

Community Fine Arts Education Academy
c/o St. Paul's Lutheran Church
408 South Davidson Street
Karnes City, Texas 78118
830-780-2251
www.StPaulsLutheranKC.org/Fine-Arts
www.facebook.com/StPaulsLutheranKarnesCity

POLICIES & PROCEDURES

1. **Purpose.** The purpose of the Community Fine Arts Education Academy is to nurture and develop God-given talents in the fine arts for the enrichment and joy of all who live in Karnes County and the surrounding area.
2. **Open Enrollment.** Students ages 6 and older may enroll in the Community Fine Arts Education Academy and begin lessons at any time throughout the year. The term "minor student" shall refer to a participant in the Community Fine Arts Education Academy, other than an instructor, who is younger than eighteen (18) years of age.
3. **Fees.** Fees will vary by instructor. Instructors will set their own rates and method of payment. In addition, instructors will be solely responsible for collection of payment. Any issue regarding fees shall be addressed by the instructor, not the Steering Committee nor St. Paul's Lutheran Church. Need-based scholarships may be awarded on an individual basis; the Steering Committee shall approve all scholarships.
4. **Instructors.** Potential instructors shall complete an application form with references. A background check will be required at the instructor's expense. Potential instructors will be screened and approved by the Steering Committee. Approved instructors shall pay a program fee of five dollars (\$5) per student per month to St. Paul's Lutheran Church for use of facility fees. The Steering Committee may revoke an instructor's participation in the Community Fine Arts Education Academy at any time and for any reason.
5. **Supervision.** Two adults shall attend and observe all lessons for one or more minor students. A parent or guardian of a minor student may be asked to attend and observe lessons as the second adult. Only minor children participating in a lesson shall be allowed on the premises of St. Paul's Lutheran Church unless said minor children are supervised by their parents or guardians.
6. **Student Pick-up Authorization.** Once a lesson is completed, the parent, guardian, or other authorized person as identified on the minor student's Student Application shall immediately pick up the minor student. An instructor shall not provide a minor student with transportation from lessons unless said instructor is listed as an authorized person on the student's application. If the parent, guardian, or other authorized person is chronically late for pick-up from lessons, as determined by the instructor or the Steering Committee, then the minor student's participation in the Community Fine Arts Education Academy may be revoked and all remaining lessons cancelled without refund.

7. **Behavior Policy.** Students shall respect their instructors and others. Students shall respect the property of St. Paul's Lutheran Church. Students shall not engage in behaviors that are destructive to others or the property of St. Paul's Lutheran Church. Instructors or the Steering Committee may cancel lessons without refund and revoke a student's participation in the Community Fine Arts Education Academy for any violation of this Behavior Policy.
8. **Accidents/Illness/Emergency.** If a student becomes ill or is injured during a lesson, the instructor shall attempt to contact the emergency contact listed on the student's Student Application. Please notify the Community Fine Arts Education Academy and instructor immediately if changes occur in phone numbers or emergency contacts for your family. Should the instructor not be able to reach the emergency contact, the instructor will call 911.
9. **Instrument Rentals.** Students may arrange with the Community Fine Arts Education Academy to rent to own instruments. Rental fees shall produce revenue to purchase instruments for further rent-to-own arrangements. Alternatively, students may make arrangements with Jourdanton I.S.D. to rent instruments.
10. **Recitals.** Participation in recitals or end of semester shows is expected.