

## **Conservatory Handbook**

### **About Us**

Welcome to The Conservatory at First Baptist Church of Trussville! Our arts center is a place for students of all ages to explore and discover the creative arts in a safe and supportive Christian environment. The Conservatory is a ministry of First Baptist Church of Trussville . We hope that residents of Trussville and the surrounding communities will come to experience the love of Christ through the quality and content of our program and instructors! Furthermore, it is our ultimate desire that as individuals develop their artistic skills, they might learn to use them as an act of worship in the “Body of Christ” (His global Church).

### **Program Overview**

The Conservatory is a semester-based lessons program where students take individual lessons and group classes in Music and Art in a safe, Christian environment on the campus of First Baptist Church of Trussville. In addition to lessons, Musicianship classes are offered free of charge to every student registered for lessons. Students pay a set tuition rate for the entire semester. Tuition is either paid in full via debit or credit card, OR by monthly recurring payment set up in ACTIVE.

### **2025 - 2026 School Year**

The Conservatory school year consists of the Fall, Spring and Summer semesters, plus camps.

- The Fall Semester is 16 weeks and will begin in mid-August and end in December.
- The Spring Semester is 16 weeks and will begin in early January and end early May.
- The Summer Semester is 6 weeks and typically begins in June and ends by the first week of August, depending on teacher availability.
- Fine Arts Camp, Princess Dance Camp and Strings Camp are held in June and July, respectively, and are open to our current students as well as any children in the community.

\* A current list of semester dates, recital dates and other Conservatory event dates can be found on our website at [www.fbctconservatory.org](http://www.fbctconservatory.org) .

### **Enrollment/Scheduling**

To enroll in the Conservatory, register through **ACTIVE**. The link can be found at

**[www.fbctConservatory.org](http://www.fbctConservatory.org)** or go to

**<https://campscui.active.com/orgs/FBTrussvilleConservatory?orglink=camps-registration>**

When registering, indicate what lesson day(s) and time(s) you prefer along with Instructor choice, if desired. Continue to fill in the information required to set up your account. Choose to pay either in full or set up your four monthly payment plan.

**NOTE:** The Conservatory charges a once ***per semester*** registration fee of \$30 per student and a \$10 fee in the Summer. This covers ACTIVE fees and administrative fees. The registration process is not complete -- and lessons and classes cannot be scheduled -- until the registration fee is paid.

### **Music and Art** **General Information**

- Lessons are offered Monday, Tuesday, Thursday, and Friday from 12:30 - 8:30 PM, and Wednesday 1:00 - 5:30 PM. See ACTIVE for specific teacher availability and class times. [www.fbctconservatory.org](http://www.fbctconservatory.org)
- All instructors are highly qualified! Please read more about each one on our website.
- Room locations for all lessons can be found on our website and on ACTIVE.
- Students should not arrive any earlier than five minutes prior to the start of class. Parents should personally drop off and pick up their elementary age students at their classroom each week. (Due to safety concerns, we cannot allow children of any age to be wandering the church during the day since many areas are open to the public.)
- Parents are asked to wait in the designated waiting areas near the classrooms during their child's lessons. Please enjoy the tables and couches in the waiting area. Free wi-fi is available!
- Parent-Teacher communication is important! Check with your instructor after a lesson with any questions on student progress, assignments and practice requirements.
- Lessons are currently available in Piano, Guitar, Violin, Cello, Art, Voice, Group Voice (ages 6-11), Drums, and 'Lil Piano Pals (group piano for 4K and 5K).
- Each music student will receive a 30-minute lesson with their instructor once per week.
- Intermediate and Advanced students may choose to take 45 or 60 minute weekly lessons at an additional charge.

- Tuition fees for music lessons **DOES NOT** include method books, sheet music or other books used in your lesson. The instructor will either give you a list to purchase or the instructor will purchase and you will reimburse them.
- Materials also **NOT** included are items such as flash cards, metronomes, tuners, music stands, individual instruments, and items specific for your instrument. When purchasing an instrument see your instructor for recommendations.

### **Art Classes**

- Oil painting classes are taught by Mr. William Hallmark. These weekly classes are limited to eight students and are 90 minutes in length.
- All necessary supplies for the class (e.g., paints, brushes, and canvases) will be charged a \$10 supply fee.
- For first-time students, a suggested beginning age for Art classes is 9-11 years old. Adult students are welcome and encouraged to participate as well.
- Due to the limited classroom size, only enrolled Conservatory students will be permitted in the art classroom during class time.

### **Lesson Absence/Late Arrivals/Makeup Policy for all Classes**

- Students who will be late or will miss a lesson should contact their instructor as soon as possible, prior to the lesson. If a student misses a lesson and does not give prior notice, the instructor is not required to make this up.
- Be sure to have their cell number and email address.
- Please be on time for your lesson! Instructors are under no obligation to extend lessons that begin after the scheduled start time, or make-up lessons canceled by the student.
- Instructors are only required to make up ONE excused absence. Make up lessons can be done during the two different makeup weeks on the Conservatory Calendar or another agreed upon time between the instructor and student.
- Only lessons excused due to illness or death in the immediate family will be made up. Absences are not excused due to other extra curricular activities (i.e. baseball, football, cheerleading, band practice, pageants, drama, vacations)
- If an instructor will be unavailable for a lesson, the student will be notified as far in advance as possible, and lessons will be rescheduled at a mutually agreed upon time on the church campus.
- Lessons will be rescheduled if the church closes due to inclement weather, power failures, etc. Parents will be notified by email or text.
- Only ONE excused lesson will be made up during the semester. If a student misses a lesson and does not give prior notice, that lesson will not be rescheduled. Other makeups are at the instructor's discretion.

## **Recitals**

- The Fall and Spring semesters include a Music Recital and Art Show to recognize the outstanding achievements and progress of the Conservatory students. In the Fall semester we also perform at nursing homes in December. In the Spring semester, we have a March showcase the first week of March and Spring recital the first week of May.
- Participation in each recital is optional, but highly encouraged! These semi-formal events generally take place in the main sanctuary of First Baptist Church of Trussville the week before Thanksgiving week in the Fall and the final week of Spring semester. Please check the website for current times and locations.
- Instructors must determine and submit musical selections to the Conservatory office two weeks prior to the Recital for timely printing of the recital program.
- Artwork to be displayed at the Recitals should be completed and brought to the music suite no later than the Thursday prior to the Recital. Frames are not required, but are encouraged.

## **Recital Dress and Etiquette**

- The recital is a semi-formal event, and all participants are encouraged to dress up for their performance. This includes slacks or skirt/dress (at the knee) for girls and dress shirt, pants, tie or suit for boys. No shorts or jeans, please.
- Participants and their family members/friends are requested to stay for the entire recital unless absolutely necessary. Getting up and leaving during or between performances is very distracting and highly discouraged! We will do our best to keep all recitals to around an hour in length.
- Proper performance etiquette will be taught by each instructor and is expected of all students: Students need to walk forward at their appointed time, stand and bow, perform, stand and bow, and walk back to their seat.
- While others are performing, students are expected to sit quietly, observe, and listen and applaud appropriately. No tech gadgets of any kind are allowed for students to 'play' on during a recital!
- All teachers will sit on the front row near the students. Teachers of younger students may sit close to their students during their performances in case they need assistance in getting started.

## **Tuition Overview**

- The Fall and Spring semesters are 16 and 16 weeks, respectively and tuition prices are set accordingly. To see a list of all tuition rates and costs, go to our website - [www.fbtconservatory.org](http://www.fbtconservatory.org)
- Included in the price of tuition is the student's lessons and group musicianship classes (Fall and Spring semesters only). \* You must purchase method books, sheet music or other books

used in your lesson or the teacher will purchase and you reimburse. Other materials such as flash cards, metronomes, tuners, music stands, individual instruments, and items specific for your instrument are also NOT included.

- Art materials, such as paint, brushes and canvases, are NOT provided. \$25 Art fee. (\$10 - Summer semester)
- Intermediate and Advanced Music students may choose to take 45 or 60 minute weekly lessons at an additional charge.

### **Tuition Payment Plans**

- Payment Plan A is the full semester's tuition paid up front, by the first lesson. You can pay by check or credit card online.
- Payment Plan B is an automatic monthly payment plan. This is set up by you on our ACTIVE registration site. The semester's cost is split into four recurring payments -- made on the 15th day of each month (August - November or January - April). This monthly payment will be an automatic, secure charge to the debit or credit card of your choice. The first payment is due before the first lesson. Please make your recurring payment by the 15th of each month.

**\*There is an automatic registration fee of \$30 per semester, per student.** This will be charged when you register and you cannot check out without paying this.

- Please drop off any checks to the Main office or Director. Please do not give payments to your teacher.

### **Music and Art Tuition Discounts**

- Sibling Discount: We offer a 10% discount toward the tuition of each additional family member in the same household.
- Multiple Lesson/Class Discount: We offer a 10% discount for any student taking additional lessons or classes.

### **Tuition Financial Obligations - PLEASE READ CAREFULLY**

- PRIOR to the first lesson of the semester , the total tuition is due or the automatic monthly payment plan has been set up and first payment paid.
- Tuition payments and fees paid are non-refundable in whole or in part, except in extreme circumstances, such as moving out of state or extended illness.
- Enrollment is for the entire semester. If the student discontinues his/her participation in the program, payment is still due in full for the remainder of the semester . Refunds will not be given. In such cases, funds paid in advance will be credited toward future tuition payments.
- We understand that life happens, and occasionally, there will be a broken arm or something that keeps a student from finishing out a semester. \*The Conservatory may, in its sole discretion, consider extenuating circumstances and allow a student to discontinue lessons without penalty or further financial obligation

**Returned Check Policy**

There will be a \$35 fee for a returned check.

**Late Payment Provisions**

A student's account balance is considered delinquent after the 20th of each month. If a student's account balance is delinquent, the Conservatory may, at its discretion, suspend further participation in Conservatory lessons, classes and events until the account is current or until alternative payment arrangements are mutually agreed upon.