

St. Luke's School of the Arts

Fall 2011 Class Schedule

Statement of Purpose

The St. Luke's School of the Arts is a ministry of St. Luke's United Methodist Church. The philosophy and purpose of the School is to offer the children, youth and adults of southwest Orange County a school devoted to training in music and fine arts, in an atmosphere and environment supporting the Christian ethic. By creating a quality school of the arts with high instructional standards, we will have the opportunity to minister to those in the community. The School of the Arts fosters spirituality through the arts by helping individuals develop their God-given gifts and talents. Christian themes and curriculum are encouraged.

The School of the Arts is a member of the National Guild for Community Arts Education. St. Luke's School of the Arts admits students of any race, color and national or ethnic origin.



Fall 2011 Calendar

August 12, Friday

Registration deadline for *returning private music* students only

August 26, Friday

Classes begin

September 5, Monday

Labor Day - No scheduled classes

October 14, Friday

No scheduled classes

October 28, Friday

No scheduled classes

November 22-25, Tuesday-Friday

Thanksgiving Holiday – no scheduled classes

December 19, Monday – January 2, Monday

Christmas Break – no scheduled classes

January 6, Friday

Last day of regular classes

January 9, Monday

Make-up lessons and classes for Labor Day

January 13, Friday

Make-up lessons and classes for October 28

Art & Photography



Basic Watercolor: “Red Tailed Hawk”

Age Level: Adult (beginner-intermediate)

Instructor: Marcy Taylor

Tuition: \$60

Registration Fee: \$10

No experience is required to join this fun four-week class in watercolor. Beginners and experienced artists are welcome to enjoy painting a portrait of a Red Tailed Hawk. Using a step-by-step method, participants are guaranteed a finished painting to be proud of. ALL materials are provided.

Class dates: September 12, 19, 26, October 10

Course: A80 Monday 6:30-8:00pm Location: A113-115



Oil Painting: “Old Seashells”

Age Level: Adult

Instructor: Marcy Taylor

Tuition: \$60

Registration Fee: \$10

Don some old clothes and enjoy painting seashells using oil paints and a palette knife. No experience is necessary. The pattern and all materials are provided. A step-by-step teaching method is utilized guaranteeing success.

Using the three basic primary colors, students will learn to mix all the necessary hues to complete their painting. Students will finish their piece by the end of this four-week class.

Class dates: October 17, 24, November 7, 14

Course: A81 Monday 6:30-8:00pm Location: A113-115

Small, Large & Mediums

Age Level: Grades K-5

Instructor: Sonja Wolfe Eddy

Tuition: \$80

Supplies: \$10

Registration Fee: \$10

An eight-week studio art class for elementary students. Students will create art in all different sizes and mediums reflecting a variety of styles. Students attending the Children’s Choir program immediately following class will be escorted to choir by the School staff. Class begins October 19

Course: A50 Wednesday 3:00-4:00pm Location: A201

Art & Photography (continued)



Tassels and Cords

Age Level: Adult
Instructor: Rachelle Guernsey
Supply Fee: \$5

This seven-week course will cover the basics of creating tassels and cords with a focus on designing for the St. Luke's Christmas tree and the participant's home. Time will be spent on each component of the process: the head, the skirt, the ruff and the suspension cord and final assembly. Drop-ins welcome. Friday dates: October 7—November 18. Sunday dates: October 2—November 13.

Course: A82 Friday 4:00-7:00pm Location: B218
 or Sunday 4:00-5:30pm Location: B218



Basic Crocheting/Knitting

Age Level: Adult (also Grades 6-12 with serious interest)
Leader: Bernie Lamoreaux
Tuition: Free
Supplies: Provided

Interested in learning how to create beautiful knitted or crocheted works of art? Join "Hearts to Hands" a part of St. Luke's Nurture Ministries. Participants need no previous experience and will be taught crochet and/or knitting basics. Yarn is provided. In return for free instruction, participants are asked to create gifts for donation such as prayer shawls, preemie hats and blankets, newborn hats and blankets, and military helmet liners. Monthly meetings are held the second Tuesday of each month at 7:00pm in the Special Events Dining Room (Bldg C) to collect, bless and distribute completed items. For more information or to arrange instruction, call the School of Arts office at 407-876-5226 or email Bernie at bernie9@bellsouth.net.

Taking the Mystery out of Your Camera's Manual Settings

Age Level: Adult
Instructor: Anita Vrionides
Tuition: \$105
Registration Fee: \$10

Confused by all the features on your digital or 35mm film SLR camera? Do your photographs lack pizzazz? This seven-week class will teach you to take pictures like a pro. You will not only learn about the bells and whistles on your camera but you will also get tips on portrait, still life, landscape and action photography. This is a hands-on class, so bring your camera (either digital or film) along with your camera manual. Our weeks of practice will culminate with a field trip off-campus. **This class is not recommended for those with a "point and shoot" camera unless you are considering an upgrade.** St. Luke's childcare available by making reservations at <http://www.st.lukes.org/ministries/Childcare/> at least one week in advance.

Class Dates: October 26 – December 14 (no class November 23)

Course: A83 Wednesday 6:30-8:00pm Location: B201

Art & Photography (continued)

Intermediate Photography

Age Level: Adult
Instructor: Anita Vrionides
Tuition: \$60
Registration Fee: \$10

This four-week intermediate class is for those who have completed a beginner's class in the past. Students will review the manual controls of the camera and learn to become more comfortable with "thinking on their feet". Hypothetical picture taking challenges will be presented and students will learn how to resolve issues quickly and efficiently. Students will engage in hands on exercises that will help them become very comfortable with their camera and more confident in their ability.

Class Dates: November 7, 14, 28 and December 5

Course: A84 Monday 6:30-8:00pm Location: B201



Cake Decorating: The Basics

Age Level: Grade 8-Adults
Instructor: Kim Holt
Tuition: \$60
Registration: \$10



Intrigued by the current cake decorating craze? Wishing you could create beautiful works of edible art for your friends and family? In just four weeks, learn the basics of the pros including how to make and color icing, the best ways to ice and the fundamentals of decorating helping you create amazing cakes, cupcakes and cookies! This course is a pre-requisite for the Flowers & Cake Design and Gum Paste & Fondant classes.

Students will need to bring the following supplies to the first class: Wilton Decorating Basics Student Kit, Wilton Ready to Use Decorator Icing, 6 flat cookies with something to transport them home and an apron. All other supplies provided. St. Luke's childcare available for evening class only by making reservations at <http://www.st.lukes.org/ministries/Childcare/> at least one week in advance.

Class dates: September 7 - 28

Course: A85 Wednesday 12:00-2:00pm Location: Fellowship Hall
Course: A86 Wednesday 6:00-8:00pm Location: A113-115

Art & Photography (continued)



Cake Decorating: Flowers & Cake Design

Age Level: Grade 8-Adults

Instructor: Kim Holt

Tuition: \$60

Registration: \$10

Prerequisite: Cake Decorating: The Basics



During this four-week course, students will build on the skills learned in the decorating Basics course. Learn to create beautiful icing flowers such as pansies, lilies and roses. Discover the secrets to arranging them in a balanced cake-top bouquet framed by an impressive border treatment or basketweave design.

Students will need to bring the following supplies to the first class: Wilton Flowers and Cake Design Student Kit, 1 package Wilton Ready-To-Use Gum Paste, 1 package Wilton Neon Fondant, 9" rolling pin with spacer rings, 2 small containers with tight fitting lids, a box to take flowers home in and an apron. All other supplies are provided. St. Luke's childcare available for evening class only by making reservations at <http://www.st.lukes.org/ministries/Childcare/> at least one week in advance.

Class dates: October 5 - 26

Course: A87

Wednesday

12:00-2:00pm

Location: Fellowship Hall

Course: A88

Wednesday

6:00-8:00pm

Location: A113-115



Cake Decorating: Gum Paste & Fondant

Age Level: Grade 8-Adults

Instructor: Kim Holt

Tuition: \$60

Registration: \$10

Prerequisite: Cake Decorating: The Basics



During this four-week course, students will build on the skills learned in the decorating Basics course. Learn to roll, cut and tint gum paste and fondant and apply basic shaping techniques to create an array of flowers such as mums, carnations, calla lilies and daisies. In addition, make embellished borders and bold accents including artful bows!

Students will need to bring the following supplies to the first class: Wilton Gum Paste & Fondant Student Kit, 1 package Wilton Ready-To-Use Fondant (24 oz.), 1 package Wilton Ready-to-Use Gum Paste, Wilton Roll & Cut Mat, 9" rolling pin with spacer rings, 2 small containers with tight fitting lids, an apron and box to take bow home (at least 8 inches square and 4 inches high.) All other supplies are provided. St. Luke's childcare available for evening class only by making reservations at <http://www.st.lukes.org/ministries/Childcare/> at least one week in advance.

Class dates: November 2, 9, 16 & 30

Course: A89

Wednesday

12:00-2:00pm

Location: Fellowship Hall

Course: A90

Wednesday

6:00-8:00pm

Location: A113-11



Footprints Dance Program

Our "Footprints" Dance Program emphasizes quality training in dance technique, inclusion, encouragement, and positive values at an affordable price. In addition to comprehensive instruction, students will have performance opportunities in worship or in the community.

Classes for Beginning Students:

All Classes held in Room A202

Course #	Class Title	Age	Day	Time
D01	Mommy & Me	2 yr. olds	Th	9:15-9:45am
D10	Creative Movement	3 yr. olds	W	2:15-3:00pm
D11	Creative Movement	3 yr. olds	Th	3:30-4:15pm
D20	Pre-K Ballet	4 yr. olds	Th	2:30-3:30pm
D21	Pre-K Ballet	4 yr. olds	W	5:15-6:15pm
D22	Pre-K Ballet	4 yr. olds	Th	6:30-7:30pm
D30	Beginning Ballet	Kindergarten	W	4:15-5:15pm
D32	Tap	Grades K-2	M	4:15-5:00pm
D40	Beginning Ballet/Jazz	Grades 1-2	W	3:00-4:00pm*
D50	Beginning Ballet/Jazz	Grades 3-5	Th	5:30-6:30pm
D52	Special Needs Movement	Grades 3-12	Tu	4:15-5:00pm
D60	Ballet/Jazz	Grades 6-12	M	6:00-7:00pm

*Students who will be attending the Children's Choir program immediately following class will be escorted to choir by the School Staff. Please bring street shoes and clothes to wear over dancewear.

Classes for Returning or Transfer Students:

All Classes held in Room A202

Course #	Class Title	Age	Day	Time
D20	Pre-K Ballet	4 yr. olds	Th	2:30-3:30pm
D21	Pre-K Ballet	4 yr. olds	W	5:15-6:15pm
D22	Pre-K Ballet	4 yr. olds	Th	6:30-7:30pm
D31	Ballet	Kindergarten	Th	4:30-5:30pm
D41	Ballet/Jazz II	Grades 1-2	M	5:00-6:00pm
D51	Ballet/Jazz II	Grades 3-5	Tu	5:00-6:00pm
D52	Special Needs Movement	Grades 3-12	Tu	4:15-5:00pm
D60	Ballet/Jazz	Grades 6-12	M	6:00-7:00pm

Footprints Dance Program (continued)

Pre-School Classes

Creative Movement: An introduction to dance for students who are 3 years old by September 1, 2011. Students must be toilet trained and willing to take directions from the instructor. Creative Movement students do not perform for the public and are not required to purchase a performance costume.

Pre-School Ballet: A dance technique class for students who are 4 years old by September 1, 2011. Pre-School Ballet students do not perform in worship but may be asked to perform for other events on campus. They are not required to purchase a performance costume.

Special Needs Movement Class

A creative movement class for students in Grades 3-12 with disabilities. Students should wear comfortable clothing that allows for movement such as t-shirts, sweatpants and sneakers. This is a non-performance class so students are not required to purchase a performance costume.

Location of Classes

Dance classes are held in Rooms A202. **CHILDREN (GRADE 5 OR YOUNGER) MUST BE ESCORTED TO AND FROM CLASSES BY AN ADULT. CHILDREN MUST BE SIGNED IN AND OUT OF EACH CLASS BY AN AUTHORIZED ADULT. FAILURE TO COMPLY WITH THIS POLICY WILL RESULT IN DISMISSAL FROM THE PROGRAM.** Exception: Students being escorted to or from other St. Luke's activities by School staff.

Performances

During the semester, each class (Kindergarten – Grade 12) will be given the opportunity to dance in at least one of the various worship venues or events at St. Luke's or in outreach to the local community. Enrollees are expected to participate in these performances. Each student will be required to purchase a grade-level assigned performance costume for these performances. Tap and Special Needs Movement are non-performance classes and students are not required to purchase a performance costume.

Footprints Dance Class Tuition

Tuition of \$48 covers sixteen weeks of instruction excluding registration, supplies needed for instruction, or performance costume. Tuition is not pro-rated for students entering the program after the session begins.

Adult Dance Classes

Adult dance classes are not included in our Footprints Dance Program though the following adult classes are offered at a rate of \$90 for 12 weeks of instruction:

Beginning Adult Tap	Tuesday	6:00-6:45pm
Intermediate Adult Tap	Wednesday	6:15-7:00pm
Adult Jazz	Wednesday	7:00-7:45pm

A \$10 registration fee is also collected for Adult classes. Students should wear comfortable clothing and are responsible for purchasing appropriate shoes for class.

Footprints Registration Fee

Each student (through Grade 12) is required to pay a non-refundable annual registration fee of \$35 for the school year ending July 31, 2012. Only one \$35 registration fee is required per student per year regardless of the number or type of classes selected.

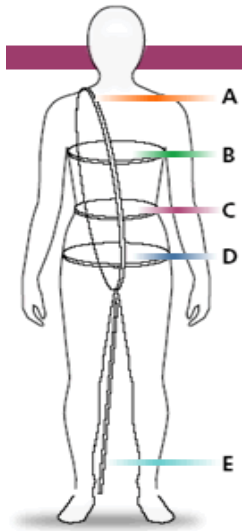
Performance Costume


One performance costume is required for each class (Kindergarten – Grade 12) for the year. New costumes will need to be purchased for students in Grades K-6 this year due to the previous costume being discontinued by the manufacturer. Students in Grades 7-12 will utilize the same costume as in the previous year. Tap and Special Needs Movement students do not need to purchase a performance costume.

Performance Costume Fee \$45

Footprints Dance Program (continued)

Performance Costume Measurements When applicable, Registration forms and payment must be accompanied by measurements for bust, waist, hips and girth for girls, and chest, waist, girth and inseam for boys. For the most accurate fit, use a measuring tape following the instructions as noted. Remember to wear a leotard, swimsuit or undergarments when taking measurements, not street clothes. Measurements must be taken in inches ALL AROUND the body. Measure comfortably to allow for growth.



a. Girth: 


With arms extended straight out to the sides, measure from the center of one shoulder, down the front through crotch and up the back to starting point.

b. Bust: 


With arms relaxed down at sides, measure around the fullest part of chest, keeping tape measure parallel to the floor.

c. Waist: 

Measure around natural waistline, the narrowest part of the upper body (not over shirt or pants).

d. Hips: 

Measure around fullest part of the lower body, keeping tape straight and parallel to the floor.

e. Inseam: 

Measure inside of leg, from crotch to just below the ankle bone.

General Dance Class Dress/Hair Code

A reasonable dress and hair code has been developed to provide students with a safe classroom environment. Classes require solid color leotards and tights to encourage a more dignified atmosphere. All leotards should be free of adornments. Legs must be covered for all classes for Kindergarten and up (either tights or dance pants as indicated.) No jewelry is allowed except stud earrings. Students who repeatedly dress inappropriately for classes may be suspended at the discretion of the School. **Hair must be very securely fastened off of the face for all classes; in a ponytail or bun if hair is shoulder-length or longer. Hair adornments must be securely attached.**

Specific Class Dress Codes

Students are responsible for purchasing their own dancewear for classes. Revolution Dancewear may be purchased through the School office at a reasonable cost. Please see Revolution website www.revolutiondance.com for complete selection available. Contact office for pricing information.

Mommy & Me: **Children**– Shorts and T-shirts. Sneakers or ballet shoes (any color.) **Caregivers**– Comfortable clothing. Sneakers or ballet shoes.

Creative Movement: **Girls**– Leotard. Tights recommended. No tulle tutus. Fabric skirts acceptable if attached and above the knee. Ballet shoes required (any color.) No toys or accessories may be brought to class. **Boys**– T-shirt and shorts. Ballet shoes required (black recommended.) No toys may be brought to class.

Ballet: **Girls**– Solid color leotard and tights. Tights are required for Kindergarten-Grade 12. No tulle tutus. Fabric skirts are acceptable if attached and above the knee. Pink ballet shoes. **Boys**– Solid color T-shirt and dance pants. Black ballet shoes.

Ballet/Jazz: **Girls**– Solid color leotard and tights. Tights are required for Kindergarten-Grade 12. No skirts or tulle tutus. Black jazz pants optional. Pink ballet shoes. Tan jazz shoes. **Boys**– Solid color T-shirt and dance pants. Black ballet shoes.

Tap: **Girls**– Leotard and tights or jazz pants. Black tap shoes. **Boys**– T-shirt and shorts or dance pants. Black tap shoes.

Music Classes



Age Level: Birth to 3 ½ years

Instructor: Jennifer McDaniel

Tuition: \$120 per child with caregiver (additional child in family class \$60)

Instrument Kit: \$35 per family Registration Fee: \$10 per family

These 12 weekly classes, facilitated by a certified Musikgarten instructor, offer purposeful music training while nurturing the bond between children and their caregiver. Together you'll sing, chant, move, dance, listen and play simple instruments, bridging the natural connection between music and movement. Additionally, you will receive a CD, parent activity book and an instrument to use at home for more fun time together. M02 is a family class for caregiver with one or more children (birth-3 1/2 years).

Class dates: September 12 –December 5 (no class Nov 21)

Course: M01(Ages 15-23 months)	Monday	9:10-9:50am	Location: B218
Course: M02 (Mixed ages)	Monday	10:00-10:40am	Location: B218
Course: M03(Ages 2-3.5 years)	Monday	10:50-11:30am	Location: B218

Suzuki Violin

Age Level: Age 3 to Grade 12

Instructor: Susan Weed

Tuition: \$120 for 10 weeks

Book Fee: \$20 (book and cd) Registration Fee: \$10

Strings students of all ages can learn to play the violin or improve their skills through training in the Suzuki method. The ideas of parent responsibility, loving encouragement and repetition are some of the special features of this proven method of music instruction. The basics of the Suzuki method include the belief that musical ability can be developed in all children, students can begin at a very young age, parents play an active role in the learning process, technique is taught in the context of pieces and refined through constant review. Beginners and intermediate students benefit from this training which is held in small groups assigned based on age and level. A parent should plan to attend class with their child to reinforce learning at home. Call 407-876-5226 for more information.

Course: M10 Monday or Thursday Time and Location: TBD

Youth String Ensemble

Age Level: Grades 6-12

Instructor: Susan Weed

Tuition: None Materials Fee: \$20

Registration Fee: \$10

Middle school and high school violin, viola, cello and string bass players with two years previous experience are invited to join the St. Luke's Youth String Ensemble. Join other string players from the community under the direction of an experienced professional. Students will increase their skill level while preparing pieces to play in worship or other community events. Ensemble dates: September 15 to November 17

Course: M60 Thursday 5:00-6:00pm Room: Fellowship Hall

Music Classes (continued)

Group Piano I

Age Level: Grades 1-5

Instructor: Patti Aeschlimann

Tuition: \$192

Book Fee: \$20

The first sixteen weeks of a two-part introduction to piano. Instruction occurs in a lab setting using digital pianos. A fun and affordable option for beginning students wanting to sample piano lessons before entering private instruction or purchasing a standard piano. Students must have access to a keyboard for practicing at home.

Course: M40 Grades 1&2 Monday 4:00-4:45pm Location: B217

Course: M41 Grades 1&2 Wednesday 5:15-6:00pm Location: B217

Course: M51 Grades 3-5 Monday 5:30-6:15pm Location: B217

Group Piano II

Age Level: Grades 2-5

Instructor: Patti Aeschlimann

Tuition: \$192

A sixteen-week continuation of group piano instruction for students who have successfully completed Group Piano I. Students will utilize books from previous session.

Course: M42 Grades 2-5 Wednesday 4:30-5:15pm Location: B217

Group Piano III

Age Level: Grades 2-5

Instructor: Patti Aeschlimann

Tuition: \$192

Book Fee: \$10

The first sixteen weeks of a two-part continuation of group piano for students who have successfully completed Group Piano I & II with proficiency. Students should plan to bring their Level 1A Recital Book from the previous session to class.

Course: M43 Monday 4:45-5:30pm Location: B217

Glee Class

Age Level: Grades 5-12

Instructor: Antony Larry

Tuition: \$100

Registration Fee: \$10

This fun, high-energy, glee-style course is for students who love to sing and perform. During the course of 10 weeks, students will learn vocal techniques, choreography and create a small show with a mix of secular and sacred music. No previous experience necessary. Class begins September 13.

Course: M50 Tuesday 6:00-8:00pm Location: B205/A202

Private Music Instruction

Private instruction is offered in the following areas:

Cello Clarinet Flute Guitar Piano Saxophone Voice Violin

Parents or guardians of private students in Grades 5 and younger must escort the student to and from lessons and remain on the St. Luke's campus during their lesson time.

Registration

Private students returning from the Spring session should re-register by mail no later than Friday, August 12 for placement. It is the responsibility of the student to enroll in a timely manner in order to ensure continuation of instruction from the previous session. Register early to help ensure your best choice of lesson time. Remaining lesson times will be released to summer and new students starting August 15.

Due to demand, new students wishing to register for private instruction in piano only must submit their request via the Private Instruction Placement List on the St. Luke's website at www.st.lukes.org/SOA . Follow the link to the placement request. You will be contacted when an opening is available.

All private students must complete a Registration and Medical Consent form at the beginning of each new school year or prior to the start of instruction. Both forms are available to print from the website. Prior to the end of Session I, registered students will receive information on how to re-enroll for additional instruction in Session II. Weekly private lessons are scheduled at a time convenient to instructor and student (please see Attendance Policy.)

It is the responsibility of the student to familiarize themselves with the Private Instruction Policies posted outside of the School office (B207.) Additional copies of these policies are available in the School office or they can be emailed to students at their request.

Recitals:

The School offers a music recital opportunity at least once each year. Recitals are highly encouraged and open to students with parent and instructor approval. Students participating in recitals are expected to observe proper recital etiquette. Students failing to comply with published recital policies or exhibiting disrespectful or inappropriate behavior may be suspended from participation. Students are also encouraged to share their talents in worship or in outreach performances to the community.

Private Music Instruction (continued)

Tuition

Full session tuition is due at the time of registration. (see Payment of Fees) Students who wish to apply for a two-payment option, should contact the financial department at 407-876-4991 ext.285 for an appointment. Additional paperwork and processing fee apply.

Tuition Table

(Does not include registration fee or books needed for instruction)

Class Length	16 weeks in session
30 minutes per week	\$320
45 minutes per week	\$480
60 minutes per week	\$640

The tuition for students registering after the session begins will be calculated at the rate of \$40 per hour (\$20 per 30 minutes, \$30 per 45 minutes) times the number of lessons remaining in the session.

Private Instruction Faculty Schedules:

Patti Aeschlimann (piano): Monday 3:30-4:00pm, 6:15-8:30pm; Wednesday 3:30-4:30, 6:00-8:30pm; Friday 1:00-8:00pm

Julie Batman (voice): Tuesday 1:30-5:30pm

Mary Bos (flute & violin): Wednesday 12:30-6:00pm

Ray Caron (clarinet, flute & saxophone): Wednesday 12:00-8:30pm; Thursday 3:30-8:30pm

Taylor Craig-Ashley (piano): Tuesday 1:00-9:00pm

Antony Larry (voice): Tuesday 2:00-6:00pm; Wednesday 3:00-8:00pm

Oksana Pankiv (cello): Monday 4:00-8:00pm

Jim Smith (guitar): Monday 3:30-9:00pm; Tuesday 3:30-9:00pm

Other Opportunities



Writing Workshop

Age Level: Adults

Instructor: Elaine Person

Tuition: \$60

Registration Fee: \$10

This four-week course is perfect for beginning writers and those wishing to improve their skills. Bring your paper and pen or laptop and your imagination. You will be guided by an experienced, published writer to learn how to tap into your own creativity with the use of prompts, or suggestions. There will be different exercises weekly. We will explore why you wish to write and which genre you wish to pursue: poetry, short story, novel and more. In addition, we will cover places and methods to perform your work, if you choose. As an added bonus, you will learn how to kick start your writing sessions at home.

Class dates: September 6-27 or October 18-November 8

Course:O80

Tuesday

7:00-8:30pm

Location: B204

Registration Information

How to Register: Registration and Medical Consent forms are available on the St. Luke's website (www.st.lukes.org/SOA), in the School of Arts office (B207) and in the brochure racks located throughout the St. Luke's Campus. Complete a separate Registration form for each student. If the student is under 18, a parental Medical Consent must also be completed. A photocopy of these forms will be accepted for multiple family members.

*A completed and signed Registration form and Medical Consent (for minors), accompanied by tuition and fees, must be received by the School office before the student may participate in classes. **Registration forms and payment must be received in the office a minimum of 24 hours in advance of the first scheduled lesson or class.** If making payment online, registration forms may be faxed to 407-876-6495 or emailed to cbrough@st.lukes.org.*

Returning Students: Returning students from the preceding session have the opportunity to re-register for all lessons and classes as soon as current information is available on the website. Returning students should re-register as soon as possible for placement in continuing lessons and classes. *Students re-registering for **private music instruction** must register by Friday, August 12 to guarantee continuation of private instruction.*

New Students/Open Registration: Students not enrolled in the previous spring session are considered new students. Students registering for group classes may register as soon as current information is available on the website. New private instruction students (See Private Instruction Information) will be contacted after August 12 if space is available.

Students registering late will be accepted as space allows. Tuition is pro-rated for private instruction students entering the program after the session begins.

Registration Fee: Each student is required to pay a \$35 non-refundable annual registration fee for the school year ending July 31, 2012. Exception: Adult classes and students enrolled in courses 12 weeks or less are charged a \$10 registration fee per class up to a maximum of \$35 per school year. Classes qualifying for the \$10 registration fee are designated in the Class Schedule. \$5 of each \$35 registration fee is designated for scholarships and outreach programs in the local community.

Payment of Fees: All class fees (tuition, registration and supplies, etc.) are due at registration and must be received in full 24 hours prior to the first class. Payment may be made by cash, check, debit or credit card (Visa, MasterCard, Discover & American Express.) Checks may be made payable to **St. Luke's United Methodist Church**. Debit and credit card payments must be made online at www.st.lukes.org/SOA. Use the online payment link on the left side of the page. Debit and credit card payments are not accepted in the School office. A two-payment installment option may be available for an additional processing fee. As additional paperwork is required, please contact the School's financial department at 407-876-4991 ext. 285 for an appointment. \$20 will be charged for returned checks. Supply fees are subject to change.

Class Confirmation: **Students will be contacted only in the event of an incomplete registration, insufficient space in a class or a class cancellation.** All other submitted registrations may be assumed to be accepted. Classes may be cancelled due to insufficient enrollment. In the event of cancellation, a full refund will be issued.

Registration Information (continued)

Refund Policy: To withdraw from instruction and receive financial credit, a student must submit their written request to the Director. Retain the response received from the Director as proof of withdrawal.

Notice to the instructor is not sufficient. Non-attendance does not constitute withdrawal.

Registration fees are non-refundable. A full tuition refund will be given for withdrawals made prior to the first lesson. A full tuition refund adjusted for classes attended will be given for withdrawals made within the first two weeks. No refunds will be made after the first two weeks. Used supplies may not be returned for refund or credit.

Attendance & Safety Policy: IN ACCORDANCE WITH THE CHILD AND STUDENT PROTECTION POLICY OF ST. LUKE'S UNITED METHODIST CHURCH, CHILDREN IN GRADE 5 OR YOUNGER MUST BE ESCORTED TO AND FROM CLASS BY AN ADULT. CHILDREN MUST BE SIGNED IN AND OUT OF EACH CLASS BY AN AUTHORIZED ADULT. FAILURE TO COMPLY WITH THIS POLICY WILL RESULT IN DISMISSAL FROM THE PROGRAM. Exception: Students being escorted to or from other St. Luke's activities by School staff.

It is necessary for students to arrive on time and be picked up immediately following their class. For their safety, students not accompanied by an adult may not remain on campus before or after scheduled class or lesson times. Repeated disregard of punctuality may result in dismissal from the program.

There are no make-ups or refunds for missed classes. In the event the instructor cancels a class or lesson, a make-up will be offered.

Make-ups for absences from private lessons are not available. Based on the circumstances, a make-up may be offered at the discretion of the instructor, but may not exceed one make-up lesson per session per student.

We regret that lessons and classes cancelled due to adverse weather conditions or national emergencies can not be made up. Class cancellation announcements are accessible on the School voicemail system (407-876-5226) one hour before scheduled class time.

The School reserves the right to cancel any lesson or class with no refund if the student(s) are more than 20 minutes late (10 minutes late for 30 minute lesson.)

60-minute classes with fewer than 4 students in attendance may be shortened to 40 minutes at the discretion of the instructor.

Health & Behavior Policy: Out of concern for our students, faculty and staff, students with obvious signs of illness may be sent home. A student should not attend classes or lessons if he or she:

- Has symptoms of a communicable disease such as fever, sore throat, or diarrhea
- Has a heavy nasal discharge
- Has a constant cough

Dance and piano students are asked to wash their hands before entering their respective classrooms. Hand sanitizer is also available to all students. We request that parents, students and siblings keep noise to a minimum at all times while in our hallways as a courtesy to other students and church staff. In adherence to this policy and for their protection, we ask that students and siblings refrain from running in the hallways at all times. Students may be unenrolled for inappropriate conduct at the School's discretion.