



**central
music
academy**



PARENT HANDBOOK

2022- 2023



WELCOME TO CMA!



Our Mission

The Central Music Academy's mission is to foster equitable access to high-quality private music instruction at no cost to students. Since our inception in 2004, CMA has given more than 45,000 free lessons to 1500+ children.

CMA Information

Address: 644 Georgetown St, Lexington KY 40508

Web: www.centralmusicacademy.org

Email: centralmusicacademy@gmail.com

Phone: 859-221-2190

Director: Erin Walker Bliss

Assistant Director: Michelle Clouse

Marketing Coordinator: Laiken Hobbs

Monitors: Joy Chou, Allison Combs, Jasmine Sturgeon

This handbook contains important information you will need for lessons during the 2022-2023 school year. Please read it carefully and keep it for reference.



Private Lesson Schedule

Sunday 3:00-6:00

Monday 3:30-8:00

Wednesday 3:30-8:00

Thursday 3:30-7:00

Friday 3:30-7:00

Expectations for Lessons

- Be prepared for every lesson. Students must bring music, folder, and instrument to lessons.
- Much like homework from school, assignments from CMA teachers are to be practiced at home, outside of lesson times. Between weekly lessons, students are expected to conduct individual practice on the recommended CMA assignments an average of 20 minutes per day. Time spent in school ensemble rehearsal, or on school music (unless it is specifically being addressed in a lesson), does not count toward this daily 20-minute expectation.
- Students taking lessons must participate in scheduled performance juries.
- Students/parents/guardians are asked to volunteer one time per year.

Attendance at Lessons

- For security and supervision purposes, a CMA monitor or staff member will be present along with private lesson teacher(s) anytime the building is open.
- Students are most successful when their attendance is regular and timely. Arriving 10 or more minutes late counts as one-half of an absence.
- Students may not reschedule lessons.
- CMA does not follow FCPS for weather closures. Please check your email, or call the office, for the most updated closings.



Instruments and Materials

- Students may only study one instrument at a time, and may switch instruments once while at CMA.
- Students who do not have access to an instrument may borrow their instrument of study from CMA, if available, at no cost.
- If a student stops taking lessons at CMA, but has borrowed an instrument, it must be returned within two weeks or the student will owe CMA a \$30 penalty.
- Method books and instructional materials are available for loan to students.
- Any instruments or materials loaned must be returned in the same condition as when received.

Students/parents/guardians are responsible for any damages and potential repair costs.



Probation and Dismissal

- At CMA, we use the term "probation" to refer to a trial period, during which the practicing, preparation, or attendance habits of one of our students are more closely observed. If a student is placed on probation, we are happy to work with them to improve over their subsequent semesters of enrollment.
- Students can be placed on probation (and eventually dismissed) for the following reasons:
 - Three absences or repeated tardiness
 - Disrespectful attitude
 - Repeated lack of preparation in lessons
 - Receiving an unsatisfactory evaluation in, or not playing in, juries
 - Repeated failure to bring instrument or materials to lessons
 - Repeated failure to be picked up before closing time
 - Failure to show satisfactory progress for the semester (two semesters of unsatisfactory progress will result in dismissal)
 - Failure to attend and/or participate in required recitals and concerts
 - If a child receives four (4) absences during one semester, they are no longer qualified for the program and will be dismissed from CMA.
- Once dismissed, a student may not return to CMA.
- If a student is on probation for one offense, and reaches probationary status for a second offense, they will be dismissed from our program.

Recitals and Outreach Performances

- CMA holds spring recitals every year. Participation is mandatory for all CMA students.
- An excused absence from a recital will result in the student being placed on probation. An unexcused absence from a recital is grounds for dismissal from CMA.
- Any students borrowing an instrument from CMA for a recital (including percussionists, bassists, etc.) are required to help transport that instrument and its accessories to the recital location.
- Students are required to volunteer to perform once a year at community outreach events as coordinated by the CMA staff.
- Rescheduling an assigned outreach event is only allowed once—any other failures to perform will result in probation.





Photo Policy

Throughout the year, CMA students participate in activities in which they may be photographed, videotaped, or interviewed. This includes, but is not limited to, lessons, recitals, and outreach concerts. As such, it is possible that each student's photographs, work, and quotations may be used in CMA's promotional materials, such as newspaper articles, grant requests, website updates, brochures, print ads, etc.

The Central Music Academy is supported in part by an American Rescue Plan Act grant from the National Endowment for the Arts to support general operating expenses in response to the COVID-19 pandemic. The Kentucky Arts Council, the state arts agency, provides operating support to CMA with state tax dollars and federal funding from the National Endowment for the Arts. LexArts has provided funding support for the Central Music Academy through its Fund for the Arts.

Kroger Community Rewards

You can support CMA by shopping at Kroger and linking your Kroger Plus card to CMA, which allows us to receive a 4% donation of your total every time you shop at Kroger! We highly encourage everyone to take 3 - 5 minutes to sign up.

If you would like to participate in this free and simple program, the process to enroll for the first time is very easy:

- Go to www.Kroger.com/communityrewards and click "create an account."
- Enter your email address, a password, and preferred Kroger store that you most often use for shopping.
- After creating your account, you will enter your 12-digit Kroger Plus card number (what you scan each time you shop),
- Select to enroll your card in the Community Rewards program to benefit CMA. Type in "Central Music Academy" in the organization search box, or type in our organization number LA018.

If you have any questions about enrollment or need help enrolling can call 1-800-KROGERS, Option #3.





CMA CALENDAR

FALL 2022 - SPRING 2023

August 22: Fall Lessons Begin

September 4 - 5: CMA closed - Labor Day

November 23 - 25: CMA closed - Thanksgiving

December 11 - 16: CMA Jury Week

December 16: Last day of fall semester lessons

January 9: Spring lessons begin

January 16: CMA closed - MLK Day

February 21: CMA closed - Presidents Day

February TBA: CMA Honors Recital

April 3 - 9: CMA closed - FCPS Spring Break

May 1 - 7: CMA Jury Week

May 7 - 9: Spring recitals, location TBA

September - April - All student outreach events are TBA

