



# Studio Policies

Welcome to Youth Arts Academy, a specialty program offered by Boys & Girls Clubs of San Dieguito. Our studio policies have been put in place to help ensure a positive and productive experience for all our students and their families.

## Calendar

Youth Arts Academy is open year-round, except for most national and school holidays (see calendar below). Youth Arts Academy will be closed on the following dates. Lessons/rehearsals will not occur on these dates and will not be rescheduled.

July				
M	T	W	Th	F
3	<del>4</del>	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August				
M	T	W	Th	F
	1	2	<del>3</del>	<del>4</del>
<del>7</del>	<del>8</del>	<del>9</del>	<del>10</del>	<del>11</del>
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

September				
M	T	W	Th	F
<del>4</del>	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

November				
M	T	W	Th	F
		1	2	3
6	7	8	9	<del>10</del>
13	14	15	16	17
<del>20</del>	<del>21</del>	<del>22</del>	<del>23</del>	<del>24</del>
27	28	29	30	

December				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>

January				
M	T	W	Th	F
<del>1</del>	<del>2</del>	<del>3</del>	<del>4</del>	<del>5</del>
8	9	10	11	12
<del>15</del>	16	17	18	19
22	23	24	25	26
29	30	31		

February				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
<del>19</del>	20	21	22	23
26	27	28	29	

March				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
<del>27</del>	28	29	30	31

June				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	<del>19</del>	20	21
24	25	26	27	28
31				

Holiday	Date
Independence Day	7/4/2023
Summer Break	8/3/2023-8/11/2023
Labor Day	9/4/2023
Veteran's Day (observed)	11/10/2023
Thanksgiving Break	11/20/2023-11/24/2023
Winter Break	12/25/2023-1/5/2024
Martin Luther King Jr. Day	1/15/2024
President's Day	2/19/2024
Memorial Day	5/27/2024
Juneteenth	6/19/2024

## Studio Guidelines

### General Guidelines

- **No Food or Drinks in the Practice Studios.** Bottled water is permitted, so long as it is covered with a tight lid. Chewing gum during practice is not permitted.
- **Keep Noise Levels to a Minimum in the Hallways.** The Youth Arts Academy space is shared with several music studios and administrative offices.
- **Clean Up After Yourself.** Leave the studios and common spaces better than how you found them. Throw away and recycle all trash.
- **No Horseplay in the Lobby, Halls, or Rehearsal Spaces.** Please be aware of proper safety and care for yourself, others around you, the studio, and musical instruments.
- **No Cursing, Strong Language, or Language with the Intention of Hurting Others.** Youth Arts Academy is a safe space for people of all ages, please be respectful of those around you.
- **You are Responsible for your Instruments, Equipment, and Materials.** Please take care of these items and be prepared with them before your lesson or practice.
- **Dress Appropriately.** Clothing must cover all undergarments. Shirts must fully cover one's midriff. Shorts must have at least a three-inch inseam. Clothing should not have offensive language or graphics (profanity, derogatory language, or messages associated with mature or illegal substances). Closed toed shoes are required.

## Student Expectations

- Students will be **open and eager** to improve their **personal growth, creativity, and self-expression**.
- Students will make a commitment to be **courteous & respectful at all times**.
- Students will **refrain from involving themselves** in gossip, aggressive language, profanity, put downs or criticisms, negative jokes, and viewing or sharing negative images or videos while at Youth Arts Academy.
- Students will **be prepared** for their lessons by familiarizing themselves with their music, practicing, and bringing sheet music to their lessons.
- Students will **remain positive** and approach every idea as an opportunity to grow and learn.
- Students will **be on time** for their lessons, with their instrument(s) warmed up and tuned, their music ready, and their pencil ready to take notes.
- Students **will involve an adult** when they hear other students discussing abuse or neglect as soon as possible, in order to keep everyone safe. *Youth Arts Academy Staff, as employees of Boys & Girls Clubs of San Dieguito, are mandated reporters.*
- Students will **practice in order to make progress**, demonstrating a willingness to learn new things and a commitment to respecting others.
- Students will **speak up** if they have an idea to share or if they feel uncomfortable with a choice that is made.

## Parent/Guardian Expectations

- Guardians will **keep their child at home** if feeling ill.
- Guardians will **serve as the main point of communication** between their child and instructor for lesson assignments.
- Guardians will **communicate desires** for lesson date/time changes or cancellations in a timely fashion to Youth Arts Academy administration.
- Guardians will **designate a quiet place** and space in their home for their student to complete weekly assignments.
- Guardians will **monitor their child's weekly practice time** and weekly assignments.
- Guardians will **establish routines and schedules** to help their child participate in their music learning for the week.
- Guardians will **actively participate in their child's at home practice** as much as possible.
- Guardians will **be mindful of their child's wellbeing**. Speak to them regularly about their lessons and practice, their feelings and share any concerns with their instructor or Youth Arts Academy staff.
- Guardians will **encourage children to participate** in performances and events Youth Arts Academy puts on.

## **Consequences for Violations**

### **First Offense**

- Verbal Warning from Instructor

### **Second Offense**

- Notification to Program Manager and Parents
- Written Documentation from Program Manager

### **Third Offense**

- Notification to Program Manager and Parents
- Written Documentation from Program Manager
- Suspension from Practice, Performance Events, etc.

### **Fourth Offense**

- Notification to Program Manager and Parents
- Written Documentation from Program Manager
- Expulsion from Program (fees may not be refunded or credited)

# Private Lessons

Monthly Lesson Fees:

Youth Arts Academy students pay a flat rate monthly membership fee to attend 30 or 60 minute weekly private lessons. Payment is processed via automatic billing on the 1st of every month.

## Tuition Options

- \$160 per month for weekly 30-minute lessons
- \$320 per month for weekly 60-minute lessons

Financial Assistance is available to those who qualify. Please contact [YAA@BGCSanDieguito.org](mailto:YAA@BGCSanDieguito.org) to receive more information.

Tuition is based on an average of four lessons per month throughout the calendar year and **is not increased or decreased for longer or shorter months**. The monthly rate will remain the same regardless of how many lessons you receive in a month.

## Instruments

Students must bring their own instruments to each lesson. Youth Arts Academy does offer instrument rental for an additional fee. Contact the Youth Arts Academy administrative team for more details.

## Schedule Changes

To change the regularly scheduled day and/or time of your lesson, please contact Youth Arts Academy at least two weeks in advance of the change. We cannot guarantee instructor availability for changes, but we will do our best to accommodate your needs.

To withdraw from lessons, you must inform Youth Arts Academy by the 15<sup>th</sup> of the month you wish to withdraw from lessons, to stop billing for the following month. This allows the studio reasonable time to stop payments and allows time to fill the spot with a new student.

## Missed Lessons Due to Student Absence

If you are going to miss a lesson or rehearsal, please notify Youth Arts Academy as soon as possible by emailing YAA@BGCSanDieguito.org. For same-day changes please call or text 858-224-3675.

- More than 24 hours' notice: We will be able to offer a reschedule for your lesson, based on Instructor availability. You **MUST** reschedule within one week of the missed lesson, or you forfeit your right to reschedule the lesson.
  - We **DO NOT** offer credits or refunds if instructors are available, but you do not reschedule your lesson.
  - If the instructor does not have any open availability, the lesson will be credited to your next month's bill.
- Less than 24 hours' notice: **we DO NOT offer reschedules, credits, or refunds.** Because our music instructors are part-time hourly employees, they will be paid for the lesson even if the student does not attend.

## Missed Lessons Due to Teacher Absence

Instructors may have to cancel lessons due to vacation, illness, or conflicts in their schedule. We will do our best to give students and families at least 24-hour notice of any cancellations.

Students will be given an opportunity to schedule a make-up lesson within a month of the missed lesson. In some cases, a substitute may be able to cover the lesson. If the student does not wish to have a substitute and no makeup times work for the student in that teacher's schedule, a credit will be issued for the missed lesson and will be applied to the next month's bill.

## Leave of Absences

Youth Arts Academy offers a Lesson Hold Program, for those who will need to miss multiple lessons in a row due to vacation, etc.

Youth Arts Academy will hold the lesson spot for up to four (4) consecutive weeks at a monthly rate of \$40. This is allowed once per year. Please contact the Youth Arts Academy administrative staff to coordinate.

## Important Dates for Private Lessons

Fall Recitals: Week of November 13, 2023-November 17, 2023

Winter Recitals: Week of February 12, 2024-February 16, 2024

Spring Recitals: Week of May 6, 2024-May 10, 2024

# Rock Band

## Rock Band Fees

YAA Rock Band students pay a flat rate membership fee to attend 60-minute weekly group rehearsals. Payment is processed the first week of rehearsal.

## Tuition

- \$750 for eight (8) months of rehearsals, October-June.

*This rate will be prorated for students starting the program after October.*

Financial Assistance is available to those who qualify. Please contact YAA@BGCSanDieguito.org to receive more information. Rock Bands will be formed based on student age, skill level, availability, and requests (siblings, friends, etc.).

## Missed Rehearsal Due to Student Absence

If you are going to miss a rehearsal, please notify Youth Arts Academy as soon as possible by emailing YAA@BGCSanDieguito.org. For same-day changes please call or text 858-224-3675.

Rock Bands are a team effort, and when a member is absent the whole team suffers. Please be aware that if a student misses three or more rehearsals leading up to a performance, there is a possibility that they will not be allowed to play at the performance. Performance participation will be at the instructor's discretion.

## Missed Rehearsal Due to Teacher Absence

Instructors may have to cancel rehearsals due to vacation, illness, or conflicts in their schedule. We will do our best to give students and families at least 24-hour notice of any cancellations.

Youth Arts Academy will strive to find a substitute for the rehearsal. If no substitute is available, a makeup rehearsal may be rescheduled.

## Important Dates for Rock Band

Encinitas Street Fair Performance: Sunday, November 19th, 2023

Club Night at YAA Performance: Friday, January 19th, 2024

RSD Swim-a-Thon Performance: Date TBD

Commotion: Youth Rock Concert and Fundraiser Performance: Date TBD

*More performances may be added as opportunities arise.*

# Jazz Band

## Jazz Band Fees

Youth Arts Academy Jazz Band students pay a flat rate membership fee to attend 90-minute weekly group rehearsals. Payment is processed after the first rehearsal.

## Tuition

- \$750 for eight (8) months of rehearsals, October-June.

*This rate will be prorated for students starting the program after October.*

Financial Assistance is available to those who qualify. Please contact YAA@BGCSanDieguito.org to receive more information.

## Missed Lessons Due to Student Absence

If you are going to miss a rehearsal, please notify Youth Arts Academy as soon as possible by emailing YAA@BGCSanDieguito.org. For same-day changes please call or text 858-224-3675.

Jazz Band is a team effort, and when a member is absent the whole team suffers. Please be aware that if a student misses three or more rehearsals leading up to a performance, there is a possibility that they will not be allowed to play at the performance. Performance participation will be at the instructor's discretion.

## Missed Lessons Due to Teacher Absence

Instructors may have to cancel rehearsals due to vacation, illness, or conflicts in their schedule. We will do our best to give students and families at least 24-hour notice of any cancellations.

Youth Arts Academy will strive to find a substitute for the rehearsal. If no substitute is available, a makeup rehearsal may be rescheduled.

## Important Dates for Jazz Band

Encinitas Street Fair Performance: Sunday, November 19th, 2023

Winter Concert: Friday, December 15th

Commotion: Youth Rock Concert and Fundraiser Performance: Date TBD

*More performances may be added as opportunities arise.*



## Social Media

The Youth Arts Academy utilizes social media as a tool to share our passion for the arts, connect with our audience and showcase our students' achievements. By participating in our classes, students agree to have their photos and videos taken and possibly used for advertising purposes, including on our social media platforms.

Please note that we have no control over who shares these images on their personal social media accounts. Additionally, our instructors may repost Youth Arts Academy social media posts, including live streams, on their personal social media accounts.

If you prefer not to be shown in any photos or videos, please contact our administrative team so that we can respect your privacy.

Youth Arts Academy Social Media Handles:

Facebook: Youth Arts Academy

Instagram: @YouthArtsAcademySD

TikTok: @YouthArtsAcademySD