

OPUS48 HANDBOOK

At Opus48, we believe that each person is an artistic work of God, uniquely gifted with talents and passions. It is our goal to work with students and families to develop skillful artists and communicators. The policies and procedures in this handbook will enable all students and teachers to work as a team. By registering at Opus48, parents/guardians and students agree to uphold the following policies and procedures.

ATTENDANCE, TIMELINESS, AND PRACTICE

Attendance

At Opus48, we value students', parents'/guardians', and teachers' time, and hope that students will be consistent in attendance to lessons and group classes. If more than 2 lessons/classes are missed without reasonable cause (i.e. illness, family emergency) and/or without prior notice given, Opus48 leadership may reevaluate with parents/guardians whether or not continuing lessons the following semester is the best course of action.

- Absences should be communicated to the teacher with as much advance notice as possible.
- A make-up time may or may not be offered, based on availability of the teacher or facilities.
- No refunds or credits will be offered for missed lessons.
- If a teacher must miss a lesson, the teacher may choose to bring in a substitute. This can provide a wonderful, fresh perspective to the student. If this cannot be arranged, the teacher will make every effort to find a mutually-compatible time for a lesson reschedule.

Timeliness

- Students should arrive *promptly* – not early, and not late. This enables each teacher to give the maximum time possible to each student.
- Just because you see a student leave the room, doesn't mean the teacher is ready for you. They may be catching a mini-break to handle phone calls, recordkeeping, etc. Similarly, you should enter your lesson promptly even if the prior student has not exited the room yet.
- Students arriving late should not expect the teacher to give them extra time.

Practice

- Practice and attendance records are maintained by teachers and regularly reported to the Opus48 Leadership Team.
- Weekly practice requirements are agreed-upon between student, parent/guardian (if applicable), and teacher.
- Each student is required to maintain their practice log as assigned by the teacher.
 - This log is reviewed by the teacher at each lesson.

Discontinuation of Enrollment

The following reasons are cause for Opus48 leadership to reevaluate with parents/guardians whether or not continuing lessons is the best course of action:

- Consistently failing to fulfill individualized weekly practice requirements
- Frequent absences without reasonable cause and/or prior notice to the teacher
- Frequent tardiness
- Behavioral problems
- Abuse of Calvary Bible Church (CBC) property
- Failure to respect school policies

If a student consistently struggles in these areas, their parent/guardian will be notified. If improvement is not made, Opus48 leadership may request that the student step out of lessons and/or classes for an agreed-upon period of time.

COMMUNICATION

Opus48 staff seeks to be in good communication with parents/guardians. Primary methods include email and texts. It is imperative for the safety and progress of your student, as well as the benefit of others enrolled in Opus48, that you check for these communications regularly and update the Opus48 secretary immediately if any contact information changes.

Examples of types of reminders/notices that may be sent out:

- Room/schedule changes
- Recital information
- MAG performance updates
- Performance call times
- Health and safety notifications related to CBC campus
- Payment information/reminders
- Special treats/fun surprises – when these are available in the Parent Room on your lesson/class day

If problems or frustrations arise, please address them with the teacher first, if appropriate. Otherwise, contact the Opus48 Secretary or Director. It is our desire to resolve any issues quickly and thoroughly.

FACILITIES USE POLICIES

Student/Child Supervision

All students and minors must be attended at all times by either the parent/guardian or the “adult responsible” (i.e. the person 18 or older who is responsible for transportation to the lesson/class). During lessons/classes, students are attended by the teacher, and need not be attended by the adult responsible.

Students age 12 and under must be accompanied to the lesson room door by the parent/adult responsible. No student or child under the age of 18 may be left unattended while on the CBC campus. Curbside drop-off/pick-up for students age 13-17 is the only exception, provided that they are dropped off and picked up promptly at lesson/class start and end times (not early, not late).

Waiting During Lessons/Classes

During lesson and group class times, parents/guardians and siblings are welcome to wait in HeBrews Coffee Shop. This area is provided for study or quiet activities. The Children’s Ministries play structure and courtyard area are available for more active play. Please abide by the following guidelines when utilizing these spaces:

HeBrews Coffee Shop

- Children must be supervised at all times by a parent/adult responsible
- Children should not use the restroom unattended (restroom available in Room 314)
- Quiet activities and/or study is encouraged (if children become too active, they should be accompanied to the play structure)

Play Structure/Courtyard

- Children must be supervised at all times by a parent/adult responsible
- Children should not use the restroom unattended (restroom available in Room 314)
- Play structure is for ages 12 & under only
- High levels of activity are welcome, but please use caution, and screaming is not permitted
- Please close gates behind you for safety

Parents/guardians are also welcome to stay and observe their student’s lesson, provided that younger siblings, phone calls, etc. do not become a distraction.

General Facilities Guidelines

- If you make a mess, clean it up. If you need assistance, please just ask! We are happy to help.
- If something doesn’t belong to you, please don’t use it, even if it appears to be public property.
- If you find something amiss/broken, please let an Opus48 staff member know.
- Please only utilize areas designated for Opus48 use. Other rooms or outdoor areas may appear to be available, but may actually be reserved or in use for another ministry or activity.

Wi-Fi

Free Wi-Fi is available while visiting the Calvary Bible Church campus. Please contact any Opus48 staff member for the password. We ask that our families and their guests respect common courtesy and decency in using the network.

REGISTRATION AND PAYMENTS

How to Register

Step 1: When registering for private lessons, parent/guardian/student must contact their desired teacher to arrange the specific day of the week & time that lessons will take place. (If only registering for group class(es), skip to Step 2.)

Step 2: Complete a registration form, either hard copy or online, and pay the \$25 non-refundable registration fee. The agreed-upon lesson time is not reserved until this step is completed. (NOTE: There is a \$50 family maximum on semester registration fees. Checks should be made payable to "Calvary Bible Church" with "Opus48" and the student's name in memo.)

Step 3: Pay tuition for lessons and/or group classes, at the time of the first lesson. If choosing to pay in installments, an Installment Payment Plan Agreement form must be completed and submitted (forms can be obtained from the Opus48 Secretary - there is an \$8 per family processing charge when choosing this payment method).

Tuition and Fees

Tuition for specific classes is listed on the school webpage and in the school brochure. There is no charge for recitals, workshops, concerts, or participating in MAG.

How to Pay

Payment of tuition is expected in full at the first lesson of the semester unless the parent/guardian/student requests the Installment Payment plan. All payments must be made to either the Opus48 Secretary or Director. Opus48 accepts cash, checks (made payable to Calvary Bible Church, with Opus48 and student's name in memo), and credit cards (online only).

Refunds

Refunds for inability to complete a semester are only considered in cases of medical or family emergencies.

RECITALS AND PERFORMANCES

Private Lesson Students

Each student in private lessons is expected to participate in the semester Student Recital. Students will sign up with their teacher for the date of their choice, within the first two weeks of the semester. This sign-up is viewed as a commitment, realizing that arrangements to accommodate the student's performance (accompanist, special ensemble needs, etc.) need to be made well in advance.

See student attire guidelines below.

Student Recitals provide opportunity to turn learning into performance action, for a supportive community of family and friends. We encourage students to freely invite guests to these events.

Group Class Students

Group classes feature a mini 30-minute performance during their last class meeting. Parents/guardians and siblings are encouraged to attend and witness the growth of each student.

Ministry Arts Groups (MAG) Performance

Group class students who sign up for MAG are committing to one additional class meeting to prepare for the MAG performance. The MAG performance time can be found on the registration form and the webpage.

Private lesson students who sign up for MAG are committing to the MAG performance time, but no additional rehearsals are required. If mutually agreeable, the teacher may request a group rehearsal time. The teacher will also determine if the student can perform a piece or if they will simply assist in hospitality and with the other student performers.

Workshops

Students will learn and develop together through interactive workshops. These usually occur 1-2 times per semester. One workshop per semester is typically required; however, exceptions may be made at the teacher's discretion or for students who are participating in MAG.

Student Attire Guidelines

We take seriously the training in performance etiquette and professionalism, and these attire guidelines will be enforced. If you need assistance in finding appropriate attire, please let your teacher know. Opus48 has an array of apparel items that may be borrowed.

Boys' Recital Attire:

- Long sleeve buttoned/collared dress shirt (bow or straight tie, vest, and/or suit/sports jacket are greatly appreciated)
- Dress slacks
- Closed toed dress shoes

Girls' Recital Attire:

- Nice dresses, skirts, or dress pants (semi-formals are greatly appreciated)
 - Dresses and tops must be sleeved or have straps that are at least 2 in. in width
 - No low necklines
 - No low, or backless backs
 - Skirts/dresses for standing performers must be knee length
 - Skirts/dresses for sitting performers must cover the knees when sitting
- Nice, beautiful, dress shoes
 - No tennis/athletic shoes
 - No recreational flip-flops

Workshop Attire:

- Must abide by the same attire guidelines, but may be more casual, i.e. nice school attire
 - No printed t-shirts, shorts, jeans with holes, or recreational flip-flops

Group class teachers may have additional attire requirements.

Faculty Recitals

Faculty recitals are offered each year for students, families, and friends to attend free-of-charge. Students are typically required to attend one of these per year.

Recital Etiquette

- Performances may be photographed or recorded for home use only. Please do not post video or photography involving students other than your own in public forums (i.e. Facebook, Instagram, YouTube, other social media).
- Children (students or otherwise) must sit with their family. If young children become disruptive, parents/guardians may sit with them in the lobby until they are ready to rejoin the group.
- As part of fostering a supportive community, recital attendees should stay for the duration of the recital.
- If you must step out briefly, please exit and re-enter during times of applause.
- Cell phones/electronic devices should be silenced and put away for the duration of the recital.

OTHER POLICIES & GUIDELINES

Publicity

Unless an exemption form is signed, all students (and parents/guardians) give permission to Opus48 to photograph and/or video students in class and/or performance settings. These images/recordings may be used for purposes including, but not limited to, promotional use in brochures, flyers, videos, social media, etc. Specific permission will be sought from both teacher and student/parent/guardian before using performance recordings in promotional videos.

Personal Property/Safety

Students and parents/guardians are advised not to leave belongings unattended, including musical instruments. Please lock vehicles and do not leave valuables in plain view. Opus48 School of Performing Arts is not responsible for loss or damage to personal property.

- All classrooms are equipped with security cameras during lessons to ensure student safety.

Discrimination/Harassment

Opus48 School of Performing Arts and Calvary Bible Church do not tolerate any form of discrimination or harassment. Parents/guardians or students who feel that they have witnessed, or been subject to, any form of discrimination or harassment should immediately notify the Opus48 Director or overseeing Pastor.

Physical Contact Policy

Due to the highly physical nature of performing arts, appropriate physical touch/contact may be used as part of the teaching process. Students and parents/guardians agree to this by enrolling in these lessons/classes.

Off-Campus Lessons

Off-campus lessons are not part of Opus48, even if taught by an Opus48 teacher. Opus48 will not be held liable for anything relating to these lessons.

Medical Emergency Policy

In case of medical emergency, parents/guardians authorize Opus48 staff or Calvary Bible Church staff to obtain any necessary or advisable medical treatment for the student, and the parent/guardian agrees to bear all costs and expenses related to such medical treatment.

Indemnity

Students and parents/guardians agree, for the student, the parent/guardian, the parent/guardian's spouse, and their respective heirs, assigns, and legal representatives, to indemnify, defend, and hold the Opus48 School of Performing Arts and its parties harmless from and against any and all damages that may be incurred or sustained by Opus48 School of Performing Arts parties arising from the student's acts or omissions or related to any injuries to the student (except damages caused solely by the gross negligence or intentional misconduct of the Opus48 School of Performing Arts parties).

HOW TO CONTACT US

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