



New School of Music **2011/2012 Family Handbook**

Connecting our Community note by note since 1976



25 Lowell Street
Cambridge, MA 02138
617-492-8105
www.newschoolofmusic.org

From Our Executive Director

Dear New School of Music Families,

For both new and returning families, welcome and thank you for being part of the New School of Music community.

Our teaching faculty and administrative staff are here to support you, our families and students of NSM. We strive to make music a part of your life and would like to help you in any way possible. Should you have questions about the next step in your music education, where to go for a great concert or need help finding a particular piece of music – just ask! All teachers and staff at NSM would be more than happy to help.

As a community music school founded to make music accessible to all, we invite you to take full advantage of all NSM has to offer. All students and families are welcome to join us for NSM's monthly school-wide student recitals, our 2nd Wednesday Concert Series and a host of special events throughout the year including our annual Family Music Festival in June.

By enrolling at the New School of Music, you know what a special place it is. However, in addition to our talented teachers who provide great programming, none of it would be possible without you – thank you. It is with your support that NSM can continue with its mission to grow and foster a love of music in our community. If you are interested in volunteering to support NSM, your community music school, we would welcome the offer. Opportunities include service days to keep our school safe and clean, event staff for concerts, administrative help in marketing; the opportunities are endless – if you would like to help in any capacity please let us know.

Again, thank you for being part of our community at the New School of Music and I look forward to seeing (and hearing!) you around the school.

Sincerely,



Alyssa A. Lee
Executive Director
New School of Music

History

The New School of Music was founded in 1976 by composer, conductor, and musician, Nicholas Van Slyck with a mission to provide a community music school for students of all ages, levels of training and financial means. Our audience includes children, youth and adults, starting with students as young as infants. We serve approximately 300 music learners of all skill levels and experience in private lessons and group classes each year from within the Cambridge and greater Boston area.

True to our founding vision, The New School of Music maintains a focus on our original purpose of Music for All with affordable programs in a non-competitive, student centered learning environment. The New School of Music's teachers are active professionals with expertise in music education in addition to their extensive performing resumes.

Table of Contents

| | |
|---|---|
| Who to contact/Office Hours..... | 2 |
| Email Communication | 2 |
| 2011-2012 School Calendars | 3 |
| NSM Vacation Days | 3 |
| Weather Cancellations | 3 |
| Attendance/Payment Policies..... | 3 |
| Makeup lessons and Classes..... | 4 |
| Payment plans | 4 |
| Scholarships..... | 4 |
| Withdrawals and Refunds..... | 4 |
| Student Conduct/Responsibilities | 4 |
| Studio use Policy..... | 4 |
| Observation of Lessons..... | 4 |
| Security & Caregivers Policy | 4 |
| Monthly Student Recitals..... | 5 |
| NSM 2010/2011 Student Recital Dates | 5 |
| Post-Recital Receptions | 5 |
| Tips for a successful recital! | 5 |
| Concert Etiquette (manners, that is!) | 5 |
| Parking..... | 5 |
| Use of Photographs and Videos | 5 |
| Non-Discrimination Policy..... | 6 |
| Support NSM..... | 6 |

Who to contact/Office Hours

Alyssa A. Lee
Executive Director
director@cambridgemusic.org
(617) 492-8105

Katrina Crosby Watters
Director of Operations
info@cambridgemusic.org
(617) 492-8105

NSM office hours are 9-5, Monday-Friday. Any paperwork may be dropped off after hours in our lock box to the right of the office door.

Email Communication

NSM sends students and families a monthly email newsletter. You have the option of opting out of the newsletter, but please note that this is the primary way NSM communicates school-wide policies, dates, and information.

2011-2012 School Calendars

NSM's school calendar is broken up into different schedules, depending on the program. Please be sure to refer to the correct program when reading the schedule.

Children Group Classes (11 WEEK TERMS)

- FALL- Tuesday, September 20-Saturday December 10th
- WINTER- Tuesday, January 3-Saturday, March 24th
- SPRING- Tuesday, April 3-Saturday, June 16th **9 classes on Saturday

Adult/Teen Classes (6 WEEK TERMS)

- FALL-Tuesday, September 20' Thursday, October 27
- WINTER- Tuesday, January 10-Thursday, February 16
- SPRING- Tuesday, March 6-Thursday, April 12

Private Lessons (17 WEEK TERMS)

- FALL- Friday, September 9- Monday, January 23
- SPRING- Friday, February 3-Friday, June 16

NSM Vacation Days

NSM will be closed on the following holidays. No classes or Private Lessons will be held the following days

- Monday, September 5: Labor Day
- Monday, October 10: Columbus Day
- Friday, November 11: Veteran's Day
- Tuesday, November 22 - Saturday, November 26: Thanksgiving Vacation
- Saturday, December 24 - Monday, January 2: Winter Vacation
- Monday, January 16: Martin Luther King Day
- Monday, February 20 - Sunday, February 26: February Vacation Week
- Friday, April 6: Good Friday
- Monday, April 16 - Sunday, April 22: April Vacation Week
- Saturday, May 26 - Monday, May 28: Memorial Weekend

Weather Cancellations

On weekdays during the school year, NSM follows the Cambridge Public School closings and delays regarding inclement weather. Afternoon, evening or weekend storms: please check the website or call the NSM office at 617-492-8105 for weather alert.

NSM does not make individual calls to students if and when the School is closed; please call or check the website to confirm school winter weather closure. Lessons cancelled due to weather will be made up.

Instructors reserve the right to make an individual decision to cancel lessons or classes due to bad weather; should they do so, they will contact students directly; private lessons will be made up.

Attendance/Payment Policies

Registration is considered complete when payment in full plus the registration fee has been received by NSM. Only completed registrations qualify to start lessons and/or classes at NSM. Attending classes or informing instructors of the intent to register does not constitute registering for courses. All purchased lessons must be used by the end of the term. No credits or refunds will be provided after the term ends.

Makeup lessons and Classes

NSM instructors are happy to provide **one** makeup over the course of the term. This is to ensure consistency in scheduling for our instructors, and that no outstanding lessons exist after the term ends.

All teacher absences or weather cancellations will be made up within the term.

In the event that a group class is cancelled, we will add an additional makeup class at the end of the term.

Payment plans

Payment for private lessons may be spread out over the course of the term with 4 monthly payments. In order to participate in a payment plan, families must:

- Sign the payment plan agreement,
- Pay \$20.00 payment plan fee (waived for Scholarship recipients)
- Commit to having a cc on file with NSM. Payments will be charged to the CC on file on the 15th of the month.

Scholarships

Private lesson scholarships are available to those who qualify based on financial need. Scholarships are awarded at the beginning of the year, until funds are no longer available. The application may be found online at www.newschoolorfmusic.org. Please submit completed applications with all required documentation. Incomplete applications or applications without proper documentation will not be considered.

Withdrawals and Refunds

Private Lessons: Office must be notified by the 4th lesson of intent to withdraw, refund will be 80% of the unused tuition; no refund after the 4th lesson of the term.

Group Classes: There are no refunds for group classes or ensembles.

Cancellation of Classes and Ensembles

Please note that NSM reserves the right to cancel any class or ensemble due to insufficient enrollment.

Student Conduct/Responsibilities

The study of music can be a joyous and rewarding experience. It offers a unique opportunity to develop one's self-expression, artistry and discipline. In order to make good progress, students should do the following:

- Attend lessons regularly and on time.
- Practice every day in a quiet place--quality of practice is as important as quantity.
- Keep instrument and books in good working order, and bring to every lesson.
- Talk to teachers about goals and how to achieve them.

Studio use Policy

Help us keep NSM tidy! No food or drink is permitted in studios, with the exception of bottled water. Please help us by disposing of any food or drink in a trashcan or recycling bin in the common areas of the school. Please do not place any items other than sheet music on NSM pianos or equipment.

Students and artists flourish in a quiet environment. Please be mindful that there may be several other lessons, rehearsals or performances going on at NSM during your lesson. We ask that you give them the courtesy of being quiet while in the building.

Observation of Lessons

Parental involvement is paramount to a student's success. Parents are strongly encouraged to observe at least one lesson per term, and to follow up with private instructor following each lesson.

Security & Caregivers Policy

NSM assumes no liability for students before or following a scheduled class or lesson. A parent or caregiver *must* accompany students under the age of 15 at all times prior to and following a scheduled class or lesson.

Monthly Student Recitals

NSM 2010/2011 Student Recital Dates

- Friday, October 28th, 2011- 6:30pm
- Wednesday, November 16, 2011- 6:30pm
- Monday, December 12, 2011- 6:30pm
- Friday, January 27th, 2012- 6:30pm
- Wednesday, February 15, 2012- 6:30pm
- Sunday, March 18th, 2012- 3:00pm (ADULT STUDENT RECITAL)
- Sunday, April 1st, 2012- 2:00PM- **NSM PERFORMATHON!** - Benefit for the NSM Scholarship fund.
- Friday, May 18th, 2012- 6:30pm-

Monthly student recitals are free and open to the public. Students are strongly encouraged to perform in at least one student recital over the course of the year. To sign up, fill out a recital form, located throughout the building, and return to the office. Refer to the form for submission deadlines.

Staff accompanists are available free of charge.

Private Lesson instructors may also hold their own separate studio recitals, space and schedule permitting.

Post-Recital Receptions

NSM is happy to provide space, and plate ware for a post-recital reception. Receptions are pot-luck, each performer/family brings food items to share.

Tips for a successful recital!

- Practice! Make sure you come well prepared; this will help ease nerves, too!
- Clothing! This is a special event! Please come dressed appropriately, along the lines of school 'Picture Day' clothing.
- The Performance! Smile at the audience when you get on the stage. When you have finished, smile again, take a bow, and walk (don't run) off stage.
- Remember, your teacher is here on a weekly basis to support you. If you have any questions, just ask.

Concert Etiquette (manners, that is!)

- Do not speak or gesture to anyone during your or someone else's performance
- Congratulate each performance with enthusiastic applause
- Pay careful attention to the performances of others
- Stay for the entire performance; do not get up during a piece, or between movements.
- Accept congratulations with grace: there is no need to make excuses or berate yourself. A simple 'Thank you' is sufficient
- After the performance, show good sportsmanship by complimenting other performers

Parking

Free parking is available in the Lowell Park lot, to the left of the building. Overflow parking is available at Mt. Auburn Hospital and at meters on Mt. Auburn St., Monday through Saturday. On street parking for non-Cambridge residents is allowed on Sundays

Use of Photographs and Videos

NSM may take photographs of classes, lessons, recitals and events for promotional use in on-line and print materials.

It is our policy not to include the names of children in any captions. If you would like us to not use any images of yourself or a family member, please let us know in writing or by email.

Non-Discrimination Policy

The New School of Music admits students of any race, color, sex, age, sexual orientation, physical ability, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, age, sexual orientation, physical ability, religion, national and ethnic origin in its hiring of faculty or staff, or in the administration of its educational policies, admission policies, scholarship programs and other school-administered programs

Support NSM

With the help of donations from community members like you, we will continue to see arts engagement in our community thrive for many years to come. Your generosity allows us to:

- Offer need-based scholarships and community outreach programs for students who otherwise wouldn't be able to explore the wonders of music
- Upkeep NSM's pianos enabling every NSM student the opportunity to play and or be accompanied by a high quality instrument
- Cover our general operating expenses including the maintenance of our building, a historic 1883 wooden school house

The New School of Music is a non-profit 501(c) (3) organization. All donations are tax-deductible.

Other ways to give

- **Volunteer at the New School**
Consider helping us as a fundraiser, as a class assistant, or by providing administrative or concert support.
- **Join our Board.**
Email info@cambridgемusic.org or phone 617 492 8105