



# **CCA Private Music Studios**

## **Student Handbook**

Chelsea Center for the Arts  
400 Congdon Street  
Chelsea, MI 48118  
Phone. 734.433.ARTS (2787)  
Fax. 734.433.2788

Email: [info@ChelseaCenterForTheArts.org](mailto:info@ChelseaCenterForTheArts.org)  
Web: [www.ChelseaCenterForTheArts.org](http://www.ChelseaCenterForTheArts.org)

September 1, 2009

Dear CCA Music Students and Families,

Whether you are new to our music programs or have been with us before, we welcome you to the Chelsea Center for the Arts. We are proud and excited to bring excellence in music training and education to our community and the Southeast Michigan area. Chelsea Center for the Arts continues to set the standard in private music lessons, group music classes, and unique opportunities in the arts. This year, we add new instructors to our private music faculty and we look forward to additional group music classes for young children through adults!

As we continue to promote the arts as vital and necessary to our human development, we are also very aware of the current economic climate, particularly in Michigan. CCA strives to promote and provide the best music education possible, while remaining sensitive to the financial strain on many families. We offer convenient payment plans for tuition, and competitive yet fair rates. We continue to strive for increased scholarship opportunities so that we can reach a greater number of students. Our instructors are true educators with tremendous qualifications and a passion for teaching. As always, we seek to provide a warm, nurturing environment in which all students will feel supported, guided, and prepared for the next step of their musical studies.

Experiences at CCA last way beyond the years spent here, and we are only just beginning to see the positive impacts on our current students and graduates. CCA students go on to great success in the world, whether they choose music as a career or simply find it enhancing their lives in unexpected ways. We continually hear from students how their experiences at CCA have shaped them and have helped them in ways they never could have imagined. We have the tremendous opportunity to set the wheels in motion for so many students on the brink of discovering their musical talents and we don't take this responsibility lightly. So, once again, we welcome you to CCA and hope that you find the opportunities to find enrichment and inspiration through music.

Sincerely,

Lisa Hinz-Johnson  
Director of Music  
Chelsea Center for the Arts  
734 433-ARTS (2787)

[lisahinzjohnson@gmail.com](mailto:lisahinzjohnson@gmail.com)

# CCA Student Handbook

## **CCA 2009-2010 CALENDAR**

Each private music instructor designs his or her semester package comprised of a set number of private and group lessons for the entire semester. Students are expected to register for the entire semester. The semester tuition reflects the total number of private and group lessons for that instructor's studio.

## **DATES TO REMEMBER FOR 2009-2010**

*Note: on days when lessons do not officially occur, it is possible for instructors to hold lessons, as long as it is mutually agreeable to both instructor and student. Please double-check all holiday dates with your instructor. All lessons missed due to holidays will be made up. Please refer to the handbook for additional information on holiday and weather-related absences.*

**September 8: Fall Semester Begins**

**September 8: First Payment Due**

**October 8: Second Payment Due**

**November 4: No school/No lessons**

**November 25-30: No school/No lessons**

**November 8: Third Payment Due**

**December 8: Fourth Payment Due**

**December 23-January 1: No school/No lessons**

**January 4: Winter/Spring Semester Begins**(do we want a bold link to Winter/Spring, as in the Fall Semester?)

January 4; First Payment Due

**January 18: No school/No lessons**

February 8: Second Payment Due

**February 12-15: No school/No lessons**

March 8: Third Payment Due

**March 8: No school/No lessons**

**March 29-April 2: SPRING BREAK** No school/No lessons

April 8: Fourth Payment Due

May 8: Fifth Payment Due

**May 31: No school/No lessons**

**June 12: Summer Semester Begins**

**Sept 5: End of Summer Semester**

## **REGISTRATION**

VISA, MASTERCARD, CHECK, OR CASH ACCEPTED

**PAYMENT TO BE RECEIVED BEFORE FIRST LESSON!**

1. Students and instructors determine a time and date for lessons.
2. The student registers and makes payment arrangements with the CCA office. Visit <http://www.chelseacenterforthearts.org/registration.html> for instructions.
3. Lessons begin on the scheduled date and time.

## **MAIL**

1. Print a registration form – available on our website (see above) or in the office.
2. Enclose check or credit card information.
3. Place in envelope, seal, add your stamp, and address to “CCA, ATTN: Registration, 400 Congdon Street, Chelsea, MI.
4. A receipt will be sent to your e-mail address.

## **IN PERSON**

1. Print a registration form from above or obtain one from the CCA office.
2. Bring your credit card, check, or cash to the office with completed registration form.
3. A friendly staff person or volunteer will be happy to accept your payment. If paying in cash, please ask for a receipt.
4. A receipt will be sent to your e-mail address.

## PHONE

1. Call (734) 433-2787
2. A friendly staff person or volunteer will be happy to fill out the form with you over the phone.
3. You may ask to be invoiced or make payment via credit card.
4. An invoice or receipt will be sent to your e-mail address.

## Terms of Registration

The CCA must receive payment in full and a completed registration form for all students enrolling in a CCA class or lesson. To register for a class, lesson or workshop at the Chelsea Center for the Arts, please see our [Registration](#) page.

Please note that we have different requirements for group and private lessons - they are as follows:

### **Group Class Registration (Visual Arts and Group Music)**

**Registration** - Students should register and pay for classes at least one week in advance of the start to assure space and materials in the class. Registration is taken first come first serve based on payment received in full.

**Withdrawals** - The CCA reserves the right to charge a \$10 administrative fee for any student-initiated transfers or withdrawals.

**Scheduling for Group Classes:** Group classes are scheduled in advance. Schedules are available online or in the office.

**Absences:** CCA does not make up classes or group lessons missed by students. An instructor will reschedule a class or group lessons that was cancelled because of weather or instructor absence.

### **Private Lesson Information**

- **Registration (one-on-one lessons)** - Prior to enrollment, new private music students must arrange a personal consultation with the prospective faculty member; this may be done in person, by phone or by email. Each instructor designs their own lesson package which may include a number of group lessons or master classes. Once you have established your lesson package and time with your private instructor, submit your registration form (available from your instructor, in the office, or on our website) to the office.
- **Scheduling for Private Lessons** (which may or may not include group lessons or master classes) - Private lesson times will be arranged by student and instructor, based on schedule and room availability. It is assumed that this lesson time will continue throughout the semester, unless student and instructor mutually arrange another time. Group lessons or master classes will be scheduled at the beginning of the semester, with any additional classes scheduled as needed. Please be sure to examine your instructor's lesson package and carefully note when the group lessons occur. Note that the Winter-Spring semester (22 weeks) is considerably longer than the Fall semester (15 weeks). This is reflected in the tuition amount for each semester.
- **Absences** - Students registered for individual instruction are allowed one excused absence per semester. In those cases, 24-hour notice must be given by the student to receive a make-up lesson. Students must call both CCA and the private instructor at home. If proper notice is not received, the lesson is forfeited and the student will be billed for the scheduled time. Unexcused lessons include those with insufficient notice and any beyond the one excused lesson per semester. These will not be made up.

Instructors who must cancel a lesson should also provide students with 24 hours notice. Should the instructor suddenly become ill or have an unexpected conflict, the student should be notified at home and at an additional location—either school, or preferably, a parent's alternate phone number. Please be sure to provide

your private instructor with alternate phone numbers, in case they need to contact you. All lessons missed due to Holidays, poor weather, or instructor absence will be made up at the mutual convenience of both student and instructor, prior to the end of the semester.

### **Withdrawals and Refunds**

Each student is expected to commit to the entire semester of lessons or entire session of a group class. However, if a student notifies the office in writing within the fourth week of the private music semester or one week prior to the beginning of a group class, balance of tuition paid will be refunded minus a \$10 administrative fee.

**REFUNDS WILL NOT BE GIVEN FOR WITHDRAWALS AFTER THE FOURTH WEEK OF THE SEMESTER FOR PRIVATE MUSIC LESSONS.**

CCA reserves the right to cancel any class due to insufficient enrollment. In those cases, all fees will be refunded.

### **Tardiness**

Students are expected to attend private lessons and group lessons regularly, arrive on time, and to bring required materials to each private and group lesson. Students arriving more than 10 minutes late to a lesson risk having that lesson forfeited and will be billed for the scheduled time. If a student is late for a scheduled lesson, the lesson will end at the scheduled time.

### **Weather Cancellation Policy**

Private lessons, ensembles, and group classes follow the same school closures as the Chelsea Schools. These meetings are assumed cancelled if Chelsea School District cancels for any reason. Students are not required to attend lessons on those days; however, they should contact their instructor if there is any question about the possibility of holding lessons. The message machine at CCA, 734-433-ARTS (2787), will have the current status of classes and ensembles, updated at 12 noon, with final information for that day. Lessons missed for a CCA emergency or weather related reasons will be made up at a mutually convenient future date.

### **Bus Transportation**

Chelsea Schools will bus students to Chelsea Center for the Arts on Tuesdays and Thursdays for a small fee. The fee must be paid in advance to the Chelsea Bus Garage. To arrange transportation, parents should call 433-2274 and speak with Chris. Chelsea Center for the Arts is a facilitator for, and not a coordinator, between the Chelsea Bus Garage and parents. Parents are responsible for arranging transportation to and from the Chelsea Center for the Arts.