

2019-2020 DFEO Guitar Program



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The Downey Foundation for Education Opportunities

The Downey Foundation for Educational Opportunities (DFEO) supports the DUSD vision to ensure that all students are college and career ready, globally competitive and citizens of strong character. DFEO believes in EQUITY for all students and their families by giving them ACCESS to programs that are AFFORDABLE and will provide the opportunity and experience for students to be successful individuals. The Guitar Program accomplishes this by supplementing arts education in DUSD and exposing students to the arts & music at a young age.

Goals & Objectives

- Goal 1.2: To equip students with the 21st Century skills of creativity, communication, collaboration, critical thinking and civic responsibility.
- Goal 2.2: Meet the social and emotional needs of students.
- To expose students to arts & music at an early age.

Research

Research on the benefits of children involved in the performing arts has been long-standing and plentiful. Playing the guitar demands that the body and the brain to work together and playing well requires the ability to practice something repeatedly in a focused state. All together, a 2008 Dana Foundation study found that kids can take these skills and transfer it to other spheres. Researchers linked extensive music practice to improved geometry; it appears the sequences of musical tones spark representations of space in the brain. Music training also pumps up reading skills as it strengthens brain pathways that raise sensitivity to phonological sounds in language. So, playing the guitar can make you smarter!

Program Contacts

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2019-2020 DFEO Guitar Program

The DFEO Guitar Program is a 32-week program designed to teach students grades 3 and up to play the guitar. The program consists of 3 different levels: Beginning, Intermediate and Advanced. During the course students will learn to play songs appropriate for their level and skills. In addition to playing various repertoire and styles, they will improve on their playing skills through various technical exercises, tailored specifically to their needs. Lessons will be taught in a group setting by 1 teacher for 1.5 hours once a week. All groups will partake in a Winter Concert and a Spring Concert.

Course Objectives

At the conclusion of this course, the student will be able to:

- Understand and be able to sight read simple melodies in 1st position in standard notation.
- Create technical exercises to overcome technical/music challenges
- Perform memorized and note/tab based music selection(s) in class and at the Guitar Show.
- Understand basic music theory in its application to guitar
- Perform simple classical/flamenco/pop/jazz/rock pieces and group/ensemble pieces, including chord/melody arrangements, classical solos, etc.

Class Rules

In order to provide safe, effective, fun and creative learning experience throughout the year we have few rules that everyone should be aware of, understand and follow.

- Arrive on time and be ready to play within the first 5 minutes of class. Meaning guitars are tuned, music and footstools are out, and you are ready to play.
- Attend most classes. We understand that you may get sick or have to miss a class due to unforeseen circumstances. Regular attendance is important to stay on track and move at the pace of the whole class.
- Practice at home and come prepared for class. Playing music is very similar to playing sports. Regular practice and discipline is crucial to becoming a great player. We recommend students to practice 3-5 days a week for 20-30 minutes.
- No cell phone use during class.
- No food or drinks (except water) allowed during class.
- Bathroom use should be done with the permission of your teacher.
- Be respectful to everyone in class. Avoid conversing with your friends about non-class related matters. Raise your hand if you have a question or need help.
- Don't talk or play when your teacher is talking or demonstrating.
- Parents should arrive a few minutes before class ends to pickup their child on time, as teachers may have another class right after.

Beginning Guitar

Students in the Beginning Guitar class will learn the fundamentals of playing the guitar, including proper position, tuning the guitar using a digital tuner, basic fingerpicking and strumming techniques, basic understanding and reading of standard notation and guitar tablature. Students will be introduced to various music styles including Pop/Rock/Classical/Spanish/Flamenco. By the end of the course, students will be able to read and play single note melodies in first position on first 4 strings. They will know several of the most common chords used in pop/rock music and basic strumming patterns. All students will be able to perform simple song melodies together in a group. In addition to group performance, students that advance faster will be given opportunities to learn solo pieces, or perform in a small group (duet/trio/quartet) at the guitar concerts.

Requirements

This class is opened to any student enrolled in the Downey Unified School District currently entering 3rd grade or higher, interested in playing the guitar and perform in a group concert. Students are expected to practice a minimum of 20 minutes daily outside of class.

Course Outline

- Introduction to Guitar – learn proper position, identify parts of the guitar, learn how to tune the guitar using a digital tuner
- Introduction to note reading – learn the basic fundamentals of music notation including standard notation and guitar tablature
- Introduction to basic guitar techniques – learn single note melody plucking with fingers on first 4 strings
- Learn basic arpeggio patterns
- Introduction to chords and strumming – learn how to play few basic chords, utilizing several basic strumming patterns commonly used in pop/rock music
- Introduction to various music styles – learn songs and single note melodies from various styles and genres
- Introduction to group performance – learn how to play together in a group, memorize and perform several songs at the guitar concerts

Beginning Guitar Tentative Schedule

This schedule is tentative and is subject to change. Each instructor may adjust his/her curriculum to fit the needs of the particular class.

Weeks 1-4	Introduction to Guitar	<ul style="list-style-type: none"> • Proper sitting position • Identify the parts of the guitar • How to tune the guitar using a digital tuner • Basic finger plucking technique • Basic strumming technique • Intro to power chords
Weeks 5-8	Introduction to Note Reading	<ul style="list-style-type: none"> • Music fundamentals – standard notation and tablature concepts • Intro to rhythm: counting and playing keeping a basic 2/4, 3/4, and 4/4 rhythm • Learn how to read and play notes on the first and second strings
Weeks 9-12	Concert Preparation	<ul style="list-style-type: none"> • Holiday show repertoire selection • Distribution of holiday show materials • Holiday Sectional rehearsal • Holiday show Solo pieces • Mock up performance in class
Week 13	Winter Concert	
Weeks 14-17	Basic single note melody and intro to chord progressions	<ul style="list-style-type: none"> • Learn how to read basic chord charts and chord shapes • Learn to read and play notes on 3rd string • Start playing single note melodies
Weeks 18-21	Introduction to different music styles	<ul style="list-style-type: none"> • Intro to various music styles – Pop/Rock/Jazz/Classical/Spanish/Flamenco • Learn notes on 4th string • Common strumming patterns and rhythms used
Weeks 22-25	Select Spring Concert Repertoire	<ul style="list-style-type: none"> • Sectional Rehearsals • Solo Pieces • Intro to Fingerstyle Playing
Weeks 26-30	Concert Preparation	<ul style="list-style-type: none"> • At this point students should be well into playing their show songs • Memorize Solos • Mock-up performance in front of class
Week 31	Spring Concert	
Week 32	Final Class	<ul style="list-style-type: none"> • Summary of Guitar Show and guitar program overview • Guitar Summer Camp Preview

Intermediate Guitar

The Intermediate Guitar class is a continuation of the Beginning Guitar level. Students will learn a greater variety of rhythms, strumming and fingerpicking, including playing 2-part (melody with bass) songs. By the end of this course students will be able to read notes on all 6 strings in first position as well as higher notes on 1st strings. They will be able to play most commonly used chords and will be introduced to reading chord charts and popular chord progressions used in pop music. Students will perform as a large group, small groups/bands as well as solo pieces at the guitar concerts.

Requirements

Students enrolled in the Downey Unified School District currently enrolled in 4th grade or higher, who have completed the Beginning Guitar level or have at least 1 year of private/group instruction in the past. Students in this level are expected to practice a minimum of 30 minutes daily outside of class.

Course Outline

- Review Materials Covered in Beginning Guitar Level
- Learn eight notes reading, counting and playing
- Introduction to more complex rhythms and strumming
- Introduction to Chord Charts and Chord Progressions used in pop music
- Introduction to blues/rock styles and improvisation
- Note writing and proper notation
- Fingerstyle playing, utilizing 2-part melody/bass line songs
- Introduction to Bass Guitar and Percussion
- Classical Guitar Solos
- Introduction to scales, slurs, various arpeggio patterns and other technical exercises

Advanced Guitar

The Advanced Guitar class offers a more in-depth approach to playing the guitar. Students will learn complex rhythms, strumming patterns and chord progressions. A large part of this course will focus on technical exercises including scales, arpeggios, slurs and other technical drills that will help improve speed, tone projection and stamina. Students will learn to play a 4-part ensemble repertoire as well as be able to play solo pieces/song arrangement that will incorporate melody/rhythm/harmony/bass in one solo piece. Students will be able to choose and focus on a particular style that interests them the most. In addition, students will learn about stage presence and performance etiquette and learn how to deal with stage stress.

Requirements

Students enrolled in the Downey Unified School District currently entering 5th grade or higher, who have completed the Intermediate Guitar class or who have demonstrated high aptitude and abilities in guitar. Students with prior experience that have not completed the Intermediate Guitar class may be placed in the Advanced Guitar class at the discretion of the instructor. Students in this level are expected to practice a minimum of 45 minutes daily outside of class.

Course Outline

- Review materials covered in Intermediate Guitar
- Sixteenth notes reading, counting and playing
- Playing complex arpeggio patterns and studies
- Complex chords and chord progressions used in jazz/rock music
- 4-part Ensemble playing
- Fingerpicking playing incorporating a melody/rhythm/harmony/bass in one piece
- Rock band concept – students may be grouped in bands and use electric and percussion instruments
- Learn basics of dynamics, articulation, and interpretation of music
- Learn about stage presence, how to deal with stage stress and general performance etiquette on stage.
- Scales, complex arpeggio patterns and etudes, slurs and other technical exercises to increase speed and stamina.

Elite Guitar

The classes are taught by Elite Guitar Company - a group of professional musicians and educators that have been providing guitar instruction in the OC/LA area for well over a decade. The main concept behind their teaching philosophy is to prepare future musicians and to provide professional opportunities for those who excel. All instructors hold Master's Degree or higher and their goal is to provide the highest level of guitar education to prepare future musicians.

Teachers

Petar Chekardzhikov began playing the guitar at the age of 9 in his home country of Bulgaria. He is the recipient of many National and International Competition awards. As a member of Four of A Kind Guitar Quartet and Triada Guitar Trio, Petar has given well over 800 concerts in Europe and the US, including several extensive concert tours. With these groups he has released three CD albums, the latest one being broadcast in over 140 radio stations in the US and abroad. Throughout the years he has collaborated with many world-renowned artists such as Scott Tennant, Roland Dyens and the Grammy winning Los Angeles Guitar Quartet to name a few. Several prominent guitar composers have written compositions for him and his trio, among which Fantasia Concertante for Three Guitars and Orchestra (Rossen Balkanski), Concierto Para Tres Guitarras, Cuerdas y Timbal (Maximo Diego Pujol), and Varna-Future Memories (Roland Dyens). In 2007 Mr. Chekardzhikov completed his Master's Degree in Music Performance and since then has been teaching extensively throughout Southern California, including the elite Orange County School of the Arts. In 2015 Petar led his Green Room Arts Youth Guitar Ensemble on tour in Bulgaria, followed by a second concert tour in Italy in 2017. Days before the tour in Italy, the same ensemble won 3rd place at the prestigious Guitar Foundation of America competition. This year Petar Chekardzhikov celebrates 30 years of sharing his passion for guitar with his audience and students.

Dmitry Koudymov is a guitarist and teacher based out of the Los Angeles area. He has been active in the Southern California performance, recording and teaching scene for over 15 years. His musical versatility constantly leads to the forging of new musical paths with other musicians. In addition to solo guitar shows, his performances include collaborations with world music groups, pop, rock and jazz combos, orchestral instruments, various guitar ensembles, as well as commissions and premieres of new music. Dmitry is the founder of several youth guitar festivals and competitions including the Diamond Bar performing Arts Challenge and Pacific Guitar Festival, and has been working with the Downey Foundation since 2017. In addition to actively performing, Dmitry is currently a professor of music at Orange Coast College, Coastline Community College, Cypress College, and Early College High School, where he teaches courses in guitar, piano, music theory, and music history. He completed his Doctorate in Musical Arts Degree at USC's Thornton School of Music in 2017 and has continued to seek out new musical ventures. Musical expression is the greatest aspiration in Dmitry's guitar playing and teaching philosophy.

Instrument & Supplies

Students are required to bring the following materials to class. Students may acquire the class materials on the order form provided on the following page. All items on the order form will be for sale at Registration Day and Guitar Distribution Day.

- Students may bring a used guitar or purchase a new one. A classical/nylon string guitar is highly recommended for beginners. The guitar should be in good playing condition with new or newer strings. We DO NOT recommend FIRST ACT® brand. Although they look like a real guitar, they are in the toy category and are not a performance instrument.
- Electronic Guitar Tuner
- Guitar Foot Stool
- Guitar books: *FJH Young Beginner Guitar Method* Book 1 (Beginner Level) or Book 2 (Intermediate Level)
- Pencil with eraser
- Paper/plastic folder to keep any supplemental materials provided by the teacher is highly recommended.



ELITE GUITAR
 PO BOX 3841
 FULLERTON, CA 92834
 EliteGuitarSales@gmail.com

ORDER REQUEST FORM

STUDENT INFO	STUDENT NAME:		DATE:	
	LEVEL:	BEGINNER or INTERMEDIATE (circle one)	TEL:	
	SCHOOL:		EMAIL:	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	GUITAR PACK 1 (Elementary school) incl. ¾ size nylon string guitar, gig bag, tuner, foot stool, FJH Young Beginners Guitar Method Book 1	140.00	
	GUITAR PACK 2 (Middle School) incl. 4/4 size nylon string guitar, gig bag, tuner, foot stool, FJH Young Beginners Guitar Method Book 2	140.00	
	OR		
	GUITAR TUNER	20.00	
	GUITAR FOOTSTOOL	15.00	
	FJH YOUNG BEGINNERS GUITAR BOOK	10.00	

Order and pickup instructions:

1. Complete this form and email to eliteguitarsales@gmail.com
 Don't forget to include sales tax (10%).

2. Pick up your order on Guitar Distribution day on 08/30/19 from 4-7pm held at DUSD – Conference Room (11627 Brookshire Ave, Downey, CA 90241). Bring payment when you pickup order.

***\$10 LATE ORDER/DELIVERY FEE APPLIES FOR ORDERS PLACED or DELIVERED AFTER DISTRIBUTION DAY! NO DELIVERIES AFTER SECOND WEEK OF CLASSES. SOME ITEMS MAY NOT BE AVAILABLE AFTER INSTRUMENT DISTRIBUTION DAY!**

Late order fee* (\$10)

SUBTOTAL

SALES TAX (10%)

TOTAL

Please make checks payable to Elite Guitar

DFEO Calendar

DOWNEY FOUNDATION FOR EDUCATIONAL OPPORTUNITIES																			
2019 - 2020 SCHOOL CALENDAR																			
State Holiday 			Local Holiday 			Student / Teacher Free Day 			Student Free Day 			Regular Program Days: Yellow No Class Days: Pink Important Days: Blue Specific Program Exhibitions: Green							
July 2019										January 2020		6th School Month:							
M	TU	W	TH	F	3rd - SAT Prep Program Ends 4th - Independence Day Holiday - No Class					M	TU	W	TH	F	1st - 3rd - Winter Break - No Class 1st - New Year's Day Holiday - No Class 20th - Martin Luther King Day - No Class				
1	2	3	4	5						6	7	8	9	10					
8	9	10	11	12						13	14	15	16	17					
15	16	17	18	19						20	21	22	23	24					
22	23	24	25	26						27	28	29	30	31					
29	30	31																	
August 2019					1st School Month:					February 2020					7th School Month:				
M	TU	W	TH	F	1st - DFEO Registration Opens 12th - 13th - Student Free Day - No Class 14th - Minimum Day - School Year Begins 26th - DFEO Programs Open House 29th - Violin Distribution 30th - Guitar Distribution					M	TU	W	TH	F	3rd - Tentative Sports Match Day 10th - Lincoln's Birthday Holiday - No Class 17th - Washington's Birthday - No Class				
			1	2						3	4	5	6	7					
5	6	7	8	9						10	11	12	13	14					
12	13	14	15	16						17	18	19	20	21					
19	20	21	22	23						24	25	26	27	28					
26	27	28	29	30															
September 2019					2nd School Month:					March 2020					8th School Month:				
M	TU	W	TH	F	2nd - Labor Day Holiday 13th - No Class 3rd - All Programs Begin					M	TU	W	TH	F	30th - Tentative Sports Match Day				
2	3	4	5	6						2	3	4	5	6					
9	10	11	12	13						9	10	11	12	13					
16	17	18	19	20						16	17	18	19	20					
23	24	25	26	27						23	24	25	26	27					
30										30	31								
October 2019					3rd School Month:					April 2020					9th School Month:				
M	TU	W	TH	F	14th - Student Free Day - No Class 21st - Tentative Sports Match Day					M	TU	W	TH	F	13th - 17th - Spring Break - No Class				
	1	2	3	4								1	2	3					
7	8	9	10	11						6	7	8	9	10					
14	15	16	17	18						13	14	15	16	17					
21	22	23	24	25						20	21	22	23	24					
28	29	30	31							27	28	29	30						
November 2019					4th School Month:					May 2020					10th School Month:				
M	TU	W	TH	F	11th - Veteran's Day Holiday - No Class 12th - 15th - Minimum Day (ES) - No Class 25th - 26th - Student Free Day - No Class 27th & 29th - Local Holiday - No Class 28th - Thanksgiving Day Holiday - No Class					M	TU	W	TH	F	9th - 18th - Tentative Program Event Dates 19th - 22nd - Last Day of Class 25th - Memorial Day Holiday 29th - Minimum Day - End of School Year				
				1										1					
4	5	6	7	8						4	5	6	7	8					
11	12	13	14	15						11	12	13	14	15					
18	19	20	21	22						18	19	20	21	22					
25	26	27	28	29						25	26	27	28	29					
December 2019					5th School Month:					June 2020					11th School Month:				
M	TU	W	TH	F	7th - 19th - Tentative Program Event Dates 20th - Student Free Day 23rd - 31st - Winter Break - No Class					M	TU	W	TH	F	8th - Summer Programs Begin				
2	3	4	5	6						1	2	3	4	5					
9	10	11	12	13						8	9	10	11	12					
16	17	18	19	20						15	16	17	18	19					
23	24	25	26	27						22	23	24	25	26					
30	31									29	30								

Program Cost

The Guitar Program covers a total of 32-weeks of instruction spanning September-May and includes 2 concerts. The total cost of the program is \$480. Parents have the option to pay the program tuition in full or enroll in automatic payments.

Financial Aid

The Downey Foundation for Educational Opportunities offers need-based financial aid at the start of every school year. Need-based financial aid is based on the eligibility requirements below and are issued on a sliding scale based on financial need, size of family, and extenuating circumstances (medical expenses, elder care, students with special needs, etc.). Financial aid awards are granted as a percentage of tuition, 100% financial assistance is never granted. It is expected that the family also make some financial contribution to students' studies. To be considered for a financial aid award, students must:

- Submit the financial aid application online by **September 1, 2019**.
- Show a financial need
- Show consistent class attendance and progress
- Show a seriousness of purpose and motivation for the program of choice
- Pay any outstanding DFEO balance

Applicants will be notified of the status of their application by email on a rolling basis.

Parent Manager

This program includes parent managers, which are those parents designated to help manage a DFEO program at a specific program site. These parents have a child or more enrolled in the DFEO program they are assigned to. Parent Managers are required to fulfill the following duties and in exchange will receive a stipend that will be applied to their registered child's tuition. Parents interested may apply online.

- Attend an Interview and Orientation.
- Complete a Background Check at DUSD.
- Arrive at DFEO program room 15 minutes before school is released to receive students that will be participating in program.
- Look after students until the class begins.
- Check-in and check-out students and teachers.
- Remain at the program site until the class has ended.
- Remain with students until they have all been picked up by parents.
- If students have not been picked up, call parents and emergency contact and remain at the program site until student is picked up.
- Check in with DFEO Programs Director once a week to report on status of the program and discuss any concerns or issues that may arise.

DFEO Policies & Procedures

The Downey Foundation for Educational Opportunities (DFEO) policies and procedures ensure consistent and continuous dedication and involvement from students and parents in order to maintain a positive learning and teaching environment. By registering for a program at DFEO, parents and students agree to the policies and procedures stated in this document.

Attendance and Absences

- **Attendance** - Attendance records for students are maintained by instructors and or Parent Managers. Students must make every effort to be on time for all classes. All classes will start and end at the scheduled time so that subsequent classes and lessons remain on time.
- **Tardies** - Students are allowed to arrive late as long as they do not disrupt the class.
- **Absences** - Students are encouraged to attend all classes. Absences do not exempt the student from payment as contracted. There are no make-up lessons for student absences. However, there are make-up lessons for instructor absences. In cases of sudden illness on the part of the instructor, the instructor and DFEO shall make every reasonable attempt to notify students in advance. If the student misses a make-up lesson, there will be no second make-up opportunity.
- **Child Supervision** - Parent agrees to drop off and pick up the student on time. Please arrive 10 minutes prior to the release time to pick up your child in order to avoid unsupervised students waiting for parents. DFEO does not offer after care services and is not responsible for any unsupervised children. Parents are responsible for their children, and must provide adequate supervision after the class ends. There is a \$15 late fee for every half hour the parent is late to pick up the student.

Standards of Conduct and Liability

- **Notices** - During the school year, the DFEO communicates with students and parents mainly via email. Students and parents are responsible for reading all email notices. In particular, although the Schedule of Classes is accurate at the time of printing, DFEO reserves the right to reschedule or cancel classes due to unforeseen circumstances or low enrollment. All such changes shall be notified via email.
- **ASPIRE** - If your child is in ASPIRE, please notify us via an email to info@dfeo.org, so that we can email you an excuse letter for the duration of the program.
- **Fitness and Responsible Behavior** - Student agrees to act responsibly and will not act recklessly during participation in any DFEO Program. Student understands and agrees that inappropriate and disruptive behavior will not be tolerated. The student may be dismissed from any current and future DFEO Programs if DFEO deems that the student's behavior has become an issue.
- **Discrimination** - DFEO does not discriminate on the basis of race, color, nationality, gender, sexual orientation, ethnic origin, or religious belief in its admission, retention, financial aid or other educational policies.

- **Harassment** - DFEO does not tolerate harassment in any form. Parents or students who have cause for complaint should contact any member of the DFEO staff. It is a policy of DFEO that instructors, staff, parents, and students treat each other with courtesy and mutual respect to foster learning and growth.
- **Indemnity** - Students and parents agree, for the student, the parent, the parent's spouse, and their respective heirs, assigns, and legal representatives, to indemnify, defend, and hold DFEO and its affiliates or agents harmless from and against any and all damages that may be incurred or sustained by DFEO affiliates or agents arising from or related to any injuries to the student, or the student's acts or omissions.
- **Touching** - Participation in the performing arts and sports may involve physical contact by instructors in the course of teaching, for the purpose of illustrating what is being taught. By enrolling in a DFEO program, students and parents consent to such appropriate contact.
- **Problems** - If problems arise (e.g., financial, instructional, personal), it is the responsibility of the parent and/or student to notify DFEO via email or by calling DFEO at 562-419-2338 and leaving a message. Every effort shall be made to respond to individual needs and to resolve problems accordingly.
- **Suspension** - Delinquency in payment of tuition and fees may result in suspension of a student's enrollment. Suspended students shall not be allowed to attend classes, rehearsals, or lessons; instruction shall be resumed only upon full payment of any balance due. There will be no credit or make-ups for any lessons or classes missed because of suspension.
- **Expulsion** - DFEO reserves the right to expulse any student from the program for the following reasons: lack of interest, frequent absences (more than three consecutive missed lessons), frequent tardiness, behavioral problems, failure to abide by DFEO policies, delinquency in payment of tuition and fees, and in cases where students are viewed as disruptive, uncooperative, or detrimental to the progress of the class.
- **Room & Schedule Changes** - Changes to program schedules and school assignments will be notified via email should DFEO know ahead of time. In cases of the school campus changing the room assigned, notification may be prior to class beginning.
- **Personal Property & Security** - DFEO is not responsible for loss or damage to the students or parents personal property. Students and parents are advised not to leave items unattended; this includes musical instruments. Toys, cell phones, or games are not permitted.
- **Assumption of Risk and Release** - You understand that during student's participation in any DFEO program, the student may be using and exposed to paints, spray paints, inks, drawing materials, and other media and supplies listed below. You hereby agree that student's participation in any DFEO program is voluntary, at their own risk and with your knowledge and consent. Furthermore, on behalf of the parent and the student, the parent hereby releases and covenants

not tontsure or make any claim against DFEO, the Downey Unified School District, and each of their respective trustees, officers, employees, agents and independent contractors, for any and all actions, losses, damages, liabilities, and expenses incurred in connection with or related to any DFEO program or student's participation therein.

Publicity

DFEO may record the artwork(s), image, and/or voice of the students, and parent agrees to grant DFEO all rights to use, and authorize the reproduction and use of such sound, still, or moving images in any medium for educational, archival, promotional, and public relation purposes in whatever form, format, or medium DFEO deems appropriate, without restriction as to changes or alterations. Students and parents waive any right to inspect or approve sound, still, or moving images, or finished versions incorporating images or sound, including any written copy that may appear in connection therewith. Students and parents agree that DFEO owns the copyright for these sounds, still, or moving images, and waive any claims they may have based on any usage of the sound recording, still, or moving images. Parents agree that DFEO may provide a copy of any such still or movie images to the artist/teacher and/or third parties participating in any program activities, solely for their non-commercial personal or professional use.

Medical Policy

- **Medical Emergency** - If a medical emergency arises, every effort will be made to contact the parent or the person designated in the emergency contact section of the student's registration application. However, if the parent or the designee cannot be contacted immediately, the parent agrees to authorize DFEO, it employees, and agents to request and authorize emergency medical treatment for the student that DFEO deems necessary or advisable, and the parent agrees to bear all costs and expenses related to such medical treatment.
- **Medical Prescriptions** - Before bringing any type of non-prescription and/or prescription medication to any DFEO program, you will give notice to the Programs Director in writing, indicating the dosage and frequency of each medication. Only if the parent has submitted such notice will the student be allowed to carry non-prescription medication on his/her person while participating in any DFEO program. All prescription medication much be given to the program teacher in its original packaging. Students will not be permitted to carry prescription medication while participating in any DFEO Program.
- **Administering Medicines** - The student will be solely responsible for taking the proper dosages of any and all medication at the proper time while participating in any DFEO program. This includes asthma inhalers. Parent acknowledges and agrees that neither DFEO nor it trustees, officers, employees, volunteers, or agents are responsible for administering proper dosages at proper times.

Registration & Tuition

- **Registration** - Registration opens August 1st. All students wishing to participate must register prior to the first day of class. A \$25 registration fee will be assessed for any delay in registration. Registration will close on Week 4. Students beginning instruction after the start of the program will be charged tuition in full.
- **Cost** - Tuition for specific programs can be found on each program webpage and must be paid on time according to the payment schedule. A student is considered “registered” when DFEO has received payment for tuition and fees.
- **Payment Options & Due Dates** - Payment in full upon registration is encouraged. However, a payment plan is available to help students and parents meet their financial obligations. The terms are as follows: an eight-part monthly payment plan can be arranged starting September. The terms of this plan are: 12.5% of total charges is due on the 1st of every month for eight months starting September and ending April. Tuition may be paid via cash, check or card in person on the Registration Day and only online via card there after. Checks should be made out to Downey Foundation for Educational Opportunities. Any returned checks will be subject to a \$25 returned check fee. Late tuition payments will be subject to a \$25 late fee. If a check is returned by the bank or if a credit card is rejected, then DFEO will notify the parent via phone or email and the student may be dropped from their program.
- **Outstanding Balance** - DFEO believes that payments are made in good faith. Individuals who repeatedly fail to meet their financial obligations to DFEO however may have their enrollment revoked. Any outstanding balance will prevent the student from continuing in the program, from participating in any concerts or tournaments, and from participating in any DFEO program until the balance has been paid in full. If a balance remains unpaid after attempts by DFEO staff to collect payment, then the instructor shall be informed and shall deny the student entrance to the class. The individual who completes the registration form understands and agrees to these terms.
- **Withdraw from a Program** - A drop period is provided to allow students to make changes to their enrollment during a specific time frame. To drop a student from a program, parents must email info@dfeo.org within a week to avoid a reduction of any refunds. Informing an instructor of a decision to withdraw, stopping payment, or not attending class does not constitute a withdrawal. Exceptional requests for refunds due to a family or medical emergency may be made via email to info@dfeo.org within 14 days of the missed class and must include appropriate documentation. There is no guarantee that a full refund will be approved due to a family or medical emergency. DFEO also considers exceptions to this policy when the circumstances of the drop are based on instructor and student incompatibility. The first step in these situations is for the student or parent to talk to the instructor directly regarding the problem. If the first step does not resolve the situation, the parent or student should email info@dfeo.org. The Program Director will talk to the instructor, the student and their parents to resolve the problem.

- **Exchanging Programs** - Students are provided with a program exchange period to allow students to make changes within a specific time frame. Students may exchange programs within the first 4 weeks of the year.
- **Refunds and Credits** - A “refund” is defined as tuition paid that is returned to the student. A “credit” is an amount carried on account over and above what the student owes DFEO.
- **Refunds** - are usually only given for medical or family emergencies only. Parents should indicate whether they wish to have a refund check issued or credit posted to their account. In some cases, only a credit (not a refund) will be allowed. Students are eligible for a refund of tuition if they drop PRIOR TO THE FIRST DAY OF THE PROGRAM, but there will be a \$50 withdrawal fee. If the drop occurs due to the inability of a class to meet the minimum number of registered students, then parents are eligible for a 100% refund. Anytime after the first day of the program refunds will be prorated.
- **Credits:** are usually only given for medical or family emergencies only. Parents should indicate whether they wish to have a refund check issued or credit posted to their account. In some cases, only a credit (not a refund) will be allowed.