

Holton-Arms School Arts Adjunct Program 2025-2026

Music Lesson Policies and Procedures

Holton-Arms School's Fine & Performing Arts Adjunct Program offers private and group lessons in instrumental and vocal music.

Semester Dates

Fall Semester (17 Weeks maximum): Monday, September 8, 2025 to Sunday, January 25, 2026

Spring Semester (18 Weeks maximum): Monday, January 26, 2026 to Sunday, June 7, 2026

Summer Session (11 Weeks maximum): Monday, June 8, 2026 to Sunday, August 23, 2026

Lesson Fees and Required Minimums

Payment is due in full before the first scheduled lesson. A minimum of eight (8) lessons are required for the Fall and Spring Semesters, and four (4) lessons minimum for the Summer Session. New students may arrange a single trial lesson before committing to a full lesson package.

Lesson fees are:

\$58.00 for each 30-minute lesson

\$84.50 for each 45-minute lesson

\$111.00 for each 60-minute lesson

Registration Process

1. New students submit an inquiry form for the instrument they wish to study. Returning students begin at Step 2.
2. Contact an instructor (info provided via inquiry confirmation) to set your lesson schedule.
3. Once the schedule is confirmed, register online and submit payment.
4. The Arts Adjunct office will confirm your lessons with an email that includes lesson location, check in procedures, and/or Virtual lesson login information, as well as an electronic calendar invitation.

Voice Lesson Policy – Age Restriction

Holton-Arms offers private voice lessons for students age 13 and older (8th grade). Students younger than age 13 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.

Scheduling In-Person Lessons

In-person lessons at Holton-Arms School may be scheduled Monday through Friday from 3:30 until 7:30 p.m. on days the campus is open. In-person lessons will not be scheduled on school holidays, breaks, or on certain dates when major events are held on the Holton-Arms campus (see Significant and Excluded Dates list). In-person lessons may be held on Professional Days or Conference Days when the campus is open but Holton students do not have classes.

Excluded Dates: A full list of dates in-person lessons may not be held is outlined at the end of this form. These dates may be subject to change; registered students will be informed of changes via email.

Scheduling Virtual Lessons

Virtual lessons should occur between 8 a.m. to 8 p.m., at times and on dates mutually convenient to both the student and instructor. Virtual lessons are not subject to the same scheduling limitations as in-person lessons; however, the Arts Adjunct office will not schedule virtual lessons on Excluded Dates unless they are specifically requested on the Student Information Form at registration.

Program Withdrawal and Refund Policy

A portion of lesson fees includes a non-refundable registration fee equal to \$15 or five percent (5%) of the total program cost, whichever is larger. Requests to withdraw must be submitted in writing. Refunds for program withdrawal will be given as follows:

- Withdrawal within three (3) calendar days of registration: All fees less the cost of any lesson dates that have already occurred will be refunded.

- Withdrawal before first lesson: All fees less the non-refundable registration fee will be refunded.
- Withdrawal before four scheduled lessons: Fifty percent (50%) of fees less the cost of any lesson dates that have already occurred will be refunded.
- Withdrawal after four scheduled lessons: No refunds will be given.

Funds forfeited due to withdrawal are not transferrable to future lessons, to a sibling's account, or to any other program.

Lesson Cancellation and Reschedule policy

Requests to cancel or reschedule a lesson must be communicated directly with the instructor (phone, text, or email) at least 24 hours in advance of the scheduled lesson, and no more than two (2) reschedules will be granted per semester. Rescheduling lessons cancelled by the student is at the discretion of the instructor, and subject to availability of the instructor or the instruction space. Instructors have no obligation to reschedule no shows or requests given with less than 24 hours' notice.

Inclement Weather: If Holton-Arms School cancels school or closes early for inclement weather or other event out of its control (such as a power failure), in-person lessons will be cancelled for that day and may be rescheduled. Virtual lessons may still be held as scheduled.

Music Recitals

Arts Adjunct students are invited and encouraged to participate in the Arts Adjunct Showcase of Music; however, participation is optional. Two performances will be held.

The Fall Showcase, scheduled for Monday, November 10, 2025, is generally intended for continuing Arts Adjunct students who participated in the program in the previous season, from fall 2024 through spring/summer 2025; however, new students are welcome.

The Spring Showcase, scheduled for Friday, March 13, 2026, is intended for new and continuing Arts Adjunct students.

Recitals for players of all instruments take place in Holton's Simms Reception Room. Families are invited and encouraged to attend.

Instructor Commitment to Lessons

- Instructors will begin all lessons on time on the dates scheduled.
- Instructors will provide as much notice as possible if they must miss or reschedule a lesson.
- Lessons cancelled by an instructor may be rescheduled or refunded if rescheduling is not possible.
- Instructors may communicate with parents regularly regarding their student's lessons, progress, and practice.

Student Commitment to Lessons

- Students should arrive for their lessons on time and fully prepared for the lesson; this includes allowing enough time to check in and/or travel to the lesson location by the lesson start time. Instruments and any required sheet music should be readily accessible when the lesson begins.
- Lessons will end on schedule, regardless of the time the student arrives. Instructors are not obligated to extend the lesson or to schedule makeup time if a student arrives late to a lesson.
- Instructors may assign additional practice during the period between lessons. Musical progress is greatly improved when students invest the effort to practice between lessons.
- Parents are encouraged to communicate with instructors regularly regarding their student's lessons, progress, and practice.

Health and Wellness Policy

The Arts Adjunct Program complies with all [Health and Wellness](#) policies of Holton-Arms School.

If your student feels unwell, they should not attend lessons. If their illness includes a fever, they may not return to the campus until they have been fever-free without the use of fever-reducing medications for at least 24 hours.

Masking for up to five days upon return to campus after absence due to illness is recommended.

2025 Fall Semester Significant Dates

| <i>Date</i> | <i>Description</i> | <i>Condition</i> | <i>Restriction?</i> |
|------------------------------|---|---|--|
| Monday, September 8, 2025 | First Day of Fall Semester | | No restrictions |
| Tuesday, September 23, 2025 | Rosh Hashana, School Holiday | Campus Closed | No Lessons |
| Thursday, October 2, 2025 | Yom Kippur, School Holiday | Campus Closed | No Lessons |
| Thursday, October 9, 2025 | Blue-White Family Night/ Panther Pause | Major On-Campus Event | No Lessons |
| Friday, October 10, 2025 | Student Noon Dismissal | Afternoon Faculty/Staff Professional Development | No restrictions; Holton families might skip |
| Monday, October 13, 2025 | Fall Break, School Holiday | Campus Closed | No Lessons |
| Thursday, November 6, 2025 | MS/US Parent-Teacher Conferences | No classes for Holton MS/US students | No restrictions; Holton MS/US families might skip |
| Friday, November 7, 2025 | MS/US Parent-Teacher Conferences | No classes for Holton MS/US students | No restrictions; Holton MS/US families might skip |
| Thursday, November 13, 2025 | LS Parent-Teacher Conferences | No classes for Holton LS students | No restrictions; Holton LS families might skip |
| Friday, November 14, 2025 | LS Parent-Teacher Conferences | No classes for Holton LS students | No restrictions; Holton LS families might skip |
| Monday, November 10, 2025 | Arts Adjunct Showcase of Music | Arts Adjunct Event | Performers may need to skip lessons |
| Monday, November 24, 2025 | Thanksgiving Break | Campus Closed | No Lessons |
| Tuesday, November 25, 2025 | Thanksgiving Break | Campus Closed | No Lessons |
| Wednesday, November 26, 2025 | Thanksgiving Break | Campus Closed | No Lessons |
| Thursday, November 27, 2025 | Thanksgiving Break | Campus Closed | No Lessons |
| Friday, November 28, 2025 | Thanksgiving Break | Campus Closed | No Lessons |
| Saturday, November 29, 2025 | Thanksgiving Break | Campus Closed | No Lessons |
| Sunday, November 30, 2025 | Thanksgiving Break | Campus Closed | No Lessons |
| Friday, December 19, 2025 | Winter Break begins 3:30 p.m. | Campus Closes 4:30 p.m. | No Lessons |
| Saturday, December 20, 2025 | Winter Break | Campus Closed | No Lessons |
| Sunday, December 21, 2025 | Winter Break | Campus Closed | No Lessons |
| Monday, December 22, 2025 | Winter Break | Campus Closed | No Lessons |
| Tuesday, December 23, 2025 | Winter Break | Campus Closed | No Lessons |
| Wednesday, December 24, 2025 | Winter Break | Campus Closed | No Lessons |
| Thursday, December 25, 2025 | Winter Break | Campus Closed | No Lessons |
| Friday, December 26, 2025 | Winter Break | Campus Closed | No Lessons |
| Monday, December 29, 2025 | Winter Break | Campus Closed | No Lessons |
| Tuesday, December 30, 2025 | Winter Break | Campus Closed | No Lessons |
| Wednesday, December 31, 2025 | Winter Break | Campus Closed | No Lessons |
| Thursday, January 1, 2026 | Winter Break | Campus Closed | No Lessons |
| Friday, January 2, 2026 | Winter Break | Campus Closed | No Lessons |
| Friday, January 16, 2026 | LS Applicant Visit Day/ MS/US Student Noon Dismissal | Afternoon Faculty/Staff Professional Development | No restrictions; Holton families might skip |
| Monday, January 19, 2026 | Martin Luther King Day, School Holiday | Campus Closed | No Lessons |
| Sunday, January 25, 2026 | Last Day of Fall Semester | End of Semester | No restrictions |

2026 Spring Semester Significant Dates

| <i>Date</i> | <i>Description</i> | <i>Condition</i> | <i>Restriction</i> |
|-----------------------------|---|--|---|
| Monday, January 26, 2026 | First Day of Spring Semester | | No restrictions |
| Friday, February 6, 2026 | Student Noon Dismissal | Afternoon Faculty/Staff Professional Development | No restrictions; Holton families might skip |
| Thursday, February 12, 2026 | LS/MS Parent-Teacher Conferences | No classes for Holton LS/MS students | No restrictions; Holton LS/MS families might skip |
| Friday, February 13, 2026 | LS/MS Parent-Teacher Conferences | No classes for Holton LS/MS students | No restrictions; Holton LS/MS families might skip |
| Monday, February 16, 2026 | Presidents' Day, School Holiday | Campus Closed | No Lessons |
| Monday, February 23, 2026 | US Parent-Teacher-Student Conferences | No classes for Holton US students | No restrictions; Holton US families might skip |
| Tuesday, February 24, 2026 | US Parent-Teacher-Student Conferences | No classes for Holton US students | No restrictions; Holton US families might skip |
| Friday, March 13, 2026 | Arts Adjunct Showcase of Music | Arts Adjunct Event | Performers may skip lessons |
| Thursday, March 19, 2026 | Spring Break begins 3:30 p.m. | Campus Closes 4:30 p.m. | No In-Person Lessons |
| Friday, March 20, 2026 | Spring Break | Campus Closed | No Lessons |
| Saturday, March 21, 2026 | Spring Break | Campus Closed | No Lessons |
| Sunday, March 22, 2026 | Spring Break | Campus Closed | No Lessons |
| Monday, March 23, 2026 | Spring Break | Campus Closed | No Lessons |
| Tuesday, March 24, 2026 | Spring Break | Campus Closed | No Lessons |
| Wednesday, March 25, 2026 | Spring Break | Campus Closed | No Lessons |
| Thursday, March 26, 2026 | Spring Break | Campus Closed | No Lessons |
| Friday, March 27, 2026 | Spring Break | Campus Closed | No Lessons |
| Saturday, March 28, 2026 | Spring Break | Campus Closed | No Lessons |
| Sunday, March 29, 2026 | Last Day of Spring Break | Campus Closed | No Lessons |
| Friday, April 24, 2026 | Student Noon Dismissal | Afternoon Faculty/Staff Professional Development | No restrictions; Holton families might skip |
| Wednesday, May 20, 2026 | Holton Commencement | Holton All-Day Event | No Lessons |
| Friday, May 22, 2026 | Student Noon Dismissal for Memorial Day | Campus Closes 2 p.m. | No Lessons |
| Saturday, May 23, 2026 | Memorial Day Weekend | Campus Closed | No Lessons |
| Sunday, May 24, 2026 | Memorial Day Weekend | Campus Closed | No Lessons |
| Monday, May 25, 2026 | Memorial Day, School Holiday | Campus Closed | No Lessons |
| Wednesday, June 3, 2026 | Holton MS Beach Trip | Holton Event | No restrictions; Holton MS families might skip |
| Thursday, June 4, 2026 | Last Day of School/ Student Noon dismissal | Holton Event | No restrictions; Holton families might skip |
| Sunday, June 7, 2026 | Last Day of Spring Semester | End of Semester | No restrictions |

2026 Summer Session Significant Dates

| <i>Date</i> | <i>Description</i> | <i>Condition</i> | <i>Restriction</i> |
|------------------------|----------------------------------|------------------------|----------------------|
| Monday, June 8, 2026 | First Day of Summer Session | | No restrictions |
| Friday, June 19, 2026 | Juneteenth, School Holiday | Campus Closed | No Lessons |
| Friday, July 3, 2026 | Independence Day, School holiday | Campus Closed | No Lessons |
| Thursday, July 9, 2026 | Creative Summer Carnival | Holton On-Campus Event | No In-Person Lessons |
| Friday, July 10, 2026 | Creative Summer Carnival | Holton On-Campus Event | No In-Person Lessons |

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| Thursday, July 30, 2026 | Creative Summer Carnival | Holton On-Campus Event | No In-Person Lessons |
| Friday, July 31, 2026 | Creative Summer Carnival | Holton On-Campus Event | No In-Person Lessons |
| Monday, August 3, 2026 | Summer Shutdown begins | Campus Closed | No Lessons |
| Tuesday, August 4, 2026 | Summer Shutdown | Campus Closed | No Lessons |
| Wednesday, August 5, 2026 | Summer Shutdown | Campus Closed | No Lessons |
| Thursday, August 6, 2026 | Summer Shutdown | Campus Closed | No Lessons |
| Friday, August 7, 2026 | Summer Shutdown | Campus Closed | No Lessons |
| Saturday, August 8, 2026 | Summer Shutdown | Campus Closed | No Lessons |
| Sunday, August 9, 2026 | Last day of Summer Shutdown | Campus Closed | No Lessons |
| Sunday, August 30, 2026 | Last day of Summer Session | End of Season | No restrictions |