

Worship Arts Academy Policies Fellowship Bible Church

Payment Policy:

All payments should be made online after receiving an invoice from Fellowship Bible Church. If a check payment needs to be made, please give them directly to the Worship Arts Academy Director, Molly Smith. Payments should not be given directly to the instructor. There will be a \$5 late fee for each week the payment is past-due, unless another payment plan has been pre-approved by the Director, Molly Smith.

Make-Up Lesson Policy:

Each student is allowed 1 make up lesson for the fall 2018 semester. A lesson may only be made up if at least 8 hours notice is given. Lessons will not be made up unless the lesson was canceled for an excused absence (i.e. sickness, emergency). Unexcused absences will not be made up (i.e. forgetting, zoo trips, athletic games, extracurricular activities, birthday parties, haircuts, ect.) The instructor will give the optional make up dates for each semester. If the instructor has to cancel for any reason, the lesson will be made up as soon as possible.

Pick Up/Drop Off Policy:

Parents should accompany their student to his or her first lesson of the semester. After the first lesson, parents may drop off their student and choose to not walk them into his or her lesson. Pick up may be either in person or in the circle drive in front of the church. However, parents should be ready to receive their child as soon as the lesson time is complete. We value the safety of each student and also respect the time restraints of the teacher and the upcoming lesson.