



# Studio Policies

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

## 2025-2026 Calendar

Youth Arts Academy is open year-round, except for most national and school holidays (see calendar below).

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

August				
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

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

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

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

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

January				
M	T	W	Th	F
			<del>1</del>	<del>2</del>
5	6	7	8	9
12	13	14	15	16
<del>19</del>	20	21	22	23
26	27	28	29	30

February				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
<del>16</del>	17	18	19	20
23	24	25	26	27

March				
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			

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

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

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

Youth Arts Academy will be closed on the following dates. Lessons/rehearsals will not occur on these dates and will not be rescheduled.

Holiday	Date
Independence Day	7/4/2025
Labor Day	9/1/2025
Veteran's Day	11/11/2025
Thanksgiving Break	11/24/2025 - 11/28/2025
Winter Break	12/22/2025 - 1/2/2026
Martin Luther King Jr. Day	1/19/2026
President's Day	2/16/2026
Memorial Day	5/25/2026
Juneteenth	6/19/2026

## 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.
- **Protect Your Hearing** by wearing hearing protection devices like earplugs or earmuffs when decibel levels are consistently over 80dB.
- **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).

## 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 Northwest San Diego, 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

- \$170 per month for weekly 30-minute lessons
- \$255 per month for weekly 45-minute lessons
- \$340 per month for weekly 60-minute lessons

Financial Assistance is available to those who qualify. Please contact YAA@BGCGreaterTogether.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 rentals 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 via email **at least two weeks before your intended last day of lessons**. You WILL be charged for the two lessons after you give your notice, **whether or not you attend**. If you were already charged for the full month, a credit will be applied to your account.

## 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@BGCGreaterTogether.org](mailto:YAA@BGCGreaterTogether.org). For same-day changes, please call **858-720-2194**.

- 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 makeup 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 **\$60**. This is allowed once per year. Please contact the Youth Arts Academy administrative staff to coordinate.

# Payment Policy

To ensure the continued quality and accessibility of our programs, the following payment policy applies to all families enrolled at our studio:

## Payment Requirements

- Payment is due **in advance** of all services, lessons, or programming provided by the Youth Arts Academy.
- Private lesson payments are due on the **first of every month**.
- Timely payment is essential to maintain enrollment and access to services.

## Payment Plans

- If a family requires financial aid or other payment plan, arrangements must be made directly with the **Youth Arts Academy Program Director** prior to the start of services.
- All payment plans must be **documented and approved** by the Program Director.

## Consequences of Non-Payment

- Payers have **until the 7<sup>th</sup> of the month** to pay without additional charge, after which a **\$50 surcharge** will be added to the payer's account in addition to the regular monthly fee.
- As a non-profit, the Youth Arts Academy relies on timely payments in order to sustain its services. We reserve the right to enforce these consequences to ensure fairness and sustainability across our programming.

## Communication and Support

- We understand that financial situations may change, and we do our best to support families through any financial difficulties. We encourage families to communicate proactively with the Program Director to explore available options for support.

## 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 livestreams, 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