Fine and Performing Arts Adjunct Program 2014-2015
Policies and Procedures for Families

Following are the policies and procedures for families and students involved in the Fine and Performing Arts Adjunct Program.

The First Semester will begin September 8, 2014 and end December 19, 2014.

The January Bridge session will begin January 5 and end January 23. This semester break/bridge will be used for makeup lessons, or the teacher and the student may schedule additional lessons if no makeup lessons are due. Additional lessons (not makeup lessons) during the January Bridge will require additional payment.

The Second Semester will begin January 26, 2015 and end May 15, 2015.

The May Extension session will begin May 18 and end May 29. This extension will be used for makeup lessons, or the teacher and the student may schedule additional lessons if no makeup lessons are due. Additional lessons (not makeup lessons) during the May Extension will require additional payment.

Any lessons scheduled after June 1, 2015 will be considered summer lessons and will require separate registration and additional payment.

Scheduling/Cancellations/Make-Up Classes

- Parents are responsible for scheduling lessons for their child(ren) directly with the teacher. Once the lesson has been scheduled, parents must complete and submit the Arts Adjunct Program Registration form found on the Holton-Arms website.
- Parents will maintain regular and prompt communication with the teacher regarding scheduled music lessons. Parents will let the teacher know as soon as possible if a lesson needs to be cancelled or rescheduled.
- Cancellation policy: If you need to cancel or postpone a lesson, you must communicate directly with the teacher by phone and/or email more than 24 hours in advance of the scheduled lesson time. Please give the teacher as much notice as possible. Cancellations made less than 24 hours prior to the scheduled lesson time will not be made up. If your son or daughter experiences a sudden illness on the day of the lesson, please notify the teacher immediately who will work with you to reschedule the missed lesson if possible.
- Teachers are required to makeup or reschedule no more than two lessons per semester that were cancelled with more than 24 hours notice (this does not include lessons missed due to sudden illness). If a student cancels more than two lessons during the semester, the additional missed lesson(s) will not be rescheduled. First semester lessons may be made up during the semester or during the January Bridge session. Second semester lessons may be made up during the semester or during the May Extension session.
- The teacher is under no obligation to make up a “no-show” lesson.
• Trial lessons (limited to two) will be included in the full semester billing. Families will register for the full semester and may cancel the remainder of the semester after two trial lessons if there is not a good teacher/student fit. If the family cancels after three or more lessons, no refund will be given.
• If a student cancels or misses lessons on a regular basis, the teacher has the right to remove the student from his/her roster.
• If Holton-Arms cancels school or closes early for inclement weather or other event such as a power failure, teachers are required to make up one lesson per semester. Teachers are not required to make up more than one lesson per semester due to School closings.

Commitment to Lessons

• Families/students will understand that musical progress is directly related to the effort and practice time that students invest in the period between lessons. Families will talk to the adjunct faculty member about his/her expectations for practice between lessons.
• Students will come prepared for their lessons. This includes bringing any music and/or any instrument needed for the lesson. If the student is not prepared for the lesson, the teacher is not obligated to teach the lesson, nor is he/she obligated to reschedule the lesson.
• If a student arrives late or unprepared for lessons on a regular basis, the teacher has the right to remove the student from his/her roster.
• Students should arrive early and allow time to enter the building through the front door, sign the security book, and walk through the school to the practice rooms. If a student arrives after the scheduled start time, the lesson will end at the scheduled end time to ensure that the teacher remains on schedule. Teachers are not obligated to make-up time if a student arrives late to a lesson.
• Parents can expect the adjunct faculty member to create an open studio, offer a parent observation lesson/conference, or schedule a studio class at least once during the school year to give students an opportunity for an informal performance with teacher and/or peer feedback.
• Students will be encouraged to take advantage of opportunities for a formal recital performance during January or May.

Security/Entering and Leaving Building

• All lessons must be taught on campus during regular building hours. Lessons will not be taught on holidays or during school vacations.
• All students/family members will access the building through the main entrance and sign in at the security desk for lessons after 4:00 p.m. and on weekends.
• If a teacher lets a student/family member into the building via any other entrance after hours, the student/family member must sign in at the security book in the Creative Summer Lobby or at the main entrance.
• Parents are welcome to wait in the Creative Summer Lobby for their daughter or son to complete her/his lesson. Parents will not use this time to observe a lesson unless arrangements
were made ahead of time with the teacher. Parents are expected to monitor the appropriate behavior of their student and other children while they are waiting in the Creative Summer lobby.

- **Students** waiting for lessons or waiting to be picked up may use the Creative Summer Lobby to wait for 15 minutes or less. **However, there will not be adult supervision in this area.** Appropriate behavior is expected in the lobby area at all times. If parents are not able to pick up their child within 15 minutes after the end of the lesson:
  - LS students must return to Extended Day in the LS and be picked up there.
  - MS students must return to Homework Haven and be picked up there.

- Students may wait in the Creative Summer Lobby for a maximum of 15 minutes regardless of whether they are waiting for a lesson to begin or whether they are waiting to be picked up.

### Fees and Payment

- Payment for the semester will be due prior to the first lesson. Payment will be made via credit card online or via check from an invoice generated at the time of online registration.
- Semester tuition will be based on the day of the week of the lesson (maximum of 14) and the length of the lesson. Tuition will be based on the following fees for individual lessons: $36.75 for a 30-minute lesson; $55.00 for a 45-minute lesson; and $73.50 for a 60-minute lesson.
- Teachers will not accept direct payment for lessons.

### Voice Lesson Policy

As is the policy for most arts organizations, Holton-Arms does not offer private voice lessons for students under the age of 14 or before they have finished the 8th grade. This is a long-standing policy that recognizes the importance of healthy vocal training. Consequently, Holton-Arms offers voice lessons only to students who have reached an appropriate level of physical, emotional, and vocal maturity. Students younger than age 14 are encouraged to invest their time and energy in choral singing experiences offered in school and in the larger community. Good training in healthy and beautiful vocal production is at the core of a quality choral ensemble experience.