



# Parent & Student Handbook

*First United Methodist, Mansfield*

*Revised April 2010*

*AIM First is an outreach program of First United Methodist Church of Mansfield*

Dear AIM First Parents,

I would like to take this opportunity to welcome you to the AIM First family. The AIM First teams 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. The AIM First Advisory Board is made of up of teachers and parents, so please don't hesitate to "jump in with both feet" and let me know if you have a desire to serve in a volunteer capacity. If you are interested, contact the office or speak to your child's teacher.

As the AIM First Director it is a privilege to be a part of AIM First 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 AIM First.

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 AIM First 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 AIM First. Please recognize that we have a team of **lead teachers** who are absolute experts in their fields. What a blessing! And the **teachers/instructors** who have united with them to build this program are just as 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 First 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 First staff and families. .

If you need to speak to us, please feel free to contact us Monday, Tuesday, and Thursday from 10:00-12:00 and 4:00-7:00

Beth LaMee  
*Director AIM First*

## AIM Classes

### Classes

- AIM First offers the following classes: Art, Drama, Piano, Guitar and Private Instruction (voice, violin, guitar, piano and organ)
- Our AIM First Program begins at the end of August and ends in May. Productions and recitals will be held at the end of the school year.
- Class schedules are posted in the AIM First Curriculum Guide or on our website at [www.aimfirst.org](http://www.aimfirst.org)

### Orientation Night

Prior to the School's opening week, all AIM First families are invited to attend our Orientation Night on Thursday August 25, 2011 @ 6pm in the A&E gym. A brief overview will be given about each of our departments. Rooms will be open for a brief tour of our church campus. Questions will be answered. And most importantly, students will meet their AIM instructor(s)!

AIM First classes start on **August 29, 2011**.

AIM First classes end on **May 24<sup>th</sup>, 2011**.

Production Dates will be announced in **December of 2011**.

AIM First will be **closed** on the following days in accordance with the MISD school schedule:

September 5 <sup>th</sup> :	Labor Day
October 10 <sup>th</sup> :	Fall Holiday
November 21 <sup>st</sup> -24 <sup>th</sup> :	Thanksgiving
December 19 <sup>th</sup> -30 <sup>th</sup> :	Winter Break
January 13 <sup>th</sup> :	Student Holiday
January 16 <sup>th</sup> :	MLK Holiday
February 20 <sup>th</sup> :	Presidents Day
March 12 <sup>th</sup> -March 16 <sup>th</sup> :	Spring Break
May 24 <sup>th</sup> :	<i>Last Day AIM First classes</i>

Students must give a 30-day written notice prior to dropping a class and are responsible for payment of tuition during that period!

## SCHEDULE OF FEES

### Registration Fee

A yearly **non-refundable** registration fee of \$45 per AIM First family is due at the time of enrollment. Also due at enrollment is pre-paid tuition for the last month of the school year (May 2012)

### Tuition Payment

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

AIM First reserves the right to dismiss any student because of frequent absences, behavior, or missed payments. Please notify the AIM First 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.

AIM First is pleased to offer you the convenience of credit card charges. We care about your safety and privacy. This is a confidential agreement between you and AIM First and will be secured in the accounting office. Please note that the charge will appear on your account as "First United Methodist Church". Your monthly payment for AIM First tuition will be processed before the 10<sup>th</sup> of each month. There will be a 4% charge per month for all credit card transactions to cover the fees charged by the credit card companies.

Tuition may also be paid by auto-debit from your bank account. Please provide a voided check to the AIM First office to set up this procedure. There is **no** fee for utilizing this service.

If paying with cash, please bring **exact amount** as the AIM First 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 with no exceptions.

**Students will not be allowed to attend class if tuition payments are not made.**

**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.

### Payment Procedure

**ALL FEES**, including registration, costume, recital, tuition, fundraising, etc., **will be received in the AIM First Office 117, located on the first floor of the A&E building in 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. Please see the AIM First Director if you have any questions.

Students must give a 30-day written notice prior to dropping a class and are responsible for payment of tuition during that period!

**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 AIM First office at least **24hrs** in advance. There is **no refund** for a missed lesson.

**Makeup Lessons (Student Absence)**

**PRIVATE INSTRUCTION:** A student will be allowed to make up 1 missed lesson per semester free of charge. 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 the student misses more than 1 lesson per semester, a prorated individual lesson charge will be required to pay the teacher for the additional lesson time if requested.

**Makeup Lessons (Student Absence)**

**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.

**Makeup Lessons (Teacher Absence)**

**GROUP CLASS:** The following dates will be reserved for makeup lessons due to a teachers absence from group class. **May 29<sup>th</sup>, 31<sup>st</sup>, June 4<sup>th</sup>, 5<sup>th</sup> & 7<sup>th</sup>.**

## AIM POLICIES

### AIM First Office

All AIM First business is handled through the AIM First Office in the Arts and Education Building at First United Methodist Church of Mansfield at 777 N. Walnut Creek Dr., Mansfield, TX 76063. AIM email addresses are [bethl@firstmethodistmansfield.org](mailto:bethl@firstmethodistmansfield.org) or [hollyb@firstmethodistmansfield.org](mailto:hollyb@firstmethodistmansfield.org). Our office number is **817-842-2366** and our fax number 682-518-7786. AIM office hours are Monday, Tuesday and Thursdays from 10am-12pm and 4pm-7pm. 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 AIM First office. **All Students under the age of ten will need to have a guardian sign them in and out of class.**

### **Weather Closings**

AIM First 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 update our website as the status changes.

### **Dismissals**

AIM First has the right to dismiss a class that does not meet the minimal attendance requirement for that department. This will be determined by October 1<sup>st</sup>. Tuition up to that point and registration fees are non-refundable.

### **Conduct**

AIM First subscribes to the highest standards of conduct and behavior. Moreover, AIM First seeks to be a good steward of the facilities generously made available by FUMC, Mansfield. Any conduct unbecoming to both AIM First 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 the A&E building, and/or the Recreational Area upstairs in the A&E building. Please help us in keeping the corridors quiet so students in classes 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.)

### **Further Questions?**

**Please feel free to call the AIM First Office at 817-842-2366.**

## Departmental Policies and Procedures

### Art

#### Dress

Please dress appropriately for working with Art materials. Art Shirts will be available to be worn during class to protect their clothes. Please do not send your child to art class wearing an outfit that you do not want them to get anything on. We cannot guarantee that your child will not get art materials on their clothing.

### Drama

#### Philosophy

To provide a quality, technical foundation in Theatre Arts within a creative and positive learning climate, and to encourage a new understanding and appreciation of the performing arts. We strive to further the self esteem of each student on the stage, backstage and in the classroom. We believe that there is a place for everyone to use their creative talents.

#### Dress

Dress should be comfortable AND modest. The curriculum often includes lots of movement and acting a variety of characters and situations. Flip flops, short skirts, etc., are not acceptable. **Please wear pants or shorts!**

#### Behavior/Consequences

1. Listen attentively while given instruction or direction.
2. Be on time to class and remain in classroom unless given permission to leave.
3. Students are expected to ALWAYS treat others with respect and kindness, and to encourage others.
4. If a behavior problem occurs, the student is asked to do better, next he is talked to outside of class and finally a parent is informed of the problem. If it continues, the student is removed.  
\*\*\*We will not sacrifice the positive and encouraging learning climate for disruptive or unkind behavior. In drama, it is imperative that students follow directions and be dependable at all times.
5. Students are expected to attend all classes and rehearsals to further the learning experience.

### **Productions**

There will be a drama production at the end of the year (dates to be determined). End of year performance could require additional weeks of class and Saturday practices. Additional tuition costs will be included in production fee if necessary.

**Auditions** - complete information will be given to all students for auditions. The shows will be cast according to experience, talent, and actor best suited to a role according to directors and instructors.

**Production Fees** - A production fee will be charged to cover costumes, set, publicity, royalties, theatre, t-shirts, etc. **Once a venue has been booked there is no refund!**

**Rehearsal** - Students must attend all rehearsals as scheduled. This means that a student should attend every class as auditions and rehearsals will be held during class time. Those not scheduled for rehearsal at that time will be working on other learning experiences such as costumes, sets or other related activities. Additional rehearsals may be held no more than two Saturdays and everyone is always given the opportunity to turn in conflicts prior to the rehearsal. **Once the year end production has been cast, all classes, Saturday rehearsals, dress rehearsal and productions are mandatory.**

### **Parent Participation**

*We really need parents to help in several areas. We will NOT do productions if we do not get adequate help. Each parent will be assigned a committee to help with set, costumes, publicity, tickets, etc. This is such a wonderful experience to share with your child.*

## **Piano/Guitar/Private Instruction**

### **Supplies-**

All Piano Students will purchase the supplies needed for their specific class in the AIM First office. All guitar students will be required to bring a guitar to their class. Guitars will not be provided.

## **Attendance and Check-in**

### **Private Instruction**

Teachers will wait 5 minutes for a student to begin a private lesson. Students arriving more than 5 minutes late will be considered absent without excuse. Please contact the AIM First office if you are going to be absent. All Private Instruction Students will need to have a guardian sign them in. If the student is 10 years or older he/she can sign in.

Students must give a 30-day written notice prior to dropping a class and are responsible for payment of tuition during that period!

## 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.

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



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