



## **SCHOOL POLICIES - NorthRidge Church SOPA Private Lessons**

### **Tuition**

- The full monthly tuition is due BY THE FIRST LESSON of each month (Which means you are committing on a monthly basis). The cost ranges from \$25-\$55 depending what lessons you are signing up for.
- If tuition is not paid by the first lesson of the month, students will not be allowed to attend their lessons until their tuition for that month is paid in full. We're sorry. We cannot make any exceptions.
- Payment Methods: NorthRidge Church SOPA accepts payments via Credit Card (with a processing fee), Check (made out to NorthRidge Church) or Cash.
- Please note: There is a \$34 returned check fee for all returned checks.

### **Lessons**

- All lessons are 30 min. to an hour in length, which is noted in the class description.
- All lessons are held at the NorthRidge Church Chapel, which is located just South of the NorthRidge Church Plymouth main campus on Ridge Rd. The address is 12401 Ridge Rd, Plymouth, MI 48170.
- You will enter through the side door. (For the safety of our students, family and instructors, the side door will be locked at all times. Please remain in your car until your lesson time. Your instructor will come to the side door and let you and your students in.)

### **Lesson Materials**

During the first lesson, your instructor will perform an evaluation of your knowledge and assign certain materials for you to purchase. Your instructor will make sure to help you find the best place to purchase what's recommended. Make sure to bring your materials to each lesson so that you can be properly evaluated for progress and be given your new assignment for the week.

### **Homework**

Students will be given a homework assignment at the end of each lesson and will be expected to work on that assignment throughout the week.

## **Recital**

We love to celebrate the progress of our students, so we provide a beautiful recital for them to showcase their talent.

- All students are encouraged to participate in our Annual Recital on Sat, May 18, 2024.
- Our Rehearsal is on Friday, May 17, 2024. This is a MANDATORY rehearsal in order to participate in the recital. This is for your child's benefit as well as for the rest of the classes. Sorry, no exceptions.
- A one time \$10 recital fee per student will be due on May 1, 2024.

## **Recital Accompanist Fee for Violin Students only**

Your instructor will be making arrangements with a professional piano accompanist for all of our violin students. They will attend your student's last class and perform alongside your student at their rehearsal and recital. Students will pay the accompanist directly for their service. The fee is at the discretion of the accompanist but ranges around \$25-\$35 per student.

## **Social Media**

To keep up with all important NorthRidge SOPA information, please follow us on FB at NorthRidge School of Performing Arts and Instagram at NRCSOPA.

## **REMIND App**

Please see attached document to know how to sign up for REMIND. This is an important way for us to alert you of all important Information from NorthRidge Church SOPA.

## **School Cancellation/Closing Policy**

*Weather-Related:*

Please contact your instructor to confirm the status of lessons during times of inclement weather or other emergencies. You will also be notified via FB, Instagram, Email and the REMIND App. Please note that NorthRidge Church SOPA does not necessarily follow the weather cancellation decisions of the local public schools. In the event that there is an emergency school cancellation, your instructor will schedule a make-up lesson. If a make-up lesson isn't possible, your lesson will be prorated the following month.

## **Student Cancellations**

In the event that you cannot make a lesson, please extend a courtesy call to your instructor ASAP!

***Lessons canceled with less than 24 hours notice will be charged the full amount.*** If due to unforeseen events or illness, exceptions can be made. Your instructor may, at their discretion, offer a make-up for a last-minute cancellation for those reasons ONLY.

The handling of Absences & Make-ups are decided upon by each individual private lesson instructor.

**Withdrawal from School:**

If at any time, during the month, should you decide to withdraw from the school, a formal written notification must be given to the SOPA administrator. Teacher notification is not considered formal notice of withdrawal. Non-attendance is not considered a withdrawal. You will be refunded the amount of money that has been paid for future lessons. It takes approximately 30 days for refunds to be processed.

**Tardiness**

Punctuality is very important, as most lessons are back to back. Contact your instructor directly, if you are going to be more than 5 minutes late. The teacher will determine if this lesson can be rescheduled. Sorry, but no refund can be given.

**Safety & Illness****Emergencies:**

- In the event of an emergency, teachers and/or administrators will lead all students, parents, and visitors that are in the school building to evacuate through the exit door of the school. We will congregate in the parking lot to take attendance of all students.
- If you are a parent/guardian, please do not remove your child from the premises until we have spoken with authorities. If you were attending class alongside your child, please remain congregated with your class.
- Parents are responsible for the well-being and safety of the siblings while on school grounds.
- NorthRidge Church SOPA is not responsible for the loss of personal items.
- NorthRidge Church SOPA staff will await word from the Fire Department of authorities until given the all clear to re-enter the building. In the event that we are not able to re-enter the building, we will notify all parents by phone.

**Sickness:**

Please DO NOT COME TO YOUR LESSON if you or your child(en) have the following symptoms:

- Fever/Diarrhea/Sore Throat or Vomiting (in the last 24 hours)
- Eye (red, crusty, or watery discharge) or Skin Infections (sores and/or crusts on the scalp, face or body - particularly if red, swollen, draining, or spreading)
- Sneezing or Coughing, if persistent and/or productive
- Colored nasal discharge: white - viral infection; yellow or green - bacterial infection
- Skin eruptions or rash (other than diaper rash)
- Lice
- Any communicable Diseases

Note: NorthRidge Church SOPA Staff are not allowed to give any medication to any child.

## **Photo/Video Policy**

NorthRidge Church SOPA reserves the right, and may give permission to its photographer or outside media, to photograph classes, programs and participants. Please be aware that these photos are for promotional purposes and may be used in future publications and media communications. By participating in the School classes and programs, you consent to the taking and publication of you or your child's photograph for these purposes. If you do not wish your child or yourself to be photographed or recorded, please notify the school by email at [sroman@northridgechurch.com](mailto:sroman@northridgechurch.com).

**Thoughts/Questions?** You can reach our administrator, Sabine Roman at [sroman@northridgechurch.com](mailto:sroman@northridgechurch.com) or 734-233-3689.