

MUSICAL JOURNEYS ACADEMY, LLC

CHORAL GROUPS POLICY

2025-2026

REGISTRATION AND ONBOARDING PROCESS

- The student must be registered through MJA website and enrolled into MyMusicStaff program.
- As a next step, the family will receive a welcoming letter (e-mail) with detailed information about the studio academic year, and permission to start lessons along with a date to start, to confirm that they are on a schedule.
- No, the same day registrations and lessons. Your teacher needs to know you are coming at least the day before your first lesson. The studio director must receive your electronically signed policy
- ❖ Attention divorced parents:
- ❖ The studio requires only one legal guardian to complete the registration process and sign the waiver for a student's participation, provided they have the authority to do so. The registering parent/guardian assumes full responsibility for adhering to studio policies, including communication, payments, and scheduling. In cases of shared custody or co-parenting arrangements, it is the responsibility of the registering parent to ensure that all necessary information is relayed to the other caregiver(s).
- ❖ Unless a legal directive or court order explicitly requires dual consent for enrollment and communications, the studio will proceed with standard registration through a single guardian. Any requests for modifications to communication or responsibility must be discussed and arranged separately through legal documentation.

ATTENDANCE

- All classes start on time. Parents are responsible for bringing their kids on time, and picking up their children when the class is over.
- Regular attendance is encouraged. Children who have many absences miss the instruction and fall behind, not only in learning the material, such as song texts and solfege, but they also lose some vocal agility and resonance. The initial lessons after any extended absence will be spent recovering lost progress.
- Parents must inform the studio director of any anticipated absences.
- The absences do not exempt the parents from the payment. However, the students should take make-up classes. Make-up classes can be taken with another group.
- If the class is cancelled because of the teacher's illness or snow emergency, the make-up class will be given on a school vacation week, and/or scheduled by mutual agreement between the teacher and the parents.
- In the case of inclement winter weather, the studio group email will be sent by a director no later than an hour before the class starts, as well as a notice will be posted on the FB

studio's page, and class may be offered online via Zoom. If the email is not received, the parents should contact the director via phone or text message.

- Studio is not responsible for children when they are not in a class. Please meet and accompany your children before and after class. Please instruct your child that he/she **cannot leave the building without you.**
- Please explain to your children that no running around in the halls or running up the stairs to the second floor is permitted. No screaming in the halls.
- Students cannot leave the class without teachers' permission. That is explained in a class and should be explained by parents at home. Bathroom trips should be done before the class. For youngest kids (4-5 year olds) in case of emergency there must be one parent during each class sitting outside the classroom. All parents' phone numbers are on file and in the studio.
- No other drinks but water is allowed into the classroom. No food or snacks in the room.
- Gum chewing is prohibited and gum is not allowed into the building.
- No toys should be brought to a class.
- Students should bring clean and light shoes to change before entering a room or wear socks. Shoes for classroom can be left in the cubbies that are located in the hall.

HOLIDAY BREAKS

The studio will be closed during Thanksgiving, Christmas, Winter and Spring breaks. (*exception – scheduled make up classes by parents and a teacher agreement*)

2025-2026 academic year studio will be closed:

- Thanksgiving, November 27th-30th
- December: Winter break December 21st-January 1st
- April: Spring break April 19th-25th
- May Memorial weekend May 23rd-25th

PHOTOS AND VIDEOS

Musical Journeys Academy reserves the right to display any class and/or individual video and/or photographs on its website, FB page, and send such materials if requested by Festivals and competitions for auditions. By signing this form, you give the studio permission to use photos and videos taken at the rehearsals or concerts for the promotion of the studio.

TUITION

The school year in the studio starts in the middle of September for choral groups, and if the student enrolls in choir classes, the payment must start from September (half-month tuition). No late start is granted.

- **Payment is due at the beginning of each semester.** Families may choose one of the following options:
 - **One check** for the full semester amount
 - **Two post-dated checks** (e.g., one for the first half and one for the second half of the semester)
- **Checks should be made payable to Musical Journeys Academy** and submitted no later than the **first class of the semester**.
- **No online payments** will be accepted for choral group classes unless pre-approved by the studio director.

New Student Trial Period

- New students are eligible for a **one-month trial period**.
- Payment for the full semester (or two checks) is still required upfront.
- If the student chooses to withdraw **within the first month**, the studio will **refund the full amount** and return any post-dated checks.
- After the first month, the standard **no-refund policy** applies

Missed or Late Payments

- If payment is not received by the first class, the student may not participate until payment is submitted.
- Returned checks will incur a **\$25 fee** and must be replaced immediately.

Mid-Semester Withdrawal

- Tuition is non-refundable. Students who withdraw mid-semester are still responsible for the full semester fee.
- A separate registration fee of \$95 is collected in September once a year. This fee helps defray the cost of materials such as music books/songs, office supplies, instruments for non-pitched orchestra, acoustic piano tuning twice a year, concert prizes, concert and rehearsal hall rent, accompanist, and master classes.
- Sibling discount is 15%. Discount for families with three or more children and single-parent households is 15%. If a choral student takes piano or voice lessons, the piano/voice fee will be reduced. If a choral student takes piano lessons twice a week, a piano fee will be waived.
- If the student takes choral classes and individual voice lessons, there will be a discount of \$5 per lesson for voice lessons, even if a student chooses to take one voice lesson per month.

CONCERTS

- The studio holds at least two concerts during the year. All children have to participate.
- Crystal bells choir (children 9-15) may participate in extra choral projects and **must be present at the studio concerts.**
- **Concert choir** students' music will be present in all Concert choir project performances, outside the studio concerts, and studio concerts.
- The dress rehearsal is needed in a concert space and scheduled during the daytime on the day of a concert. Crystal bells and the concert choir are called for a one-hour and a half rehearsal right before the concert.

SUPPLIES

- Binders with music are given to older students once a year.
- Pencils and sheet music paper are provided by the studio. Sheet music for choral songs is provided as digital copies or printed octavos.
- Concert dresses are provided for Tiny Bells, Golden Bells, and Silver Bells. Concert choir singers order concert dresses from [Perform with Confidence | Dazzling Styles & Colors | Southeastern Performance Apparel \(sepapparel.com\)](https://www.sepapparel.com) and are responsible for keeping them in good condition. There are also t-shirts with the choir logo for the Concert choir singers.

MISSED LESSONS AND CONCERTS

WHEN THERE IS A PATTERN OF NON-PARTICIPATION IN THE CHOIR/MUSIC LITERATURE LESSONS, CONCERTS, AND EVENTS, THE STUDENT WILL BE DISMISSED FROM THE STUDIO. The studio offers well-rounded choral education that includes vocal technique, music literature, and solfeggio/theory. All classes are built in the regular schedule to make attendance easier for families. It is expected that the students attend all the lessons with a maximum of 3 absences per semester (covers illness and schedule conflicts). The lessons must be consistent to ensure the success of a student; the concert participation is equally important as a student practices their own performance skills, listens to peers, and learns the concert hall's etiquette.

STUDIO BEHAVIOR AND ETIQUETTE

Our studio is committed to fostering a positive, supportive, and professional environment for all students, families, and instructors. We expect respectful communication and cooperation from both students and their caregivers to ensure a constructive learning experience.

Any form of hostility, harassment, excessive demands, or disrespectful behavior—whether directed at instructors, staff, or other families—will not be tolerated. If a parent or student engages in conduct that disrupts the learning environment, disregards studio policies, or creates an unprofessional atmosphere, the studio reserves the right to dismiss the student and terminate their enrollment. Such decisions will be made at the sole discretion of the studio director to protect the integrity of our learning community.

COMMUNICATION

In order to serve the students with important information regarding student schedules, studio announcements, events, and recitals in an efficient and connected way, we use email as our main means of communication. All class cancellations will also be posted on the website's main page and on a Facebook page as well. Please follow the FB page. Communication is supplemented through WhatsApp parent groups, allowing for easy coordination and quick reminders. Parents may use messaging apps to quickly connect with their child's teacher for simple questions and brief updates. However, for detailed inquiries or important studio matters, we ask that communication be conducted via email to ensure thorough and organized responses.

COVID

- Please do not bring a sick child to the class. Any cold symptoms such as sore throat, cough, nasal discharge, and fever, are reasons to stay at home. You will make up the class either in a parallel group or during the vacation. Also, as an option, your child (6+ years old) can observe class and participate through Zoom, in real time. At the end of a semester or during the long weekend breaks, a make-up class will be offered for those who missed lessons, however, no more than two make-ups will be given.
- If a family member of a student is sick with COVID, we ask not to bring a student into a studio and return with a negative test a week later. Video recording of a lesson or Zoom offered.
- Please advise your children so that they do not take any toys/instruments into their mouth, it is not safe. All toys and instruments will be sanitized between groups with a handheld UV lamp. All surfaces, such as chairs, sofa, and shelves, will be sprayed with a sanitizing spray.
- If there are COVID and flu outbreaks, all children will be asked to use sanitizer before class. You can use your own sanitizer or the one that will be offered at the studio.
- If there are COVID and flu outbreaks, all children will be asked to wear masks for the period during the lesson when we play games on a carpet, because of the close contact. While singing, we will sit at a distance from each other, and the teacher might wear a clear shield on the face so that direct spitting and exhaling of air particles does not go directly in the face.
- The air cleaning devices are placed in the studio rooms (no ozone).