

## **Holton-Arms School Arts Adjunct Program 2024-2025 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, Sept 9, 2024 to Sunday, Jan 26, 2025

Spring Semester (17 Weeks maximum): Monday, Jan 27, 2025 to Sunday, Jun 8, 2025

Summer Session (10 Weeks maximum): Monday, Jun 9, 2025 to Sunday, Aug 24, 2025

### **Lesson Fees and Required Minimums**

Payment is due in full before the first scheduled lesson. Lesson fees are:

\$58.00 for each 30-minute lesson

\$84.50 for each 45-minute lesson

\$111.00 for each 60-minute 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.

### **Registration Process**

1. New students submit an inquiry form for the instrument the student wants 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 by emailing an electronic calendar invitation with location, check in procedures, and/or Virtual lesson login information.

### **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., and on Saturdays from 9 a.m. to 2 p.m., on days the campus is open. In person lessons will not be scheduled on school holidays, breaks, or certain dates when major events are held on the Holton-Arms campus, but may be scheduled on Professional Days or Asynchronous Learning Days when campus is open but Holton students do not attend 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 via Zoom 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 Excluded Dates; however, if you schedule virtual lessons on dates when in-person lessons are excluded, please outline these dates on your Student Information Form.

### **Program Cancellation/Refund Policy**

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

- Cancellation within three (3) calendar days of registration: All fees less the cost of any lessons that have already occurred will be refunded.
- Cancellation after three days but before first lesson: All fees less the non-refundable registration fee will be refunded.
- Cancellation before four scheduled lessons: Fifty percent (50%) of fees paid less the cost of any lesson dates that have already occurred will be refunded.
- Cancellation after four scheduled lessons: No refunds will be given.

Funds forfeited due to cancellation are not transferrable to future lessons or 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 or email) at least 24 hours in advance of the scheduled lesson, and no more than two (2) requests may be made per semester. Rescheduling 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 must close 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 re-scheduled. Virtual lessons be held as scheduled if both the student and instructor agree.

### **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 11, 2024, is generally intended for continuing Arts Adjunct students who participated in the program in the previous season, from fall 2023 through spring/summer 2024; however, new students are welcome.

The Spring Showcase, scheduled for Friday, March 14, 2025, 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.

### **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.

### **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.

### **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, but optional.

## 2024-2025 Significant and Excluded Dates

### 2024 Fall Semester Significant Dates

<i><b>Date</b></i>	<i><b>Description</b></i>	<i><b>Condition</b></i>	<i><b>Restriction</b></i>
Monday, September 9, 2024	First Day of Fall Semester		none
Thursday, October 3, 2024	Rosh Hashana, School Holiday	Campus Closed	No Lessons
Thursday, October 10, 2024	Blue-White Family Night	Major On-Campus Event	No In-Person Lessons
Friday, October 11, 2024	Professional Day; Panther Pause	Major On-Campus Event	No In-Person Lessons
Saturday, October 12, 2024	Yom Kippur, School Holiday	Campus Closed	No Lessons
Monday, October 14, 2024	Fall Break, School Holiday	Campus Closed	No Lessons
Thursday, November 7, 2024	Parent-Teacher Conferences	No classes for Holton students	none
Friday, November 8, 2024	Parent-Teacher Conferences	No classes for Holton students	none
Monday, November 11, 2024	Arts Adjunct Showcase of Music	Arts Adjunct Event	No lessons for performers
Tuesday, November 26, 2024	Thanksgiving Break begins 12 p.m.	School closes 1 p.m.	No In-Person Lessons
Wednesday, November 27, 2024	Thanksgiving Break	Campus Closed	No Lessons
Thursday, November 28, 2024	Thanksgiving Break	Campus Closed	No Lessons
Friday, November 29, 2024	Thanksgiving Break	Campus Closed	No Lessons
Saturday, November 30, 2024	Thanksgiving Break	Campus Closed	No Lessons
Sunday, December 1, 2024	Thanksgiving Break	Campus Closed	No Lessons
Monday, December 2, 2024	Thanksgiving Break	Campus Closed	No Lessons
Friday, December 13, 2024	Asynchronous Learning Day	Holton students off-campus	none
Friday, December 20, 2024	Winter Break begins 3:30 pm	Campus Closes 4:30 pm	No In-Person Lessons
Saturday, December 21, 2024	Winter Break	Campus Closed	No Lessons
Sunday, December 22, 2024	Winter Break	Campus Closed	No Lessons
Monday, December 23, 2024	Winter Break	Campus Closed	No Lessons
Tuesday, December 24, 2024	Winter Break	Campus Closed	No Lessons
Wednesday, December 25, 2024	Winter Break	Campus Closed	No Lessons
Thursday, December 26, 2024	Winter Break	Campus Closed	No Lessons
Friday, December 27, 2024	Winter Break	Campus Closed	No Lessons
Saturday, December 28, 2024	Winter Break	Campus Closed	No Lessons
Sunday, December 29, 2024	Winter Break	Campus Closed	No Lessons
Monday, December 30, 2024	Winter Break	Campus Closed	No Lessons
Tuesday, December 31, 2024	Winter Break	Campus Closed	No Lessons
Wednesday, January 1, 2025	Winter Break	Campus Closed	No Lessons
Thursday, January 2, 2025	Winter Break	Campus Closed	No Lessons
Friday, January 3, 2025	Winter Break	Campus Closed	No Lessons
Monday, January 6, 2025	Professional Day	No classes for Holton Students	none
Friday, January 17, 2025	LS Applicant Visit Day	No classes for Holton LS Students	none
Monday, January 20, 2025	Martin Luther King Day, School Holiday	Campus Closed	No Lessons
Sunday, January 26, 2025	Last Day of Fall Semester	End of Semester	none

### 2025 Spring Semester Significant Dates

<b>Date</b>	<b>Description</b>	<b>Condition</b>	<b>Restriction</b>
Monday, January 27, 2025	First Day of Spring Semester		none
Friday, February 14, 2025	Professional Day	No classes for Holton students	none
Monday, February 17, 2025	Presidents' Day, School Holiday	Campus Closed	No Lessons
Monday, February 24, 2025	Panther Pause #2	Major On-Campus Event	No In-Person Lessons
Thursday, March 6, 2025	LS / MS Parent-Teacher Conferences	No classes for LS or MS students	none
Friday, March 7, 2025	LS / MS Parent-Teacher Conferences	No classes for LS or MS students	none
Friday, March 14, 2025	Arts Adjunct Showcase of Music	Arts Adjunct Event	No lessons for performers
Thursday, March 20, 2025	Spring Break begins 3:30 p.m.	Campus Closes 4:30 p.m.	No In-Person Lessons
Friday, March 21, 2025	Spring Break	Campus Closed	No Lessons
Saturday, March 22, 2025	Spring Break	Campus Closed	No Lessons
Sunday, March 23, 2025	Spring Break	Campus Closed	No Lessons
Monday, March 24, 2025	Spring Break	Campus Closed	No Lessons
Tuesday, March 25, 2025	Spring Break	Campus Closed	No Lessons
Wednesday, March 26, 2025	Spring Break	Campus Closed	No Lessons
Thursday, March 27, 2025	Spring Break	Campus Closed	No Lessons
Friday, March 28, 2025	Spring Break	Campus Closed	No Lessons
Saturday, March 29, 2025	Spring Break	Campus Closed	No Lessons
Sunday, March 30, 2025	Spring Break	Campus Closed	No Lessons
Monday, March 31, 2025	Spring Break	Campus Closed	No Lessons
Tuesday, April 1, 2025	Last Day of Spring Break	Campus Closed	No Lessons
Tuesday, April 29, 2025	Panther Pause #3	Major On-Campus Event	No In-Person Lessons
Friday, May 2, 2025	Blue/White Field Day; dismissal at 2:30 p.m.	Holton Event	none
Friday, May 23, 2025	Dismissal at 12 pm for Memorial Day	Campus Closes 2 p.m.	No Lessons
Saturday, May 24, 2025	Memorial Day Weekend	Campus Closed	No Lessons
Sunday, May 25, 2025	Memorial Day Weekend	Campus Closed	No Lessons
Monday, May 26, 2025	Memorial Day, School Holiday	Campus Closed	No Lessons
Sunday, June 1, 2025	Last Day of Spring Semester	End of Semester	none

### 2025 Summer Session Significant Dates

<b>Date</b>	<b>Description</b>	<b>Condition</b>	<b>Restriction</b>
Monday, June 9, 2025	First Day of Summer Session		none
Thursday, June 19, 2025	Juneteenth, School Holiday	Campus Closed	No Lessons
Friday, July 4, 2025	Independence Day, School holiday	Campus Closed	No Lessons
Thursday, July 10, 2025	Creative Summer Carnival	Holton On-Campus Event	No In-Person Lessons
Friday, July 11, 2025	Creative Summer Carnival	Holton On-Campus Event	No In-Person Lessons
Thursday, July 31, 2025	Creative Summer Carnival	Holton On-Campus Event	No In-Person Lessons
Friday, August 1, 2025	Creative Summer Carnival	Holton On-Campus Event	No In-Person Lessons
Monday, August 4, 2025	Summer Shutdown begins	Campus Closed	No In-Person Lessons
Tuesday, August 5, 2025	Summer Shutdown	Campus Closed	No In-Person Lessons
Wednesday, August 6, 2025	Summer Shutdown	Campus Closed	No In-Person Lessons
Thursday, August 7, 2025	Summer Shutdown	Campus Closed	No In-Person Lessons

### 2025 Summer Session Significant Dates

<b><i>Date</i></b>	<b><i>Description</i></b>	<b><i>Condition</i></b>	<b><i>Restriction</i></b>
Friday, August 8, 2025	Summer Shutdown	Campus Closed	No In-Person Lessons
Saturday, August 9, 2025	Summer Shutdown	Campus Closed	No In-Person Lessons
Sunday, August 10, 2025	Last day of Summer Shutdown	Campus Closed	No In-Person Lessons
Sunday, August 24, 2025	Last day of Summer Session	End of Season	none