

East End Performing Arts

Policies and Procedures for Group Classes

Group Class Location

- Mifflin Avenue United Methodist Church (MAUMC) – 905 Mifflin Avenue Pittsburgh, PA 15221
- Classes are held in the Children's Complex on the second floor of the building. Parents and siblings are welcome to wait in the church's library, on the lower level.

Protocols in Response to Covid 19

- All who enter the building must abide by MAUMC rules, **which include wearing a mask at all times.**
- Students singing will be spaced the recommended six feet apart, side to side and back to back.
- **The internal lung pressure created by singing produces more aerosol particles than speaking or other instruments, particles shown to spread virus particles that are small in size, such as Covid 19. For your protection, and those of others in the studio, it is suggested that you wear the following for your classes:**
 - A KN95 or N95 mask
 - A 2 ply surgical mask (a disposable mask) with a reusable, cloth mask over top.

This recommendation is based on data from the University of Arizona Aerosol Lab study and articles from the Journal of Singing, both studies and publications geared towards musicians and their unique needs.

- Students will wash their hands with hand sanitizer at the outset and end of class, or if they use the rest room or blow their nose.

Dropping Off/Picking Up at Mifflin Avenue United Methodist Church

- Mifflin Avenue UMC is a secured building, and during our class time, the doors will lock after entrance.
- **Students may only be dropped off in the 10 minute window prior to their class.**

- Enter the building through the glass door, to the right of the large red doors. Please note that the buzzer on the door goes to the church office, and will not reach us upstairs.
- If you are running late for class or for pickup, **please call or text Jamie at (412) 327-1753.**
- **You will be charged \$10 for each increment of 10 minutes that you are late in picking up your child(ren.)**

Forms of accepted payment:

Each family will make an account with Square, EEPA's credit card processing company, to keep a card on file. The card will automatically be charged the tuition amount ahead of the start of each eight week session.

A 10% discount is available to families with two or more family members enrolled in EEPA group classes. The same discount is also extended to students who enroll in multiple classes (such as musical theatre and improvisation.)

Withdrawing from Classes

Two weeks written notice is required to withdraw from a class. No refunds will be given after the first class of the session.

Tardiness and Absentee Policies for Group Classes

As the class work is cumulative, regular **attendance is expected.** If a student must arrive late or leave early, please let the instructor know prior to class, if possible, via e-mail or phone. **There is no prorating of tuition for missed classes,** though an update of class activities/assignments will be provided to you. This could be a typed summary of assignments and actives, or a video/ audio recording.

Required Materials

Musical Munchkins:

1. Pencil
2. The Full Voice - Level 1 workbook
3. A folder or three ring binder
4. Optional - a water bottle for water only.

PB&J:

1. Pencil
2. Piano Pronto books as assigned by level:
 - Sonatina - Keyboard Kick off book and power pages
 - Prelude - Prelude book and power pages
3. Optional - a water bottle for water only

Class Etiquette

Students are expected to:

- Arrive on time and to place your belongings in the designated area
- Assist with class set up and/or clean up as directed
- Place cell phones and other electronic devices on silent and place them in the cell phone box, to be retrieved at the end of class
- If arriving late, enter quietly, arrange belongings along the side of the classroom, and wait patiently for the instructor's invitation to begin participating in the current class activity
- Raise your hand if you wish to comment or ask a question
- Consume only water during class, no other food or beverages are allowed
- Treat the building with the respect befitting a house of worship