

Celebration Academy of the Arts

Registration Form

Fill out the form below and return to Megan Buck at First Baptist Raytown.

New Student Returning Student

Student's Name _____ Date _____

Street address _____

City _____ State _____ ZIP _____

Birthdate ____/____/____ Home phone (____) _____

Work phone (____) _____ Cell phone (____) _____

Check one: Mom Dad Student

Check one: Mom Dad Student

Email _____

Check one: Mom Dad Student

Are you a member of FBR? Yes No

If not, where do you attend church? _____

If student is under 18 years old:

School _____ Grade _____

Parent's name(s) _____

RETURNING STUDENTS:

- I am enrolling with the same teacher
- I would like to request a new teacher

PRIVATE MUSIC INSTRUCTION:

Instrument _____

How many years of instruction have you had for this instrument? _____

Day of the week preference _____ (Wednesday evenings and Sundays not available)

Time of day preference _____ (Choose a time of day between 2:00-8:00 p.m.)

Policies and Procedures

TUITION POLICY

For your convenience, the Celebration Academy of the Arts offers three payment options:

1. Payment in full in advance by semester
2. Online payments through your checking account, Visa, MasterCard or debit card.*
3. Automatic withdrawal by month or semester.**

*** FOR ONLINE PAYMENTS:**

Go to www.firstbaptistraytown.com/cata

**** FOR AUTOMATIC WITHDRAWAL SYSTEM:**

To utilize First Baptist Raytown's automatic withdrawal system, fill out the application form on page 3 and return it with a voided blank check. The application form can be downloaded when you register online or you may fill out the authorization for direct payments section on page 3.

These payment options are available for any class or private lessons.

ABSENCE POLICY

(PRIVATE LESSONS)

Make-up lessons for one reported absence per student are provided during the week following the conclusion of each semester, during the student's regularly scheduled time. The academy will also offer make-up lessons for lessons missed due to teacher absence or inclement weather. Cancellation of lessons due to inclement weather will be based on the Raytown Public School System.

TEACHER CONTRACT

The faculty of Celebration Academy of the Arts signed a contract upon their hire that if at any time they cease to be affiliated with the academy, they will not attempt to take their students to another location.

CHILD PROTECTION

In accordance with the Child Care Protection Policy implemented by First Baptist Raytown, all private lessons must take place within the church facility and in a room with a security camera. All lessons will be videotaped to ensure the safety of the students. In addition, background checks are performed on all faculty upon their hire.

Authorization for Direct Payment (ACH Debits)

To sign up for automatic withdrawal, fill out the following form. Please read carefully and sign & date the contract.

Church Name: First Baptist Raytown

I (we) hereby authorize First Baptist Raytown, hereafter called CHURCH, to initiate debit entries from my (our):

(select one) Checking account Savings account

Indicate below at the bank or other depository financial institution names below, hereafter called DEPOSITORY, and from debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

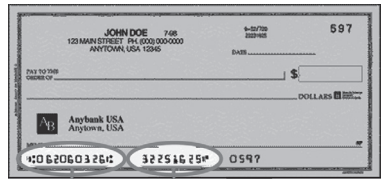
Bank or other depository name _____

Branch (if known) _____

City _____ State _____ ZIP _____

Routing number _____

Account number _____



Routing Number Account Number

**PLEASE ALSO ATTACH A VOIDED CHECK
FROM THE ACCOUNT YOU WISH TO DEBIT.**

Your payment will automatically be deducted from this account on the day of each month as indicated by you below. This authorization is to remain in full force and effect until CHURCH has received notification from me (or either of us) of its termination in such time and in such manner as to afford CHURCH and DEPOSITORY a reasonable opportunity to act on it.

Name(s) _____
(please print)

Address _____

City _____ State _____ ZIP _____

Phone (_____) _____ Check one: Mom Dad Student

Email _____

Student's name _____

Total Amount due \$ _____ Monthly withdrawal amount \$ _____

Total number of withdrawals _____ from ____/____/____ to ____/____/____

Signature _____

Date _____

Contract

The following criteria must be met in order to sign the contract.

- **STUDENT COMMITMENT.** By signing this contract, the student is committing to the full semester. If the semester is broken into two non-penalty payments (e.g. spring semester), the student is still committing to attend for the full semester.
- **STUDENT ATTENDANCE.** Attendance is vital for the progress of each student. In many cases, the students' commitment to attendance becomes imperative for the success of the class (e.g. in a drama class where skits and plays are involved, students depend on each other's presence in order to properly rehearse).
- **SUPPLIES.** Students are expected to bring the necessary supplies, scripts and/or assigned music to class each week.
- **AT HOME PREPARATION.** Drama students are expected to memorize lines outside of class and come prepared to meet the memorization deadlines set by the instructor. Band students are expected to practice on their own so the teacher can focus rehearsals on ensemble work. Private music students are expected to practice at home on a daily basis.
- **TUITION.** Tuition is due in advance and is non-refundable unless the class is canceled due to insufficient enrollments. In this case, instruction fees will be refunded. For tracking purposes, the academy will only accept checks or money orders, payable to *FBR Celebration Academy*.
- **MAKE-UP POLICY.** In the week following the conclusion of each semester, the academy will provide make-up lessons for one reported absence per student during the student's usual scheduled time. The academy will also offer make-up lessons for lessons missed due to teacher absence or inclement weather. Cancellation of lessons due to inclement weather will be based on the Raytown Public School System.

Parent's signature (for students under 18 years old)

Date

Student's signature (for students under 18 years old)

Date

CELEBRATION ACADEMY OF THE ARTS

First Baptist Raytown

10500 East 350 Highway, Raytown, MO 64138

816-268-1507

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