

Little Rock School of the Arts

Company Handbook



Note from the Director --

Little Rock School of the Arts is a ministry of Christ Little Rock Church and School (CLR) in Little Rock, Arkansas. Our mission is to always be pointing our community towards our Savior Jesus Christ. We serve both our Church community here at Christ Little Rock and our community at large, walking on the journey alongside our students as they strive to become experts in their craft.

We believe that music, dance, and the visual arts inspire people to pause, consider new ideas, and open our minds to new opportunities and challenges in this world. Our goal is to instill these skills and habits of the mind that can last a lifetime and shape the future for the next generation of artists.

More so, we believe that the arts serve as a foundational medium for reaching, engaging, and motivating people towards a deeper relationship with Jesus. To that end, we recognize God as the ultimate source of artistic expression, and we seek to instill a passion in every student to utilize their artistic gifts to bring Him glory and honor!

As we look ahead to the next semester of teaching in the Little Rock community, we are so excited to keep this program rolling along. We hope that you and your family will partner with us as we continue to build and develop the artistic gifts of the next generation in the Little Rock community.

-Logan Brown

Director of Little Rock School of the Arts (LRSotA)

Responsibilities of Little Rock School of the Arts ... *LRSotA is an organization that has a responsibility to our clients, our students, our instructors, our community, and our Church and School.*

...To our **CLIENTS**,

We hold the responsibility of providing pleasing and seamless customer service. You can expect committed and consistent teaching, organized and regular billing, convenient payment methods, complete transparency in all business transactions, and a flexibility to consider any and all opinions concerning any of the above. We are here to provide an amazing experience for you and your students.

...To our **STUDENTS**,

We hold the responsibility to provide an individualized learning plan unique to each student's needs and desires. We will provide an experience that is pleasing to the student in every facet that we can control. This includes providing compatible personalities between students and instructors, helping students to achieve goals beyond their expectation, and guaranteeing a fun and satisfying learning environment.

...To our **INSTRUCTORS**,

We hold the responsibility of providing as consistent of a teaching experience as possible. We will resource the instructor with sufficient instructing space, all utility and rent being covered, and any musical supplies that may be necessary to ensure a simple seamless teaching environment. Along with these things, we vow to publicize all instructors and their skills and accomplishments on our organization's website, cover scheduling, billing, and payment remittance, and provide a warm market to keep a schedule consistently filled and worth your time. Our goal is to cover all needs for our instructors so all they are responsible for is to show up, provide a good experience, and have no concerns beyond that.

...To our **COMMUNITY**,

We hold the responsibility of reaching out and providing these services at a competitive cost. We have noticed the need in this community for a program dedicated to the arts where students will not only experience amazing extra-curricular program, but a safe environment for them to spend their afternoons. Our goal is to be a source of hope in this community as we will open up our doors to people from all walks of life, and do everything we can to get these students invested in this great program.

...To our **CHURCH and SCHOOL**,

We hold the responsibility of aligning ourselves with the missions and visions of spreading the word of God in all we do. To the School, we hope to supplement the music and art programs through this individual instruction with the goal of making Christ Lutheran School competitive in the artistic front. And to the Church, we will keep Christ our Savior the center of our relationships with students and families with the goal of showing others His love through us. We are responsible for covering the agreed upon operating costs, and vow to connect our outreach efforts with those of Christ Little Rock Church and School. We will host recitals and events on our campuses to the end that we are getting more faces incorporated into the community of Christ Little Rock.

Responsibilities of ...

CLIENTS - (Parents/guardians/students who assume the financial responsibility for the services rendered)

As clients you are hereby assuming the financial responsibility for the students under your care. This means that you will be expected through your "registration contract" to make all payments in a

timely fashion. You are responsible to keep open lines of communication with the School of the Arts Administration concerning all financial constraints so that we can pursue possible scholarship possibilities. As the responsible party for your School of the Arts students, you assume the responsibility for the punctuality of your student, and of clearly communicating any scheduling conflicts to your student's instructor. If your student is tardy, their lesson will still end at the agreed upon time, and the cost will NOT be prorated. The same applies for absences that the instructor was not given the advanced notice of at least 24 hours. (It is courteous to the instructors to give as much notice as possible) If the lesson is ever canceled by the instructor, you will be immediately credited the cost of the lesson in question (less Little Rock School of the Arts Administrative Fees). If outstanding balances remain for more than 1 month (without communicating and working with School of the Arts Team) your lessons will subsequently be expired, and your time slot will be open for another student.

STUDENTS -

You are responsible to come prepared for each lesson, and to be willing to push beyond your own comfort zone. This means that, if you have been given a practice book or notebook, you should bring all supplies with you for lesson time. Being prepared also means coming to lessons well-practiced and ready to move forward towards your goals. Your behavior is expected to reflect kindness and respect towards your instructor. Your instructor reserves the right to ask you to leave the lesson on account of poor behavior.

INSTRUCTORS -

As an instructor, you are responsible for the fun, engaging, and personalized teaching of your students. Your goal should be to have each student grow towards their musical goals, push beyond their expectations, and prepare at least one piece for an "end of the semester recital". Since we are directly affiliated with Christ Little Rock Church and School, we ask that your instruction also be constructed in a way that keeps your students connected in the musical endeavors of the Church and School. For example, if a student participates in the school's band ensemble, we ask that your instruction align with the goals of the band by working on the pieces and techniques necessary for them to excel in the ensemble. You are also responsible to communicate any scheduling conflicts with your students and families before the date of their lessons, and you are also responsible for communicating any missed lessons, make up lessons, or cancellations to the School of the Arts Administration. You will be subject to a background check at the beginning of your contract (and periodically thereafter), to ensure the safety of our students. You also agree to your contracted percentage breakdown for the cost of each type of lesson performed (See table breakdown in "Financial Responsibilities" below).

CHURCH and SCHOOL -

As a staff and as a congregation, we ask that you be responsible to pray for all the students, instructors, and families of this bridge ministry so that we all feel the love and overwhelming support of Christ Little Rock. We ask that the School of the Arts remains a constant presence in all major publicity, including but not limited to CLR and CLRS Websites, Facebook accounts, and written material, with the goal of connecting these ministries indefinitely.

General LRSotA Policies

ATTENDANCE –

Regular and prompt attendance is a critical factor in the environment and progress of each student's development. LRSotA encourages students and responsible parties to make prompt and consistent LRSotA attendance a priority.

If a student wishes to discontinue their group class or ensemble instruction, a 30-day written notice from the responsible party is recommended.

SCHEDULING -

LRSotA strictly adheres to the Christ Little Rock Church and School calendar (provided at the beginning of each semester), and all lessons and classes will be scheduled accordingly. Lessons and classes at LRSotA will be scheduled at a time that is mutually convenient for the student and the instructor. It is the responsibility of the instructor to come to an agreement with the student on a regular lesson/class time. All teaching times must also be coordinated through the LRSotA Administrative team to ensure an organized calendar for the spaces utilized on our campuses is adhered to.

FINANCIAL RESPONSIBILITIES–

Families will be billed at the beginning of each month through the Parent Portal of their Little Rock School of the Arts account (Powered by JackRabbit), according to the number of lessons that took place in the previous month. For example, February 6 may be the Billing Date for all lessons that took place in January, and this is the date that each family will receive an account summary for the month of January via e-mail.

Classes will be billed to our clients at the following rates per lesson:

Class Size	30 min	45 min	60 min
Private (1)	\$ 33.25	\$ 44.30	\$ 55.40
Buddy (2)	\$ 23.75	\$ 33.25	\$ 41.15
Group (3+)	\$ 16.90	\$ 23.20	\$ 29.00

Seven calendar days after the Billing Date will be the effective Due Date. It is on this date that we will attempt to collect the total balance on each family's accounts via e-payment, using the active credit card on file for that account. Should our attempt to collect the balance on the account be unsuccessful, we will proceed with the following course of action:

Upon first offense of unsuccessful payment, families will be contacted by LRSotA Administration and informed that our next attempt to collect the balance on the account will be in 3 business days.

Upon second offense of unsuccessful payment (after 3-day grace period), there will be a \$15 late fee incurred on the account, and families will again be contacted by LRSotA Administration. Our next attempt to collect the account balance will be in seven calendar days.

Upon third offense of unsuccessful payment, there will be an additional \$15 penalty incurred on the account, and student enrollment in LRSotA will be suspended until the next attempt to settle the balance on the family's account.

Upon fourth offense of unsuccessful payment, student enrollment will expire for the remainder of the LRSotA semester. Families will be asked to re-enroll at the beginning of the next semester, and at that time the student's enrollment will be brought under review.

Our clients will be assessed a \$20 Class Registration fee at the beginning of each session, to be billed and collected within the first month of the session. This fee will go towards covering the administrative expenses required to establish and maintain an online Class profile, and to transition Class information from one session into the next. The fee will be assessed per-student-per-class, so there will be one registration fee assessed for each student enrollment in a Class. For families with multiple students enrolled, or with students enrolled in multiple Classes, the first registration fee incurred will be \$20, with a \$10 discount applied to subsequent Class Registration fees within the same family and semester.

Lesson fees are broken down and disbursed according to the structure outlined below. 72.5% of the lesson fee is allocated to the instructor, 10% to administrative staff, and the remaining 17.5% is to cover expenses associated with conducting the lessons within the facilities owned and operated by CLR.

Lesson Type - Duration	Lesson Price	Instructor Portion	Admin Portion	Facilities Portion
Private Lesson - 30m	\$ 33.25	\$ 24.11	\$ 3.33	\$ 5.81
Private Lesson - 45m	\$ 44.30	\$ 32.12	\$ 4.43	\$ 7.75
Private Lesson - 60m	\$ 55.40	\$ 40.17	\$ 5.54	\$ 9.69
Buddy Lesson - 30m	\$ 23.75	\$ 17.22	\$ 2.38	\$ 4.15
Buddy Lesson - 45m	\$ 33.25	\$ 24.11	\$ 3.33	\$ 5.81
Buddy Lesson - 60m	\$ 41.15	\$ 29.83	\$ 4.12	\$ 7.20
Group Lesson - 30m	\$ 16.90	\$ 12.25	\$ 1.69	\$ 2.96
Group Lesson - 45m	\$ 23.20	\$ 16.82	\$ 2.32	\$ 4.06
Group Lesson - 60m	\$ 29.00	\$ 21.03	\$ 2.90	\$ 5.07

If a scheduled lesson is to be cancelled by the family, our clients are required to provide either the instructor or LRSotA administration with advance notice of no less than 24 hours of the lesson in order to receive a statement credit for the instructor's portion of the lesson fee ("Lesson Credit"). Lesson Credits only be offered for Private lessons where sufficient notice of the absence is given. Families will still be held liable for the administrative and facilities portion of the lesson fee even when sufficient notice is given. Lesson Credits will not be offered for students that do not show up to a Buddy (2) or Group (3+) lesson that takes place, even if sufficient notice of the absence is given. Group and Buddy

lessons will only be Credited if the entire class is absent with sufficient notice (or in the event that the instructor needs to reschedule). If sufficient notice is not given, or if a student fails to show up to their lesson, our clients will still be charged for that lesson, and our instructors will be paid their portion of the lesson fee.

If a scheduled lesson is to be cancelled by the instructor, our clients will not be held liable for the administrative and facilities portion of the lesson fee as they would be for lessons cancelled by the family. Rather, this portion of fees for lessons cancelled by the instructor will be recouped from the next payment disbursed to the instructor.

If a scheduled lesson is to be cancelled by the school or administrative staff, neither the family nor instructor will be held liable for any portion of the lesson fee.

We rely on timely and accurate attendance records provided by our instructors in order to bill and disburse fees according to the events that actually occurred. In the event of a dispute regarding which party is responsible for a lesson cancellation, and thus who is to be held liable for the administrative and facilities portion of the lesson fee, we will be sure to seek input from all parties and reach an agreeable resolution.

GROWTH OPPORTUNITIES -

LRSoTA is dedicated to seeing each student glorify God with their artistic gifts. For that reason, we offer a myriad of opportunities for students to participate in that serve as a testament to their growth and gifting. Growth opportunities, including recitals, worship services, chapels, and galleries, are great moments for family, friends, and the LRSoTA community to experience what the students have learned. Growth opportunities are available throughout the year to students based on their instructor's recommendation.

PUBLICITY WAIVER -

LRSoTA reserves the right to consider photographs or recordings taken of students and their works, families, and instructors during private lessons, classes, and ensembles, and growth opportunities to be permissible for publication in LRSoTA informational publications, including the web. LRSoTA respects your privacy and considers the responsible use of personal information. LRSoTA will not share any personal information with other entities. LRSoTA will also be flexible in working with you in the event that you feel we have in any way misrepresented you or your students.

