



THE DIANE BISH CENTER FOR  
**MUSIC** *and the* **ARTS**

# PARTICIPANT HANDBOOK



5555 NORTH FEDERAL HIGHWAY  
FORT LAUDERDALE, FLORIDA  
[INSTITUTEFC.ORG/MUSIC](http://INSTITUTEFC.ORG/MUSIC) | 954.771.8840, ext. 5130



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# MISSION STATEMENT

The Diane Bish Center for Music and the Arts is a center for training and further education in a wide range of performing and fine arts, striving for excellence in all areas for God's glory.

*"Let everything that has breath praise the LORD!"  
Psalm 150:6*





# REGISTRATION

## STUDENT REGISTRATION FOR THE DIANE BISH CENTER FOR MUSIC AND THE ARTS

Each new student will need to complete a registration form. The form can be found online at **[instituteffc.org/music](http://instituteffc.org/music)**.

There will be a one-time non-refundable \$50 fee for the initial set-up of lessons for the student. A family discount of 50% per registration will be given for each additional family member.

Registration fees are waived for students who return within one year.

*"The LORD has done great things for us, and we are filled with joy."  
Psalm 126:3*





# FINANCIAL INFORMATION

## LESSON LENGTH OPTIONS

30 minutes	\$40
45 minutes	\$60
60 minutes	\$75

## SEMESTER COST

### Fall Semester (15 weeks)

30-minute lessons = \$600  
45-minute lessons = \$900  
60-minute lessons = \$1,125

### Spring Semester (16 weeks)

30-minute lessons = \$640  
45-minute lessons = \$960  
60-minute lessons = \$1,200

Some of our teachers will have different payment schedules based on length of the lesson. Information is available through Mrs. Lisa Wilson.

**GROUP CLASSES** Cost is \$160 for 8 weeks.

## TUITION

- Tuition will be due on or before the first day of the semester.
- The full tuition is due at the beginning of the fall semester and then again at the beginning of the spring semester.
- If you prefer to pay monthly, payments will be due on the first day of the month.
- CRPC members will receive a 10% discount.
- Fees for group classes will vary depending on the number of weeks that the class will run.

## PAYMENT

- Payment by credit card must be made online at [institute.fc.org/music](https://institute.fc.org/music), on or before the published due date.

## SCHOLARSHIPS

Scholarships are made possible through gifts from donors who believe in the Center's mission and their love for the performing arts to teach and inspire. Please see Mr. Michael Irvin concerning need and availability of scholarships.

**Michael Irvin | 954.771.8840, ext. 5177 | [michael@crpc.org](mailto:michael@crpc.org)**



# POLICIES

## **SAFETY AND SUPERVISION**

Children (under the age of 18) should be escorted to and from their lesson by an adult/guardian. Lessons are with a teacher and a student. Parents or a guardian are welcome to stay for the lesson, but it is not required.

## **ATTENDANCE**

Once a student is registered for a lesson, they are responsible for notifying the teacher if they will be tardy or absent.

## **TARDINESS**

Students are expected to arrive on time for their lesson, and if they are late, they will not be guaranteed their full lesson time.

## **EXCUSED ABSENCES**

One excused absence is permitted each semester. Please notify the teacher at least 24 hours in advance. Teachers are not obligated to make up more than one absence. Make up lessons will usually be scheduled during the make-up week in the posted schedule. Refunds for missed lessons will not be issued.

## **UNEXCUSED ABSENCES**

If you cancel on the day of a lesson, this is considered an unexcused absence. Teachers are not required to make up an unexcused lesson.

## **TEACHER ABSENCES**

If one of our teachers misses a lesson for any reason, the teacher will make up that lesson by the end of the semester.

## **WITHDRAWAL**

In the unfortunate instance that a student needs to withdraw, please send a written request to [lisa@crpc.org](mailto:lisa@crpc.org). No refunds will be issued.

## **DISMISSAL**

The Diane Bish Center for Music and the Arts will reserve the right to dismiss any student due to frequent tardiness, absences, behavior issues, nonpayment or noncompliance with this handbook.

## **FACILITIES MAINTENANCE**

Please respect all property at Coral Ridge Presbyterian Church. Facilities should remain as they were before the use of our classroom spaces. Leave bathrooms as you found them. Please do not use any supplies intended for Sunday use, including food, drink or craft supplies. Please do not run in the Sanctuary, Chapel or Fellowship Hall.

## **MUSIC COPYING**

Copying copyrighted music is illegal.



# RECITAL INFORMATION

Students should be dressed appropriately for a formal recital. Attire should reflect the high standards held at the Diane Bish Center for Music and the Arts. Casual clothes should be avoided for a recital.

BOYS – Dress shoes, ties, collared shirt and dress pants

GIRLS – Dress shoes and a dress

Each student will sit quietly and listen attentively to other students as they perform. Each student WILL remain for the entire concert. We want all students to be recognized and encouraged.

Music should be memorized.

Teachers will instruct their students in correct etiquette, in preparation for their performance.

Recitals will take place at the end of the Fall and Spring semesters.





# PRIVATE LESSONS

## **PIANO - ALL AGES**

Students will need to own a well-tuned piano. Students are expected to practice regularly.

## **PIANO - MUSIC FOR LITTLE MOZARTS – AGES 4-6**

This series is a comprehensive approach to musical learning that develops singing and listening skills simultaneously with an appreciation for a variety of musical styles. These lessons will be shorter in length. Cost is \$20 per lesson.

## **ORGAN**

Piano lessons are required before a student begins organ lessons. Students will also need access to an organ so that they may practice during the week.

## **VOICE**

An audition will be required for all voice lessons. Students will focus on classical training including sacred, contemporary, Broadway and classical music.

## **VIOLIN, CELLO, BASS**

Students will need to own or have access to a correct-sized instrument.

## **WOODWINDS/BRASS**

Students will need to own or have access to their instrument for regular practice and lessons.

## **PERCUSSION**

Beginning students will need a practice pad, bell set, drumsticks and bell mallets.





# GROUP LESSONS

## **BEGINNING SEWING | 8 WEEK SESSION**

Ages: 4th Graders through Adults  
Instructor, Alice Mellor

## **BEGINNING CROCHET ADULTS | 8 WEEK SESSION**

Instructor, Alice Mellor

## **BEGINNING BALLET & TRADITIONAL JAZZ**

Ages: 5 - 7  
Instructor, Carolyn Paddock





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