



# Apple Tree Arts Student Handbook 2023-2024

Welcome (back) to Apple Tree Arts!

Performing arts 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
- and many more!

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!

## General Policies

### Tuition and Payment

Tuition for early childhood programs, group classes, & ensembles is charged per program session, as listed on the website. When registering online, payments can be made by credit/debit card. If you would like to pay by check, please let us know by emailing [info@appletrerearts.org](mailto:info@appletrerearts.org). Note: our registration system does NOT automatically process payment upon registration submission. To submit payment, you must go into the "Billing and Payments" section in your Jackrabbit Parent Portal.

If you're having difficulty, feel free to call or email us for help or to add/update your card information for you. Should something come up where you can't fulfill your financial commitment, advanced notice and open, ongoing communication is encouraged and appreciated. We have financial aid available and will do our best to work with you. Payment plans are also available upon request.

### Absences

There are no credits, make ups, or refunds for missed classes or rehearsals. 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. If a teacher/instructor needs to miss a scheduled class, we will do our best to arrange for a substitute teacher. If we are unable to secure a substitute, a makeup will be scheduled during our Makeup Week at the end of the term. In the event that we need to schedule multiple makeup classes, we will make decisions on a case by case basis.

### Withdrawing from a Program

Enrolling in a group classroom theatre program reserves your spot for the full class session as listed on the website. Written notice is required to withdraw from a program. Families withdrawing more than 7 days prior to the first class of the term will receive a full refund, less a \$15 administrative fee. Families withdrawing less than 7 days prior to the start of the first class may receive a 50% refund. After the class has begun, no refunds will be given. For theatre programs, the deadline to withdraw and receive a full refund is extended to 30 days before the start of the program. If payments are being made in monthly installments, payments will continue automatically until the financial obligation as described above has been fulfilled.

### Health & Safety

ATA Health & Safety procedures will be updated regularly in accordance with federal, state, and local guidance. All students and visitors are expected to follow current policy throughout the year. Families will be notified via email regarding any changes.

We reserve the right to move programs online at any time for the safety of our students, families, faculty, staff, and community.

## 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 do not share photos or recordings of you or 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.

## 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@appleartreearts.org](mailto:info@appleartreearts.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. Please do not hesitate to apply. Applications will be reviewed by our business office and will be kept confidential. 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. If you have questions about payments, policies, etc. please email us at [info@appleartreearts.org](mailto:info@appleartreearts.org).

# Private Music Lessons

## Tuition and Payment

The 2023-2024 academic year will run from September 6 through June 22. Tuition is charged on a monthly membership model based on your lesson length. All payments are made by automatic credit/debit card on the first of the month or the closest weekday. If you would like to pre-pay for the year, or pay by check, please let us know by emailing [info@appleartreearts.org](mailto:info@appleartreearts.org).

Should something come up where you can't fulfill your financial commitment, advanced notice and open, ongoing communication is encouraged and appreciated. We have financial aid available and will do our best to work with you. New students may enroll at any time of year and tuition will be prorated to reflect the portion of the year remaining.

Tuition for the full academic year is calculated based on lesson length. We then break this full cost into 10 monthly installments, per our monthly membership plan. The full tuition cost includes 36 weeks of lessons. With our monthly membership model, we do not charge per individual lesson. See below for details about our monthly membership plan.

## All-Inclusive Membership Plan

To better serve all of our students, we offer an all-inclusive membership plan that allows us to focus on the development of our students as a whole rather than just during the 30/45/60 minutes we see them each week. All the goodies below are included and you never have to worry about one month costing you more than another due to a recital, an extra week, etc. Here's what's included:

- ✓ Customized lessons (see calendar for vacation dates) that cover technique, repertoire or scene study, music theory, music history, diction, and more, depending on your instrument or focus area
- ✓ Performance opportunities
- ✓ Free recitals, with no admission fee for family and friends

## Monthly Payments

### Regular Private Lessons

30-minute lessons \$173.10  
45-minute lessons \$252.30  
60-minute lessons \$313.50

### Piano Immersion Program (PIP)

30-minute lessons \$213.30  
45-minute lessons \$292.50

## Absences

Have a conflict? Feeling under the weather? That doesn't mean you have to stop learning!

You have two options:

- 1) Have your lesson online at your regular time. (This is a good option if you just have a cold, don't have transportation, etc.) Just let your teacher know by noon that you'll be going online for the day so that they can be prepared.
- 2) Send your teacher a video/audio recording of what you've been working on and a scan/photo of any written work and they'll use your lesson time to respond with detailed feedback and new practice suggestions for the week.

In the event of a planned absence, such as a doctor's appointment, students may request a makeup lesson from their instructor. Instructors are not required to provide makeups for a planned absence, but *may* be able to accommodate a makeup in their schedule. Apple Tree Arts cannot guarantee that an instructor will be able to accommodate, and the decision to reschedule is solely up to the instructor. We request that all absences, planned or not, be communicated directly to your instructor via email. Emails will be shared with students during the first week of lessons.

Still concerned about missing your lesson? Please be assured that your tuition is always working for you. Our faculty spend an incredible amount of time and money outside of lessons researching new methods and materials, attending workshops, purchasing and selecting repertoire for students, organizing and planning events, creating worksheets and games, and so much more. We guarantee that each student receives much more of our faculty's time than the 30/45/60 minutes they see them each week. Because your monthly tuition reserves a slot in your teacher's schedule that can't be used for someone else when you're absent, there are no credits, make ups, or refunds for canceled or missed lessons. 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](#).

## Weather & Teacher Cancellations

In the case of severe weather such as snowstorms, lessons will be held virtually. We will notify you via email and post on our social media accounts by noon if lessons are online-only that day. If your lesson is canceled due to teacher absence, a make-up lesson will be provided. Make ups not taken by the end of the session will be forfeited.

## Discontinuing Lessons

Enrolling in lessons reserves your lesson time for the full year from September through June. However, we understand that some students may need to stop taking lessons during that time. The decision to end lessons should be made with careful consideration, with discussion between parent, student, and teacher so that lessons can end positively. A 30-day written notice to ATA is required in order to stop tuition payments. This notice can be made via email to [info@appletreearts.org](mailto:info@appletreearts.org). The last day

to withdraw from lessons and stop payments is May 1st, after which we cannot stop payments. If payment has already been received in full for the year, a refund or credit will be issued for the portion of the session remaining after the 30-day notice period.

## Practice & Parental Support

Young students need a parent/guardian's support and guidance at home to be successful in lessons. At ATA, quality and consistency in practice are emphasized over quantity. Practicing in multiple 15-20 minute chunks of time is often the most effective approach. Speak with your child's teacher for more specific guidance on how much they should be practicing and how to make it an enjoyable experience. At some point, it's possible that your child will start saying something to the effect of "I don't want to practice" or "I'm too tired to have my lesson." That's normal and even professional musicians and actors have days (or weeks) like that! Please be aware that your child's interest in lessons will naturally ebb and flow, but to be successful, you will need to be consistent in your encouragement and commitment to their artistic education. In most cases, it's a temporary roadblock and will pass or be resolved with open communication. Please keep their teacher in the loop so that they can try to re-inspire them and provide them with some extra encouragement. Please make sure all materials (books, flashcards, binder, etc.) are ready for your child's lesson. Students will get more from their lesson time if they have all their materials handy.