



GUIDING HANDS. LIFTING VOICES. SHAPING FUTURES.

Student Handbook

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CHSMA Student Handbook – 2026/2027 Edition

Chapel Hill School of Musical Arts (CHSMA)

CHAPEL HILL LOCATION
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Our Mission

At Chapel Hill School of Musical Arts, we believe that music lessons should be both excellent and deeply personal. Our school is home to students of all ages and levels, from beginners taking their first lesson to advanced musicians preparing for their next stage. With an incredible faculty and a welcoming community, we work to help each student grow in confidence, creativity, and skill while building a lifelong connection to music.

More than anything, we believe music has the ability to bring people together. It gives students a place to express themselves, connect with others, and become part of something larger than themselves. We are proud to continue building a school where students, families, and teachers feel supported, inspired, and at home.

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 organized recitals twice a year, in the fall and spring, with the option for students to rehearse and perform with an accompanist.
 - Access to CHSMA's masterclasses and 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:

Memorial Day*—May 25, 2026

Summer Break—June 23-July 5, 2026

Labor Day*—September 7, 2026

Fall Break—November 24-29, 2026

Winter Break—December 22, 2026-January 4, 2027 (first day back is January 5, 2027)

Spring Break—March 29-April 4, 2027

Memorial Day—May 31, 2027

**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. During Studio Class Weeks, students attend a studio class in place of their regular private lesson:

Studio Class Week #1—October 12-18, 2026

Studio Class Week #2—January 25-31, 2027

Studio Class Week #3—April 19-25, 2027

CHSMA holds two recital periods each year, one in the fall and one in the spring. Specific recital assignments will be scheduled and communicated to students and families no later than one month before the recital date:

Fall Recital Weekends—November 6- 8, 2026 & November 20- 22, 2026

Spring Recital Weekends—April 30, May 1 & 2, 2027 & May 14-16, 2027

We make every effort to keep these dates consistent so students and families can plan ahead with confidence. In the unlikely event that a change becomes necessary, we will communicate it **as early as possible** and appreciate your understanding.

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 \$25 fee may be applied to payments later than 10 days. 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.

2026/2027 Tuition Rates:

30 minutes—\$176

45 minutes—\$235

60 minutes—\$302

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@chisma.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.

No-Show/No-Call Policy

Beginning September 1, CHSMA will be updating our policy for missed lessons when no advance notice is provided.

If a student does not attend a scheduled lesson and the family has not called or emailed beforehand, that lesson will be forfeited and will not be eligible for a make-up.

If you know that your student will need to miss a lesson, simply let us know in advance and the absence will continue to be handled under our existing make-up policy.

This small change is designed to better respect the time and preparation of our teachers, who reserve each student's lesson time specifically for them. We are grateful for your help in supporting the faculty who make CHSMA such a special place to learn.

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 mid-May (exact date to be announced) 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.

Code of Conduct and Anti-Harassment Policy

CHSMA is dedicated to maintaining a safe, inclusive, and respectful environment for all students, families, and staff. Disrespectful or harmful behavior—including the use of slurs, discriminatory remarks, harassment, bullying, or physical or verbal aggression—will not be tolerated under any circumstances. Anyone who witnesses or experiences such conduct

should report it immediately to a staff member. All incidents will be documented and reviewed, and appropriate consequences will follow, which may include removal from the school or termination of employment. Retaliation against anyone who reports a concern in good faith is strictly prohibited.

Emergency Response Policy

Purpose

This policy outlines CHSMA's procedures for protecting students, staff, and visitors during emergencies such as active threats, severe weather, fires, or medical incidents. It establishes clear communication protocols, shelter and evacuation procedures, and post-incident reporting steps to help ensure safety and coordination in any critical situation.

Communication Flow

If anyone witnesses or becomes aware of an immediate threat, they should notify the onsite staff member in charge right away. If emergency services are needed, that person should immediately call 911 and provide the school's name, address, and the nature of the emergency, along with a brief description and location of the threat (for example, "Studio 2, first floor"). Once notified, the staff member in charge assumes command, coordinates with staff and emergency responders, and oversees next steps. If the owners, Dave and Rachel, are not present, they should be contacted by phone or text once it is safe to do so. In situations where parent communication is necessary, families will receive official updates via email or text with safety information and pick-up instructions.

Active Threat Response

In the event of an active threat, staff should immediately initiate a lockdown by locking exterior doors, turning off lights, silencing all devices, and moving everyone out of sight. Doors should be barricaded if possible, and silence should be maintained until law enforcement provides an official "All Clear." If a safe exit route is available, staff should evacuate students quietly to the designated assembly point—typically the parking lot across the street. If evacuation is not safe, everyone should remain hidden and secure the space. Physical defense (fight) should only be used as a last resort if life is in immediate danger. If a threat or shooting is reported in the surrounding area, the school should remain alert and follow all instructions from law enforcement.

Tornado or Severe Weather

Upon hearing a tornado siren or receiving an official alert, staff should immediately announce shelter-in-place procedures. Everyone in the building should move to interior hallways on the lowest floor, away from windows and glass. Doors should be closed but not locked unless directed otherwise. Individuals should kneel or sit facing interior walls and cover their heads and necks. Everyone must remain in place until emergency personnel announce the "All Clear."

Fire or Building Evacuation

If a fire alarm has not yet been triggered, any staff member discovering a fire or smoke condition should activate it immediately. The building should be evacuated calmly through the nearest safe exit. The primary exit is the front door; the secondary exit is the emergency door on the second floor. Teachers and staff must escort students to the designated outdoor assembly area at the far end of the main parking lot. Once outside, the staff member in charge will conduct a headcount and report any missing persons to emergency responders. No one may re-enter the building until fire officials declare it safe to do so.

Medical Emergency

In a medical emergency, staff should call 911 immediately and provide details about the situation, including the location and condition of the individual involved. If trained, staff may render first aid while following any instructions given by the 911 operator.

Post-Incident Reporting and Review

Once the situation is resolved and everyone is safe, the staff member in charge must submit a written summary of the incident to the Owners. The Owners will handle any required notifications to insurance providers or relevant authorities. As soon as possible, a debriefing will be held with staff to review the response, address any concerns, and identify opportunities for improvement.

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.

CHAPEL HILL SCHOOL OF MUSICAL ARTS - 2026/27

JULY 2026						
MON	TUES	WED	THU	FRI	SAT	SUN
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AUGUST 2026						
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31						

SEPTEMBER 2026						
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OCTOBER 2026						
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NOVEMBER 2026						
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DECEMBER 2026						
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JANUARY 2027						
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FEBRUARY 2027						
MON	TUES	WED	THU	FRI	SAT	SUN
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MARCH 2027						
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APRIL 2027						
MON	TUES	WED	THU	FRI	SAT	SUN
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MAY 2027						
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JUNE 2027						
MON	TUES	WED	THU	FRI	SAT	SUN
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21	22	23	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

Note: Summer Break 2027 begins June 22, 2027 and ends July 4, 2027. First day back is July 5, 2027.



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THANKS FOR YOUR SUPPORT!

