



BURNT HICKORY *Music*

Policies & Procedures

Tuition & Fees

Burnt Hickory Music & Dance (BHMD) operates solely on tuition and fees to support instructors, equipment, and supplies. Our program runs from **August through May**.

- **Registration Fee:** \$30 annually (non-refundable) per student.
- **Tuition (17 lessons per semester):**
 - Piano/Guitar: \$107/month or \$535/semester
 - Strings: \$140/month or \$700/semester
- Monthly **tuition remains the same each month**, regardless of the number of lessons attended. We do not offer a pay-as-you-go option.
- Tuition is due on the **1st** of each month and is posted on the 25th of the prior month. Auto-payments process on the 1st. **A \$10 late fee applies after the 10th.**

Payment Options

- **Auto-pay:** Set up in the Parent Portal under Billing/Payments, Membership type, Auto-pay.
- **Manual:** Enter payment card details each month.
- **Cash/Check:** Place in the tuition security box; make checks payable to Burnt Hickory Music & Dance.

Non-payment

If you are unable to pay on time, contact the Music Manager to arrange a payment plan. **After two months of non-payment**, students will be asked to pause class attendance until the account is current. Please note: **Attendance may impact performance eligibility.**

Tuition Discount Policy

- Full-time staff of BHBC are eligible for a 50% tuition discount for dance and 25% for music.
- Part-time staff are eligible for a 25% tuition discount for dance only.
- **Dance room monitors** can also receive a tuition discount, with specific details provided.
- **Discounts may not be combined or stacked.**

DISCOUNTS FOR ROOM MONITORS

HOURS HELPING	DISCOUNT/MONTH
1 hour	\$20
1.5 hours	\$30
2 hours	\$40
2.5 hours	\$50
3 hours	\$60
3.5 hours	\$70
4 hours	\$80
4.5 hours	\$90
5 hours	\$100
5.5 hours	\$110
6 hours	\$120

Recital & Performances

- There are no extra fees for recitals or performances. They are free and open to the community.

Class Policies

Student Enrollment Restrictions

Burnt Hickory Music & Dance is exempt from Bright from the Start licensing. Students are limited to 10 hours per week of lessons and classes.

Lesson Etiquette

Our instructors strive to create a fun, respectful, and worshipful learning environment. Please help maintain this by following these guidelines:

- **Arrive on Time:** Be punctual and prepared, using the restroom and gathering materials before your lesson.
- **Attend Regularly:** Make weekly lesson attendance a priority and avoid scheduling conflicts. Consistency matters!
- **Stay Quiet During Class:** Show respect by listening attentively and avoiding disruptions.
- **Practice at Home:** Strengthen your skills and ensure steady progress by practicing regularly at home several times a week.
- **View Performance as a Privilege:** View your musical talent as a gift from God. Treat performances as an opportunity to honor Him, earned through dedication and discipline.

Student Safety Guidelines

For the safety and security of all students, the following guidelines will be strictly enforced:

- **Adult Supervision:** Kindergarten through 5th grade students must be escorted to and from class by an adult, who must also remain in the Music Suite during the lesson.
- **Punctuality:** Students should arrive on time and be ready to start their lesson at the scheduled time.
- **Authorized Pick-Up:** Only a parent or authorized adult may pick up students. Students will not be released to older siblings. If someone other than a parent or authorized adult will pick up the student, written permission must be provided to the teacher in advance.

Thank you for partnering with us to ensure students' safety!

Classroom Observation

We encourage parents to stay involved in their child's musical journey, but kindly ask that they remain outside the classroom, in the Music Suite, during lessons. This allows students to focus and creates an optimal learning environment. Please discuss any questions or concerns with the instructor before the first class in August, if possible.

Parent Waiting Area

A designated seating area is available in the Music Suite for parents. If you're waiting with other children, please ensure they are supervised and quietly engaged. Children should not wander, enter unused lesson rooms, or roam the hallways. Also, please avoid playing any instruments that are in the Music Suite.

Canceled Lessons

In the event of an emergency requiring the cancellation of on-campus classes, students will be notified via email, and updates will be posted on social media. For weather-related closures, Burnt Hickory Music & Dance will follow the Cobb County School System schedule unless otherwise stated. Make-up music lessons will be scheduled at the instructor's discretion.

Student Sick Policy

If your child is sick, please stay home from music lessons. Attending while ill puts our instructors and other families, especially those with compromised immune systems, at risk. Our policy requires students to be symptom-free for at least 24 hours before returning.

Make-Up Lessons

If a student is unable to attend a private music lesson, they must notify their instructor **at least 8 hours in advance**. Each student is allowed one make-up lesson per semester for an excused absence; any additional make-up is at the instructor's discretion. Make-up lessons will be scheduled directly with the instructor.

Excused absences include student illness, a death in the family, or extreme circumstances. A missed lesson without prior notification is considered a "no-show" and is not eligible for a make-up lesson.

In certain cases, it may be necessary to issue a credit instead of scheduling a make-up lesson. This will be determined on a case-by-case basis.

Withdrawal Policy

If a student needs to withdraw from Burnt Hickory Music & Dance, a written notice is required at least 30 days in advance. **Tuition for any lessons scheduled during this period must still be paid.**