds will be issued after the second scheduled class.

CCA reserves the right to cancel any group class due to insufficient enrollment. A full refund will be issued

for any class or lesson canceled by the CCA administrative office (This does NOT include lessons canceled due to inclement weather or instructor absence).

Getting to Lessons

Chelsea Schools will bus students to Chelsea Center for the Arts on Tuesdays and Thursdays for a small fee. The fee must be paid in advance to the Chelsea Bus Garage. To arrange transportation, parents should call 433-2274 and speak with Chris. Chelsea Center for the Arts is a facilitator for, and not a coordinator, between the Chelsea Bus Garage and parents. Parents are responsible for arranging transportation to and from the Chelsea Center for the Arts.

Child Safety

The Chelsea Center for the Arts building is staffed by adult personnel, but may also be staffed by minors under the age of 18 years old. We make every attempt to staff the office during posted office hours.

Office Hours

Monday - Thursday 10 am - 6 pm

Friday, 10 am - 4 pm

Summer Hours: TBA

Lesson Locations

Private lessons take place at Chelsea Center for the Arts. There are currently no officially sanctioned satellite locations for private lessons. Should your instructor request a lesson at a location other than the Chelsea Center for the Arts building, you are welcome to do so, but you are doing so at your own risk. Chelsea Center for the Arts makes no guarantees about lessons occurring at locations other than the Chelsea Center for the Arts building at 400 Congdon Street, Chelsea, MI.

Adult Supervision

CCA makes no guarantee that there will be supervision for your child if he/she is dropped off. If you are concerned about adult supervision, please accompany your young child to his or her scheduled lesson or call the office to ensure that a staff member will be available, even if it is during office hours.

If you plan on dropping your child off, please make sure that the building is open prior to leaving your child. Also, please be on time to pick up your child following his or her lesson, and have your instructor's cell phone number and the CCA phone number: 734.433.2787, in case there is an emergency and you have to reach somebody.

Peanut Free Zone

Beginning August 1, 2010, the Chelsea Center for the Arts is a "Nut Free Zone." Please do not bring tree nuts or peanuts into the building. This is for the protection of our students who may be allergic to peanuts or tree nuts. Such allergies can be life threatening.

No Pets Policy

With the exception of assist dogs, service dogs, and therapy dogs, as defined by the ADA, there are no pets allowed in the CCA building.

Your Relationship with your Instructor

While a student at Chelsea Center for the Arts, your primary relationship will be with your instructor. If you have scheduling questions or concerns, please discuss these directly with your instructor.

CCA instructors are highly trained professional musicians with years of teaching experience. Your instructor will work closely with you to determine the best path for your individual goals and objectives. Each instructor will have his or her own individual teaching methods and style.

In order to see the most progress, it is the student's responsibility to practice enthusiastically, be on time to all scheduled lessons, attend and participate in group classes when offered, and ensure a great attendance record.

Your instructors may have the occasional need to make a last minute lesson change, but this is a rare occasion. Planned absences are to be expected as our instructors must also take advantage of professional opportunities outside of CCA.

Please keep open communication with your private instructor regarding your satisfaction with lessons or classes. But, if at any time you have unresolved concerns about the level of instruction or general questions, please contact Lisa Hinz-Johnson, Director of Music Programming, at lisahinzjohnson@gmail.com. Please also feel free to contact Lisa with praise for your private instructor. You are the one taking lessons – tell us what you like!

Your Relationship with the Chelsea Center for the Arts

Chelsea Center for the Arts was founded in 1994 with the mission to promote, develop, and foster the arts as experiences central to the lives of the citizens of Chelsea and the surrounding community. CCA offers a Scholarship & Tuition Assistance Program to help fund for students who wish to obtain the benefits of advanced study in the arts, but whose family finances do not allow it. CCA handles registration, payment, and bill collection. We also staff the office from 10 am – 6 pm Monday – Friday during the Fall, Winter, and Spring and 10 am – 2 pm Monday – Friday throughout much of the summer. Please check with the office to confirm these hours, and you may wish to call CCA prior to stopping by.

How We Work

Chelsea Center for the Arts is run by a volunteer board of directors consisting of the board members and Steve Hinz, the Founding Director of CCA. We have an administrative staff consisting of one full-time Executive Director and additional part-time staff members who serve in a variety of capacities to insure that the daily operations of CCA are running smoothly. We welcome the involvement of our CCA students and families through volunteer efforts, fund raising events, special events, or contributions. CCA operates with volunteer effort just as much as with the efforts of our paid staff. While not required, the involvement of our students and families is essential to the success of our organization. Contact the CCA office if you are interested in getting more involved: info@chelseacenterforthearts.org.

What We Do

Chelsea Center for the Arts not only provides private music lessons, but also provides group music classes, visual arts classes, performances, outreach programs, and a variety of other arts-related opportunities throughout the community. You will find that the work we do in the community not only provides additional performance opportunities for you and your students, but also enhances the image of Chelsea Center for the Arts as THE place to take a class or a lesson in Chelsea. You are also strongly encouraged to visit our website and sign up for our periodic e-blasts in order to get the best understanding of the current events at Chelsea Center for the Arts. www.ChelseaCenterForTheArts.org

Our Investment

Chelsea Center for the Arts relies heavily on contributions from individual donors and sponsorships in order to operate. These dollars are invested through significant time and resources to ensure we hire the right instructors for our community. Our commitment to providing the highest level of arts education is evident in every dollar spent. These dollars are also invested to help cover the overhead costs of our 8,000 square foot building, a portion of our administrative staff members' salaries, as well as community engagement and programming. Chelsea Center for the Arts is a respected leader in the arts in Washtenaw County and the State of Michigan.

CCA Staff

Chelsea Center for the Arts employs administrative staff who is responsible for maintaining the operations of the organization. Your primary relationship will be with Lisa Hinz-Johnson, Music Programming Director, Stefanie Dever, Office Manager, and Sue Whitmarsh, Manager of Development & Programming. Lisa's role is responsible for music programming, and ensures that the broad programming goals of the music program are met to shape the future of the program. In-person registration, general questions, and billing questions should go to Stefanie Dever, and Sue Whitmarsh is in charge of general CCA programming and development.

Staff Contact Info:

Lisa Hinz-Johnson, Director, Music Programming

lisahinzjohnson@gmail.com

734.433.2787 office

Stefanie Dever, Office Manager

stefanie@chelseacenterforthearts.org or questions@chelseacenterforthearts.org

734.433.2787 office

Sue Whitmarsh, Manager, Development & Programming

programs@chelseacenterforthearts.org

734.433.2787 office

Lisa Baylis Gonzalez, Interim Executive Director

lisabg@chelseacenterforthearts.org or director@chelseacenterforthearts.org

734.433.2787 office

Student Records

Your records are made available to your instructor as well as to special events staff on occasion. We do not share your contact information with anyone outside of Chelsea Center for the Arts.

Surveys

From time to time, CCA may ask you to participate in a survey to assist us in gaining perspective on the success of our classes. These surveys are completely anonymous and will provide us with information to better serve our students and families.

Other Concerns

Please let the office and instructor know if your child has a peanut allergy or any other life-threatening circumstance or medical or behavioral concerns that we should be aware of.