

**CCA After-School Fine Arts Program Class Policy Requirement/
Class Payment Procedures**

**Cheaha Creative Arts, Inc. Good Housekeeping
Standard Procedure Policy**

It is the individual responsibility for all CCA Corporation, Board of Directors, Staff Members, certain Consultants, Volunteers, **Parents/Students**, Part-Time Contract Instructors and Partner Organizations affiliated with CCA to review all policies and procedures. It is the responsibility of the President/Executive Director to get all required document policy procedure requirements signed. All signed documents will be kept on file.

CCA Program Policy

CCA after-school fine arts program annual fiscal year will begin from **August** through **June** in **FY 2015**. Parents, guardians and adult students will receive at the start of each fiscal year a class calendar, sign and receive a copy of the program payment policy. Parent, guardian and adult student, it is your responsibility to read, understand and review the **CCA Policy Handbook**, then sign the designated form verifying having read the policy.

CCA values and respects the personal time of all students and their parents. Students should arrive ten (**10**) minutes before their scheduled class time. This will maintain a smooth transition between each allotted class time training. Parents are encouraged to visit and observe classes, if at any time your child's instructions do not begin at the scheduled time, please make an inquiry to the instructor. If you should choose to remain in the class or lobby during class time, please be aware of the sound distractions. Siblings of students are not allowed to run or play loudly through the studio. Because all teachers and assistants may be tending to classes, please feel free to talk to the instructor or assistants between class times for any questions. Parent's if at any time you have any concerns or problems with your child's instructions; please contact the **Executive Director** immediately.

Picking Up Students after Class

For the safety of your child, no student will be allowed to wait outside the Kilby house or walk to the car alone. Parents must come inside the Kilby house to pick up their children.

Attendance

Regular and consistent attendance is expected by all students who register into the CCA after-school fine arts program. The progress of the entire program is hindered when classes are missed, students do not practice homework assignments and the instructor must continue to re-teach what was taught during an earlier session. The high expected goal achievements CCA instructors set forth for the program has created positive output training performance by the students. Continued irregular attendance and persistent failure to notify the CCA administration within **24 – 48** hour for a class absence can affect your child's continuation in the program. **NO** refunds or reductions will be made if the student misses a scheduled class.

Missed Classes

Any missed class may be made up (**if available**) within one month of the missed session. If a student misses classes persistently, students will not be allowed to make-up a class. **NO** refunds or reductions will be made if the student misses a scheduled class. Make-up classes are at the discretion of the director and cannot be guaranteed available. Class fee payments are due at the first day of class each month. Unless prior approval payment arrangements has been authorize by the Executive Director, class fees are expected to be paid on the first day of class each month. Otherwise, the account will be assessed delinquent and a **\$10 late fee** will possibly be charged to your child's account.

CCA Program Payment Procedures

Cheaha Creative Arts, Inc. (CCA) structured program payment system secures the internal financial controls. Like every business we do operate on a budget. We count on you the parent/adult to pay your fees on time to insure we meet our responsibilities. **CCA** Administration and Board of Directors apologize for any hardships the program payment system might incur upon you in our efforts to achieve the highest utmost business standards as an organization. The **CCA** Administration and Board of Directors have decided on the following:

1. All program class payments are to be paid by **Check** or **Money Order**; If **Cash**, place in a sealed envelope.
2. Make **Checks** or **Money Orders** out to **Cheaha Creative Arts, Inc.**
3. Mail/or place in a sealed envelope to **P.O. Box 5097, Anniston, AL 36205-0097**
4. All fee payments are expected to be paid on the first day of class each month (**August - June**), unless prior arrangements have been made with the **CCA** Executive Director.
5. In addition, returned check payments are subject to a declined fee cost incurred to **CCA** by our financial institution that will be your responsibility to pay.
6. The Directors reserve the right to convert all future payments to cash only, cashier's checks or money order if there is more than one **N.S.F** on an account.
7. **Class Fees are nonrefundable** for missed lessons.
8. A receipt will be given to you by the **CCA** Executive Director once verification has been made to her by the internal financial control staff that your payment has been paid.

CCA place a high value on the instructions that we provide, therefore fees are in place in an attempt to cover the costs for the fine arts educational training. For the sake of your family's security and peace of mind and for the general financial stability of our program, we encourage parents or guardians to contact the **Executive Director** as soon as possible, when they are anticipating economic difficulties.

I have received a copy and carefully read the **CCA After-School Fine Arts Program Class Policy Requirement/Class Payment Procedures** for parent, guardian or adult student and have considered not only the literal expression of the policy, but also its intent. By signing this affirmation of compliance, I hereby affirm that I understand and agree to comply with the **CCA After-School Fine Arts Program Class Policy Requirement/Class Payment Procedures**.

Print Parent, Guardian or Adult Student	Signature	Date
---	-----------	------

CCA does all that is possible to maintain an accurate record of your account. However, we can make mistakes. If you feel that there is an error in your account, or you have questions in general, please speak to the CCA Executive Director.