



## **Apple Tree Arts Student Handbook 2020-2021**

Welcome (back) to Apple Tree Arts!

Theatre and/or music training is an incredible lifetime investment for your child. The benefits of acting, playing an instrument, and singing are numerous and include:

- strengthened confidence, knowledge of self, and optimism
- greater artistic, problem-solving, and expressive skills
- increased empathy, respect for others, and ability to communicate and work with a diverse set of people
- just to name a few!

We love working together with people of all ages, identities, and abilities to help them discover what they can achieve, develop their performance skills, and grow intellectually, socially, emotionally, and artistically. Each student is different, and we strive to create a relationship with each student that allows us to meet their particular needs, learning style, and personality, and work with them toward continuous artistic growth.

We also help students prepare for endeavors including Royal Conservatory Music Development Program exams, post-secondary theatre and music program auditions, and professional performances. Let us know your goals so we can help you get the most from your time here.

We look forward to getting started!

# **Theatre Programs**

## **Tuition and Payment**

Tuition for theatre programs is charged per program or production. When registering online, payments can be made by automatic credit/debit card or ACH transfer from your bank account. If you would like to pay by check, please let Kathy know by emailing [info@appletreearts.org](mailto:info@appletreearts.org).

Should something come up where you can't fulfill your financial commitment, advanced notice and open, ongoing communication is encouraged and appreciated. We will do our best to work with you.

## **Absences**

There are no credits, make ups, or refunds for missed rehearsals or classes. This includes cancellations for family vacations, illness, school-related absences, etc. and will be strictly adhered to. Please note that this cancellation policy is consistent with those of sports teams, schools, camps, etc., all of which place a high priority on regular attendance and diligent commitment.

## **Withdrawal from a Program**

Any student who withdraws before the start of a program will be eligible for a refund of 50% of the program tuition. If a student withdraws from a program after it has begun, no refund will be given. Exceptions may be made due to extenuating circumstances. Written notice to the ATA business director, Kathy Vandenberg, is required in order to withdraw from a program. If payments are being made in monthly installments, payments will continue automatically until the financial obligation as described above has been fulfilled.

## **Media Policy**

During lessons, classes, recitals, and other events and performances, Apple Tree Arts reserves the right to use video recording and/or to take photographs of students for use in newsletters, advertising materials, social media, lesson demonstration, YouTube and/or Vimeo, ATA-owned websites, and press releases. If you'd prefer we not share photos or recordings of your child, please notify us in writing. At recitals and events, you are welcome to take photos and videos (and share them with us!), but please refrain from using flash photography during performances and only record your own child. Thank you!

## **Accessibility, Diversity & Nondiscrimination**

Accessibility is an organizational asset and a civil right. Apple Tree Arts (ATA) complies with all local, state, and federal laws and regulations concerning civil and

human rights. Our programs and employment practices are free of discrimination based on race, color, religion, national origin, sexual orientation, age, sex, gender identity, gender expression, and disability. In addition, ATA is specifically committed to complying with the provisions of the Americans with Disabilities Act. The ADA requires that all programs, services and activities, when viewed in their entirety, are readily accessible to and usable by individuals with disabilities. For more information, please contact us at [info@appletreearts.org](mailto:info@appletreearts.org).

## **Appropriate Accommodations Policy**

Apple Tree Arts is happy to say that the Town House at 1 Grafton Common is fully accessible. The school acknowledges its obligation to make its offices, classes, and programs accessible and will make reasonable accommodations to ensure that they are. Students, faculty, and staff have the obligation to promptly notify Apple Tree Arts management of any physical barrier to their participation in a class, program, or function in order to arrange for modifications. If classrooms, facilities, or faculty offices are found to be inaccessible, an accessible alternate location will be utilized. For more information, please contact the Apple Tree Arts office at 508-839-4286.

## **Financial Aid**

[Applications are available here](#) and on our website. Applications will be reviewed and voted on by our scholarship committee quarterly. Incomplete applications will not be given consideration. Applicants will be notified of the committee's decision via email.

## **Miscellany**

Participation in Apple Tree Arts programs indicates your acceptance of and agreement to abide by the above policies. Without these business policies, we would be unable to retain high-quality faculty and financially sustain our organization. Having clear policies enables us to focus on the part of all this that really matters: our mission! 😊 Apple Tree Arts' mission is to enrich our communities through the arts by providing high-quality performing arts education and experiences to people of all ages, identities, and abilities.

Email is generally the best way to reach us, as the office staff is now working remotely part of the week. If you have questions about payments, policies, etc. please email Kathy, our business director, at [info@appletreearts.org](mailto:info@appletreearts.org).

## **Private Acting Lessons**

Private acting lessons are available a la carte at \$40 per 30-minute lesson. Please contact our business director, Kathy, at [info@appletreearts.org](mailto:info@appletreearts.org) in order to schedule these.

### **Tuition and Payment**

After registering, payments can be made through the ATA Parent Portal by automatic credit/debit card or ACH transfer from your bank account. If you would like to pay by check, please let Kathy know by emailing [info@appletreearts.org](mailto:info@appletreearts.org).

Should something come up where you can't fulfill your financial commitment, advanced notice and open, ongoing communication is encouraged and appreciated. We will do our best to work with you.

### **Absences**

There are no credits, make ups, or refunds for missed lessons. This includes cancellations for family vacations, illness, school-related absences, etc. and will be strictly adhered to. Please note that this cancellation policy is consistent with those of sports teams, schools, camps, etc., all of which place a high priority on regular attendance and diligent commitment.

*However, this doesn't mean you have to miss out on the benefit of that week's lesson! Any time you miss a lesson, you can send your teacher a video recording of what you've been working on and they'll respond with detailed feedback and suggestions for the week.*

If you'd like to read more about our reasoning behind this policy, we recommend [Make-Up Lessons from an Economist's Point of View](#).

### **Private Lesson Swaps**

Students who opt-in will receive a schedule and a contact list for their teacher's other private lesson students. If you have a one-time conflict, you are welcome to switch lessons with someone else that week. Please let your teacher know of any swaps.

### **In-Person Lessons by Appointment Only**

If you, your teacher, and the Apple Tree Arts staff feel that it is safe to do so, we will allow occasional in-person lessons by appointment only to be held in the Great Hall or in our larger teaching studios. This option will be available to all teachers at their

discretion, no more than once per month. Singing and playing wind instruments will not be permitted, and all students and teachers must wear masks at all times. We will release more details on precautions to be taken once fall lessons have begun. We reserve the right to stop offering in-person appointments at any time for the safety of our students, families, faculty, staff, and community.

## **Teacher Lesson Cancellations**

If your teacher needs to miss a lesson, they will offer you at least 3 options for rescheduling. Please schedule these within 30 days. Make ups not scheduled by the end of the session will be forfeited.

## **Discontinuing Lessons**

Enrolling in lessons reserves your lesson time for the full 10-week session. However, we understand that everyone stops taking lessons at some point. The decision to end lessons should be made with careful consideration, with discussion between parent, student, and teacher so that lessons can end positively. 30 days written notice to the ATA business director, Kathy Vandenengel, is required in order to stop tuition payments. If payment has already been received in full, a refund or credit will be issued for the portion of the session remaining after the 30 days notice period.

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