

# Policies & Procedures 2011—2012

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Please review the policies in this handbook and communicate any questions you may have to the Academy Director.

## General Information

### Philosophy

Thank you for your interest in the Mikado Academy of Music. Our aim is to introduce each student to the amazing world of music—a world that God Himself has created. Our ultimate goal is to assist each student in using the gift of music as an offering of praise to the Lord.

We believe that music (and all the arts) has its origin in the uniformity and order of God's creation. Unlike the world's view that beauty is determined only by the listener or observer, we believe that music is considered beautiful when it reflects the splendor of the created order.

It is further believed that man is created in the image of God and has the ability to sing, play, and write music that reflects God's creation and brings glory to Him. Our motto, Guiding Creative Minds, expresses our desire to expose each student to the standard disciplines of music and guide them toward a lifetime of musical enjoyment and praise to God.

In a day when popular music is often unattractive and repulsive—and is glorified for such attributes—we understand that God created music to be beautiful and to bring great satisfaction to the individual. We hope to train each student to see and experience that beauty.

## Goals & Commitment

The Mikado Academy of Music is a ministry of Mikado Baptist Church of Macon, Georgia. It functions under the umbrella of the music ministry and serves the church by:

- Providing excellent training in the fine arts
- Assisting in meeting students' spiritual needs
- Developing future church music leaders
- Acting as an outreach platform for Mikado Baptist Church

It is our desire to provide the best in fine arts instruction. We are dedicated to creating an atmosphere where students can learn music, grow spiritually and use their talents to glorify our Creator.

## Location & Facilities

To provide consistency and an atmosphere conducive to learning, all lessons and make-ups will be given at the music suite in the Family Life Center of Mikado Baptist Church. Exceptions can only be made with the Academy Director.

Parents and faculty may park in the front parking area of the Family Life Center and enter through the front lobby doors. Parents are welcome to remain in the lobby during their child's lesson.

## Faculty

Instructors of the Mikado Academy of Music are selected on the basis of their Christian testimony and professional expertise. All instructors hold a minimum of a bachelor's degree in their instrument or field, or have equivalent performance experience in their instrumental area.

Students enrolling for private lessons may request a teacher. Requests will be granted based upon availability.

3. All piano and vocal solos will be memorized. Encourage students to have memory secure at least two weeks before the recital.
4. Duets are acceptable, and should be between students or student and instructor. Duets may or may not be from memory.
5. Students should be instructed in proper performance etiquette. Students should walk to the stage, perform their piece, bow, and gracefully exit the stage area. All students are required to attend the rehearsal for the recital.
6. Please ask students to be at their recital location at least 15 minutes before the recital is to begin. Teachers should arrive 25 minutes before their recital times to be available to help line up their students, etc., if necessary.
7. Encourage parents of students to consider arranging a sitter for their small children since it is difficult for little ones to stay still and quiet for the duration of a recital.
8. The director must be notified in advance if any student in a studio will not play in a recital. He/she will then arrange for that student to perform on another studio's recital or at an alternate time.

8. When a teacher misses a lesson, that lesson will be made up. When a student misses a lesson, prior notice is required. Under these circumstances, the teacher will make up one lesson per student per semester.
9. A teacher should notify the director if his/her regular teaching schedule changes or if he/she must miss a regularly scheduled teaching day due to illness or personal reasons. He/she should make the director aware of the days and times of make-up lessons as well.
10. Mikado Academy of Music does not condone photocopying of copyrighted music.
11. Students are expected to perform at the end-of-semester recitals and should plan to remain for the entire recital. (Adults are not required, but are strongly encouraged to participate.)
12. Teaching during the summer session is optional. If a teacher chooses to teach during the summer, his/her students have the option of taking lessons; however, taking the lessons is also optional, and students/parents should not be penalized in any way for choosing not to study (see “Summer Sessions Procedures”).
13. Teachers are responsible for procuring a key to his/her teaching room. After each teaching day, teachers should make sure doors are secure, air conditioning, heating and lights are turned off, and the room is restored to the condition in which it was found.
14. Teachers should notify the director of any problems with facilities, instruments, students, parents or scheduling.

### **Recital Procedures for Teachers**

1. Teachers should be prompt in giving recital lists to the director. (These are usually requested about two weeks before the recitals.) Recital lists should include student’s name (correct spelling), title of piece, and composer and/or arranger for each student.
2. Teachers should choose pieces that highlight the student’s work, progress, and current level of proficiency. Standard literature is preferred.

### **Enrollment & Instruction**

Private study is currently offered for beginners, intermediate, and advanced students in several different instrumental categories. The lessons are offered on a weekly basis in 30 minute blocks. Instructors may encourage certain students to have longer lessons based on various factors, and so we also offer lessons in 45 and 60 minutes for an additional charge.

### **Enrollment**

#### **Registration**

To begin the enrollment process, new students must contact the Mikado Academy of Music office, complete a registration form and enrollment agreement, and submit them with the applicable registration fees on or before the registration deadline.

- ***2011/12 Registration Deadline: July 15***

When a student is enrolled, he/she is committing to an entire semester of study. If—for any reason—a student must un-enroll, that student will still be financially responsible for the remainder of the semester’s sessions.

#### **Scheduling**

During the enrollment process, each student will be assigned an instructor. The student or parent of the student will then be contacted by the financial secretary to confirm a convenient lesson or class time. Once a lesson time is established, it is important that the student continue through the semester with that time. This process enables our Academy to efficiently coordinate lessons, space, lesson times, and instructors.

## Schedule & Tuition

### 2011—2012 Calendar

#### FALL 2011 [17 weeks]

Semester Begins.....August 15  
Fall Break.....November 21-25  
Semester Ends..... December 16  
Winter Break.....December 19-January 6

#### Spring 2012 [17 weeks]

Semester Begins.....January 9  
Spring Break..... March 12-16  
Spring Recital Rehearsals ..... April 31  
Spring Recitals..... May 5  
Semester Ends..... May 11

### Registration Fees

All registration fees must be included with the registration form, or the registration will be considered invalid, and your form will be returned to you. To honor our contracted instructors, we must impose a registration deadline.

#### Registration Fee Chart

Received	First Registration	Additional Registrations
By July 15	\$25.00	\$10.00
After July 15	\$35.00	\$15.00

### Tuition

Mikado Academy of Music tuition covers all lessons, and helps with administrative expenses, salaries, and recital expenses. Registration fees and lesson books are not covered by tuition.

All attendance sheets are due on the 10th and 25th of each month. Please make sure your attendance sheets are filled out accurately before turning them in. Due to our accounting procedures, failure to submit your time sheet by the days listed above may result in a forwarding of your payment to the next pay period (approximately 15 days).

In the event that an instructor terminates his/her affiliation with the Mikado Academy of Music, his or her students will be assigned to another Academy instructor.

### Payment

Each instructor will be compensated based on experience, credentials, and/or formal training. Checks will be direct deposited on the 15th and 30th/31st of each month.

### General Policies

1. Teachers will be prompt in starting and ending lessons.
2. Students will be met at the glass doors in the lobby of the Family Life Center. These doors may stay locked before, during and after teaching.
3. Lessons will be given in rooms that can be observed through a window or open door.
4. Teachers should strive to maintain contact with parents concerning the child's progress and should give their phone number in writing to each student's parent.
5. One of our objectives is to train future church musicians. Whenever possible, students should be exposed to sacred repertoire. They may be encouraged to share in Sunday or Wednesday evening worship services at Mikado Baptist Church or with their own congregations.
6. Lessons or make-ups will not be scheduled on Sunday or during regularly scheduled church services, events, or programming times.
7. Make-up lessons should be given during or at the end of each semester, not carrying over to the next session.

requires that instructors present and support Christian and professional examples of dress, behavior, and citizenship. All instructors are asked to behave in such a way that protects the Academy from unfavorable comments or questions by either parents, staff members, or the community at large.

All instructors, both male and female, will be expected to dress professionally (business casual). All members will be expected to dress in a manner that protects the Academy and the teacher from unfavorable questions and comments.

### Contractual Agreement

All instructors in the Mikado Academy of Music will be presented with a contract listing all requirements and expectations placed upon the instructor. The contract will include the salary to be paid to the instructor for the contract period as well as details concerning the termination of the contract by either the instructor or the Academy. All instructors will be required to sign and abide by a doctrinal statement of faith in addition to their contract. Both documents must be completed and signed before any lesson can be taught in the Academy. Instructors under contract with the Mikado Academy of Music will be requested to teach exclusively for the Academy. No instructor shall teach privately or for any other institution without prior approval from the Academy Director. Instructors are further requested to agree not to solicit students from the Academy roll in the event of the instructor's resignation from the Academy.

### Student Fees & Attendance

When a student completes the registration process, he/she will be assigned to an instructor. The student may not begin classes until the Academy office notifies you that the registration process has been completed. Any lessons taught prior to this notification will not be paid to the instructor.

### Tuition Rate Chart

Lesson Length	Semester Rate	Monthly Payment
30 minutes	\$300.00	\$60.00
45 minutes	\$450.00	\$90.00
60 minutes	\$600.00	\$120.00

Please remember that your monthly tuition rate is not based on the number of lessons your child receives. Rather, monthly tuition reflects a five month financing plan of the entire semester rate. Each semester contains 17 weeks of lessons.

You may make your payment in one of two ways:

- Mail to:  
Mikado Academy of Music  
6751 Houston Road  
Macon, GA 31216
- Bring to the church office on Monday through Friday between 8:00am and 5:00pm

Active members of Mikado Baptist Church may request a Membership Discount. Please speak with someone in our office to obtain the necessary paperwork.

***Invoices will be mailed at the beginning of each month, and payment must be received by the 15th of each month.***

If we have not received your payment by the 15th of the month, your account will be considered delinquent. All delinquent accounts will be subject to a 15% late charge. Additionally, your teacher will be notified to discontinue teaching lessons until your account has been brought up to date. Lessons missed under these circumstances will not be made up.

Tuition may be paid with cash or check. Please make checks payable to Mikado Academy of Music. Do not send payments to your instructor or through a worship service offering at Mikado Baptist Church.

## Student Expectations

### Studio

Each studio and instructor may have different expectations for students based on ability, level and age. Each instructor will recommend lesson books which should be purchased from a local music retailer or online. Each student must practice the required amount of practice time for his/her instrument. Practice times will be determined by the instructor based on the student's age and level.

Instructors may request that parents attend their child's lessons. This will aid in the parent knowing and understanding the weekly expectations of the students.

Based on instructor preference, group lessons may be required once a month. This will allow many benefits for your child. Students will be placed in groups of 3 or 4 students of similar musical levels. He or she will be able to prepare repertoire and perform regularly for peers. Group theory and technique will be taught during these times. Your child will be able to learn from other students as well. Group lessons will replace your child's private lesson for the week, and may be offered as much as once a month, depending on the instructors' desire.

### Make Up Policy

We consider your private lesson time as a standing appointment. If the teacher has to miss a lesson, it will be made up. If the student misses a lesson, prior notice is required. Twenty-four hour notice is preferable. However, if a student wakes up ill on a lesson morning, please call the instructor before 9:00am. Messages cannot always be relayed through

the church office. Under these circumstances (with proper prior notice), the teacher will make up one lesson per student per semester.

If the instructor offers group lessons, then the lessons that need to be made up will likely be scheduled during group lessons week.

### Recitals & Rehearsals

It is important for students to hear other students perform. There is also great value in students performing in public. Therefore, each student will be required to attend and perform on each end of the semester recital and should plan to remain for the entire time. In addition, the Academy offers a delightful reception on the day of the recital, and we request your attendance. Adult students are not required to perform in recitals, but are strongly encouraged to do so.

As an additional benefit for the success of each student, rehearsals are offered for each recital. Students are required to attend this rehearsal, as it enables us to coordinate the various students in each studio, the program order, and various other details regarding the success of the program.

### Dress Standard

Teachers and students are to dress in a modest and appropriate manner. Please help us in maintaining a positive Christian atmosphere.

## Instructor Expectations

### Code of Conduct

The Mikado Academy of Music was established and is operated to provide quality musical education in a Christian and professional environment for the members and guests of Mikado Baptist Church and surrounding community. Accepting a position as an instructor in the Academy of Music automatically implies agreement to abide by the policies of the Academy. A Christian and professional environment