

Cottonwood Creek School of Fine Arts

(CCSFA)



Policies & Procedures

- ❖ All sessions are scheduled through the CCSFA office, by the Director.
- ❖ All sessions are taught at Cottonwood Creek Baptist Church—Allen Campus.
- ❖ Parents/Adult students will receive a confirmation email with the details of their upcoming enrollment such as: Faculty name, room number, date and time of first session.
- ❖ Permanent schedule changes are arranged through the CCSFA office, by the Director: **Faculty cannot make any permanent schedule changes.**
- ❖ The registration fee of \$40 is due at the time of enrollment, not to exceed \$60 per family. **If there is a lapse between enrollment periods greater than three months, a new registration fee will be required.**
- ❖ If payment is not received by the 10th day of the month, a \$10 late fee may be assessed to the amount due.
- ❖ By enrolling in the CCSFA, we have reserved your day, time, and specific faculty member for the CCSFA calendar year. **Teachers are under no obligation to make up sessions due to illness or family emergencies;** however, when possible, and schedules allow, teachers can choose to work with the parent to make up missed sessions.
- ❖ **VERY IMPORTANT:** Good communication is critical! If you need to miss a session, **you must contact the CCSFA office, by email, phone, or text before 12pm on the day of your session,** and as a courtesy, please email, call, or text your teacher of your absence as well. This will prevent your missed session from being considered as a “NO SHOW.” “NO SHOW” sessions are billed to the parent, because the teacher did not receive word that the student would be late or miss, and because the teacher will still get paid for these missed sessions. Many teachers drive into campus for sessions; therefore, timely communication is important. **If you are more than 15 minutes late to your session, without notice, your session will be considered as a “NO SHOW” as well.** When you do communicate to the office and teacher in a timely manner, any missed session is simply deleted. No invoice is processed, and any money paid toward the missed session is applied to future sessions.
- ❖ The CCSFA is responsible for providing a qualified, substitute faculty in the event that the student’s primary faculty is unable to attend the session. If the CCSFA is unable to provide a substitute and the session is cancelled, for faculty reasons, the CCSFA will communicate in a timely manner, and any missed session is simply deleted. No invoice is processed, and any money paid toward the missed session is applied to future sessions.
- ❖ The CCSFA will follow the Allen I.S.D direction in case of inclement weather. For example, if there is an ice day and Allen I.S.D. is closed, the CCSFA will be closed as well. If the CCSFA is closed for the inclement weather day, the missed session will simply be deleted. No invoice is processed, and any money paid toward the missed session is applied to future sessions.
- ❖ Permanent schedule changes will be accommodated for if possible, but please limit these to one every six months if possible.
- ❖ Student Showcases are included (but not required) in tuition and are held twice a year to allow students to deliver performance pieces in a group learning environment. The goal is to create a performance environment that is relaxed and encouraging as the kids perform for, and learn from, each other and the CCSFA teachers. Our desire is that the teachers, other students, and spectators would participate, giving feedback and encouragement after listening to the student performances.
- ❖ CCSFA will be closed on the following:
 - New Year’s Day
 - Good Friday
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day
 - Christmas Eve
 - Christmas Day
 - New Year’s Eve

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- ❖ Regular practice is vital in seeing the progress of one's craft. Daily practice is recommended by our faculty and encouraged throughout the course of enrollment. Parents should help to encourage students' practice during the week.
- ❖ Upon the completion of each session, an Assignment Document form (also known as an "A-Doc") will be completed by each faculty and reviewed with the student and/or parents. The A-Doc will contain information from the session and assignments for the upcoming week. This will contain the "Assignment," the "Reason" for the assignment, and the "Details" of how to complete the assignment in preparation for the next week's session. Our faculty understands the importance of these three components in education, and we are committed to providing this to you at the end of each session.

Student/Guarantor

Date