Guidelines for Enrolling in a 2020 Summer Program at The Fine Arts Association

After careful consideration of our current COVID-19 situation and evaluation of state guidelines and recommendations, in an effort to ensure the safety of everyone involved, all summer 2020 FAA camps, classes, and private music lessons will take place remotely. While we will certainly miss seeing everyone in person at 38660 Mentor Avenue, we’re committed to doing everything we can to continue to facilitate your growth through the fine arts, especially at this tumultuous time. For the past many weeks, our incredible faculty have been devising remarkable plans to deliver interactive, art-filled experiences this summer. We look forward to learning, growing, and creating alongside you-remotely-this summer.

Our remote programming will feature multiple forms of interactive growth and we are excited to create with you in many ways. These means will include:

- Art supplies in a box picked up at Fine Arts, or delivered to your home
- Interactive classes in dance and theatre facilitated via video conferencing software like Zoom.
- Culminating camp performances done via Zoom or on stage to an empty theatre.
- Live, one on one video music lessons

Guidelines for Virtual Learning

All Areas

- To respect privacy, when creating accounts for your student on platforms like Zoom, please refrain from using last names.
- Do your best to ensure your student has a quiet space from which they can participate.
- In group sessions, it is helpful if microphones are muted until it is time for participation. Sometimes group discussions will occur, and therefore all microphones could be unmuted. The teacher could also mute microphones as they see fit.
- Be mindful of device charge level – it may be best to plug in to ensure your device doesn’t run out of charge.
- Consider home WiFi load when possible. Especially if you have limited bandwidth, try to limit use of WiFi during classes/lessons.
- The larger the screen – the better experience for your child. Smartphones, while acceptable, are not ideal for Virtual Learning. The student will have a better experience if they could use a tablet or a computer.
- Set your device and leave it. It becomes disruptive if the student is constantly moving the device they are using for class.
- It is helpful if students are lit from the front where possible. Avoid back lighting wherever possible.
• It would be helpful if ambient noise and distractions, such as televisions, radios, siblings, pets, etc. are kept to a minimum.

Theatre
• The learning space should be large enough for the student to move around while still being on screen. Theatre is a highly active art form, and students must have the ability to move around and express/emote.
  o A chair is acceptable if the student would like to sit while other actors are sharing their work; however, lounging on a couch or a bed is too relaxed for class.
  o A small table for materials and a water bottle is recommended.
• Ensure that your students audio/video device is propped on a piece of furniture so that their camera is filming them straight on. It is ideal if the camera can capture the student from the waist up at least.

Dance
• Continue to wear attire appropriate to each class
• Do your best to ensure your dancing space is open, free from debris.
• For Ballet classes, have something to use as a barre.

Music
• Work with your instructor to find an optimal camera angle. For example, pianists should ensure their hands are visible on the keyboard.
Fine Arts Association Registration Policies

Referral Credit:

*Do you love The Fine Arts Association Experience? Then share it with your friends!*
You can gain a $25 referral credit for each new student you refer who takes a 15, 16, or 18-week class at Fine Arts this spring. Better yet, if you refer someone and they register for at least one class or semester of lessons, they will get a $25 referral credit too! For more information, please contact Customer Service at (440) 951-7500.

Discount Programs:

- Students meeting the eligibility requirements may receive the following discounts on one class/lessons each session (Fall, Spring, Summer). **Only one of these discounts may be applied to each class/lesson.**
  - Andrews Osborne Academy students – 5% discount
  - Willoughby residents – 8% discount
  - Senior citizens (age 60+) – 5% discount
- The Early Registration discount of 3% (if registered by January 11, 2020) may be applied to every class/lessons on which no other discounts/scholarship/Work Assistant Discount has been applied.
- **Discounts, (other than the Willoughby Resident Discount) may not be applied to workshops or special one-day programs.**
- **Discounts, (other than the Willoughby Resident Discount) may not be applied to classes/lessons for which a scholarship or Work Assistant Discount has been received.**

Payment Options:

- We accept VISA, MasterCard, Discover, cash, check or money order.
- A $35.00 fee applies for any returned checks or credit card charges.
- Monthly Payment Option: Lesson and class tuitions that total over $200 are eligible for our monthly payment plan which divides the tuition into five equal installments. Visa, MasterCard or Discover information is required to secure the payment plan obligation. Payment plan registration may be made in person or by telephone. Students are required to pay a $10 payment plan fee and the first payment installment at the time of registration. The four remaining installments will be charged to the credit card (Visa, MasterCard, or Discover) provided at the time of registration on the following dates: February 19, 2020, March 18, 2020, April 15, 2020 and May 20, 2020. **Discounts, (other than the Willoughby Resident Discount) are not eligible if utilizing the Payment Plan.**

Student Withdrawals:

- Refunds for a class or lesson are given only when a student withdraws prior to the start date of the class. You will be charged the full tuition amount even if you cancel before the end of a session. If you are on a payment plan, the remaining tuition is due upon cancellation.
• Only in extreme cases will refunds be considered once the session begins. These include circumstances where due to significant change in student or family circumstances render it impossible for the student to continue or pay. If a student desires to request a refund in these circumstances, an Application for Refund can be provided to the student and submitted to the CEO of the Fine Arts Association. A refund will be given solely at the discretion of the CEO. The Fine Arts Association reserves the right to determine the timing of any refunds given not to exceed the end of that session. In this case, any refund would be prorated.

• All refunds, unless requesting a credit on account, will be made via check.

Class or Lesson Make Up:

• Make ups are provided to the student for instructor cancellations or school closings. Student absences are not required to be made up by the instructor. All students are encouraged to notify their instructor(s) of a class/lesson absence by calling the Customer Service Center at 440-951-7500. Your notification of your inability to attend a class is a courtesy to the instructor, but we regret we cannot excuse you from a payment of class or lesson for which you have contracted even if you cancel all lessons or classes. Tuition is not credited for missed classes.

Safety & Security:

• Parents/guardians of preschool-age students (below kindergarten age) are requested to stay onsite during classes. Please be in proximity to the classroom space in order to assist your child with toileting needs and/or need of additional support. All families should ensure that current emergency contact information and any critical medical information is on file and updated with customer service for your child(ren).

By registering for classes or lessons you are agreeing to abide by The Fine Arts Association’s Policies and Procedures and grant and give The Fine Arts Association the right to use your or your child’s photograph or image with or without you or your child’s name, both single and in conjunction with other persons or objects, for any and all purposes including, but not limited to, private or public presentations, advertising, publicity, and promotion relating thereto. If you do not wish to grant permission for you or your child to be photographed, please see the customer service staff for a Photographic Opt-Out form.

I have read, understand, and agree to the terms and conditions of registration at The Fine Arts Association and give permission for my form of payment (cash, check, credit card, payment plan) to be applied accordingly.

_______________________________________  ______________________________
Full Name  Date

_______________________________________  ______________________________
Session  Verified by (FAA Staff)