



# PARENT & STUDENT HANDBOOK

The Arts Institute of Mansfield is an outreach program of  
First Methodist Church Mansfield.

## Arts Institute of Mansfield Parents,

I would like to take this opportunity to welcome you to the "AIM" family. The Arts Institute of Mansfield team is so excited to welcome back our returning families and excited to have the opportunity to get to know the new families that have joined us this year. We are thrilled to meet each one of you and look forward to developing a relationship with you and your children.

As the AIM Director, it is a privilege to be a part of this ministry for so many reasons:

First, and what we teach our students, is to honor God with our minds, bodies, and souls. Our instructors are committed to this team motto. Students at AIM are not only going to grow in their gifts and talents with high quality instruction, but they are going to learn how to worship God by using their gifts for His glory! We are excited about the impact God is having and will have on our students' lives through The Arts Institute of Mansfield.

Also, First Methodist Mansfield is a place that is blessed, trusted, and is serious about reaching out to our Mansfield community. It is an honor to house The Arts Institute of Mansfield inside of a church that supports the youth in the community and is dedicated to helping each child find their inner strength and talent through this outreach program. We are truly grateful for this blessing.

And we are amazed by the team of instructors God has brought to The Arts Institute of Mansfield. Please recognize that we have a team of lead teachers who are absolute experts in their fields. What a blessing! The teachers/instructors that have united to build this program are incredibly passionate about nurturing our students' God given gifts and talents. You couldn't be at a better place.

Finally, YOU! We look forward to building a wonderful relationship with every AIM family. We open our doors to you and invite you to join us in a supportive partnership, as we foster gifts and talents in our students. We are committed to supporting, encouraging, and praying for our AIM staff and families. .

If you need to speak to me, please feel free to contact the office Monday, Tuesday, and Thursday from 9:00a-4:00p.

Beth LaMee

Director, The Arts Institute of Mansfield

## AIM CLASSES

### Classes

- The Arts Institute of Mansfield offers the following classes: Piano, Guitar and Private Instruction (voice, violin, guitar, piano and organ)
- Our The Arts Institute of Mansfield Program begins at the end of August/beginning of September and ends in May. Recitals will be held at the end of the school year.
- Class schedules are posted in on our website at [www.aimfirst.org](http://www.aimfirst.org)

The Arts Institute of Mansfield classes start on August 31st, 2015.

The Arts Institute of Mansfield classes end on May 26th, 2016.

The Arts Institute of Mansfield will be closed on the following days in accordance with the MISD school schedule:

November 23 <sup>rd</sup> -27 <sup>th</sup> :	Thanksgiving
December 21 <sup>st</sup> - Jan 4 <sup>th</sup> :	Winter Break
January 18 <sup>th</sup> :	MLK Holiday
February 15 <sup>th</sup> :	Presidents Day
March 14 <sup>th</sup> -March 18 <sup>th</sup> :	Spring Break
March 28 <sup>th</sup> :	Easter Monday-MISD still meets but church is closed
May 26 <sup>th</sup> :	Last Day of AIM classes

## SCHEDULE OF FEES

### Registration Fee

A yearly non-refundable registration fee of \$45 per family is due at the time of enrollment. Also due at enrollment is pre-paid tuition for the last month of the school year. Payment for the first month will be due at the first lesson or class.

### Tuition Payment

Tuition may be paid either monthly or by the semester by cash, check, credit/debit cards or bank drafts.

The Arts Institute of Mansfield reserves the right to dismiss any student because of frequent absences, behavior, or missed payments. Please notify The Arts Institute of Mansfield office if dropping a class. A 30 day written notice is required, and your pre-paid last months tuition will be applied to the last 30 days as long as you are current on payments up until that point.

All checks must be made payable to FUMC. Please write your child's name and class information on the memo line of all payments made by check.

Tuition may also be paid by auto-debit from your bank account. Please provide a voided check to The Arts Institute of Mansfield office to set up this procedure. There is no fee for utilizing this service. You will still be sent a monthly invoice to remind you of the amount coming out that month.

If paying with cash, please bring exact amount as The Arts Institute of Mansfield office is not able to make change.

Monthly tuition is due on the 1<sup>st</sup>, and late after the 10<sup>th</sup> of each month; a \$25.00 late fee will be charged for payments made after the tenth day of the month.

**STUDENTS WILL NOT BE ALLOWED TO ATTEND CLASS  
IF TUITION PAYMENTS ARE NOT MADE.**

### Payment Procedure

ALL FEES, including registration, tuition, etc., will be received by the AIM Evening Receptionist, located on the first floor of the A&E building when you enter through the wooden doors. If the Receptionist is not available, you may leave your payment in the drop box outside of the old AIM office on the music hall. If a student is dropping off the payment, please ask them to do this PRIOR to class. NO payments should be given to instructors, as they will be utilizing their entire time for instruction.

### Private Instruction Fees

Private Instruction fees are charged by the month. Your fee will be prorated depending upon how many classes fall within a certain month. You will not be charged for classes that fall on a holiday when the offices are closed. Please provide a current email address so that we may send a prorated monthly invoice before tuition is due.

### Makeup Lessons

All lessons within a month must be paid for unless there is an MISD holiday and our AIM offices are closed. If you cannot make your lesson, it is the responsibility of the student to contact The Arts Institute of Mansfield office at least 24hrs in advance. There is no refund or makeup for a missed group lesson.

### Makeup Lessons (Student Absence)

PRIVATE INSTRUCTION: Your time is important to us, so when you pay a monthly tuition, your teacher has a standing appointment with you at your scheduled time. If you will be absent from a private instruction lesson, you must call our office (817.842.2366) and talk with Beth or leave a message 24 hours in advance to be eligible for a makeup lesson. If you do not call 24 hours before your lesson, there will be no makeup and no refund.

GROUP CLASS: There is no makeup and no refund if a student misses a group class.

### Makeup Lessons (Teacher Absence)

PRIVATE INSTRUCTION: If a teacher is absent from private instruction, a makeup lesson will be scheduled & completed within 30 days of the absence.

GROUP CLASS: If a teacher is absent from a group class, a makeup lesson will be scheduled & completed within 30 days of the absence.

## AIM POLICIES

### **The Arts Institute of Mansfield Office**

All business is handled through The Arts Institute of Mansfield Office in Building A at First United Methodist Church of Mansfield at 777 N. Walnut Creek Dr., Mansfield, TX 76063. AIM email address is [bethl@fmcm.org](mailto:bethl@fmcm.org). Our office number is 817-842-2366 and our fax number 682-518-7786. AIM office hours are Monday, Tuesday and Thursdays from 9am-4pm. Visit our website at [www.aimfirst.org](http://www.aimfirst.org).

### Attendance and pick-up

Classes will start on time. Please be prompt for your scheduled class. Tardiness and/or missed classes can negatively affect the student's progress and is disruptive to the class. It will be addressed if it becomes a recurring problem. Also please be prompt in picking up your student so the teacher may move on to their next class or lesson. In case of being late for pick-up, contact The Arts Institute of Mansfield office. All Students under the age of ten will need to have a guardian sign them in and out of class.

### Weather Closings

The Arts Institute of Mansfield will follow Mansfield ISD schedule regarding school closings. In the event of inclement weather, please go to [www.WFAA.com](http://www.WFAA.com) or tune to channel 8 for information on the current status of lessons and other scheduled events. We will also notify our families by the email provided as the status changes.

### Dismissals

The Arts Institute of Mansfield has the right to dismiss a class that does not meet the minimal attendance requirement for that department before the beginning of the school year. If a class is dismissed before the beginning of the school year, then all tuition paid up to that point will be refunded.

If the class drops below the minimum class requirement of 3 students, the Director will discuss other options with the parents including semi-private or private lessons. If no other options are suitable to the families involved, the class will be dismissed. Tuition up to that point and registration fees are non-refundable.

## Conduct

The Arts Institute of Mansfield subscribes to the highest standards of conduct and behavior. Moreover, The Arts Institute of Mansfield seeks to be a good steward of the facilities generously made available by FUMC, Mansfield. Any conduct unbecoming to both The Arts Institute of Mansfield and the church may result in immediate dismissal from the program. No gum, food or drinks are allowed in any of the class rooms. Water Fountains are available throughout the building.

## Family Accommodations

While waiting, families are invited to wait in the atrium area, downstairs in Building A, and/or the Recreational Area upstairs in Building A. Please help us in keeping the corridors quiet so students in classes and church staff members are not distracted. Siblings need to be with their parents at all times while waiting for a student.

## Special Considerations

Please let the teacher know if there are any special needs regarding the student that she/he may need to know (e.g. allergies, medications, old injuries, medical conditions, who may or may not pick up the student, etc.)

## Drop-Off, Pick-Up

Please be prompt for pick up and dismissal. The teachers would like to make sure they can utilize all of their class time to its greatest potential. Thank you in advance for your cooperation.

## Toys

Please leave toys and other items that may distract the student at home. We are not responsible for any lost or stolen items.