



Student Handbook

2025/2026 Edition

Last Revised: August 28th, 2025

**Guiding
Hands**

**Lifting
Voices**

**Shaping
Futures**

**1829 East Franklin Street
Suite 500
Chapel Hill, NC 27514**

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CHSMA Student Handbook – 2025/2026 Edition

Chapel Hill School of Musical Arts (CHSMA)

CHAPEL HILL LOCATION

1829 E Franklin St, Unit 500
Chapel Hill NC 27514

CARRBORO LOCATION

300-G East Main Street
Carrboro, NC 27510

(919) 960-6898

reception@chsma.com

chsma.com

facebook.com/ChapelHillSchoolOfMusicalArts

Our Mission

At Chapel Hill School of Musical Arts (CHSMA), we are dedicated to unlocking the musical potential within every student, from beginner to advanced, in a nurturing and inspiring environment. Our highly skilled faculty and comprehensive programs cultivate creativity, foster personal growth, and instill a lifelong passion for music. We believe that music is a powerful force—one that connects people across all walks of life. Through music, we can inspire positive change and help build a stronger, more connected community.

Music Education Program

At CHSMA, we offer a well-rounded music education built on the foundation of personalized, one-on-one instruction. Enrollment is open year-round, and students/families may **withdraw at any time with 30 days' written notice**.

Monthly tuition includes the following services throughout the 12-month academic year:

- 43 private lessons with a highly qualified instructor.
 - 3 Studio Classes. These weeks replace regular lessons and offer students the chance to perform, collaborate, and learn in a group setting.
 - Professionally managed Recitals twice a year (Fall and Spring).
 - Access to CHSMA's special events.
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Annual Schedule and Holiday Observations

Each year, CHSMA observes six weeks of scheduled closures. You'll find the dates for the upcoming academic year listed below and included on the attached calendar:

Labor Day*—September 1, 2025
Fall Break—November 25-30, 2025
Winter Break—December 21, 2025-January 3, 2026
Spring Break—March 30-April 5, 2026
Memorial Day*—May 25, 2026
Summer Break—June 23-July 5, 2026

**We close on Labor Day and Memorial Day. To keep lesson counts even, both Summer and Fall Break begin on a Tuesday.*

CHSMA has **3 Studio Class Weeks** each year on the following schedule:

Studio Class Week #1—October 13-19, 2025
Studio Class Week #2—January 26-February 1, 2026
Studio Class Week #3—April 20-26, 2026

CHSMA has **2 Recital Performances** each year. The dates will be scheduled and communicated to the student/parent no later than one month before the recital date:

Fall Recital Weekends—November 14-16, 2025 and November 21 & 23, 2025
Spring Recital Weekends—May 1-3, 2025 and May 15-17, 2025

CHSMA Policies

Enrollment and Payment

We ask families to keep their **contact and payment information current** (address, phone, and email). We primarily communicate by email, and will never share or sell your information.

Lessons are paid in advance on a monthly basis by automatic debit (Visa/Mastercard/Discover). If a payment does not go through, we'll pause lessons until the account is up to date. A \$35 fee may be applied to declined transactions. In unique cases where automatic debit is not possible, we require a deposit equal to one month's tuition. This deposit will be applied to the student's final month of instruction.

A one-time \$75 family registration fee is collected upon registration. This covers all members of a household under one account.

Withdrawals

If you need to discontinue lessons, we ask for **30 days' notice by email** sent to [admin@chsma.com]. If the final lesson occurs mid-billing cycle, tuition will be prorated. We encourage students to complete all lessons already paid for before withdrawing.

Observing Lessons

Parents are always welcome to sit in and observe their child's lesson. For our youngest students, we may ask a parent to join in the room to help them feel comfortable and supported. Studio class observation is at the discretion of the teacher and may depend on the size of the class.

Broadway in Concert and other Classes at CHSMA

Musical Theatre classes and other offerings at CHSMA sometimes have different attendance requirements and observation guidelines. We encourage you to speak directly with the teacher to learn more about their approach. Please note that these classes are an additional offering and are not part of regular tuition.

Recital Participation

Recitals are not mandatory, but we warmly encourage all students to take part in these joyous and welcoming events. Students who are performing should arrive 30 minutes before the start of the recital. To support our performers and maintain a focused environment, we kindly ask that all attendees stay through the entire performance.

Scheduling, Cancellations and Make-Ups

Make-up Lesson Policy

Each student is guaranteed **one make-up lesson between January–June and one between July–December**. These guaranteed make-ups cannot be saved for later, transferred, or exchanged. Any additional make-ups beyond the two guaranteed per year are at the discretion of the teacher and depend on their availability.

If a lesson is canceled by the teacher or the school, it will always be made up and will not count against the student's guaranteed make-up lessons.

We are not able to offer make-ups or credits for missed studio classes or recitals. When in-person make-ups aren't possible, students may request an online lesson, which the teacher may provide at their discretion.

Notification of Lateness or Absence

If a student will be late or needs to miss a lesson, please notify the teacher or the office as soon as possible.

- If the teacher knows the student is running late by the scheduled start time, they will still provide a lesson for the remaining time. Lesson time cannot be extended past the scheduled slot.
- If a student arrives more than 10 minutes late without notifying their teacher or the office, the lesson will be considered a “no-show” and will be canceled.
- If a student prefers to switch to an online lesson rather than miss entirely, they should let the teacher know in advance so arrangements can be made.

Summer Leave Requests

Students may request up to 4 weeks of summer leave between June and the end of August to accommodate vacations, camps, and other activities. Requests must be submitted by May 31st in order to adjust billing and cannot be changed after that date.

Severe Weather and Closures

CHSMA may occasionally suspend in-person instruction due to severe weather. This decision is made independently of local public school closures.

- If there is an unexpected closure, families will be notified by email
- If the Emergency Broadcast System issues a warning, staff will immediately stop lessons and follow safety instructions for shelter or evacuation.
- Teachers may offer online at their scheduled times even if the building is closed.

Urgent Information

For urgent updates (such as weather-related closures), we will send notices by email or text alerts to make sure families receive timely information.

Miscellaneous

Photo Policy

At CHSMA, we occasionally capture photos and videos of lessons, recitals, and events to celebrate our community, keep records, and share the joy of music through our publicity.

We never use the names of our students in any publication without consent. If you would prefer not to be photographed or recorded, you may:

- Let us know in advance by emailing us, and we'll make sure your request is documented.
- Notify the staff member or photographer on site.

Families who choose to opt out are asked to help by stepping out of the photo area when a photo or video is taking place. Our staff will always respect on-site requests not to photograph or record a specific student.

Food and Drink at Facility

To keep our studios and waiting areas clean and welcoming for everyone, we ask that food and beverages (other than water) not be consumed inside the building. A water fountain is available, and for your convenience, outdoor seating is provided on our covered porch. If you bring snacks or meals, please enjoy them outside and place any trash in the bin located on the porch.

Smoking at the School

CHSMA is a smoke-free environment. For the health and comfort of our students and families, smoking and vaping are not permitted within 50 feet of any door, window, or ventilation source at the school.

Studio Use

For everyone's safety and to ensure lessons run smoothly, students may only enter studios or classrooms with permission from a teacher or administrator. If the student is a minor, an adult must be present in the room with them.

Unattended Children

We care deeply about the safety of every child at CHSMA. Please note that we cannot provide supervision outside of lesson or class time.

- Students should not be dropped off or picked up more than 15 minutes before or after their scheduled lesson.
 - Children may not be left on the premises unsupervised.
 - Parents of young children are asked to remain in visual contact with their child while waiting.
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Frequently Asked Questions

Where can I wait while my child takes lessons?

We provide both an indoor waiting room and a covered outdoor porch for caregivers. Please feel free to relax or catch up on work while your child is in their lesson.

If a student is unwell and cannot attend in person, can they request an online lesson?

Yes! If you or your child is not feeling well but are still able to participate virtually, please let the teacher know as soon as possible so an online lesson can be arranged.

Is additional parking available?

Yes. If the front lot is full, take the last right into the complex and you'll find plenty of additional parking behind the building.

Where can I buy or rent instruments?

While CHSMA does not rent or sell instruments, we're happy to connect you with local options. We keep a list of trusted music stores in the Triangle that our students have worked with—just ask at the reception desk!

Where do I get lesson materials (music books, scripts, etc.)?

Students are responsible for purchasing their own lesson materials. Most can be found affordably at local music stores or online retailers.

Thank You for Being a Part of Our Community!

We are so grateful to share music with each of our students and families. At CHSMA, we believe in more than just lessons—we believe in community, growth, and creativity. Thank you for letting us be a part of your musical journey. Together, we'll continue building a vibrant, supportive community where music inspires us all.



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social media



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@chapelhillschoolofmusicalarts

CHSMA.com

THANKS FOR YOUR SUPPORT!

CHAPEL HILL SCHOOL OF MUSICAL ARTS - 2025/26

SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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JANUARY

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FEBRUARY

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MARCH

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APRIL

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MAY

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JUNE

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JULY

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AUGUST

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| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

WHITE = Regular Private Lessons BLUE = Studio Class Week (no regular private lessons) RED = BREAK/School closed GREEN = Recitals