



CREATIVE ARTS ENRICHMENT

## 2025-2026 PARENT HANDBOOK



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

{ PSALM 61:2 }



## REGISTRATION PROCESS

Read about programs, instructors and more on our website: [www.RockPrep.Rocks](http://www.RockPrep.Rocks).

1. Complete the RockPrep Enrichment Registration Process: [Register Here](#)
2. Receive notification from an instructor to schedule lessons.
3. Begin lessons/classes.

## TUITION & FEES

On the 1st of each month, we automatically charge your account for the prorated amount listed in your [Parent Portal](#). All automatic payments are active until the end of May 2026 or until RockPrep receives a 30-day written notice of withdrawal.

Any failed transactions will be charged an additional \$35 fee and enrollment will be suspended until payment has cleared

### Registration Fees

- An annual Registration Fee is required for all students upon enrollment.
  - o \$40 for the first family member
  - o \$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. **No credit and no refunds will be given for personal absences, holidays, inclement weather or school closing.**

- Recurring eCheck/ACH bank draft
- Recurring Credit Card/Debit Card

### Lesson/Session Fees

- Tuition and fees are a fixed, prorated monthly rate for the 2025-2026 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, costumes, etc. may be due at various times throughout the season.

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

- A **late fee of \$35** 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.



## 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 34-week teaching schedule from August through May.

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

## MUSIC, ART & ACTING

Monthly Fall/Spring Tuition Amounts	Rates
* Lesson Base Rate (30 min private & duet lessons)	\$135/mo
+ <b>Master Teacher Lesson Increase</b> ( <i>description below</i> )	+ 7.41%
Class Rate (3 or more students)	\$80/mo
** Chapel Team Rate	\$60/mo

+ *The Master Teacher designation is a RockPrep proprietary evaluation method and is conferred based on education, experience, skill and student outcomes, as well as intangible criteria.*

## DANCE ENRICHMENT PRICING (AVAILABLE AT SELECT LOCATIONS)

Monthly Fall/Spring Tuition Amounts	Rates
Lesson Base Rate (30 min private & duet lessons)	\$145/mo
1st Class Rate	\$75/mo
2nd Class Rate	\$65/mo
3rd (+ Each Additional) Class Rate	\$60/mo

### Studio Benefits

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

\* *At-your-home lessons are available (custom rate) upon request.*

\*\* *Chapel Band is available at specific locations.*



## SCHEDULING & APPROVAL

Once the registration and scheduling processes are complete, students may begin lessons, classes, groups & camps outside of school hours. No special approval is needed for enrichment outside of school hours.

## LESSON SCHEDULING DURING SCHOOL HOURS

Prior approval is needed for lessons scheduled 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 a daytime pull-out Academic Services Program (ASP) including learning lab, search and teach, language therapy, etc. 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 take lessons during their elective period. Students involved in Athletics (school sports) may only be scheduled during PE when they are off season.
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.

### **For LCCS students (only):**

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

1. Students involved in a daytime pull-out Academic Services Program are not eligible for daytime lessons.
2. Students must have approval from administration and the PE/elective teacher whose class is being missed.
3. 7th-12th grade students may take lessons during their elective period. Students involved in Athletics (school sports) may only be scheduled during PE when they are off season.
4. 7th-12th grade students must check in with their PE/elective teacher PRIOR to attending lessons each week to ensure accurate roll is taken.

## ATTENDANCE AND MAKE-UP LESSONS

All RockPrep Instructor absences (expected or otherwise) will be rescheduled within two weeks of the absence by the Instructor.

RockPrep expects parents to give at least 24 hour notification for planned absences or student illness, a week's notice for planned School Field Trips and as much notice as possible for any unexpected absences. There are no refunds or credits for personal student absences.



The following guidelines are given for Unexcused Absences (which are made-up at the discretion of the Instructor) and Excused Absences (which are made-up).

### **Unexcused Absences**

Unexcused absences are made-up only at the discretion of the Instructor. If the Instructor's schedule permits a make-up, they will communicate options to the parent.

1. Family Vacations
2. Unannounced absences (less than 24 hours notice given by parents).
3. Unannounced Field Trips (less than one week's notice given by parents).
4. Inclement Weather
5. Unexpected school closings

### **Excused Absences**

Excused absences are always made-up by the Instructor. If needed, the Instructor may make-up one excused absence during the make-up week provided each term.

1. Student illness. One make-up lesson per term for student illness is already expected and included in our schedule.
2. Planned and communicated Field Trips (onus is on the parent to communicate a week in advance).
3. Planned absences (not listed as an Unexcused Absence, above) with at least 24 hours notice.

### **School Holidays**

RockPrep considers it a "best practice" to make-up missed lessons due to planned school holidays that usually occur on a Monday or Friday. Since there are numerous Monday holidays, each Instructor may create an alternate lesson schedule (which may include a before or after school class) for any school holiday.

## **2025-2026 CALENDAR, TERMS & EVENTS**

RockPrep will operate concurrently with campus specific calendars. RockPrep will be CLOSED in observance of campus specific school holidays. The following Campus specific calendars will be provided to all students with the ability to link with Google Calendars:

- [GRAPEVINE FAITH CHRISTIAN SCHOOL](#) (GFCS)
- [LAKE COUNTRY CHRISTIAN SCHOOL](#) (LCCS)
- [ACCOMMODATED LEARNING ACADEMY](#) (ALA)





## ROCKPREP PARENT/STUDENT AGREEMENT 2025-2026 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 [Rockprep.Office@gmail.com](mailto:Rockprep.Office@gmail.com).

### CANCELLATION/WITHDRAWAL

If I choose to withdraw from monthly lessons/classes prior to the end of the term, I agree to give **written notice** to RockPrep: [RockPrep.Office@gmail.com](mailto:RockPrep.Office@gmail.com) **AND written notice** to my 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 my account. My automatic payment will be processed without refund. If my student attends any part of the month, I am responsible for the full month's tuition.

**I have read all of the above information and agree to abide by all the policies as stated.**

---

Student Name(s) [print please]

---

Parent Name [print please]

---

Parent Signature

---

Date