



# Bellevue

School of Performing Arts



**STUDENT  
HANDBOOK**



# REGISTRATION & SCHEDULING POLICY

## Academic Calendar & Scheduling

SPA operates on an annual registration schedule that generally follows a traditional school calendar. The year is divided into two main semesters and two intersession periods.

### **Main Semesters**

#### **Fall Semester**

- 15 weeks
- Runs from August through November
- Ends before Thanksgiving

#### **Spring Semester**

- 15 weeks
  - Runs from January through April
- 

### **Intersession Periods**

#### **Winter Intersession**

The Winter Intersession takes place between the Fall and Spring semesters, primarily during the month of December.

- Classes do not meet during this period.
- Private lesson students and teachers may choose how many lessons, if any, they would like to schedule.
- Students pay only for the lessons they choose to take.

#### **Summer Intersession**

The Summer Intersession takes place between the Spring and Fall semesters, generally from May through July.

- Classes do not meet during this period.
- Private lesson students and teachers may choose how many lessons, if any, they would like to schedule.
- Students pay only for the lessons they choose to take.

### **Intersession Private Lesson Rates**

- 30-minute lesson – \$30
  - 45-minute lesson – \$45
  - 60-minute lesson – \$60
- 

### **Enrollment Timing**

Some classes and private lessons require students to begin at or near the start of a semester. However, most private lesson students may begin at any time during the year.

For more information about your specific lesson or class, please contact the SPA office at (901) 347-5711.

# REGISTRATION & SCHEDULING POLICY

## Registration Payment Format

When you register through BellevueSPA.org, you will be directed to our Opus registration system.

Online self-registration requires a credit card for the initial payment. After your first invoice has been paid, you may log into your account and update your preferred payment method if desired.

Opus accepts:

- ACH payments (automatic bank routing/account payments) – no processing fee
  - Credit card payments – subject to a 3% processing fee
- 

## Returning Students

Students currently registered in private lessons through Opus do not need to re-register.

If you need to change your current lesson day or time, please notify your instructor as soon as possible.

---

## New Students

### **New Students**

To register, click the Register button on the SPA home page, then select your desired lesson type or class. You will be redirected to the registration system. Choose your lesson length or class and follow the prompts to complete registration.

If you have questions before registering, please contact the SPA office at (901) 347-5711 or email [spa@bellevue.org](mailto:spa@bellevue.org).

### **Strings Registration (Cello, Viola, and Violin)**

All cello, viola, and violin registrations are coordinated through our Strings Coordinator, Cecily Britt.

To register, click the Register button on the SPA home page and select the Strings option to complete the form. Cecily Britt and/or an instructor will contact you regarding your registration.

For questions, please email Cecily Britt at [cbritt@bellevue.org](mailto:cbritt@bellevue.org).

# REGISTRATION & SCHEDULING POLICY

## 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 instructor will let you know once 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. Please contact the SPA Office at (901) 347-5711 to discuss changing instructors.

---

## Missed Lessons

Teachers are not required to make up lessons missed by students.

- Lessons missed due to student absences will not roll over to the next semester.
- Tuition will not be refunded for student absences.

These policies help protect instructors' time. SPA compensates teachers for the time reserved for lessons, whether or not a student attends. This allows SPA to attract and retain high-quality instructors.

Any lesson missed due to a teacher absence will be made up before the beginning of the next semester.

---

## Weather Closures

In the event of inclement weather, SPA follows Bellevue's policies. If the church is closed, SPA is closed.

Please note that SPA does not necessarily follow local school system closures. Visit [Bellevue.org](http://Bellevue.org) for the latest weather-related updates.

If you choose to miss a lesson while the church remains open, the teacher is not required to make up that lesson.

---

## Holidays

SPA follows the Bellevue church office holiday schedule.

- If the church office is closed for a holiday, SPA will also be closed, and lessons will be made up.
- If the church office remains open on a holiday, SPA will remain open, and missed lessons will not be made up.

A list of SPA-observed holidays can be found on the official SPA calendar at:

- [Linktr.ee/bellevueSPA](http://Linktr.ee/bellevueSPA)
- [Linktr.ee/bellevueballet](http://Linktr.ee/bellevueballet) (for ballet students)

# REGISTRATION & SCHEDULING POLICY

## Sickness

Parents are asked not to bring students to lessons or events if the student currently has, or has had within the past 24 hours, any of the following symptoms:

- Vomiting
- Diarrhea
- Fever or elevated temperature
- Discolored mucus
- Rash
- Other contagious symptoms

If your child has been cleared by a doctor to return, please provide documentation to the teacher.

For questions regarding missed lessons and make-up policies, please refer to the “Missed Lessons” section.

---

## Teacher’s Right to Deny Instruction

All SPA teachers reserve the right to decline teaching any student, with or without providing a reason. SPA will never require a teacher to instruct a student they do not feel comfortable teaching.

However, discrimination based on race is strictly prohibited and is not an acceptable reason for denying instruction.

---

## The Christian Faith

Students and parents are not required to attend Bellevue or identify as Christians in order to participate in SPA lessons or classes.

However, SPA is a ministry of Bellevue, and our staff and teachers seek to live out and promote the Christian faith in all that they do. Teachers may pray with students, share the gospel of Jesus Christ, and strive to model Christ-like character and values in their interactions.

---

## Multi-lesson Discount Plan

Families with more than one student enrolled, or students enrolled in multiple lessons, may qualify for a \$50 tuition discount on the lower-priced lesson(s).

To receive this discount, please email Darla Lovett at [dlovett@bellevue.org](mailto:dlovett@bellevue.org) after registration so your account can be adjusted accordingly.

# REGISTRATION & SCHEDULING POLICY

## Bellevue Staff Discount

If a student or parent is a full-time Bellevue employee, please contact the SPA Office at [spa@bellevue.org](mailto:spa@bellevue.org) after registration to have the staff discount applied to your account.

While we make every effort to apply eligible discounts, it is the responsibility of the student or parent to request them.

Please note:

- Discounts cannot be applied retroactively after tuition has been paid in full.
- Refunds will not be issued for discounts that were not requested before payment was completed.

---

## Dropping Lessons or Classes

We understand that circumstances can change. Students may withdraw from lessons or classes at any time without penalty or obligation for future payments. However, accounts must remain current for all past lessons or classes.

No refunds will not be issued for payments that have already been made. No exceptions.

# TUITION

Tuition is billed at the beginning of each month and the amount is based on the number of private lessons scheduled for that month. Once your payment method is set up, monthly invoices will be automatically paid through your selected account.

Please ensure sufficient funds are available each month to avoid declined or insufficient payment notifications.

## Tuition Policies

- If a payment is missed, the teacher will be instructed not to teach additional lessons until payment has been received by the office.
- Lessons missed due to late payment will not be made up by the teacher.
- If no payment or communication is received by the office for two consecutive weeks, the teacher may offer your time slot to another student.

# TUITION PRICES

## Private Lessons:

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

30 minute lessons \$1,010  
45 minute lessons \$1,486  
60 minute lessons \$2,088

## String Private Lessons:

Cello | Electric Bass | Guitar | Viola | Violin

30 minute lessons \$1,117  
45 minute lessons \$1,635  
60 minute lessons \$2,181



## Classes:

Children's Choir \$330  
Grades 4-6  
Tuesdays, 3:40pm - 5:00pm

Beginner Piano Class \$340  
Ages 7 - Adult  
Wednesdays, 5:15pm - 6:00pm

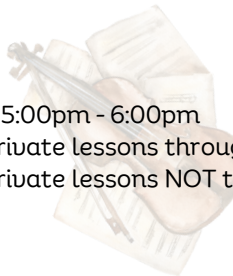
Homeschool Choir \$330  
Grades 7-12  
Tuesdays, 3:40pm - 5:00pm

Ages 7 - 12  
Thursday, 3:45pm - 4:30pm

Strings Class - Wednesdays, 5:00pm - 6:00pm  
Students enrolled in private lessons through SPA Free  
Students enrolled in private lessons NOT through SPA \$380

*A year = 15 weeks in the Fall / 15 weeks in the Spring.*

*Students who begin mid-year will receive a pro-rated tuition price.*





All 4 & 5 year old students will be placed in a Pre-Ballet class of their choice.

New students ages 6 and up should read the description below and register for the appropriate class.

*NOTE: Once the semester starts, your instructor will do an evaluation to determine if you are in the appropriate class based on your skill level.*

### **Pre-Ballet - Ages 4-6**

New Students with no previous experience

\$430

Mondays | 3:15pm - 4:00pm

Tuesdays | 9:00am - 9:45am

Tuesdays | 4:00pm - 4:45pm

Tuesdays | 5:30pm - 6:15pm

### **Ballet 1**

Returning students with minimal experience or new students ages 7

\$495

Mondays | 4:00pm - 4:45pm

Mondays | 4:45pm - 5:30pm

Tuesdays | 4:45pm - 5:30pm

Thursdays | 4:00pm - 4:45pm

### **Ballet 2**

7+ years old with 2 or 3 years of ballet experience

\$560

Tuesdays | 4:00pm - 5:00pm

Tuesdays | 5:00pm - 6:00pm

Thursdays | 4:00pm - 5:00pm

Thursdays | 4:45pm - 5:45pm

### **Ballet 3**

9+ years old with 3+ years of ballet class experience

\$650

Mondays | 4:00pm - 5:00pm

Tuesdays | 6:00pm - 7:00pm

Thursdays | 5:00pm - 6:00pm  
(See Note)

### **Ballet 4**

10+ years old with 3+ years of ballet class experience

\$760

Mondays | 5:00pm - 6:15pm

Thursdays | 6:00pm - 7:00pm  
(See Note)

### **Ballet 5**

11+ years old with 4+ years of ballet class experience

\$800

Mondays | 6:15pm - 7:45pm

Thursdays | 7:00pm - 8:00pm  
(See Note)

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

# SPA PROGRAM FQA'S

## Q: Can I start at any time, or do I need to begin at the start of a semester?

A: It depends on the program. Most private lessons may begin at any time during the year, while most classes require students to begin at the start of the Fall or Spring semester. However, there are exceptions to both.

For more information, please contact the SPA Office at (901) 347-5711.

---

## Q: Are there any additional fees?

A: There are very few additional costs beyond tuition.

1. The primary additional expense for private lessons may be music or method books. These materials are selected by the teacher and purchased by the student, as costs vary depending on the instrument, teacher, and student level.
  2. Tuition covers most other expenses, including:
    - The teacher's reserved lesson time
    - A theory book
    - An SPA t-shirt
    - All recital fees
  3. Ballet students are responsible for purchasing their own ballet shoes, leotards, and tights.
- 

## Q: Who should I contact if I have questions about the SPA program?

A: Please contact the School of Performing Arts Office at:

- [spa@bellevue.org](mailto:spa@bellevue.org)
  - (901) 347-5711
- 

## Q: How will I know which classroom I am assigned to?

A: After registering for a lesson or class through Opus, you will receive a confirmation email containing your teacher's name and room number.

---

## Q: How do I make payments?

A: The first invoice is due on the first day of classes or lessons. After the initial payment is made, future monthly payments will be automatically processed through Opus using your designated payment method.

# SPA PROGRAM FQA'S

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

A: Please contact your teacher as soon as possible. You may do this through your child's Opus account, which will notify the teacher, or through any communication method you and your teacher have arranged.

At the beginning of the semester, please discuss the best way to communicate with your instructor. If you are unable to reach your teacher, contact the SPA Office at (901) 347-5711.

---

## **Q: How many excused absences are allowed each semester?**

A: SPA does not differentiate between excused and unexcused absences. Teachers are only required to make up lessons missed due to their own absence.

---

## **Q: If I notify the teacher in advance that I will miss a lesson, can the lesson be made up?**

A: No. Teachers are not required to make up lessons missed by students, regardless of advance notice.

---

## **Q: Are scholarships available for lessons or classes?**

A: Scholarship funds are occasionally available through donations made to the SPA. If you are interested in applying, please contact the SPA Office to inquire about current availability. If scholarship funds are available, you will be provided with a Scholarship Request Form to complete and submit to the SPA Director.

Please note: scholarships are awarded as a percentage of tuition and do not cover the full tuition amount.

# NOTES

A rectangular box with a black border. On the left side, there is a vertical red line. The rest of the box is filled with horizontal blue lines, providing a template for writing notes.

A second rectangular box, identical to the first one, with a black border, a vertical red margin line on the left, and horizontal blue lines for writing.



For more information, visit  
our website at:  
[www.BellevueSPA.org](http://www.BellevueSPA.org)  
#BellevueSPA



Got questions?  
Contact:  
Darla Lovett  
[dlovett@bellevue.org](mailto:dlovett@bellevue.org)  
(901) 347-5711



Ben Mandrell, Pastor

Rev. Mark Blair, Minister of Music

Rev. Andrew Smith, Director, School of Performing Arts

Mrs. Darla Lovett, SPA Administrative Assistant

Mrs. Yvette Lewis, SPA Ballet Program Director

Mrs. Cecily Britt, SPA String Coordinator



**Bellevue**  
School of Performing Arts