



New Student information Packet

Welcome to the Encore Academy of Performing Arts! We are dedicated to quality education in many areas of the Performing arts. We hope you find that Encore delivers top-notch instruction, while also providing a fun and comfortable environment for students and parents alike! Outlined below is Encore's student policies and a few answers to some common questions you may have.

POLICIES

Payments

A one-time registration fee of \$20 is to be paid upon enrolling for Group Classes at Encore Academy. (does not apply to private lessons) This is to be paid at the front desk. Cash, checks and credit cards are accepted.

Private lessons are to be paid for monthly. Payments are due on the first class of the month.

Group classes are paid per quarter. Arrangements for monthly payments may be made upon request and 10% monthly service charge. The complete fee schedule is listed at the end of this packet for your reference. We accept checks and cash. There will be a \$20 fee for all returned checks. Payments are to be made to the front desk, NOT to the teacher.

For **private lessons**, half hour lessons are \$100/month and hour lessons are \$200/month. Lessons are billed on a monthly basis, not a weekly basis.

For **group lessons**, the class rate is per quarter. The per-quarter rate is listed on the fee schedule.

Make up lessons

For private lessons, if you know ahead of time that you will miss a lesson, you should **first** speak with your instructor to schedule a make-up lesson, **then** notify the front desk to ensure room availability. If you do not inform

your instructor ahead of time, we cannot guarantee a make up lesson. Please give us at least one day notice.

For group lessons, you may make up a class if that class is offered more than once in a week. For instance, if you miss your Tuesday Musical Theater class, you may attend the Monday Musical Theater class. Sorry, but no re-funds will be allowed for missing a group class.

Sickness, family emergencies and other circumstances will be addressed on an individual basis. **All make-up lessons must take place before the end of the same month!**

Conduct

All students should be respectful toward Encore staff and teachers. If behavior problems arise, the parent will be notified and may be asked to sit in during lessons. If behavior problems arise that disrupt a group class and cannot be resolved, the child may be asked to withdraw from the class.

Teacher satisfaction

We hope you will be entirely satisfied with your Encore instructor. All members of the Encore staff are qualified and professional performers and teachers who embody Encore's philosophy on teaching children to perform. It is an opportunity to enhance and expand other life skills: good communication, patience, and confidence. We believe that a strong teacher/student relationship is important when working one on one. If personality differences arise, you may request to switch to another Encore instructor. An "Instructor Satisfaction" survey may be obtained at the front desk. On this form you may request an alternate teacher.

Use your talents!

Showcase performances take place at the end of every quarter. Each student will be allowed to perform one piece for each lesson/class in which the student is enrolled. Group classes will also have the opportunity to perform selected pieces.

FREQUENTLY ASKED QUESTIONS

Private lessons

What should I bring to my lesson?

For both piano and voice students, you should bring a notebook, a pencil, and for voice students it is suggested that you bring a small tape recorder to record warm ups and songs to practice at home! These materials are all on sale in the lobby if you choose to purchase them here.

Should I be taking a half-hour or hour lesson?

It is suggested that beginners start with a half-hour lesson. After a few months of lessons you might want to *try* an hour lesson to see if you can make it through! Much more can be accomplished in an hour, and your skills will grow rapidly. However, if you are under the age of 10, it is probably a good idea to stick with a half hour!

How much should I practice during the week?

For piano, you should practice AT LEAST 15 minutes per day if you are a beginner, and a half hour to an hour for more advanced students. Voice students should follow the same guidelines, but do not exceed an hour daily to prevent tiring and straining the voice!

What about music books?

For piano students, it is important to have your own copy of the books to practice the music at home. Piano students will likely work through many songs in one book, so it is a good investment to purchase the book. Your instructor will specify what books you will be working from. Voice students will more likely jump around in several books.

Can parents sit in the practice rooms?

You may sit in on your child's lessons at any time. As a courtesy, please ask your child's teacher prior to sitting in on the lesson. Also, remember that some children may hold back at their lessons if Mom or Dad is watching! Our private rooms do have viewing windows if you'd like to peek in.

Group Lessons

What should I bring?

All classes will vary. For music classes, you should bring a notebook and a pencil. For theater classes it would be a good idea to bring a folder and a pencil as well. For improvisation classes, just bring your imagination! The

teacher of each course will also specify what they'd like you to bring.

Can parents sit in?

No, sorry. A class with 8 students would not function with 8 parents sitting in as well! The extra people in the room add extra distractions and sometimes stage fright too! There are large viewing windows in the studio for you to observe the classes.

Can I drop the class in the middle of the session?

Yes, if you need to withdraw from the class you may. However, if you have already paid for that month's tuition, you will not be reimbursed.

Can I bring a friend to a class?

Yes, you may! If your friend would like to take a trial class, the fee is \$10. It can be paid to the front desk. If your friend enjoys the class, he or she may register, and that \$10 will be subtracted from the tuition for that month.

Once I've completed a session of a class, am I done with it?

No! The core classes are to be taken the entire time you fall within the specific age group. The class will be working with different material each quarter, so it will always be new and exciting! The "Feature Classes" will only be offered for one quarter each year. These are fun and unique classes that focus on different aspects of performing arts, for example, improvisation, stage makeup, stage combat, technical theater, etc)

The primary goal of our teaching is to make the study of acting and playing and singing music engaging, fulfilling, and fun. Each of us at Encore have been inspired by many teachers and we have learned from them that teaching piano or voice or acting is not only about learning performance skills. It is an opportunity to enhance and expand other life skills: good communication, patience, confidence, and joy. We hope your child or teen will join us and grow to share our love of the performing arts!

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