

# Holton-Arms School Fine & Performing Arts Adjunct Program

## Policies and Procedures 2022-2023

The Fine & Performing Arts Adjunct Program offers private and group lessons in instrumental and vocal music. The program's goals are:

- to provide instructional support to Holton students in our curricular ensemble program;
- to expand students' musical education beyond the School's ensemble program;
- to offer the same outstanding instruction to students of all ages in our community.

### COVID-19 Vaccination Policy

Holton-Arms School requires all staff, faculty, and students eligible for COVID-19 vaccination to be fully vaccinated, or provide a verified medical exemption from COVID-19 vaccination, to participate in any on-campus program.

Current Holton students have already provided this proof as a condition of school enrollment. Arts Adjunct students who do not currently attend Holton-Arms School must provide proof of COVID vaccination no later than one week before their first scheduled in person lesson.

Parents who choose to come into the school with their students to wait for them during lessons will be required to show proof of COVID vaccination to enter the building.

### Mask Policy

Indoor masking is currently optional at Holton-Arms School; however, masking during lessons is at the discretion of the instructor. We reserve the right to update this mask policy in response to conditions of the pandemic at the discretion of Holton-Arms School.

### Semester Dates

Fall Semester (17 Weeks): Monday, Sept 12, 2022 to Sunday, Jan 22, 2023

Spring Semester (17 Weeks): Monday, Jan 30, 2023 to Sunday, Jun 4, 2023

Summer Session (11 Weeks): Monday, Jun 12, 2023 to Sunday, Aug 27, 2023

### Arts Adjunct Showcase of Music

Arts Adjunct students are invited and encouraged to participate in the Arts Adjunct Showcase of Music, to be held Friday, March 17, 2023, from 4:00 to 7:00 p.m. Recitals for players of all instruments, and for students from both the Fall and Spring semesters, will take place in Holton's Simms Reception Room. Families are invited to watch our students perform.

### Scheduling In-Person Lessons

In person lessons at Holton-Arms School may be scheduled Monday through Friday from 3:30 p.m. until 7:00 p.m., and on Saturdays from 9:00 a.m. to 2:00 p.m., on days the campus is open. Lessons will not be scheduled on school holidays or breaks, or dates Holton hosts major events, but may be held on Professional Days and Asynchronous Learning Days. Any lessons scheduled outside of these times must be approved by Holton-Arms School.

**Excluded Dates:** A full list of dates in-person lessons may not be held is outlined at the end of this form.

### Scheduling Virtual Lessons via Zoom

It is preferred that virtual lessons via Zoom occur between 8:00 a.m. to 8:00 p.m., at times and on dates mutually convenient to both the student and instructor. Virtual lessons are not subject to Excluded Dates; limiting factors for virtual lessons are teacher and student availability. However, if you schedule virtual lessons on dates when in-person lessons are excluded, please outline these dates on your Student Information Form when you register.

### Lesson Fees and Required Minimums

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

- \$55 for a 30-minute lesson
- \$80 for a 45-minute lesson
- \$105 for a 60-minute lesson

Lessons are sold in packages, starting at a minimum of eight (8) lessons for the Fall and Spring Semesters, and four (4) lessons minimum for the Summer Session.

New students, including returning students who will study with a new instructor, have the option to arrange a single trial lesson before committing to a full lesson package.

### **Instruments Offered**

Cello	Clarinet /Saxophone	Flute	Guitar, Bass, Ukulele
Harp	Oboe	Percussion	Piano
Trumpet	Viola/Violin	Voice*	

\*Private voice lessons are offered for students age 13 and older – see our Voice Lesson Policy.

### **Voice Lesson Policy**

Holton-Arms offers private voice lessons for students beginning in 8th grade. Students in grade 7 and younger 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.

### **Arts Adjunct Program 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(s) (info will be provided in the Inquiry confirmation email) to agree upon a schedule for a lesson package (or trial lesson).
3. Once you and your instructor agree upon a schedule, register online and submit payment.
4. An electronic calendar invitation with your lesson location and check in procedures and/or Zoom login information will be emailed once your online registration is complete.

### **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 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 such as a power failure, in-person lessons will be cancelled for that day and may be re-scheduled. Virtual lessons may still be held if both the student and instructor agree.

### **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 non-refundable registration fee and the cost of any lesson dates that have already occurred will be refunded.
- Cancellation before four scheduled lessons: Fifty percent (50%) of fees 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.

### **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 music should be readily accessible when the lesson begins.
- If a student arrives late, the lesson will still end on schedule. Instructors are not obligated to 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.
- If an instructor must cancel a lesson, and a reschedule is not possible within the same semester, a full refund for the missed lesson will be given.
- Instructors may communicate with parents regularly regarding their student’s lessons, progress, and practice.

<b>Fine &amp; Performing Arts Adjunct Program Fall 2022 Excluded Dates for In-Person Lessons</b>		
<i>Date</i>	<i>Description</i>	<i>Reason</i>
Tuesday, September 20, 2022	Blue-White Family Night	Major Holton Event
Monday, September 26, 2022	Rosh Hashana	School Holiday
Wednesday, October 5, 2022	Yom Kippur	School Holiday
Monday, October 10, 2022	Fall Break; Indigenous Peoples' Day	School Holiday
Wednesday, November 23, 2022	Thanksgiving Break	School Break
Thursday, November 24, 2022	Thanksgiving Break	School Break
Friday, November 25, 2022	Thanksgiving Break	School Break
Saturday, November 26, 2022	Thanksgiving Break	School Break weekend
Sunday, November 27, 2022	Thanksgiving Break	School Break weekend
Friday, December 16, 2022	Winter Break begins at 3:30 p.m.	School Break
Saturday, December 17, 2022	Winter Break	School Break weekend
Sunday, December 18, 2022	Winter Break	School Break weekend
Monday, December 19, 2022	Winter Break	School Break
Tuesday, December 20, 2022	Winter Break	School Break
Wednesday, December 21, 2022	Winter Break	School Break
Thursday, December 22, 2022	Winter Break	School Break
Friday, December 23, 2022	Winter Break	School Break
Saturday, December 24, 2022	Winter Break	School Break weekend
Sunday, December 25, 2022	Winter Break	School Break weekend
Monday, December 26, 2022	Winter Break	School Break
Tuesday, December 27, 2022	Winter Break	School Break
Wednesday, December 28, 2022	Winter Break	School Break
Thursday, December 29, 2022	Winter Break	School Break
Friday, December 30, 2022	Winter Break	School Break weekend
Saturday, December 31, 2022	Winter Break	School Break weekend
Monday, January 2, 2023	Last Day of Winter Break	School Break
Monday, January 16, 2023	Martin Luther King Day	School Holiday

There is a one-week break between the end of Fall Semester and the start of Spring Semester. Lesson make-ups may be scheduled in this week.

**Fine & Performing Arts Adjunct Program  
Spring 2023 Excluded Dates for In-Person Lessons**

<i>Date</i>	<i>Description</i>	<i>Reason</i>
Monday, February 20, 2023	Presidents' Day	School Holiday
Monday, February 27, 2023	Holton Mosaic (tentative)	Major Holton Event
Friday, March 17, 2023	Arts Adjunct Showcase of Music	Major Holton Event
Friday, March 24, 2023	Spring Break begins	School Break
Saturday, March 25, 2023	Spring Break	School Break weekend
Sunday, March 26, 2023	Spring Break	School Break weekend
Monday, March 27, 2023	Spring Break	School Break
Tuesday, March 28, 2023	Spring Break	School Break
Wednesday, March 29, 2023	Spring Break	School Break
Thursday, March 30, 2023	Spring Break	School Break
Friday, March 31, 2023	Spring Break	School Break
Saturday, April 1, 2023	Spring Break	School Break weekend
Sunday, April 2, 2023	Spring Break	School Break weekend
Monday, April 3, 2023	Last Day of Spring Break	School Break
Friday, April 21, 2023	Eid al-Fitr	School Holiday
Friday, May 26, 2023	Holton closes for Memorial Day at noon	School Holiday weekend
Saturday, May 27, 2023	Memorial Day Weekend - no lessons	School Holiday weekend
Sunday, May 28, 2023	Memorial Day Weekend - no lessons	School Holiday weekend
Monday, May 29, 2023	Memorial Day	School Holiday

No lessons will be scheduled between the end of the Spring Semester and the start of the Summer Session, from Monday, June 5, through Sunday, June 11. This period is reserved for Holton-Arms School end of year events and Commencement.

**Fine & Performing Arts Adjunct Program  
Summer 2023 Excluded Dates for In-Person Lessons**

<i>Date</i>	<i>Description</i>	<i>Reason</i>
Monday, June 19, 2023	Juneteenth	School Holiday
Tuesday, July 4, 2023	Independence Day	School Holiday
Thursday, July 13, 2023	Creative Summer Carnival	Major Holton Event
Friday, July 14, 2023	Creative Summer Carnival	Major Holton Event
Thursday, August 3, 2023	Creative Summer Carnival	Major Holton Event
Friday, August 4, 2023	Creative Summer Carnival	Major Holton Event
Monday, August 7, 2023	Summer Break begins	School Break
Tuesday, August 8, 2023	Spring Break	School Break
Wednesday, August 9, 2023	Spring Break	School Break
Thursday, August 10, 2023	Spring Break	School Break
Friday, August 11, 2023	Spring Break	School Break
Saturday, August 12, 2023	Spring Break	School Break weekend
Sunday, August 13, 2023	Last day of Summer Break	School Break weekend

No lessons will be scheduled between the end of the Summer Session and the start of the 2023 Fall Semester, from Sunday, August 27, through Monday, September 11.