



Southwest Florida Christian Academy
Fine Arts Academy

Providing Quality
Christ-Centered Instruction
in the Arts

Parent / Student Handbook
2025-2026



Southwest Florida Christian Academy

Fine Arts Academy

3750 Colonial Boulevard

Fort Myers, Florida 33966

(239) 936-8865 Ext. 1117

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Nathalie Higgins, SFC A Extracurricular and Fine Arts Academy Program Director/HS French Teacher

PURPOSE STATEMENT

The SFCFA Fine Arts Academy equips students with a biblically based, academically excellent education through the creative and performing arts. We cultivate artistic talent and spiritual growth, preparing students to lead with truth, beauty, and excellence as they glorify God and impact culture for Christ.

OFFICE HOURS

Office hours are Monday - Friday 8AM – 4PM. Please contact Nathalie Higgins, at nathalie.higgins@sfcakings.org with questions or concerns you may have.

MUSIC POLICIES

LESSONS

Lessons are available to anyone, ages five and up, desiring private instruction in fine arts. The instructor may recommend starting lessons with a child when the child gets a little older, depending on maturity and type of instruction. It is always helpful (and sometimes necessary) for the child to be able to read.

SCHEDULING LESSONS

The Fine Arts Academy will try to accommodate students' preferred lesson dates and times and also try to keep families with more than one student enrolled, scheduled together. When enrolling for the next semester, we cannot guarantee that the student will have the same lesson day and time. Preference is given to the returning students who enroll first.

ABSENTEEISM AND MAKE-UPS

Students are allowed two (2) excused absences each semester. *Absences are considered excused if the student notifies the instructor a minimum of twenty-four (24) hours in advance of the lesson.* The instructor will then schedule a make-up lesson. If the instructor cancels a lesson for any reason, this will not count as a student absence and the instructor will schedule a make-up lesson with the student. If a student commits to the rescheduled lesson day/time, and is absent for any reason, the lesson will be forfeited and not rescheduled by the instructor. The SFCFA Fine Arts Academy schedule follows the school calendar, unless otherwise rescheduled with each of the student's instructors.

TARDINESS

It is very important that students be on time for lessons. Because instructors' schedules are full, lessons will not be extended for late students.

It is also very important for students to be picked up on time by their parents/guardians so that each student can enjoy their full lesson. SFCFA reserves the right to charge a late fee of \$15 for the first 15 minutes past the end of their scheduled lesson time, followed by \$1/minute, billed through FACTS incidentals.

CANCELLATIONS DUE TO INCLEMENT WEATHER

The Fine Arts Academy will follow the SFCFA policy regarding closing. Should you have any questions, you may also call the school office at (239) 936-8865 and listen to the recorded message.

****LESSONS MISSED DUE TO INCLEMENT WEATHER WILL BE RESCHEDULED****

STUDY MATERIALS – Instruments, Books, and Other Supplies

All instrumentalists are expected to provide their own instruments. Books, metronomes, and other materials are also the student's responsibility. Your instructor will let you know what items are needed, as well as where you may obtain them. Please understand that it is against the law to photocopy music of any kind without the consent of the publisher. So please only use materials that have been photocopied by your instructor because these items are under our licensure. Violation of copyright law cannot be tolerated.

PRACTICE TIME

Practice at home is very important! Progress depends greatly on the amount of time spent in practice and will vary. It is recommended that you practice five days per week, and that your practice time may equal the amount of your lesson/instruction time. For example, if your lesson is 30 minutes, then your daily practice could also be 30 minutes.

****LESSON TIME IS NOT PRACTICE TIME****

FINANCIAL POLICIES/RESPONSIBILITIES

TUITION

Tuition is calculated by multiplying the rate per lesson by the number of weeks in a semester. There are 12-week sessions in the fall and spring semesters.

30-minute session* - \$350 per semester

60-minute session* - \$ 650 per semester

Group 1 Class

2 or more students, requires previous private lessons

\$300 per semester per student

Group 2 Class

2 or more students, no pre-requisites

\$420 per semester per student

PAYMENT SCHEDULE

Payments are due at the time of registration using the link provided. All payments are electronic utilizing our secure FACTS platform.

The goal of the Fine Arts Academy is to provide the best qualified instructors available. If a student withdraws during the semester, for any reason, a four-week advance written notice is required for reimbursement. The balance remaining after four weeks of notice will be refunded in full. If less than four weeks remain in the semester, no reimbursement will be issued.

- Beginning in the Spring of 2026, lessons will end 5 minutes before end time to allow a smooth transition between students.

GENERAL POLICIES

WAITING AREA/SUPERVISION OF STUDENTS

If family members remain on campus during a student's lesson/class, please use the designated waiting area (instructor will show you on the first day of class). Please do not allow students under the age of 12 to sit unattended in the waiting area. No student is allowed to wander around the church or school campus before or after lesson/class. Instructors will supervise students during lesson/class times only. Instructors will escort young students to the waiting area where they will be returned to the parent or guardian. It is not the responsibility of Southwest Florida Christian Academy or McGregor Baptist Church to watch children who are dropped off early or left late after lesson/class.

ENTRANCE AND EXIT

Please use the Faith Atrium for all entrances and exits. Please keep noise levels down when entering to respect our administrative staff working in these areas.

DISCIPLINE

The instructor will notify parents of any unacceptable behavior. Physical violence or profanity will not be tolerated. If a problem cannot be resolved between the student, parents, and instructor, a meeting will be arranged with the Administrator. In the event that the problem continues, lessons will be forfeited, and no refunds or credits issued. The student will be permanently dismissed.

CONTACT INFORMATION

All communications will come via phone or email. It is imperative that we have your current contact information. A change of address form should be filled out prior to moving so that student's records can be updated in a timely manner. Please use nathalie.higgins@sfcakings.org if you need to communicate.

HOLIDAYS AND SEMESTER BREAKS

SFCA Fine Arts Academy follows the school calendar.

If your lesson/class falls on a holiday, it will be rescheduled at a time agreed upon by the instructor and your family.

Please sign this portion stating you understand and will abide by the policies in this handbook to the best of your abilities. Thank you!

Student Signature _____ Date _____

Parent Signature _____ Date _____

Director Signature _____ Date _____