

# MIKADO ACADEMY OF MUSIC

Policies & Procedures

## GENERAL INFORMATION

### Philosophy:

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

### 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

### Location & Facilities:

To provide consistency and an atmosphere conducive to learning, all lessons and make-ups will be given at the music suites in the Worship Center rooms of Mikado Baptist Church. Parents may park in the back-parking area of the Educational Center and enter through the 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 based on their Christian testimony and professional expertise. All instructors hold a minimum of a bachelor's degree in their instrument or field. Students enrolling for private lessons may request a teacher. Requests will be granted based upon availability.

### 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 45-minute lessons are offered for an additional charge.

## ENROLLMENT

### Registration:

To begin the enrollment process, students must complete an online registration form, and submit the form with the applicable registration fees.

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.

Students who enroll for the fall semester will automatically be enrolled in the spring semester (unless they opt out), and as a result, no additional registration fee for the spring semester will be charged. Enrollment for the fall semester, however, is not automatic, and registration fees will apply.

**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 instructor to confirm a convenient lesson time. Once a lesson time is established, it is important that the student continues through the semester with that time. This process enables our Academy to efficiently coordinate lessons, space, lesson times, and instructors.

**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.

**Fall & Spring Tuition Rates**

Lesson Length	Semester Rate	Monthly Payment	Online Payment (Convenience Fee Added)
30 minutes	\$350	\$70	\$73
45 minutes	\$510	\$102	\$106

*\*Please remember that your monthly tuition rate is **not** based on the number of lessons your child receives in a month. Rather, monthly tuition reflects a five-month financing plan of the entire semester fee. Each semester contains 15 lessons.*

Payment Information:

1. Mail to:  
Mikado Academy of Music  
6751 Houston Road  
Macon, GA 31216
2. Bring to the church office on Monday through Thursday between 8:00am and 4:30pm.
3. Online payment – a link will be sent out beginning in August to all academy families.

*Payment must be received by the 10th of the month.* If we have not received your payment by the 10th of the month, your account will be considered delinquent. All delinquent accounts will be subject to a \$15.00 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, check, or card. 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 requested or required once a month. This will greatly benefit your child. Students will be placed in groups of 3 or 4 students of similar skill levels. He or she will prepare repertoire and perform for peers. Your child will be able to learn from other students as well. Group lessons will replace your child's private lesson for the week.

### **Honor Roll**

Awards are given at the recital for honor roll and festival distinctions. In order for a student to receive honor roll, he or she must meet his or her practice requirements for at least 14 out of the 15 weeks in the semester.

### **Make Up Policy**

We consider your private lesson time as a standing appointment. If the teacher must 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 the morning of a lesson, please call or text 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 program. In addition, the Academy offers a reception following the recital, and we request your attendance. Adult students are not required to perform in recitals but are strongly encouraged to do so. The Winter Recital is on Friday, December 1st, 2023, and the Spring Recital is on May 4, 2024.