



Headwaters Arts Program 2020-2021 Policies

Please carefully review Headwaters Art Program policies and initial below to indicate you have read and understand each section. If you have questions or would like additional clarification, please contact our executive director or arts program coordinator.

Student Name:

- | | |
|---|--|
| <input type="checkbox"/> Headwaters Arts Program Overview | <input type="checkbox"/> Dismissals and Withdrawals |
| <input type="checkbox"/> Get Involved at Headwaters Music & Arts! | <input type="checkbox"/> Materials |
| <input type="checkbox"/> Drop Off/ Pick up | <input type="checkbox"/> Security/Safety |
| <input type="checkbox"/> Payment Options | <input type="checkbox"/> Practice Expectations |
| <input type="checkbox"/> Financial Assistance Options | <input type="checkbox"/> Arts Program and Teacher Evaluation |
| <input type="checkbox"/> Tardiness and Missed Lessons | |

I have read and agree to abide by 2020-2021 Headwaters Music & Arts Arts Program Policies.

Written Name:

Signature:

Date:

OVERVIEW

Thank you for choosing Headwaters Music & Arts as your arts program!

In order to ensure that you or your child get the most effective and creative learning experience possible, we have established the policies outlined below. As an independent non-profit organization, we are committed to creating a positive and safe environment for its students and staff. For this reason, it is important that all students and parents/guardians understand and abide by the policies as outlined below. Please review them carefully, then initial and sign the 2020-21 Policies Acknowledgement section.

We encourage parents and teens to get involved at Headwaters. Headwaters is always looking for new board members, contributing members and volunteers. Let us know if you want more info on how you can be involved.

Our arts program is based on a 9 month plan rather than a per class rate. Your tuition covers a well-rounded, meaningful and simply awesome arts experience:

- Weekly art experiences.
- Art Program public art show: We offer a public art show annually during the month of April curated by the Headwaters teen art clubs. The goal of the art show is to continue to foster our caring music and arts community. We invite all art students to take part in this show. Those interested should let their instructor know.
- Time spent in preparation for the student, including scheduling, bookkeeping, and curriculum development.
- Art enrichment activities including guest artists and special demonstrations.
- Building and studio maintenance and improvements.
- Art instructor workshops, classes and conferences to continually improve knowledge and skills
- Coordination of outreach and community opportunities.

GET INVOLVED AT HEADWATERS MUSIC & ARTS

We need people like you to keep music and art alive in our Bemidji community! There are many ways to get involved, such as covering our greeter's desk a few hours a week, rolling up your sleeves for the next painting weekend, chaperoning a summer camp or becoming a member of our board of directors. As Margaret Mead so wisely said, "Never doubt that a small group of thoughtful committed citizens can change the world; indeed, it is the only thing that ever has." Getting involved at Headwaters may be the most rewarding decision you will make this year. We have fun here! And we need more caring, committed folks to make it all happen. Please join us.

DROP OFF/ PICK UP

Parents and guardians are required to enter the art studio or classroom to drop off/ pick up their children so that they can sign in and out. Parents/guardians are asked to wait until 5 minutes prior to the start of class to sign their child in. Headwaters Art Instructors are generally in the building prior to the start of class but they use that time to prepare and get ready for the class and don't have the time to watch students. We ask that students show up early so they can get the most out of each session.

If for whatever reason an instructor is tardy we ask that parents/guardians wait with their student. If the instructor is later than 10 minutes we ask that parents call Headwaters Arts Program Coordinator, Diamond Knispel, at 218.833.3865. If a lesson or class is missed due to a teacher's absence, the lesson will be rescheduled or a substitute instructor will teach the lesson.

Art instructors are asked to keep students in the building until parents/ guardians sign their student out. When

picking up your child, please enter the front door, complete the health screening, and make your way back to the art room. If you need to pick up your child early let the instructor know so they can plan accordingly. Students are responsible for tidying their space before they leave.

PAYMENT OPTIONS

Headwaters Music & Arts has a standardized payment schedule for each of our arts programs. Details and payment options are found at headwatersmusicandarts.org. Pro-rating the cost of the lessons allows us to better manage our payment process and to develop a well-rounded arts program. It also makes it simpler for families to budget the lesson fees by making regular automatic payments via debit or credit card. Monthly fees are due the beginning of the month for all classes taking place that month.

- Headwaters Arts Programming generally begins at the end of September/ beginning of October. You can choose to pay the fee all at once or pay the fee in monthly installments. The initial registration fee is expected to be paid prior to the start of the program.
 - Full payments can be paid with cash, check, or debit/ credit card, or PayPal, as well as PayPal or credit/debit card at our website.
 - Monthly installments must be paid via credit card or PayPal on our website. If you are paying your fee in installments you will be billed once monthly after your first payment, either a 5 month or 6 month period. Your preferred method of payment will be billed the first of each month until your registration fee is paid.

FINANCIAL ASSISTANCE OPTIONS

Headwaters Music & Arts is able to fulfill our goal to make music education more accessible to area young people because of our supportive community. We are grateful for board member, staff and community efforts such as our Christmas in Bemidji CD project and events like Monroe Crossing, Bemidji Sings! and our Instructor Showcase. We also appreciate the financial support we receive from Bemidji Lions, Beltrami Electric Round-Up Grant, Northwest Minnesota Foundation, Bemidji Area Arts Endowment, Region 2 Arts Council, Minnesota State Arts Board, Midco Foundation, and individual contributors.

Financial assistance options include:

- Tax Credit Loan Program. This program allows qualifying families to receive a loan to cover 75% of your fee, with the loan being repaid through Minnesota Education Credit and your tax return or personal funds. For information and application, go to mnafterschool.org
- Partial scholarships based on financial need are accepted year round, as funds are available.
[Read more: headwatersmusicandarts.org/financial-assistance](https://headwatersmusicandarts.org/financial-assistance)

TARDINESS AND MISSED CLASSES

Students will not be refunded or rescheduled for missed classes. Consistency and commitment are the keys to developing and mastering any pursuit, including art. We strongly encourage students to attend every class in order to advance their skills. Missing lessons, even if they are made up later, can't help but have a negative impact on the student's progress. If a student must be late or miss a class we ask that parents inform the teachers in advance so they can try to plan accordingly. Teachers will do their best to catch students up but it should be expected that the student may miss some important concepts or skills by being absent.

If for whatever reason an instructor is tardy we ask that parents/ guardians wait with their student. If the instructor is later than 10 minutes we ask that parents call Headwaters Arts Program Coordinator, Diamond Knispel, at 218.833.3865.

DISMISSALS AND WITHDRAWALS

If for any reason you withdraw from the Headwaters Arts Program, one month's notice is required. At that time, we will recalculate the tuition for your final month to reflect the number of lessons that you have received (rather than the prorated fee). This may result in a small exit fee based on the number and cost of actual lessons. You will be required to pay this balance within 30 days.

Regrettably, we reserve the right to dismiss a student if any of these circumstances occur:

- Failure to pay fees on time
- Persistent absences
- Uncooperative attitude
- Demonstrated lack of interest
- Failure to follow practice expectations as instructed
- Lack of progress due to insufficient practice or unfulfilled requirements
- Lack of readiness
- Inability or refusal to follow COVID-19 safety procedures

MATERIALS

Materials are provided for art classes and youth pottery. At Headwaters we emphasize safe and responsible use of materials. Students will be taught how to use the materials in a safe manner while minimizing waste. Failure to use materials safely or efficiently can result in dismissal.

While working with students, Headwaters instructors may suggest different art supplies that students could try as they grow and learn. The Arts Program Coordinator has a list of affordable and quality materials that can be purchased if students aren't sure where to purchase them.

SECURITY/SAFETY

In addition to art lessons, many group classes, private music lessons, rehearsals and performances take place in the building. Please stay in your car or outside the art room door when waiting for your lesson time. All students and guests are expected to maintain respect for others, including speaking quietly and walking rather than running. If there are building issues such as a running toilet or faucet, or we are out of hand towels, please let your instructor or one of our staff know. While we keep a lost and found box in the lobby, Headwaters Music & Arts cannot take responsibility for items that are left or lost while in the building.

Please enter and exit through the main door at the front of the building. You are expected to come into the classroom/ art studio to sign your child in and out. For your child's safety we ask that the person who is picking them up take the time to get to know the instructor and make eye contact with the teacher during sign in/out so she/he knows your child is safe. If your class is in the evening or during a weekend, you could be among the final students for the day. Please note that the front door is typically locked immediately following the final student's arrival for the day.

COVID-19 procedures are posted at the entrance to the Headwaters building. Please sign in upon arrival, and comply with posted procedures. While the steps may change as situations develop, we expect basic requirements to include:

- Wash your hands thoroughly with soap and water upon arrival
- Maintain 6 feet social distance in lobby and public spaces
- Refrain from coming to Headwaters if you are ill
- Complete a health screening when you arrive. Students or accompanying family members who have a fever or are visibly ill will be sent home.

Headwaters Music & Arts does not discriminate against groups or individuals on the basis of race, color, creed, sex, sexual preference, or national origin, However, Headwaters reserves the right to deny access to its facility or programs to any group or individual should the Executive Director and/or Headwaters Executive Board find that a participant's involvement would be detrimental to Headwaters and/or its mission or goals.

Headwaters Music & Arts will be held harmless for injuries or personal damages occurring on premises.

PRACTICE EXPECTATIONS

Art is a practice. At headwaters we believe in working with interested creatives to advance their skills and passion. It takes commitment from our students to ensure that that goal is achieved. Regular home practice is essential for creative growth. Ideally, students should aim for at least 5 days of practice each week but any amount of extra curricular art is better than none. The most important time for students to practice is right after their weekly lesson, to solidify what they have just learned. Research has shown that retention of new knowledge drops to 60% after just 24 hours. Parental involvement and encouragement is **crucial** for student growth. Encourage your student to practice, and see that practice time is free of distractions. If you are the parent of an elementary age student we encourage you to sit with your child and create with them.

Students are expected to be prepared for their art lesson. This includes having all art supplies and projects in hand. Please eat beforehand and avoid strong perfume. Students who do not bring their supplies or projects when they are asked to do so will have a refresher course with basic art supplies rather than a typical lesson.

ART PROGRAM AND TEACHER EVALUATIONS

While we encourage feedback at any time regarding our services, you will be provided periodic opportunities for formal feedback in the form of a Student/Parent Satisfaction Survey. We encourage you to take the opportunity to provide any positive feedback or to constructively address areas of concern.

Thank you for your commitment to art education and for trusting us to make this a meaningful and positive experience. We are glad you're here!

Headwaters Music & Arts | 519 Minnesota Ave NW | Bemidji MN 5660 | 218.444.5606
headwatersmusicandarts.org
