



# CROSS CHURCH

FINE ARTS ACADEMY

POLICIES AND PROCEDURES  
2022



# CROSS CHURCH

## FINE ARTS ACADEMY

## POLICIES AND PROCEDURES

### 2022

Please review the policies and communicate any questions or concerns to the director

### Goals and Philosophy

The Cross Church Fine Arts Academy is a ministry of Cross Church Dallas-Fort Worth, TX. It functions under the umbrella of the Worship 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 NRHBC

Music is an important part of education. It is a science, math, foreign language, and physical activity. Music also develops insight and demands research. It strengthens our higher order thinking skills and reinforces perseverance, diligence, and poise.

Most of all, music is art. It is essential to our humanity and encourages us to recognize beauty. Music is worship and expresses our love, praise, and thankfulness to God. Music lifts us with joy and comforts us in sorrow. Your commitment to music lessons will touch every part of your life.

It is our desire to provide the best in fine arts instruction. Whether you are ultimately a performer or an appreciative audience, studying and learning music is a skill that will bring enjoyment for the rest of your life. We are dedicated to creating an atmosphere where students can learn music, grow spiritually and use their talents to glorify our Creator.

### **General Policies**

- Teachers will be prompt in starting and ending lessons.
- Lessons will be given in rooms that can be viewed through a window or open door.
- All lessons and make-ups will be given at the church.
- 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.
- One of our objectives is to train future church musicians. Students should be regularly exposed to sacred repertoire.
- Lessons or make-ups will not be scheduled during major church programming times.
- Make-up lessons should be scheduled during or at the end of each semester, not carrying over to the next semester.
- When a teacher misses a lesson, that lesson will be made up. When a student misses a lesson, 24-hour notice is required. The teacher will make up a maximum of TWO lessons per student per semester.



# CROSS CHURCH

FINE ARTS ACADEMY

## POLICIES AND PROCEDURES 2022

- A teacher should notify the director, 24 hours prior to missed class, 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.
- Cross Church Fine Arts Academy does not condone photocopying of copyrighted music.
- Students (adults optional) are expected to perform at the end-of-semester recitals and remain for the entire recital.
- We follow Birdville Independent School District for closures in inclement weather and holidays.

### General Procedures

1. When a student is enrolled, he/she is committing to the entire semester of study.
2. Practice is an essential part of learning a new skill. Daily review and reinforcement is the only way to progress. Recommended practice times are as follows:
  - a. students in grades 1-3 should practice 20 minutes a day, 4 days a week or a total of 1 hour and 10 minutes per week.
  - b. students above 3rd grade should practice 30 minutes a day, 4 days a week or a total of 2 hours a week.
  - c. each student will receive a practice chart on which all practice time is notated and parents must sign before the next lesson.
  - d. students who complete their allotted practice time will receive a sticker.
3. When a student misses a lesson, 24-hour notice is preferable. If a student wakes up ill on a lesson morning, parents should call the teacher as soon as possible.
4. Teachers are responsible for leaving the room restored to the condition in which it was found.
5. The current Academy brochure will have information on the Fine Arts Academy calendar, financial details, hours, and an overview of our philosophy.
6. In signing the registration form, you are committing to one semester study at a time. There will be no refund if you choose to terminate lessons in the middle of the month.
7. Teachers should notify the director of any problems with facilities, instruments, students, parents or scheduling.
8. Each teacher will be paid \$24/half hour. Payment period will follow CCDFW payroll dates.

See the Director for procedures in securing recital accompanists.



# CROSS CHURCH

FINE ARTS ACADEMY

## POLICIES AND PROCEDURES 2022

### **Recital Procedures for Teachers**

1. Teachers should be prompt in giving recital lists to the director. (These are usually requested about two weeks before recitals.) Recital lists should include the student's name (Correct spelling), title of piece, and composer or arranger for each student.
2. Teachers should choose pieces that highlight the student's work, progress, and current level of proficiency.
3. Duets are acceptable and should be between students or student/instructor. Duets may or may not be from memory.
4. Students should be instructed in proper performance etiquette. Students should WALK to the stage, state their name and the title of their piece, perform, BOW, and gracefully exit the stage area.
5. 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 and tune instruments, if necessary.



# CROSS CHURCH

FINE ARTS ACADEMY

## PAYMENT POLICY

### 2022

Fine Arts Academy tuition covers all lessons, administrative expenses, salaries, and recital expenses. Theory and lesson books will not be provided and are not covered by tuition. The general cost of books is \$25 per semester.

Tuition is \$24/half hour lesson and will be paid monthly based on the number of scheduled lessons in that month. There is a \$50 registration fee for new students only. Payment is due before the first lesson of each month. **Currently, we can only accept cash or check.**

You may make your payment the following ways:

- Bring payment to the church office
- Bring payment with the student and give to the teacher
- Mail payment to:

CCDFW Fine Arts Academy  
c/o Cross Church NRH  
6955 BLVD. 26  
NRH, TX 76180

If you miss a payment, we reserve the right to not proceed with lessons until you are caught up on payments.

There will be no make-up lessons scheduled for lessons missed due to late payment.