

## REGISTRATION & PAYMENT

- Students are not permitted to begin lessons until completed registration forms and payment have been received.
- Students must pay a \$10 registration fee for each term (\$30/year) plus the private lesson tuition.
- Lesson time slots for teachers will be opened up to new students if registration/payment is not received by the deadline for each term.
- Music that has been ordered for students will not be given to them until it has been paid for.
- Students may continue to take lessons during term breaks and over the summer if teachers are available. They will be required to pay the teachers directly at the rate of \$15/half hour. Parents must sign an agreement to abide by child safety policies when Hope Academy is not in session. This includes being with your child during the lesson.

## GENERAL INFORMATION

- Arrive at least 10 min before your lesson begins.
- Sign in at the security desk at the Highland Avenue entrance at East Liberty Presbyterian Church.
- Check your room assignment when you sign in, and make sure your teacher has signed in before going to your classroom.
- **Children under 12 years old must be escorted by a parent/guardian to and from the lesson room. They are not permitted to be dropped off at the door, or to walk from the lesson to the front door by themselves.**
- Wait outside your lesson room until your teacher is ready for you.
- Make sure you are prepared for your lesson and have all of your materials (instrument, music book, pencil, notebook, etc.).
- Food, drinks and gum are not permitted in classrooms. Cell phones must be turned off.
- Siblings and friends may not attend lessons.

### Please note:

Lessons are generally scheduled one right after another. Students who are late will not be given extra time at the end. If parents/guardians would like to discuss their child's progress with a teacher, it is best to call or email the to schedule a convenient time to talk.

## STUDENT PROGRESS

- A weekly lesson evaluation will be emailed to the family.
- These emails will also track the number of lessons a student has taken for the term. This is your record of lessons taken, missed and rescheduled.
- Please notify Norma Meyer (412-441-3800 x11) if there is any discrepancy in the information you receive.
- Teachers will create an individualized intake assessment and plan for the year for each student, as well as an end of the year evaluation.
- Teachers may ask parents/guardians to attend lessons (or not) depending on which scenario creates the best learning environment for the student.
- Recitals will be held throughout the year (see back panel for dates). Every student will participate in at least one recital.

## CANCELLED, MISSED & RESCHEDULED LESSONS

- If the Pittsburgh Public Schools are closed/cancelled due to inclement weather, lessons at Hope Academy will also be cancelled. Notification of Hope Academy closings will be made on the local television stations and on East Liberty Presbyterian Church's website: [www.ELPC.church](http://www.ELPC.church).
- If cancelled lessons (due to weather) are not able to be made up by the end of the term the student will be given a refund or credit for the next term.
- Please notify your teacher (phone number on the front) if you are unable to attend your lesson or if you will be late. Do not call the front desk or Hope Academy office.
- **Students will be given one makeup lesson per term.**
- Occasionally a teacher may need to reschedule a lesson. **Students are not required to come to a lesson on a different day/time but may do so if it is convenient.** Teachers will speak to parents/guardians directly about rescheduling lessons.
- There will be one week at the end of the term for a teacher-rescheduled makeup lesson.
- Students will be given a refund or credit at the end of the term for any lessons cancelled (by the teacher or due to inclement weather) and not made up by the teacher.

**Lesson scheduling and cancellations should be handled directly with the teacher**, by phone or email.

If you have any questions or concerns, email:  
[HopeAcademyArts@gmail.com](mailto:HopeAcademyArts@gmail.com)

## SCHOLARSHIPS AND FINANCIAL AID

A limited number of need-based scholarships for private music instruction are granted yearly at the discretion of the Director of Hope Academy of Music and the Arts. Preference is given to current Hope Academy students in good standing.

Scholarships are provisionally given for one academic year and it is not necessary to reapply for each term. However, scholarship students are held to a higher standard of accountability. Their attendance, motivation and commitment will be evaluated at the end of each term and students not meeting these standards will forfeit their scholarships to other students on the wait list.

## EXPECTATIONS FOR SCHOLARSHIP STUDENTS

- Attend every lesson scheduled for the year.
- Arrive on time and be prepared to participate fully - have instrument, music, notebook, pencil, etc.
- Practice between lessons.
- Abide by the safety and respect rules of conduct as set by Hope Academy of Music and the Arts.
- Take part in all scheduled recitals
- Submit requests for excused absences and notify teachers in advance (except in the case of an emergency). An online form has been set up to submit excused absence requests.
- Scholarship students *will not be excused for other extracurricular activities* (including sports practices or games) *or social activities* (such as birthday parties and overnights)

## FINANCIAL RESPONSIBILITIES

- Pay scholarship application and registration fees upon notification of the award (this covers the entire academic year).
- Pay reduced tuition per term (for partial scholarships).
- Rent/purchase and maintain instrument/s.
- Purchase music (or pay teacher for music purchased for you).
- Return borrowed instruments in good condition.  
*Students who are unable to meet these financial responsibilities must indicate so on the scholarship application form.*

## THURSDAY PRIVATE LESSONS

2016-2017

### FALL TERM

Week 1	09/15/16
Week 2	09/22/16
Week 3	09/29/16
Week 4	10/06/16
Week 5	10/13/16
Week 6	10/20/16
Week 7	10/27/16
Week 8	11/03/16
Week 9	11/10/16
Week 10	11/17/16
Closed	11/24/16 Thanksgiving Break
Week 11	12/01/16 Makeup lesson
Week 12	12/08/16 Teacher rescheduled lesson
Extra	12/15/16 Extra week for lessons
Closed	12/22/16 Winter Break
Closed	12/29/16 Winter Break

### WINTER TERM

Closed	01/05/17 Winter Break
Week 1	01/12/17
Week 2	01/19/17
Week 3	01/26/17
Week 4	02/02/17
Week 5	02/09/17
Week 6	02/16/17
Week 7	02/23/17
Week 8	03/02/17
Week 9	03/09/17
Week 10	03/16/17
Week 11	03/23/17 Makeup lesson
Week 12	03/30/17 Teacher rescheduled lesson
Closed	04/06/17 Spring Break
Closed	04/13/17 Spring Break

### SPRING TERM

Week 1	04/20/17
Week 2	04/27/17
Week 3	05/04/17
Week 4	05/11/17
Week 5	05/18/17
Week 6	05/25/17 Makeup lesson
Week 7	06/01/17 Teacher rescheduled lesson
Extra	06/08/17 Extra week for lessons

## HOPE ACADEMY'S EVENTS, CONCERTS & PERFORMANCES

Community Sing with Esaye Barnwell at East Liberty Presbyterian Church  
**SAT Oct 1, 2016**

Cathedral Concert at East Liberty Presbyterian Church featuring Hope Academy Teaching Artists  
**SAT Nov 19, 2016**

OPEN CLASSES – Musical Theater Workshop and Pittsburgh Ballet Theatre dance classes  
**SAT Dec 10, 2016** during regular class time  
**SAT April 1, 2017** during regular class time

### MUSIC RECITALS

2 to 6 pm – East Liberty Presbyterian Church  
Teachers will schedule at least one of the recitals May and as many as 2 or 3 recitals for their students during the year. **Scholarship students are required to participate in scheduled recitals.**

- SUN Dec 4, 2016
- SUN Dec 11, 2016
- SUN Mar 26, 2017\*
- SUN Apr 2, 2017
- SUN May 14, 2017
- SUN May 21, 2017

\* with Suzuki Association of Pittsburgh

## CONTACT, CONNECT & SHARE

### EMAIL

[HopeAcademyArts@gmail.com](mailto:HopeAcademyArts@gmail.com)

### WEB PAGE

[www.HopeAcademyArts.com](http://www.HopeAcademyArts.com)

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# HOPE ACADEMY

OF MUSIC AND THE ARTS

## THURSDAY PRIVATE LESSONS

### Student Reference Guide

2016-2017

STUDENT

TEACHER

PHONE

EMAIL

LESSON DAY

LESSON TIME

- ½ hr. lesson - \$160/10 week term
- ¾ hr. lesson - \$240/10 week term
- 1 hr. lesson - \$320/10 week term

Spring term is prorated by half for 5 lessons

## HOPE ACADEMY STAFF

Linda Addlespurger

Program Director

[HopeAcademyArts@gmail.com](mailto:HopeAcademyArts@gmail.com)

Norma Meyer

Administrative Assistant

412-441-3800 x11

[Norma@coh.net](mailto:Norma@coh.net)

116 S. Highland Ave  
Pittsburgh, PA 15206



East Liberty  
Presbyterian Church

[www.ELPC.church](http://www.ELPC.church)

THE CATHEDRAL OF HOPE