



CREATIVE ARTS ENRICHMENT[®]

2021-2022 PARENT HANDBOOK



“LEAD ME TO THE ROCK THAT IS HIGHER THAN I”

{ PSALM 61:2 }



ROCKPREP MISSION & COMMITMENT

Discover >> Develop >> Delight

Our Mission in teaching and training is to help students Discover the creative, Develop their gifts and Delight in the journey. At every stage (Discover >> Develop >> Delight), the enjoyment of the creative arts should be the foundation.

Enjoying the Journey & Loving the Learning

We are committed to helping every student stay on a path of discovery, development and delight that is consistently enjoyable. This doesn't mean there won't be significant work or even that the journey will always be easy. It simply means that we are committed to helping students remain fixed and connected to enjoying the journey and loving the learning.

OUR COMMITMENTS IN THE JOURNEY TOGETHER

Instructor Commitments

1. Provide a creative learning environment where the joy of learning creative arts is inspired by a contagious, fun, positive & encouraging attitude.
2. Provide clear instructions in a method/format that promotes consistent, successful completion at home (RPM = Discover >> Develop >> Delight).
3. Assist the communication between the parent and student as well as provide support and information to the parent in as many formats as necessary.

Parent & Student Commitments

1. Aspire to make this journey a fresh, relational opportunity.
2. Purchase an acceptable instrument, equipment, attire/costumes (theatre), method books and/or other required materials for their successful learning.
3. Participate, practice, don't give up and complete the entire semester's lessons/classes.
4. Practice consistently using the Rock Prep Method (RPM): Discover >> Develop >> Delight.
5. Be on time and prepared for every lesson/session.
6. Regularly tell us about your achievements, desires, needs, challenges and concerns.
7. Read, understand and agree to uphold all RockPrep policies/procedures.
8. Complete the registration process as outlined online at: www.RockPrep.Rocks/register-here/
9. Notify the instructor at least 24 hours in advance when a private lesson will be missed.
10. *Pay registration fee, maintain monthly tuition fee (by month or semester payment) and misc. fees (if applicable).
11. Notify RockPrep of any concerns or issues at this email address: RockPrep@gmail.com.

*NOTE: Withdrawal from lessons requires a 30 day written notice to the instructor and the RockPrep admin: RockPrep@Gmail.com.



ENRICHMENT PRICING

With the online registration process complete, students may schedule lessons and/or classes. **RockPrep does not bill by the class.** We operate a 36-week teaching schedule from mid-August through May.

Included in your enrollment are many additional events including: community outreach, individual and combined studio recitals and group learning opportunities.

Enrichment tuition is due on the 1st of each month by eCheck (ACH bank draft) or Credit Card.

Monthly Fall/Spring Tuition Amounts	Rates
30m Lesson Flat Rate (private & duet lessons)	\$130/mo
45m Lesson Flat Rate (private & duet lessons)	\$195/mo
60m Lesson Flat Rate (private & duet lessons)	\$260/mo
Class Flat rate (3 or more students)	\$65/mo
*Chapel Band Flat rate (3 or more students)	\$55/mo
**At-Your-Home 30m Lesson Flat Rate	\$155/mo

Studio Enrollment Benefits

All-Studio Jam Sessions	***INCLUDED
Recital Practices	***INCLUDED
Recital Dress Rehearsals	***INCLUDED
Recitals	***INCLUDED
Outreach Events	***INCLUDED
RockPrep Private YouTube Tutorial Channel	***INCLUDED

* Chapel Band is available at specific locations.

** Please inquire about which instructors offer at-your-home lessons.

*** Jam Sessions, Recital and Outreach events are all included in tuition for registered students!



TUITION, PAYMENT & FEES

We do not bill by the class. Like an academy or private school, we automatically charge your account on the 1st of each month. Any failed transactions will be charged an additional \$30 and enrollment will be suspended until payment has cleared. All automatic payments are active until the end of May 2022 or until RockPrep receives a 30-day written notice of withdrawal.

Registration Fees

- An annual Registration Fee is required for all students upon enrollment.
 - \$40 for the first family member
 - \$10 for each additional family member

*Methods of Payment Accepted

RockPrep requires an active credit card or ACH number to be kept on file. Students may not attend lessons until all financial forms have been signed and submitted.

- Recurring eCheck (ACH bank draft, no additional fee)
- Recurring Credit Card/Debit Card (+ 3.4% convenience fee added to all credit card payments)

Lesson/Session Fees

- Tuition and fees are a fixed flat monthly rate for the 2021-2022 school year.
- Tuition and fees are automatically drafted on the 1st day of each month.

Miscellaneous Fees

- Miscellaneous fees such as musical instruments, method books, supplies, art supplies, etc. will be due at various times throughout the season.

If payment is not received by the 5th day of month

- A late fee of \$15 will be automatically applied via credit card or eCheck (on file).
- Students may NOT attend lessons if tuition is outstanding. The student will not be allowed to attend future lessons until the balance is paid in FULL for the current month.

* No credit and no refunds will be given for personal absences, holidays, inclement weather or school closing.



REGISTRATION PROCESS

Read about programs, instructors and more on our website (www.RockPrep.Rocks).

1. Complete RockPrep Enrichment Registration Process: www.RockPrep.Rocks/register-here
2. Receive notification from an instructor to schedule lessons.
3. Begin lessons/classes.

SCHEDULING & APPROVAL

Once the registration process is complete (including receipt of payment), students may begin lessons, classes, groups & camps outside of school hours. No special approval is needed for enrichment outside of school hours.

FOR LESSONS DURING SCHOOL DAY

Prior approval is needed for lessons taken during the school day according to each RockPrep location. Please refer to your instructor for necessary approvals.

For GFCS students (only):

Students (preK-12th grade) may take one lesson per week during school hours in accordance with the following:

1. Students involved in any pull-out program (ALP, ASP, Language therapy, Learning Lab) are not eligible for daytime lessons.
2. Students must have approval from administration and the PE/elective teacher whose class is being missed.
3. 6th-12th grade students may only schedule lessons during PE during the off season (when they are not participating in a school sport).
4. 6th-12th grade students must check in with their PE/elective teacher PRIOR to attending lessons each week to ensure accurate roll is taken.

ATTENDANCE & MAKE UPS

In order to enable students to steward their gifts, regular attendance is vital. There are no refunds or credits for personal absences. Tuition for private lessons and sessions is a reservation of time and guarantee of a standing weekly appointment with your RockPrep instructor. RockPrep expects at least 24 hour notification of all planned absences and as much notice as possible for any unexpected absences. Please call, text or email your instructor at least 24 hours in advance of planned absences and as soon as possible regarding unexpected absences.

All RockPrep instructor absences (expected or otherwise) will be rescheduled within one week of the absence by your current RockPrep instructor. In the event that your RockPrep instructor is unable to make the lesson/session up within the given week, you may choose to reschedule at a later specific day/time. If rescheduling at a later day/time is not an option, RockPrep will assign a substitute instructor to make the lesson/session up. Special options for Monday/Friday students are available. Please work with your instructor (at least one week in advance) in order to create a rescheduling plan for at least one Monday/Friday school holiday.



INCLEMENT WEATHER

Decisions regarding inclement weather will be communicated via email. Missed lessons, classes or sessions due to Inclement Weather may or may not be rescheduled (at the discretion of RockPrep).

HOLIDAYS

RockPrep will be CLOSED in observance of the following school holidays:

- September 6, 2021: Labor Day
- October 11, 2021: Columbus Day
- November 22-26, 2021: Thanksgiving week
- December 16, 2021 through January 6, 2022: Christmas Break (2 weeks)
- January 17, 2022: Martin Luther King
- February 21, 2022: Presidents' Day (possible bad weather makeup day)
- March 14-18, 2022: Spring Break
- April 15-18, 2022: Good Friday and Easter Holiday

2021-2022 TERMS

- Fall Term: August 16 through December 15, 2021 (17 weeks)
- Spring Term: January 6 through May 27, 2022 (19 weeks)
- Summer Term: June 1 through July 31, 2022 (9 weeks)

ALL-STUDIO REHEARSALS, RECITALS & SPECIAL EVENTS

- Fall Jam Session: Sept. 16 (Thur, 430p)
- Christmas Recital Practice: Oct. 21 (Thur, 430p)
- Christmas Recital Practice: Nov. 11 (Thur, 430p)
- Christmas Chapel Dress Rehearsal: TBA (Wed, 530p)
- Elementary Christmas Chapel: TBA (805a)
- JH Christmas Chapel: TBA (905a)
- All-Studio Christmas Recital: Dec. 4 (Sat, times TBA)
- Spring Jam Session: Jan. 20 (Thur, 430p)
- Worship Recital Practice: Feb. 24 (Thur, 430p)
- Worship Recital Practice: Mar. 24 (Thur, 430p)
- Worship Recital Practice: Apr. 21 (Thur, 430p)
- All-Studio Spring Worship Recital: May 16 (Mon, 6p)



BEHAVIOR & DISCIPLINE

We are committed to having a safe, nurturing and fun place where students can discover the creative, develop their skills and delight in the process.

Students are expected to participate with a positive attitude, showing respect to instructors, their parents and other students in all lessons, classes, groups, workshops, outreach events, camps and/or recitals for which they are enrolled. Any disciplinary actions will be communicated by RockPrep. In the event of behavioral problems, RockPrep reserves the right to terminate the relationship immediately.

STUDIO RULES

1. Treat others with respect, honor and kindness.
2. If you make a mess, clean it up.
3. Silence cell phones during classes or lessons.
4. Parents, please supervise young students and children.
5. Any damage to facility, materials or equipment caused by a student is the parent's responsibility.

BEHAVIOR & DISCIPLINE

Withdrawal from monthly lessons/classes prior to the end of the season, requires:

- 1) Written notice to RockPrep: RockPrep@Gmail.com
AND
- 2) Written notice to your current RockPrep instructor 30 days prior to the first day of the next month.

Failure to give written notice will result in tuition being charged to your account and automatic payment will be processed without refund. If you attend any part of the month, you are responsible for the full month's tuition.

As you may know, we constantly seek out the most talented, qualified and godly enrichment Instructors for our families. In order to provide the highest quality of Instructors, we have a written agreement with each of our Instructors. If they discontinue providing instruction to RockPrep families, each Instructor agrees not to provide services to our families for a period of one year. By signing here, you agree to honor that commitment, as well.



ROCKPREP PARENT/STUDENT AGREEMENT

2021-2022 SCHOOL YEAR

RIGHT OF REFUSAL

RockPrep reserves the right to end enrollment regardless of payment and/or ask anyone to leave who is not behaving in the best interest of the studio, instructor, other students or families.

RELEASE OF LIABILITY

By enrolling in lessons, classes, groups, workshops and/or camps with RockPrep, I acknowledge that I have read all of the above and agree to abide by ALL RockPrep policies.

In consideration of RockPrep's commitment to maintain a safe facility, I release and hold harmless RockPrep, its administrators, employees, instructors and contractors from any and all liability, whether for personal injury, property damage, or otherwise by my family's participation in all RockPrep activities.

I also release permission for recordings, photographs and videos to be used in RockPrep promotional materials including, but not limited to: website, social media, brochures, posters, advertisements, and programs. You may opt out of this promotional permission by submitting a written request (or via email) to us.

I have read all of the above information and agree to abide by all the policies as stated which includes:

1. Our Mission & Commitments
2. Lesson Pricing & Payment
3. Scheduling, Attendance & Makeups
4. Behavior & Discipline

Student Name(s) [print please]

Parent Name [print please]

Parent Signature

Date