



STUDIO POLICIES

Welcome to IFAA! We are so pleased you are enrolling your student in fine arts classes at Immanuel Fine Arts Academy! Please read over our policies for the year. Open communication with our parents is a high priority for us. Any time you have a question, please feel free to contact Rebecca Winston, IFAA Director, at rwinston@icaba.org.

Tuition

IFAA tuition is billed online through Stripe at the beginning of each month for the projected number of lessons and classes that month. Excused absences or teacher cancellations will be made up or credited to the next month. We use My Music Staff studio software to ensure consistent attendance and billing records.

Attendance and Cancellations

If you need to cancel a private lesson, please give 24 hours notice to your teacher so they can adjust their schedules if necessary. No more than two makeup lessons per semester will be given for student initiated absences. Group class absences cannot be refunded.

No refunds will be given for unexcused absences or early withdrawal within the month. We hire our instructors based on enrollment, so once a month's tuition has been paid, that payment is non-refundable due to withdrawal.

Locations

Piano lessons are held in the "studio" at the rear of the sanctuary.

Art classes are held in Multipurpose Room A.

Guitar/Ukulele lessons are held in the band room in the Annex on the far west side of the parking lot.

String classes will be held in the Chapel behind Luther Hall.

Tumbing classes will be held in the main building narthex.

Pick Up

ILCA Academy students should be picked up immediately following their lesson/class at their class location unless previous notification has been given that they are to go to aftercare.

ILCA Preschool students will be picked up at their regular preschool pickup location at the end of their school day unless other arrangements are made through preschool director, Keisha Huggins.

Non-ILCA Students

Non ILCA students should be brought in through the main school entrance double glass doors (unless class in the Annex) on the west (back) side of the main building. Annex class students may report directly to the band room.

Health and Safety Guidelines

If your student is ill, please notify the teacher and request a makeup time. We strive to keep all our students and staff healthy!

Important Dates to Remember

September 9, 2024: First Week of IFAA fall classes

October 17-18: Fall Break. No School or IFAA classes

November 5: Presidential Election Polling site. No ILCA School. Please check with your teacher regarding your IFAA class.

November 25-29: Thanksgiving Break. No School or IFAA classes

IFAA Winter Recital: December 2 @ 6:30 in the Sanctuary

December 23-January 3: Christmas Break. No School or IFAA classes

2025

January 13: Classes Resume.

February 17: Presidents' Day. No School or IFAA classes

March 17-21 Spring Break. No School or IFAA classes

April 18 & 21: Easter Break. No School or IFAA classes

IFAA Spring Recital: TBA

May 9: Tentative final day of IFAA classes

Thank you again for being a part of our fine arts learning community. We are looking forward to a great year!

Rebecca Winston

Director, Immanuel Fine Arts Academy

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