



## STUDENT POLICIES

The McGuigan Arts Academy is an arts organization devoted to teaching music, theatre and visual art. All of the programs offered are focused on creativity, as well as the artistic and personal growth of the student.

Respect for one another is a core value of the McGuigan Arts Academy. Students should show respect for one another and their teachers by listening, following directions and engaging in thoughtful conversation. The McGuigan Arts Academy has a zero tolerance policy for acts of aggression or inappropriate physical contact that includes hitting, pushing, slapping, etc. towards themselves or others. Should aggressive behavior or inappropriate physical contact occur, the student will be immediately removed from the class and the adult contact will be called for pick-up. **Refunds will not be given in these circumstances.**

Additional studio rules and expectations are as follows:

### GENERAL STUDIO RULES

1. Weapons of any kind are not permitted at the McGuigan Arts Academy.
2. The McGuigan Arts Academy is a smoke-free building.
3. The McGuigan Arts Academy is part of the Countryside Village community. Students, Parents and Guardians must show proper respect to the building, its furnishings, equipment and neighbors.
4. At this time, masks are optional. Should you wish for an instructor to wear a mask, please notify the Artistic and Education Director, Kimberly Faith Hickman, by emailing [Kimberly@billymcguigan.com](mailto:Kimberly@billymcguigan.com). All McGuigan Arts Academy instructors are vaccinated.

### GROUP CLASSES

1. During group classes, students under the age of 18 must wear their Academy T-Shirts to class every day.
2. Tuition-based group classes are capped at 15 students so that students receive a personalized, hands-on experience in their creative adventure.
3. Class attendance is important. Curriculum is sequential and cumulative. Teamwork and commitment are important Academy concepts. If a student needs to miss a class, please notify staff prior to class. **Refunds will not be given for a missed class. Makeup lessons will not be offered for missed group classes.**
4. Parents and Guardians are not permitted to sit in classes.
5. Students should bring a water bottle to class. Water is not provided by the Academy and there are no vending machines available.
6. Snack Breaks are not built into class, unless for medical purposes.
7. Full day camps require students to bring their own lunch. Minor students are not permitted to leave the Academy during lunch. Guests are not permitted to join lunch without permission from the Artistic & Education Director, Kimberly Faith Hickman.



8. Cell Phones and iPads are not permitted during the Academy day, unless instructed by an Academy staff member for class purposes.
9. If your class requires an instrument to be taken home that is provided by the McGuigan Arts Academy, a refundable deposit will be required. Deposit amounts will be communicated at the time of registration and the deposit will be collected at the first class via cash or credit. Deposits will be refunded upon the return of the instrument at the end of the camp.

**PRIVATE LESSONS:**

1. Students are asked to arrive 5 minutes prior to their lesson time.
2. If a student needs to miss a lesson, please notify the Artistic & Education Director, Kimberly Faith Hickman prior to the lesson by emailing her at [Kimberly@billymcguigan.com](mailto:Kimberly@billymcguigan.com)
  - a. If Kimberly is notified about a missed private lesson **more than 24 hours** in advance, you will be offered a make-up lesson or your subscription renewal will be adjusted accordingly.
  - b. If Kimberly is notified in **less than 24 hours** of your private lesson time, you will be charged for the missed lesson and a make-up lesson will not be arranged.
3. When minor students leave for the day they must check with an Academy staff member and the staff member must have visual contact with the Parent/Guardian who is assigned to pick the student up.
4. Parents and Guardians are permitted to wait for students during private lessons in the Green Room located downstairs at the McGuigan Arts Academy.

Thank you for following the McGuigan Arts Academy rules and expectations. We are looking forward to working with your student!

**PARENT/GUARDIAN SIGNATURE**

I acknowledge I have read and understand the studio rules and expectations.

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FIRST AND LAST NAME

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SIGNATURE

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DATE

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**McGuigan Arts Academy Contacts:**

Kimberly Faith Hickman  
Artistic & Education Director  
[kimberly@billymcguigan.com](mailto:kimberly@billymcguigan.com)

Kate Whitecotton  
CEO | Rave On Productions  
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