



Home to the **ORANGE COUNTY AERIAL ARTS**

APPRENTICESHIP PROGRAM

GUIDELINES AND BILLING PRACTICES

MISSION: This is a pre-professional training program that provides a platform for the students to express their learned skills and apply the same in an audience setting. The apprentice is part of our performance team – the ORANGE COUNTY AERIAL ARTS

ENROLLMENT: Participation in the Apprentice Program requires a minimum level of prerequisite skill. Typically, students are not invited into the Apprentice Program until they have at least 3 months of weekly sessions in order to learn basic skills, endurance, and safety. The Apprentice Program is a privilege, not a right.

RESPONSIBILITIES: Following are the activities, duties, and obligations required of each Apprentice. In addition to your commitment of time and focus to your artistic development, you are also required to commit time and effort, outside of the apprentice sessions, to production tasks and ticket sales. This is vital to the overall Apprentice Program and not optional.

What do you do during the apprentice session?

1. Ruby Karen Project is a curriculum school. Every apprentice whether having taken aerials at another school or not, shall be boarded into a curriculum. More information regarding curriculum shall be distributed in our next publication. However, a typical example: it is basic and logical that one cannot learn crunchy frog unless she has mastered leg crocheting aka “basic crochet combo” and pullovers on air. Our teacher training syllabus contains guidelines that comply with RKP education policy.
2. Practice what you’ve learned in class
3. Develop strength and endurance faster than non-apprentice students
4. Learn combination routines
5. Develop artistry and work with transitional moves through combinations.
6. Learn movement and dance combinations that will develop grace and coordination
7. Learn musicality and rhythmical techniques
8. Learn to be a teamster for group pieces, including sync/desynchronization, rippling, etc...

9. Learn strategies and techniques to study choreographies and prepare for routines
10. You learn additional skills not taught in typical aerial classes including acro-gymnastics, partnering and dance, when embarking in a production.
11. We provide a yearly ONE on ONE meeting with you to discuss your goals and concerns.

Duties and Obligations:

PRODUCTION DUTIES AND OBLIGATIONS:

1. Apprentices have a choice to take part or not to take part in a performance production. Even if one does not take part from a performance stand point, for the sake of building teamster, everyone is expected to volunteer time to the production.
2. Participation in production is a privilege, not a right.
3. Commitment to projects signed up for, including performance productions.
4. As part of the apprentice training program, all apprentices are **required** to commit at least 5 hrs/ production, on any RKP/ OCAA production whether for backstage, pre-production, post production and other associated production tasks. We have a sign-up sheet for the list of tasks needed. NO EXCEPTION, however, we will entertain substitution depending on the tasks.
5. For annual full-production productions, there is a production fee of no more than \$30.00. This will be applied to all costs associated in the production including props, costumes and retention of professionals. You can pay this in increments of 2 payments.
6. Production casts are limited to apprentices, however depending on the needs and on a case to case basis, we may invite other students to participate.
7. Casting of roles shall be based on rehearsal availability & skill level and overall response, attentiveness and choreographic responsibility.
8. If you are committed to a production, attendance shall be at least twice a week with one day for weekend rehearsal, however we encourage apprentices to come to as many sessions.
9. You are only allowed two absences within the 3 months period starting January 13, 2014

NON-PRODUCTION APPRENTICE SESSIONS:

10. No apprentice rehearsal or practice during class.
11. Practice what you've learned. No experimenting or "youtubing" of moves in the studio.
12. No soliciting of moves, tricks or transitions that are new or have not been taught.
13. Review your notes (Apprentice notebook is required in this program). Your lessons are reflected in your notes. If you forgot a trick, reference your notebook. We will assist you if something vague is in your notebook which prevents you from executing the moves correctly.
14. Apprentice session is not the time to learn new tricks. It is during your technique classes. If you forgot the lesson you previously learned and it is not in your notebook, you would need to re-learn the lesson again in class.
15. Tuition payments are to be recognized as joint payment of the Apprentice fee and any monthly Tricks class package
16. Tuition fee are advance payments and are to be paid in full. Tuition payments are to be regularly paid on your "anniversary date" which is the date when you first started your apprentice program, e.g. every 5th of the month. See Billing Procedures for more information.

17. Unless included in our repertoire, please stick to your assigned apparatus and avoid other non-curriculum apparatus including stilts, bungees and circus arts toys, so we can focus on your training. These non-aerial activities (stilts, bungees, etc..) should be done before or after apprentice time, unless otherwise place on schedule.
18. First 30 -45 minutes should be devoted to learned skills before working on repertory pieces. If you are not in the pieces or if your parts/ role is still in a “work-in-progress” status, you can use the rest of the time to continue training on skills learned.
19. Warm up should be done prior to apprentice time (if apprentice is 1:30pm, come at 1pm to warm up)
20. We like to hear your stories, but if we do this during apprentice, we won't get anywhere. So it's best to reserve them after training sessions and when we are relax.

Other Training and Rehearsal Considerations:

1. Please notify us if you think any apprentice is not fit to practice (emotionally distressed, medically and drug intoxicated or physical impaired)
2. When you are casted and the music is ready, bring your USB flash drive so you can study the music.
3. Bring to all apprentice sessions, a notebook dedicated to apprentice so you can make notations of the choreographies, any changes, timing notes, costume and reminders. Also make notations of corrections that you think apply to others, as these also apply to you. Other notations to record should be comments relating to normal techniques, artistry, port de bras (hand and arm movements), musicality and grace.
4. Bring extra shirts, shorts, sweat pants and sweater. Also bring fingerless gloves (the ones you use when it is cold) for lyra.
5. If you are not sure of your part, please ask Ruby, Luca or Caitlin. They will answer your questions or direct you to who best knows it.
6. Please text or email us in a timely fashion, any concerns...e.g. not coming to rehearsal or coming early, etc...
7. **Please do not take any comments personal during rehearsals or training.** These are not only addressed to you alone, but also serve to let everyone know of the situation, in order to avoid repeated mistakes... example... timing and execution.... Not knowing the choreography, taking responsibility of parts. If you do not know them... **just let us know at the beginning** and not when we are about to run the pieces, otherwise we are wasting time. Not only does it make it unfair to those who work hard to learn the same parts, but we are forced to steal time from students who deserve to be given the same attention and give said time to those who did not do their homework.
8. Be prepared to be re-casted, taken out of your part or take changes in choreography. Do not take this personal. There is a reason for all changes or re-casting.
9. When you are casted for a piece, the choreographer knows that you are capable or will be capable of and prepared to perform this based on your skill level and your commitment to rehearsals. Any down-grading of parts is attributed to your commitment. If you are not comfortable with parts you have been casted in... let RK know about this, at least 3 weeks before the show date. However, be prepare that any new casting done after may consequently affect the level of skills assigned to you.

10. Be respectful of the artistic director, the technical director and the choreographer. Please do not take offense or be defensive when you are given corrections. The apprentice program is meant to train you for harsh situations in a highly competitive environment. When we are critical, be grateful.... Although we are mindful of your thoughts and feelings, your emotional sensitivity should be blocked during apprentice sessions in order to take constructive criticism.
11. When a performance is done, all wardrobe must be returned CLEAN WITHIN ONE WEEK after the show. Additionally, you are required to EMAIL us (info@rubykaren.com) upon return of the costume.
12. Adherence to these guidelines is mandatory. Any Apprentice who deviates from these guidelines may be asked to leave the Apprentice Program until a time in which they are able to commit fully to the program

We are here for you because we are passionate about your development and training. Please take these guidelines into consideration in order to improve, grow, achieve goals and provide a safe and fun environment while still meeting high standard of education. By help us, you are helping yourself attain your goals.

Thank you for your attention and cooperation.

Ruby Karen and Luca Cecchini

Ruby Karen Project/ Orange County Aerial Arts



Standard RKP/ OCAA Billing Policies and Student Accounts for Apprentice and Regular Students

Account Summary Description: The Apprentice program is a contract that renews every month on the same day you first enrolled. Contract renews every month and can be terminated for any reason or at anytime (except for the 1st 3 months of your enrollment). Advance monthly payment is required prior to attendance. Initial assessment and approval by the Ruby Karen Project directors are necessary and upon review of Apprentice Guidelines by client. Enrollment in this program denotes acceptance by client of terms and conditions outlined in the Apprentice Guidelines and Billing Practices

1. Tuition Fees are paid in advance. There are no refunds, only exchanges.
2. For Apprentices, tuition fee must be paid prior to your “anniversary date”. Any payments made 5 days after your anniversary will be charged a late fee of \$15.00.
3. Apprentices are renewable every month, with the exception of the 1st month enrollment, in which case, apprenticeship need to be committed for 3 months.
4. If you forgot your anniversary date, please ask us. Your anniversary date was the date you first enrolled in Apprentice –regardless of the date you have been making payments.
5. Cancellation of your apprentice program can be done online. Additionally, you need to inform us of said cancellation via email. Your cancellation shall be effective the following enrolling month.
6. There shall be no retroactive cancellations, regardless of whether you attended sessions or not.
7. Reservation of your class and apprentice session is MANDATORY. This system will not only help you understand and make you aware of your account, but will also eliminate errors, questions or confusions about your account, eventually making it easier to self- manage your account. It will also help keep your account records straight, and avoid any disputes.
8. Please physically SIGN-IN on the sheet when you arrive for your class or apprentice. If you do not sign in, we will sign you in, as we need to make sure our records are accurate.

Understanding our New Billing and Account Payment System - MINDBODY:

In light of our new online billing and scheduling system – MINDBODY (MB), we are reinforcing old policies and establishing new policies:

1. What is an ACCOUNT: Account is a record in our MB system and serves like a general ledger that is used to collect and store debit and credit amounts. You can deposit money in your account by paying in cash, credit card or check and it will reflect a debit and you can extract

money to pay your classes. However you can also have a negative balance if you do not pay in advance or owe money for classes , products or fees.

2. Whether paying in cash, check or credit card, our tuition has slightly increased to accommodate the management of your account. That means that you are in charge of your account. You would need to make your payment directly on the system (except for cash and check payments). You will be able to review and manage your account.

3. **Apprentice contract is ALREADY SET-UP.**

To Pay by Credit Card:

- ❖ When enrolling for the first time (or re-enrolling), mark the date you are making the payment, e.g. Jan. 11¹. Note that said date is your “Anniversary Date”
- ❖ Go to Mindbody and to the ONLINE STORE. click “**Contracts**”.
- ❖ Choose between:
 - ◆ Apprentice w/ 4 Kids Aerials
 - ◆ Apprentice w/ 4ADF
- ❖ Payment is only by credit card and will auto-pay and charge your credit card every month.

To Pay by Check or Cash (directly to any RKP staff):

- ❖ Your payment will be set on an ACCOUNT method. Mark the date you first enroll, as this will be your “Anniversary Date”. Every month, we will charge your account, so you would need to regularly deposit funds to the account to cover your monthly tuition fee.
- ❖ Subsequent payment by check or cash must be received prior to your anniversary date. Any payment received 5 days after your anniversary date will incur a Late Fee charge.

Subsequent Tuition Payment by Credit Card (after Initial Cash/ Check Enrollment):

- ❖ Go to Mindbody, then to ONLINE STORE.
- ❖ Click ACCOUNT PAYMENT and choose either:
 - Apprentice 4ADF -Account Payments;
 - Apprentice 4 Kids Aerials – Account Payments
- ❖ Follow the prompts.

If you decide later to set up automatic payment by credit card:

- ❖ Notify us and we will do this together to make sure that it is done properly.

To suspend or terminate your apprentice contract:

- ❖ Log in to your account, go to “*MY INFO*” and click “ACCOUNTS” on the sub-menu. Accounts (log-in) and terminate your **CURRENT contract BEFORE** your contract expires, by going to the “*AUTO PAY*” section and on the right had side, choose “*Terminate*”.
- ❖ If you are unable to do so, please transmit your request to suspend or terminate by email to: billing@rubykaren.com **BEFORE** your contract expires. If we do not receive any such notice, your account shall be automatically charged.

¹ Unless you attended sessions prior to your enrollment as a courtesy by RKP.

4. Reservation is mandatory. If you are not able to reserve online, that means you are either late in your payment and have an outstanding balance or have exceeded the number of classes you took.
5. If you don't pay on time, it will show in the MB system.
6. If you consumed all your classes, you will not be able to reserve online.
7. If you drop in a class without a reservation, we have to sign you in and MB will show that you have unpaid class/es.
8. Except for Open Gym sessions which require a 6 hour advance reservation, all classes and sessions can reserve up until minutes before the class starts.
9. Cancellation for regular classes is 6 hours before the class time. For Open Gym, we require 4 hours before the session time.
10. If YOU DO NOT CANCEL your reservation ONLINE, 6 HRS prior to class, MB will consider this as a redeemed class.
11. If you make a 'LATE CANCELLATION" ONLINE, MB will consider this as a redeemed class. Our school can provide a courtesy accommodation on a case to case basis, but may not be able adjust your attendance/ record. Instead you can do a make-up class within a week of the cancelled class and our school will give this class as a COMP ticket.
12. If you did not show up for your reserved class and did not even attempt to communicate your absence before class, or if you failed to notify us within 24 hrs after the class, MB will consider this as a redeemed class, except for emergencies that prevented you to communicate your absence.
13. Apprentice fee consist of either the following:
 - ❖ 4 or 8 Aerial Tricks and Unlimited Apprentice session; or
 - ❖ 4 or 8 Kids Aerials and Unlimited Apprentice session; or
 - ❖ 4 or 8 Combo Trapeze-Pole-Double Cloud and Unlimited Apprentice session.
 As a contract, tuition fee is combined and cannot be separated.
14. You cannot mix your technique class within a series/ month... If you choose ADF, then for the entire apprentice month is ADF. You can switch the next month.
15. If you fail to pay the complete apprentice fee, MB will show that you have an outstanding balance. If you have money in your ACCOUNT, you can apply this to the balance. Otherwise, you would need to deposit money into your ACCOUNT.
16. If you do not pay your apprentice fee on time, MB will charge your account and you will have a negative balance (unless you have money in the account). Additionally, you will be charged a late fee of \$15.00 if not paid within 5 days of your anniversary date.
17. All EXPRESSED & WRITTEN cancellation of any contract including Apprenticeship shall take effect on your upcoming anniversary date or upon expiration of your contract. We do not have retroactive adjustment (or refund) of fees, unless there was a system error or glitch in the MB set-up.

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