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## **Student & Parent Music Handbook**

Detailing Music & Group Lesson Policies and Procedures  
*2010/2011 Music School Year*

*Welcome to Creative Arts!* This information is presented to help make your year run smoothly. As a parent and/or student, your primary commitment is attending, learning, exploring and performing music as instructed by your instructor.

### **ABOUT CREATIVE ARTS**

Creative Arts is a nonprofit, 501(c)3 organization started in 1978 by a group of families. Current programs include Suzuki & Traditional Music, Visual and Theatre Arts.

Creative Arts admits students regardless of age, gender, race, religion, national & ethnic origin, sexual orientation, aptitude, or financial status. We understand not everyone can afford arts training and have scholarships available for those that apply.

### **Mission Statement**

**Creative Arts is dedicated to fostering a passion for the Arts by providing exceptional instruction in visual and performing arts to a diverse population of students. By offering opportunities for innovative learning, performance and fun, Creative Arts and its dedicated staff strive to instill a life-long desire for creative expression. We seek to inspire, enrich and connect individuals within the community.**

### **Music Curriculum**

As a music student at Creative Arts, you are expected to learn basic artistic skills with a semester and/or year progression of skill development as taught by your instructor.

These skills may include reading, hearing pitch, understanding and reading rhythm, differentiating dynamics, learning to phrase a musical idea, fingering, scales, improving quality of sound production, aesthetics, music history and proper playing technique. For students studying voice, this includes the above curriculum plus vocal warm ups and correct singing posture/technique. Accompaniment by recorded music is not acceptable in lessons or performances (for exceptions, please speak with your instructor).

Your instructor should also help prepare “concert ready” pieces and encourage you to perform as much as possible in monthly Student Performance Nights, the Musical Performance, Open House events, studio recitals and/or community events.

### **Communication**

Any questions, suggestions, or comments should first be brought to your instructor’s attention. This includes changing lesson times, lesson procedures, lesson or group absences and student

behavior consultations. You are also expected to communicate with your instructor if you are discontinuing lessons with them and/or at Creative Arts.

To keep families informed of events, programs, surveys, activities and announcements, the office sends weekly newsletter emails through Constant Contact. It is a mass-emailing program; please check your spam/trash folders! This information can also be found on our website:  
**[www.WeTeachCreativeArts.org](http://www.WeTeachCreativeArts.org)**

*Creative Connections* is our blog highlighting events and activities at Creative Arts:  
**[www.CreativeArtsForAll.blogspot.com](http://www.CreativeArtsForAll.blogspot.com)**

*We are always open to new program, fundraising and collaboration ideas! If you have an idea or suggestion, please let us know!*

## **When to inform Creative Arts office**

If you wish to change current lesson time, date, instructor or discontinue lessons, please consult the office AFTER communicating with your instructor. If you feel as if you are not being heard, then you are encouraged to speak with the Education & Outreach Coordinator. If the matter is still not resolved reasonably, please speak with the Executive Director.

## Music Lesson Packages

Creative Arts offers several lesson packages for students. It is the student/parent decision to choose an instructor based on the following criteria: instrument, instructor availability, schedule and preference. New students are always encouraged to observe a lesson before committing. We are unable to reserve lesson time, day or instructor until payment is received.

### **A. 8 Week Introductory Lesson Package**

The 8 Week Introductory Special is for new students to Creative Arts. Registration pays for 8 consecutive 30 minute private lessons, which are non-refundable. Prior to the last of the 8 lessons, student, parent and instructor make the decision to continue music instruction. At this time, students may sign up for the remaining weeks in the teaching year.

### **B. Independent Study for Adults & Teens (14+)**

Registration pays for 6 lessons 30, 45 or 60 min in length. Lessons times and days are arranged between student and Instructor. Communication is essential; please be very clear with your expectations and schedule! Please note, not all instructors are able to accommodate Independent Study students.

### **C. School Year Lessons Traditional Semester Tuition**

Students sign up for ½ a year (16 lessons) or full year (32 lessons) 30, 45 or 60 min in length. Lessons are consecutive. Students signing up for the fall semester are automatically re-registered for the spring semester.

### **Suzuki Semester Tuition**

Students sign up for ½ a year (16 lessons) or full year (32 lessons) 30, 45 or 60 min in length. Lessons are consecutive. Students signing up for the fall semester are automatically re-registered for the spring semester. Tuition also includes 16 group lessons, which are held twice-monthly. Each instructor teaches their own group lessons.

### **E. Summer Lessons**

Summer lessons are scheduled upon completion of the year's 32 lessons. The summer lesson schedule is made and organized by your instructor after registering in the office.

## **Music Pre-Registration**

In order to plan for the up-coming year, we hold a Pre-Registration event in late spring to lock in lesson times and instructors. Your music instructor and the office will notify you of registration dates and procedures.

## Private & Group Lesson Expectations

Parents are always welcome to attend private & group lessons!

Acceptable student behavior should be observed and directed by the faculty for the promotion of a good teaching and learning atmosphere.

Students are expected to attend each lesson on time, arrive ready to learn, be prepared (with music or other information requested by instructor) and practice during the week. Instructors reserve the right to cancel lesson(s) of students who are ill-prepared, late (15 or more minutes), or demonstrate poor behavior.

Creative Arts will not refund lessons or classes missed due to disciplinary reasons. This policy, however, will be discussed with the parent(s) and, after consultation with the faculty, *implemented only by the Executive Director.*

## Attendance Policy – NEW!

**Creative Arts has a NO MAKE UP lesson policy.** No private, group lessons or classes are made up or reimbursed unless instructors are absent or if Creative Arts is closed due to weather, natural disasters, or unforeseen circumstances.

Each student will receive contact information of all members in your Instructor's studio at the beginning of the semester. If a student must miss lessons, the student or parent may call/email other members of the studio to ask for a lesson switch. The student, not the instructor, is responsible for switching lesson times. The instructor should be notified of any lesson switches in advance. As a courtesy to your instructor, please call the office at least 24 hours in advance to cancel lessons.

If you have multiple siblings enrolled with the same instructor and one or more is absent, please ask for your instructor's policy on use of lesson time.

Instructors are responsible for notifying students if there are changes made to otherwise regular scheduled lessons.

## **Extenuating Circumstances**

In the event of student health issues (injury or extreme illness), travel (leaving the country for more than 2 weeks), death in the family, or other major event prohibiting lessons, please consult the office and we will strive to accommodate you. We will either put lessons on hold or issue a credit. A refund, less registration, deposit or payment plan fee is issued in extreme cases only. Requests must be submitted in writing to the Education & Outreach Coordinator.

## **Absence by a Faculty Member**

**Faculty absences are always made-up. Your instructor will notify you of all lesson cancelations and arrange make-up lessons.**

## **Weather, Natural Disasters or Unforeseen Circumstances**

Private & group lesson are made up if Creative Arts is closed due to weather, natural disasters or unforeseen circumstances. Make-up lessons will be arranged by your instructor.

**Please Note:** Creative Arts MAY be open even when the public schools are closed due to weather conditions. Call the office at 781-942-9600 to confirm that classes/lessons have been cancelled. When possible, closing may be listed on WHDH (Chanel 7) online school closure page: [www.schoolclosings.com](http://www.schoolclosings.com).

## Evaluations and Observations

### **1. Student Evaluations by Instructor**

Student Evaluations are performed by your instructor at the end of each semester. Instructors will discuss evaluation results with parents and/or students. Parents will receive a copy of the evaluation.

### **2. Faculty Evaluations by Parents**

Faculty Evaluations are performed by parents periodically throughout the year. These evaluations, which are confidential, may be discussed with the Education & Outreach Coordinator at your convenience. We encourage you to participate! Pick up and return evaluation forms in the office.

### **3. Faculty Evaluations by the Administration**

Observations by the Education & Outreach Coordinator or the Executive Director may take place from time to time. They may be part of a formal evaluation process or they may be informal information gathering.

## Thank you!

We understand music is a priority for you and strive to provide a safe and fun atmosphere for excellent private, group and performance education. Thank you for your continued support! Please let us know if you have any questions, comments or suggestions.

## Contact Information

Creative Arts  
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### **Administrative Staff**

#### **Education & Outreach Coordinator**

Victoria Smith  
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#### **Executive Director**

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