

2022–2023 FAMA POLICIES



Highlights indicate changes from last year.

PHILOSOPHY

The purpose of Farmington Avenue Music Academy (FAMA) is to serve the greater West Hartford community by providing quality music education to both children and adults. Our program is designed to **maximize every student’s musical potential** with the goal of helping each individual express music confidently and excellently for their own enjoyment and the benefit of others. FAMA is hosted by and is a ministry of **Farmington Avenue Baptist Church**.

AREAS OF INSTRUCTION

- Composition (ages 9+)
- Piano (ages 5+)
- Violin (ages 5+)

PRICING

Lesson Rates

- 30-minute lesson: \$41
- 45-minute lesson: \$51
- 60-minute lesson: \$67

Yearly Fees

- Registration Fee: \$25 (paid yearly)
- Accompanist Fee: \$50 (paid yearly; violin only)

Multi-student Discount

Families who have three or more students enrolled in FAMA will receive a 15% discount per student, beginning at the third student. The first two students in each family are charged full price. If students in the same family have different costs for their lessons, the discount is applied to the least expensive lesson.

LESSON SCHEDULING

Individual lessons are scheduled at the convenience of the teacher and student. No lessons will be taught on Sundays.

WHILE AT FAMA

Students and their parents are asked to please observe the following guidelines:

- For children under eighteen, **parents must remain in the building** for the duration of the lesson.
- Lessons are held at Farmington Avenue Baptist Church: 155 Mountain Road, West Hartford, CT.
- Students are asked to use the entrance off the Mountain Road parking lot.

WEATHER POLICY

In cases of inclement weather, the on-site academy will be closed and lessons will instead be virtual. The administrator and/or teacher will communicate with families regarding any change from in-person to virtual lessons.

RECITALS

Two recitals will be held each year. Recitals afford each student the opportunity to perform in a public setting and also allow family members and friends to see how each student is progressing. Recital participation is not mandatory but is strongly encouraged. Recital dress should be appropriate and modest.

BILLING

FAMA tuition payments are billed every month and are calculated based on the **number of lessons that are scheduled for that month**. This means that the invoice amount will vary each month based on the number of projected lessons. For example, a month with 4 lessons will have 4 lessons on the invoice, but a month with 3 lessons will only have the charges for 3 lessons. Tuition payments are paid digitally unless otherwise arranged for.

Any books or materials purchased on behalf of the student by the teacher will be added to the monthly invoice.

Invoices are generally sent out on the 1st of each month. Payments received after the 15th will be assessed a \$15.00 late fee. If a bill is past due over 60 days, lessons will be terminated until the outstanding invoices are completed. If you have questions regarding a monthly statement, please contact the Academy Administrator.

CALENDAR

FAMA's school year operates from September 1 through June 15. Students should look over the calendar at the beginning of the year and make note of holidays, makeup weeks, etc.

Semesters

Semester 1: September 1–December 23

Semester 2: January 2–June 15

Makeup Weeks (lessons only occur on these days when a makeup lesson is needed)

Makeup Week 1: December 18-23

Makeup Week 2: April 8-13

Makeup Week 3: June 10-15

MISSED LESSONS

When the teacher misses – If a teacher must cancel a lesson, the student will receive a makeup lesson or an equivalent credit on a future invoice.

When the student misses – Each student is guaranteed only **one make up lesson per semester** (see above for dates) for a lesson that is missed. **A missed lesson is any lesson that has been moved or rescheduled from its original time, provided that notice has been given by noon the day of the lesson. If notice is given after noon on the day of the lesson, this lesson will not be made up or credited.** It is the student's responsibility to notify the teacher if a lesson is to be missed for any reason. FAMA is not obligated to make up or credit missed lessons besides the two allotted missed lessons.

When a missed lesson occurs (for either a teacher miss or one of the allotted student misses), the missed lesson will be rescheduled to the makeup week or another day. If a makeup lesson cannot be arranged, a credit will be assessed on a future invoice.

REFERRAL PROGRAM

FAMA offers a referral incentive. Any family referring a new student to FAMA who stays as a student for three months will receive a \$75 tuition credit on their account.

CANCELLING LESSONS

If a student needs to discontinue lessons, a parent must provide notice to the Administrator *thirty* days in advance of the desired termination date. Note that the notification should be given to both the Academy Administrator and the Teacher.

RESUMING LESSONS

Students who do not take lessons for two months will be assessed the Registration Fee to resume lessons.

EXTRA LESSONS

In preparation for special events, students may schedule extra lessons. The timing of these extra lessons can be made directly with the teacher and charges for the additional lessons will be included on the monthly payment.

WEBSITES/CONTACT INFO

- Farmington Avenue Music Academy Website: famamusic.org
- Farmington Avenue Baptist Church Website: fabcwh.org
- Administrator (Josh Sparkman) Email: fama@ctfabc.org
- Administrator (Josh Sparkman) Phone number: (603) 475-8404

