



DISCIPLES OF CHRIST
MUSIC ACADEMY, ABUJA

For parents and guardians

Parent guide

Registering your child, opening your private parent portal and understanding what it shows.



Website

dcmacademy.com.ng

Contact

Evangelist Oluwafemi Aladejare, 0902 989 9631 (call or WhatsApp)



Contents

1 Registering your child

2 After the assessment

3 Your private link

4 Reading the portal

5 Fees and payments

6 Getting help



Section 1

Registering your child

Where: dcmacademy.com.ng/register.html, or Register a student at the top of any page

- 1 Tell us who is learning and their current level.
- 2 Choose online or in-person lessons and a payment plan.
- 3 Enter your name and WhatsApp number, then press **Send registration**.
- 4 Keep the reference number shown on screen.

Nothing is paid online. The form shows your first payment: registration (once) plus the first month of lessons, and a Director session only if you tick it. The Director calls within one working day to arrange a short, free placement assessment.

Section 2

After the assessment

The Director confirms the right plan and sends payment details. When payment is confirmed, the plan is activated and two things arrive on WhatsApp:

- 1 Your child's **classroom sign-in**: a username and PIN.
- 2 Your **private parent portal link**.

Section 3

Your private link

The parent portal opens only from your family's link. Nobody can browse other families' pages.

- 1 Tap the link in the Director's WhatsApp message.
- 2 On Android, open Chrome's menu (three dots) and choose **Add to Home screen**, so the portal opens like an app.
- 3 If you lose the link, ask the Director, or ask your child to share it from their classroom.

Important. Please don't post the link publicly. If it is shared by mistake, the Director can replace it and the old link stops working.

Section 4

Reading the portal

Section	What it means
Payment plan	Your plan, its fee and whether it is active and paid for the period.
Attendance	One square per class: P present, L late, A absent.
Mock exam	Marks out of 150 against the ABRSM scheme: pass 100, merit 120, distinction 130.
Theory modules	Each module ends with an assessment. 75% or more passes and unlocks the next.
Current pieces	Each piece moves from Learning notes to Hands together, Polishing and Exam ready.
Director's note	Practice advice from Evangelist Aladejare.



Section 5

Fees and payments

Fees are paid in full before lessons begin: registration once, then the lesson fee monthly in advance. A term is three months. Use your child's name as the transfer reference, then press **Paid? Send your receipt on WhatsApp** in your portal and attach a screenshot of the transfer. Once the Director confirms it, the payment appears in your portal.

Tip. If a plan shows as inactive, lessons are paused. Contact the Director to reactivate it.

Section 6

Getting help

Call or WhatsApp the Director on **0902 989 9631**. Answers to common questions are on the Contact page of the website.