

BURNT HICKORY

Music



STUDENT & PARENT HANDBOOK



“PRAISE HIM WITH TIMBREL AND DANCING,
PRAISE HIM WITH THE STRINGS AND PIPE.”
PSALM 150:4

Burnt Hickory Music Handbook

2025-2026

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Welcome to Burnt Hickory Music

Thank you for choosing Burnt Hickory Music! Our mission is to help students use their talents to glorify God and inspire others through the beauty of music. Learning an instrument is more than mastering notes and technique; it also builds discipline, perseverance, and creativity that will last a lifetime.

This handbook is designed to guide you through the year at Burnt Hickory Music. Inside, you'll find important information about tuition and fees, lesson policies, recital details, and more.

We look forward to a wonderful year of musical growth, creativity, and worship through music!

–Burnt Hickory Music Staff

MISSION STATEMENT

Burnt Hickory Music is dedicated to cultivating excellence in music training within a Christ-centered environment. We aim to equip students to glorify God and inspire others through music, foster a safe and encouraging community, and promote discipline, artistry, and confidence in every student.

TUITION & FEES

Burnt Hickory Music is a church ministry that operates entirely on funds generated from tuition and fees. These funds support our commitment to providing high-quality instruction, resources, and program materials. Participation in Burnt Hickory Music is a year-long commitment, with lessons and classes running from August through May.

REGISTRATION FEE

Each student is required to pay a \$30 registration fee annually. This non-refundable fee helps cover program support and materials and secures your child's enrollment for the school year.

INSTRUCTIONAL MATERIALS & INSTRUMENTS

Burnt Hickory Music provides pianos and drums for use during lessons, but students are responsible for providing practice instruments at home. Please consult your teacher for recommendations.

All other instruments must be purchased by the student and brought to each lesson. Instructional materials, such as books or sheet music, will also need to be purchased. Your teacher will provide guidance on what to buy before lessons begin.

TUITION

School Year Lessons

- **Semester Structure:** 17 lessons per semester.
- **Rates:**
 - Piano, Guitar, Drums: \$535/semester
 - Strings (Violin, Cello, etc.): \$700/semester
- **Payment Terms:**
 - Tuition is divided into **5 equal monthly payments per semester.**
 - Piano, Guitar, Drums: \$107/month
 - Strings: \$140/month
 - Monthly tuition remains the same regardless of the number of lessons attended.
 - BHMD does **not offer pay-as-you-go options.**

- Tuition is due on the **1st of each month** and posted on the 25th of the prior month.
- Auto-payments are processed on the 1st. A **\$10 late fee** applies to payments received after the 10th.

Summer Session (7 weeks)

- **Private Lessons:** Violin, Piano, Drums, Ukulele & Guitar
 - Dates: June 1 – July 18
 - Makeup Week: July 20–25
- **Guitar Intensive** (1-hour class):
4-week small-group class focusing on music theory and technique.
 - Dates: June 1 – 25

Summer Tuition:

- Piano, Drums, Ukulele, Guitar: \$107/month
- Violin and Cello: \$140/month
- Guitar Intensive: \$100

PAYMENT OPTIONS

- **Autopay:** Set up through the Parent Portal under *Billing/Payments* → *Membership Type* → *Autopay*.
- **Manual Payment:** Enter card details each month via the Parent Portal.
- **Cash/Check:** Place payment in the tuition security box in the Music Suite; checks should be made payable to Burnt Hickory Music & Dance.

LATE/NON-PAYMENT

If you are unable to pay tuition on time, please contact the Music Manager immediately to arrange a payment plan. Students with accounts that are **two months past due** will be required to pause attendance until the balance is current. Please be aware that unpaid tuition may affect a student's eligibility to participate in recitals, performances, or other events.

TUITION DISCOUNT POLICY

- **Full-time BHBC staff:** 50% discount for dance; 25% discount for music lessons.
- **Part-time BHBC staff:** 25% discount for dance only.
- **Dance Room Monitors:** Eligible for a tuition discount (details provided individually).
- Discounts **may not be combined or stacked**.

LESSON TIME PRIORITY

Current Burnt Hickory Music families have first priority to reserve their existing lesson time for the next year. A survey will be sent out, and families must respond by June 1st to retain their current slot. Families wishing to change their day or time will be placed on a waitlist for their preferred schedule.

WITHDRAWAL POLICY

Burnt Hickory Music & Dance is a year-long program running from August through May, and families are expected to commit for the full school year. If you need to withdraw, a written notice, sent by email to the Music Manager, is sufficient and must be submitted **at least 30 days in advance**. Tuition for any lessons scheduled during this 30-day notice period will still be due. We greatly appreciate your partnership and commitment, as consistency is essential for your child's growth and for maintaining our instructors' schedules.

ATTENDANCE

Excused absences include illness, a death in the family, or other extreme circumstances. Regular and consistent attendance is essential for a student’s growth as a musician. Missing lessons can impact progress, confidence, and preparation, so we strongly encourage families to avoid scheduling conflicts whenever possible.

If a student needs to miss or will be late, please log the absence in the Parent Portal so the teacher is automatically notified, or contact the music teacher directly.

For recitals, students may be excused from participation if they have more than three unexcused absences after February 1. Teachers reserve the right to determine a student’s level of involvement in the recital based on attendance and participation.

STUDENT SICK POLICY

If a student is sick, they should remain at home to protect both instructors and fellow students. Students may return to class once they have been **symptom-free for at least 24 hours**. Please refer to the chart below for guidance on specific symptoms and recommended return timelines. Make-up lessons will be scheduled at the instructor’s discretion, and in certain situations, a credit may be issued instead.

I NEED TO STAY HOME IF...								
I HAVE A FEVER	I AM VOMITING	I HAVE A RUNNY NOSE	I HAVE A PERSISTENT COUGH	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I have a communicable disease
								
Temperature of 100.2 or higher	Within the past 24 hours	With yellow/green discharge	Croupy Cough	Within the past 24 hours	Impetigo, ringworm, or body rash with itching or fever	Itchy head, active head lice or nits	Redness, itchy, and/or "crusty" drainage from eye(s)	Flu, Measles, MRSA, etc.
I AM READY TO RETURN TO SCHOOL WHEN I AM...								
Fever free for 24 hours without the use of fever reducing medication i.e. Tylenol or Motrin	Free from vomiting for at least 24 hours and have had at least 2 solid meals	On required antibiotics for at least 24 hours	Cleared by my doctor and have a note specifying my continued symptoms are not contagious to others	Free from diarrhea for at least 24 hours	Free from rash, itching, open sores, and fever. And I have been evaluated by my doctor, if needed	Treated with appropriate lice treatment at home and proof is provided that I no longer have lice or nits	Evaluated by my doctor, have begun appropriate medication, and/or have a note from my doctor stating I may return to school	No longer contagious and the incubation period for any communicable disease has passed

LESSON CANCELLATIONS

Burnt Hickory Music & Dance will notify families of any on-campus cancellations through email, social media, and the Band App. For weather-related closures, we follow the Cobb County School System schedule unless otherwise announced. Canceled lessons will be made up or credited at the teacher’s discretion.

Please note that events scheduled at Burnt Hickory Baptist Church could occasionally affect music lessons. Students and parents will be notified if lessons need to be canceled due to any church event, and these lessons will be made up or credited at the teacher’s discretion.

MISSED LESSONS AND MAKE-UPS

Students must notify their instructor at least **eight hours in advance** if they cannot attend a scheduled private lesson. Each student is eligible for **one make-up lesson per semester** for an excused absence, such as illness, a death in the family, or other extenuating circumstances. Additional make-up lessons may be offered at the instructor's discretion. Lessons missed without prior notice, due to unexcused absences, or no-shows are not eligible for make-up lessons or credits. In certain circumstances, a credit may be issued in place of a make-up lesson at the discretion of the program.

If an instructor must miss a lesson due to illness or other circumstances, a make-up lesson will be scheduled, or a credit will be applied to the student's account.

STUDENT SAFETY GUIDELINES

Students in Kindergarten through 5th grade must be escorted to and from class by a parent or authorized adult, who should remain in the Music Suite during the lesson. Students will only be released to a parent or authorized adult listed in JackRabbit as an emergency contact. If someone else will be picking up a student, written permission must be provided to the teacher or Music Manager in advance. Students may not be released to older siblings. Students should arrive early to prepare for the lesson and must be picked up promptly at the end of the lesson. For the safety of students and staff, cameras are installed in all Music Suite rooms.

CLASSROOM OBSERVATION

Parents are welcome to support their child's learning, but should remain outside the classroom in the Music Suite so that lessons can remain focused and uninterrupted. If you have questions or concerns, please contact your child's instructor or the Music Manager by email. If a meeting is needed, please reach out to the Music Manager to schedule an appointment.

PARENT WAITING AREA

A designated seating area is available in the Music Suite for parents and guardians. Children must be **supervised at all times** and should remain in the designated area, avoiding other classrooms or hallways. Please keep voices and noise to a minimum to avoid disturbing lessons.

Students should use only their personal instruments and **should not handle or play with instruments or equipment provided in the Music Suite**. For safety, no running, no standing on chairs, and toys should be used only while seated.

The coffee machine and all related items, including cups, lids, and straws, are for **adults only**. Children should **not play with coffee items**.

COMMUNICATION

Our primary source of contact is **email**, so please make sure you have a valid email address on file. Burnt Hickory Music also uses the **Band app** to share important updates, including closings, lesson changes, recital information, and more. You will receive an invite when you register. Be sure to download the app to stay up to date with all Burnt Hickory Music news. When signing up, use your name and include your child's name in parentheses—for example: *Melissa Roberts (Austin)*. For safety reasons, we will not add users whose names we do not recognize.

Our **website** is another resource for the latest information on policies, instructors, tuition, and the music calendar.

You can also follow us on **Facebook** at *Burnt Hickory Music* and on **Instagram** @burnthickorymusic to receive announcements and updates directly in your feed.

PARENT PORTAL

Burnt Hickory Music uses the online management platform “JackRabbit” for registration, attendance, financial accounts, and communication to families. Links to the Parent Portal are on our website and here:

<https://app.jackrabbitclass.com/jr3.0/ParentPortal/Login?orgId=548071>

END OF YEAR RECITALS

Each year, Burnt Hickory Music students have the opportunity to participate in a recital that celebrates their hard work and musical growth. Recitals provide valuable performance experience and give students the chance to share what they have learned with family and friends. Participation in recitals and performances is an important part of a student’s musical development.

The end-of-year recital is typically held on the **last weekend of lessons during the Spring semester** in the **Radiate Auditorium at Burnt Hickory Baptist Church**. Students performing in the recital should arrive **15 minutes before the start time** to check in and prepare.

Students should dress in **semi-formal attire appropriate for a performance**. Please avoid sneakers, jeans, and T-shirts. Students should bring any **sheet music or instruments** needed for their performance and come prepared to confidently share what they have learned. During the recital, students will sit in designated seats in the front row and remain there unless directed otherwise.

Admission to the recital is **free**, and family and friends are welcome to attend. Doors will typically open **10 minutes before the recital begins**, and audience members will have open seating in the rows behind the students. Out of respect for all performers, we ask that families remain for the entire recital whenever possible, as this provides encouragement and support for every student.

Audience members are encouraged to applaud after each performance. If you need to enter or exit the auditorium, please do so **between performances** to avoid disrupting a student who is playing. Being mindful of noise and movement during the recital helps create a respectful environment for all performers.

A designated area will be available for **photos after the recital**, and the event may be recorded. If a recording is available, a link will be shared with families after the recital. We are grateful for the support of our Burnt Hickory Music families. Your encouragement helps our students grow in confidence and musicianship, and we look forward to celebrating their hard work together.

STUDENT GUIDELINES

Our instructors strive to cultivate a **fun, respectful, and Christ-centered learning environment**. Students and parents are asked to support this by:

- **Arriving on Time and Prepared:** Students should arrive ready for their lesson, having used the restroom and brought all required materials.
- **Maintaining Regular Attendance:** Weekly participation is essential for steady musical progress. Families should avoid scheduling conflicts.
- **Staying Focused During Lessons:** Students should listen carefully, remain attentive, and avoid unnecessary distractions.
- **No Food or Drink:** To protect instruments and equipment, food and drinks are not allowed in the music rooms, except for water.
- **Practicing at Home:** Regular home practice, ideally several times per week, reinforces skills and builds confidence.
- **Viewing Performance as a Privilege:** Treat musical talent as a gift and performances as an opportunity to glorify God.
- **Keeping Facilities Clean:** Students are expected to pick up after themselves and properly dispose of all trash.

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

PARENT GUIDELINES

Learning music requires dedication, patience, and effort. Teaching students the value of commitment is an important part of developing strong character. At Burnt Hickory Music, we encourage students to use their musical gifts to honor God and serve others through music. If your student seems discouraged at any point during the year, please reach out to us. Often, a small adjustment or an extra word of encouragement can make a big difference. We also ask families to keep our students and instructors in prayer as they grow in both skill and confidence.

PARENT CODE OF CONDUCT

To maintain a positive and supportive environment for all students, families, and staff, parents and guardians are expected to always conduct themselves respectfully during lessons, performances, and other music-related activities.

Disruptive behavior includes, but is not limited to:

- Interrupting lessons
- Speaking disrespectfully to staff, students, or other parents
- Creating conflict during lessons, events, or performances

Any violation of this policy may result in removal from the program at the discretion of program administration.

IN CLOSING

Thank you for partnering with Burnt Hickory Music as we encourage students to grow in skill, confidence, and character while using their musical gifts to glorify God. We are grateful for the opportunity to work with your students and to partner with your family in developing their musical talents.

It is our prayer that the ministry of Burnt Hickory Music will be a blessing to your entire family, bringing joy as students grow in both skill and confidence. Please continue to pray for our teachers and staff as we strive for excellence in the instruction and training we provide.

–Burnt Hickory Music Staff