



BELLEVUE BAPTIST CHURCH

School of Performing Arts

Student Handbook

Registration & Scheduling Policy

Annual Format:

The SPA works on an annual basis, basically following a typical school schedule. There are two main semesters (Fall and Spring) as well as two “intersession” periods (Summer and Winter).

Fall Semester: 15 weeks from August through November (ending before Thanksgiving)

Spring Semester: 15 weeks from January through April

Winter Intersession: the time in between the Fall and Spring semesters (basically the month of December). Classes do not meet during this time. Private lessons teachers and students can decide how many (if any) private lessons they want to have during this time. The student will only pay for as many lessons as they want to take. The prices are as follows:

Intersession Price Per Lesson:

30 minute lesson = \$30

45 minute lesson = \$40

60 minute lesson = \$50

Summer Intersession: the time in between the Spring and Fall Semesters (basically May through July). Classes do not meet during this time. Private lessons teachers and students can decide how many (if any) private lessons they want to have during this time. The student will only pay for as many lessons as they want to take. The prices are listed above and are the same as during the Winter Intersession.

For some classes and some private lessons, students must start at (or near) the beginning of the semester. For most private lessons, students may begin any time. Call the SPA office for information about your type of lesson or class at [\(901\) 347-5711](tel:9013475711).

Returning Students:

As long as you and your teacher are in agreement about continuing lessons together, you can proceed to register via the SPA website at BellevueSPA.org.

New Students:


1. Visit the SPA website (BellevueSPA.org) and register for your lesson or class. When prompted for the name of the instructor, please select “**New Student—Need Teacher Assigned**”.

Private Lesson Instructor (if applicable): *

New Student - Need Teacher Assigned (You will be contacted to schedule a lesson.)

2. The SPA staff will pair you with a teacher, usually within 48 hours, so wait on a call from that teacher. You and your new teacher will decide on a lesson time. If we are unable to pair you with a teacher, or if no teacher has a compatible schedule, we will refund your payment in full.

If you have any questions before you register, contact the School of Performing Arts office [\(901\) 347-5711](tel:9013475711) or spa@bellevue.org to discuss your needs.



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Recitals:

Every private student is given the opportunity to participate in at least one recital per year, and we highly recommend that students do so. Some classes also participate in recitals. Your teacher will let you know when they have scheduled a recital.

Changing Instructors:

Once the semester has started, changing instructors is not allowed unless it is approved by the SPA Director. If at the end of the semester you feel another instructor would better suit you or your child, you must follow the SPA procedures listed below:

1. Contact the SPA Director to inform the administration of your desire to change teachers. The director will inform you of other teacher options.
2. If the SPA Director is able to find a new instructor for your child, the office and/or the new instructor will contact you about setting up a lesson time for the upcoming semester.
3. The SPA office will inform your previous teacher about the change.

Missed Lessons:

Teachers are not required to make up lessons that are missed by a student. Lessons missed due to a student's absence will **NOT** be rolled over to the next semester, nor will tuition be refunded. Additionally, any lessons cancelled due to missed installment payments will **NOT** be made up.

These policies are in place to protect the teacher's time. The SPA pays teachers for the time they set aside for us, whether that time is spent teaching a lesson, or in their room without a student to teach. This is one of the reasons the SPA is able to attract and keep top caliber teachers.

However, lessons missed because of teacher absence **WILL** be made up before the beginning of the next semester, unless extenuating circumstances occur.

Inclement Weather:

In the event of inclement weather, the SPA will follow the policy of the church. If the church is closed, the SPA is also closed. **This will not necessarily follow the school systems.** Check Bellevue.org for updates. If the church is closed, you will see an announcement on the main page. If the SPA decides to close, an email will be sent to all students. If weather conditions improve during the day, and the church opens late, teachers may contact students and teach. Lessons missed for weather conditions (in the event that the CHURCH is closed only) will be made up. **If a student decides to miss a lesson but the church is still open, the teacher is not obligated to make up that lesson.**

Holidays:

The SPA will follow the church office holiday schedule. If the church is closed for a holiday, then the SPA is closed, and lessons will be made up. If the church is open on a holiday, then the SPA will stay open, and missed lessons will **NOT** be made up. SPA observed holidays are listed on the official SPA Calendar at BellevueSPA.org.



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Sickness:

Parents are asked to not bring students to a lesson or event if they have, or have had, any of the following symptoms in the last 24 hours: vomiting, diarrhea, elevated temperature, discolored mucus, rash, or other contagious symptoms. If your child has been cleared by a doctor, please provide documentation to the teacher. Please refer to the "[Missed Lessons](#)" for make-up questions.

Teacher's Right to Deny Teaching:

All SPA teachers have the right to deny teaching any student, with or without a given reason. Said another way, the School of Performing Arts will never require a teacher to teach anyone they would prefer not to teach. However, this right excludes reasons of race, which would be a wrong and unacceptable reason to deny teaching a student.

The Christian Faith:

Students nor parents are required to attend Bellevue or even identify as a Christian to participate in lessons at the SPA. It should go without saying, however, that the SPA staff and teachers will seek to live out and promote faith in Jesus in every way possible. We will pray with our students and share the gospel of Jesus with them, and seek to live in a way that points others to Him.

Multi-lesson Discount:

If your family takes multiple lessons, whether it is a single lesson by multiple children, or a single child taking multiple lessons, contact the SPA Office at spa@bellevue.org after registering (and only paying the deposit) for the discount to be applied. Discounts cannot be given retroactively if students have registered and tuition has been paid in full.

Bellevue Staff Discount:

If the student or a parent is a full-time employee at Bellevue, contact the SPA Office at spa@bellevue.org after registering (and only paying the deposit) for the discount to be applied. Discounts cannot be given retroactively if students have registered and tuition has been paid in full.



Payment Plan Policy

The SPA prefers all tuition to be paid in full at the time of registration. However, students can utilize our monthly payment plan which allows you to pay the tuition in six equal payments, according to the Payment Plan Policy schedule. **Please note that all remaining balances must be paid in full before the end of the semester.** Payments can be made online or in the SPA Office by appointment. Details of the payment plan is detailed below.

Upon registration, you will pay a deposit. After your initial deposit, you will receive a detailed email regarding your registration along with payment information and a paylink.

You will use that paylink to pay all future payments on the schedule listed below.


Payment Plan Schedule

The first payment is due on the first day of lessons in August, with equal subsequent payments due the first business day of the following months (September, October, November, February, and March)

<u>Payments</u>	<u>Due Date</u>
1st Payment (August)	Due the first day of lessons in August
2nd Payment (September)	Due the first business day of September
3rd Payment (October)	Due the first business day of October
4th Payment (November)	Due the first business day of November
5th Payment (February)	Due the first business day of February
6th Payment (March)	Due the first business day of March

Here are a few Payment Plan guidelines:

1. If a payment is missed, the teacher will be instructed **NOT** to teach anymore lessons until a payment has been received by the office.
2. If you know you will be late on a payment, please contact the SPA office immediately.
3. If lessons are missed due to a late payment, the teacher will **NOT** make up those lessons.
4. If no payment or contact has been made to the office for two consecutive weeks, the teacher has permission to fill your time slot with another student.



Tuition Prices

Cello / Double Bass / Electric Bass / Electric Guitar / Guitar / Ukulele / Viola / Violin

30 minute lessons \$1,014

45 minute lessons \$1,438

60 minute lessons \$1,852

Clarinet / Flute / French Horn / Low Brass / Oboe / Percussion / Piano / Composition / Songwriting / Music
Production / Saxophone / Trumpet / Voice

30 minute lessons \$925

45 minute lessons \$1,337

60 minute lessons \$1,770

Ballet Classes

Pre-Ballet | Ages 4-5 \$350
Mondays, 3:30pm - 4:00pm
Tuesdays, 9:00am - 9:30am
Tuesdays, 3:45pm - 4:15pm

Ballet 1A | New / Less Advanced | Ages 6-7 \$400
Tuesdays, 4:15pm - 5:00pm

Ballet 1B | New / Less Advanced | Ages 8-9 \$450
Tuesdays, 5:00pm - 6:00pm

Ballet 2A | Returning | Ages 6-7 \$400
Mondays, 4:00pm - 4:45pm


Ballet 2B | Returning | Ages 8-9 \$450
Mondays, 4:45pm - 5:45pm

Ballet 3 | Returning | Ages 10 and Up \$480
Mondays, 5:45pm - 7:00pm
Thursdays, 4:15pm - 5:30pm (SEE NOTE)

NOTE: This class is an extension of Monday's class and will meet starting in week 6 of each Fall / Spring semester for the duration of each semester.

Children's Choir \$325
Grades 3-6 ~ Tuesdays, 3:40pm - 5:00pm

Homeschool Choir \$330
Grades 7-12 ~ Tuesdays, 3:40pm - 5:00pm



Tuition Prices

Guitar Class ~ Thursdays, 6:00pm - 7:00pm
Students enrolled in private lessons through SPA

Free

Beginner Piano Class - One Semester Class Only
Adults (18+)
Mondays, 10:00am - 10:45am

\$170

Children Ages 6-9
Wednesdays, 4:30pm - 5:15pm
Thursdays, 3:40pm - 4:25pm
Thursdays, 4:40pm - 5:25pm

Children Ages 10 and Up
Wednesdays, 5:20pm - 6:05pm

Strings Class - Wednesdays, 5:00pm - 6:00pm
Students enrolled in private lessons through SPA
Students enrolled in private lessons NOT through SPA

Free
\$380



Prices listed are for a year unless specified otherwise.
A year = 15 weeks in the Fall / 15 weeks in the Spring





SPA Program FAQ's

Q: Can I start any time, or do I have to start at the beginning of a semester?

A: It depends. Most private lessons can start any time and most classes must start at the beginning of Fall or Spring, but there are exceptions to both. Contact the SPA Office at **(901) 347-5711** for further details.

Q: Are there any hidden fees?

A: The only additional cost you might incur for lessons is music or method books. Music or method books are assigned by the teacher and at the cost of the student. This is because the use and cost of music and method books varies drastically by instrument type, teacher, and level of the student. Tuition covers all other expenses including the cost of the teacher's time that they set aside for lessons (whether or not that lesson is taught), a theory book, a t-shirt, and all recital fees. Ballet students are expected to purchase their own ballet shoes, leotards, and tights for class.

Q: Who do I call when I have a question about the SPA Program?

A: School of Performing Arts Office at **(901) 347-5711**

Q: How do I know what classroom I will be in?

A: Sometimes room placements aren't made until a day or two before lessons/classes begin because we have to wait until schedules are complete to assign rooms. But once a room has been assigned, you will receive communication from your teacher or from the SPA Office regarding a room. It is very important that you check your email preceding your first day of lessons/classes.

Q: How do I make payments?

A: Payments can be made online using the payment link you received after registration. Please refer to the email you received shortly after your initial deposit containing details of your registration along with payment information and a paylink. If you need a paylink, please email the SPA Administrative Assistant, Darla, at spa@bellevue.org.

Q: If I have to miss a lesson, who should I contact?

A: Contact your teacher immediately. At the beginning of the semester, please arrange for the best way to get in touch with your instructor. If you cannot reach them, please contact the SPA Office at **(901) 347-5711**.

Q: How many excused absences am I allowed per semester?

A: The SPA does not acknowledge excused absences. Teachers will only make up lessons if they are missed due to their absence.

Q: If I call in advance to cancel a lesson, can I make up the lesson?

A: Teachers do not make up student missed lessons.

Q: Are scholarships available for lessons or classes?

A: We have been blessed on occasion to receive donations for the purpose of scholarships. Feel free to contact the SPA Office to see if any scholarship funds are available at this time. If so, you will be given a Scholarship Request Form to complete and submit to the SPA Director.

Please note: Scholarships are never given for the full tuition amount, but for a percentage of the tuition.

Notes

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Dr. Steve Gaines, Pastor

Rev. Mark Blair, Minister of Music

Rev. Andrew Smith, Director, School of Performing Arts

Mrs. Yvette Lewis, SPA Ballet Program Director

Mrs. Darla Lovett, SPA Administrative Assistant

2000 Appling Road Cordova,

TN 38016

(901) 347-5711

BellevueSPA.org

#BellevueSPA

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