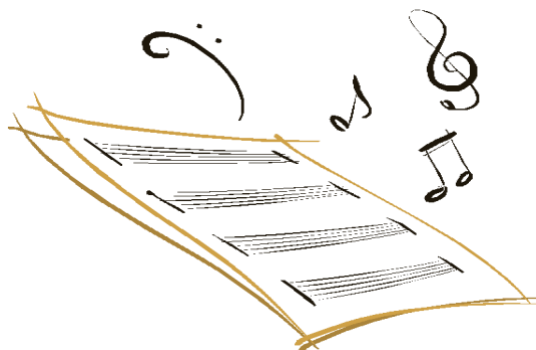


THE SAINT ANDREW AVELLINO SCHOOL MUSIC PROGRAM HANDBOOK



2019-2020

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Welcome

Thank you for supporting our After-School Music Program. We look forward to another wonderful year of teaching your children to sing and play instruments. This handbook was put together in an effort to unify procedures in all after-school music activities; please read the following policies and information thoroughly and sign and return the attached contract next week.

**Music Program Website: www.ursatz.com/SAA
Email: SAASMusic@gmail.com**

The Saint Andrew Avellino School Music Program

SAA SCHOOL MUSIC FACULTY 2019-2020

Dr. Eric Chernov	Percussion Ensemble Director
Mrs. Larkin-Battista	Junior & Senior Chorus Director/Concert Coordinator/ Curriculum Advisor
Ms. Clare Liu	String Ensemble Director / Piano Instructor
Mrs. Emilia Horn	PreK-8 th Grade Classroom Teacher
TBA	Guitar Ensemble Director
TBA	Band Director
Mr. Charles Wang	String Ensemble Assist. Director / Piano Instructor

AFTER-SCHOOL PERFORMING ENSEMBLE SCHEDULE

	GRADES	DAY*	TIME*
Junior Chorus	K-4 th Grade	Tuesday	2:50-3:50pm
Senior Chorus	5 th -8 th Grade	Tuesday	2:50-4:30pm
Guitar Ensemble	4 th -8 th Grade	TBA	2:50-*pm (*Beginner Group leaves at 3:50)
Percussion	1 st -8 th Grade	Thursday*	2:50-3:50pm
String Ensemble	1 st -8 th Grade	Thursday	2:50-4:05*pm (*Beginner Group leaves at 3:45)
Band	3 rd -8 th Grade	TBA	2:50-3:50pm

*Day/Time is subject to change before a new semester starts. Please check the website.

2019-2020 MUSIC PROGRAM CALENDAR

(ALL dates are subject to change)

First Week of After-School Classes: Semester I	Week of September 23 RD
Christmas Concerts	DECEMBER 18
First Week of After-School Classes: Semester II	TBA
Spring Concert	TBA
Piano Recital	TBA
End of the Year Party	TBA

The Saint Andrew Avellino School Music Program

Procedural Polices

- All students and parents' of the students participating in an after-school music activity must **register online** by the second week of classes. Students will not be allowed to participate in the class until you have registered and "signed" the online contract. **By registering, you understand and agree to receive emails from the SAA music department.**
- Students must **pay the semester fees** for each class by the second week of classes. If you fail to do this your child will **not** be allowed to participate in the class. Piano Instructors will set up their own payment schedule.
- *If paying music fees by check:* Please only write checks to the instructor's name (e.g., if your child signs up for Percussion Ensemble the check should be written to Eric Chernov). Checks written to St Andrew's are NOT acceptable and will be returned to you (the only exception is for fee that goes to the school for Chorus).
- All ensembles and choruses will be dismissed by the director (or a director's assistant) at the 158th Street (Cafeteria) Entrance. Parents may **not** enter the school building at any time during or after the class (*this is a school policy*). The only exception is if a parent is requested to come to a Private Piano Lesson by the instructor.
- There is NO food or soda allowed in any classes. Bottled water is acceptable.

Program Fees*

	<u>Semester I</u>	<u>Semester II</u>
Junior & Senior Chorus	\$20	\$20
Band, Guitar, String & Percussion	\$200	\$250
Alternate <i>full-year</i> fee (a 30 savings)	\$420 -----	
	<u>½ Hour</u>	<u>45 minutes</u>
Private Piano Lessons	\$30	\$40

***Please Note: A \$20 facilities fee has been added to each semester.
This fee will be going directly to the school.**

The Saint Andrew Avellino School Music Program

Discipline Policy

The success of all of the performing ensembles is dependent upon the way in which the students work together as a group. If a student's behavior interferes with the group's ability to work together the director will enforce the following "three strikes you're out" policy:

1st infraction: Student will receive a written warning / discipline slip that must be signed by the parent and returned the next week. The student will not be allowed to participate in the class until the slip is signed and returned

2nd infraction: The director will call the parent of the student to discuss the infraction and remind the parent that this is the last warning to be given.

3rd infraction: The student will receive an official dismissal letter from the director. S/he will no longer be allowed to participate in the ensemble and will not receive a refund.

Unacceptable Behaviors

- Using disrespectful words, actions or body language
- Chewing gum
- Tardy to class; Students should be in their seat with materials when class starts
- Refusing to follow directions or refusing to participate
- Off-Task Talking: Talking when you should be listening, singing or playing your instrument
- Arguing with or talking back to the teacher
- Distracting another member of the ensemble
- Disrupting instruction by yelling out in class or with loud obnoxious behavior or sounds.
- Taking out / using prohibited items: cameras, cell phones, electronics and toys
- Horseplay
- Touching another student inappropriately
- Getting out of your assigned seat without permission.
- Bringing food or drink besides water into the rehearsal space
- Playing or handling someone else's instrument or equipment.
- Destroying or defacing school property or equipment

Concert Behavior

All unacceptable behaviors listed above apply to the concerts as well as weekly classes. In addition students may **NOT** talk at anytime backstage during the concert. Failure to comply can result in the student being asked not to perform in the concert at the discretion of teacher/director in charge.

The Saint Andrew Avellino School Music Program

Attendance Policy

- If a student is going to miss an after-school music class, but is NOT absent from school, the director must receive a note notifying him/her of this absence prior to this class. Please send this note in an email to the director via the SAAS Music website: <http://www.ursatz.com/SAA>
- There are no refunds for missed classes.

Practicing Policy

- A student's success on the instrument and in the group is dependent on his/her practicing at home. Practice sessions should take place every day for at least 30 minutes.
- If a student is not performing up to standard due to lack of practice time he or she may not perform particular pieces or at all in the semester's culminating concert. This at the discretion of the director.

Concert Policy

Upon signing this contract, a student is committed to participating in the ensemble until end of the semester and performing in the culminating concert at the end of each semester (Semester I-Christmas Concert/Semester II-Spring Concert). The Piano Program will have an End of the Year Recital in June.

Instruments and Materials

The St. Andrews Avellino School Music Program does not provide instruments, method books or any other required materials/equipment. Directors will provide you with a list of reputable places to rent from or purchase instruments and where to purchase required materials. These lists will also be available on our website.

Canceled Classes

If an Instructor/Director must cancel a class due to an emergency or illness a notice will be posted on the SAAS Music Website. An email will also be sent to all parents. Please be sure to check your email and the website often and/or set up a phone chain with a parent who does.

Piano Studio Policies

Goals:

- To foster an appreciation and enjoyment of music.
- To develop a keen ear and solid technique.
- To teach the student how to practice and work effectively on their own.
- To increase confidence through public performance.

Fees:

- ½ hour - \$30
- 45 min. - \$40
- Tuition is payable on a weekly basis. Cash is preferred.
Please make checks payable *only* in the teacher's name (*not* "St. Andrew Avellino" or "Cash")

Cancellation Policy:

- If you wish to cancel a lesson, please notify the teacher by 8 PM the day before. The teacher may charge the full lesson fee if a lesson is cancelled later than this. Please make contact directly by phone or e-mail - DO NOT call the St. Andrews office to cancel a lesson. Regular attendance is essential to ensure continued progress.
- In the case of a last-minute absence from school (sudden illness, emergency) please notify the teacher on the morning of the lesson. If cancellations are made immediately before the lesson, you will be charged the full lesson fee. Doctors' appointments, family outings, or other related events do not qualify as emergencies.
- Regular attendance is essential to ensure continued progress. If a student is not progressing due to too many cancellations, the teacher may discontinue lessons.

Expectations:

- The student should own a piano or a **full-size, touch-sensitive** keyboard for daily practice. Please ask the teacher if you need advice on purchasing an instrument.
- In general, beginning students are expected to practice a minimum of 15 minutes per day. Intermediate students should practice at least 30 minutes per day.
- The student is responsible for the purchase of all piano books and supplementary materials.
- The teacher may request that parents sit in on their child's lesson, especially in the case of young children. In addition, parents of young children should supervise their daily practice sessions. Parents of all students are encouraged to attend the lessons.
- Since there is only one lesson per week, it is imperative that all assignments be completed by the next lesson.

Piano Studio Policies (continued)

Recital:

- There will be a piano recital at St. Andrews in the Spring (date and time TBA). All students (providing they are well-prepared and have been practicing regularly) are encouraged to participate.

Information:

- Up-to-date information about the music programs (in-school and after-school) can be found online at: <http://www.ursatz.com/SAA>

PIANO INSTRUCTORS (Emails are found on the music programs webpage):

Clare Liu / Charles Wang (646) 325-5009