



# Preparatory Music Handbook

**Policies and Program Information**

Updated 7-2020

A Community School for Young Musicians Since 1968

3500 Mountain Blvd. Oakland, CA. 94619

[www.hnuprepmusic.org](http://www.hnuprepmusic.org)

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Please note: Due to the COVID-19 pandemic, all lessons and performances are being provided online.

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## PREPARATORY MUSIC at HOLY NAMES UNIVERSITY

### HISTORY

Preparatory Music at Holy Names University (aka Prep Music) was founded in 1968 by Sister Therese-Cecile Murphy, SNJM, a Holy Names College sister and music instructor who was an early proponent of Suzuki education. Prep Music quickly became a renowned center for Suzuki education on the West coast, with a nationwide reputation.

### WHAT WE OFFER

Preparatory Music has a faculty of forty musical professionals offering a range of Traditional as well as Suzuki private and group music lessons after school, on weekends, and evenings to children and adults, from all areas of the San Francisco Bay Area.

Prep Music serves as a musical center for the area by providing:

- Expert musical instruction in Suzuki and Traditional teaching methods on cello, drums, flute, harp, guitar, oboe, piano, recorder, violin, viola, and voice
- Youth orchestras, group classes, and ensembles
- Unique events for our students and faculty to showcase their talents, ( Pops Concert, Concerto Competition and Festival, Solo & Ensemble Festival, Friday Evening Recitals, and faculty recitals)
- Frequent performance opportunities for students throughout the year
- Preparatory Music strives to offer outstanding music education equally to all students, encourage the professional growth of its faculty, and represent an impressive example of arts education for youth within Holy Names University

### MISSION

**The mission of Preparatory Music is to develop the musical potential in young people by creating a nurturing environment where students, teachers, and parents together foster a lifelong appreciation and love of music.**

**We believe music:**

- **contributes to the total development of a child**
- **study enhances all learning, develops sensitivity, discipline, and character**
- **prepares students to make meaningful contributions in the world**

**"The potential of every child is unlimited"...Shinichi Suzuki**

### CONTACT INFORMATION

- Director: Katherine Baird 510-436-1224, [Baird@HNU.edu](mailto:Baird@HNU.edu)
- Bookkeeper: Kathleen Clapp 510-436-1382, [clapp@HNU.edu](mailto:clapp@HNU.edu)
- Street address: HNU **PMD** 3500 Mountain Blvd. Oakland, CA. 94619
- Website address: [www.hnuprepmusic.org](http://www.hnuprepmusic.org)
- Registration site address: <https://hnuprepmusic.asapconnected.com/>

**During the fall 2020 semester we are providing online instruction and performances due to the COVID-19 pandemic.**

## **REGISTRATION and INVOICES**

### **New Students**

- New students may enroll at any time during the semester.
- Go to our website and complete our Inquiry Form.
- Once the instructor and student have arranged for lessons to begin, the instructor must inform the Director of the length and number of lessons to be taught. The Director will then review Prep Music policies and the Parent Handbook with the parent.
- Once the student is registered the parent will be contacted to pay before beginning the lessons.
- In subsequent semesters, the student becomes a currently-enrolled student.

### **Returning Students (Customers)**

- Log in using your username and password and pay the balance due on your child's account

## **PRIVATE LESSON REGISTRATION FEE**

- Each student is charged an \$80 registration fee each fall and spring semester, due August 21 and January 21, respectively
- The registration fee includes the semester Recital Fee
- Registration fee must be paid at the beginning of the semester
- Registration fee is non-refundable
- For families with three or more siblings enrolled in Prep Music the third registration fee is waived
- There is no registration fee in the summer semester

### **Recital Fee Waiver**

- Families willing to give five hours of service per semester to Preparatory Music may have the fee waived.  
**Note:** *Due to the current pandemic, service needed may be very limited, therefore we cannot guarantee waiving recital fees this semester. Please contact Director for more information.*

### **What Does The Registration Fee Cover?**

- Facility fees for recitals/events
- Accompanists for recitals/events
- Teachers' professional time preparing for and facilitating recitals/events
- Administrative costs

## **PAYMENT INSTRUCTIONS**

Tuition is paid online at the Prep Music payment site: <https://hnuprepmusic.asapconnected.com/>

**See video tutorial on the Prep Music site homepage: [www.hnuprepmusic.org](http://www.hnuprepmusic.org).**

## **INSTALLMENT PAYMENTS**

- Tuition can be paid in full or in three installments
- When paying in installments, be sure to select the "Save Card Information" as shown in the tutorial video
- **Summer:** No installment payments available; tuition must be paid in full by June 15th
- If a student begins lessons mid semester, payment is due upon registration

## **GROUP CLASS PAYMENTS**

- Please refer to Page 4 of the Handbook.

## ADDITIONAL FEES

### Past Due Account Fee

- There is a \$25.00 per month late fee assigned to all past due accounts. If tuition is past due beyond the semester deadline dates (Sept. 15, fall; Feb. 15, spring; and June 8, summer) the instructor will be asked to withhold lessons until tuition has been paid.

### Failed Credit Card Transaction Fee

- There is a \$35.00 per month late fee for failed credit card transactions.

## TUITION ASSISTANCE

- Students registered through Prep Music are eligible to apply for financial assistance.
- The student must inform the private instructor if he/she wishes to apply for financial assistance.
- Financial assistance packets can be obtained from the Prep Music Office, or from the private instructor.
- Families receiving Financial Assistance are required to provide 5 hours of service within the semester their child receives assistance.
- New Preparatory Music families who are applying for tuition assistance for the first time must attend an interview with the Director.
- Application submissions are time-sensitive. Late and/or incomplete applications will not be accepted (due dates are in August and January).

## Assignment of Students

- Students referred through Prep Music must enroll/register for lessons through HNU/Prep Music and not as a private student of that teacher.
- The Prep Music Director places new students with an instructor on the basis of a placement interview with the prospective family. Student preference for a teacher is honored when possible.
- Students must register with the Prep Music Office before beginning lessons.
- Prep Music faculty is not to make arrangements with other faculty to assume teaching responsibility for any students. Suggestions and recommendations for student placement can be made, and will be taken seriously, but the Director will make the final assignment to an available and appropriate teacher.

## Suzuki Students

- **Parents of Suzuki students** attend the weekly private lesson to observe and to take notes in order to follow through with daily practice. In order to best prepare parents for this challenging role of being the child's "home parent" we require families with children age 4-8 years old to participate in our **Prep to Twinkle Parent Education** series before beginning private Suzuki lessons.

## ABSENCE POLICIES

- Students pay for lessons regardless of attendance.
- Lessons are not prorated or credited because of students' absences such as vacations, school trips, etc.
- Faculty members are not required to make up lessons missed by students.
- The student or parent must inform the instructor if he/she will miss a lesson.
- If an instructor must cancel a lesson, the missed lesson will be made up within the semester or refunded, if it was caused by the instructor's absence.

## Student Illness

- While we encourage students to attend all of their lessons, classes, and ensembles, an ill child or adult will not perform well and may expose others to communicable illnesses.
- If a child is sick enough to stay at home from school, please do not send your child to face-to-face music lessons. Having sick children at HNU creates a hardship for faculty, staff and the community.

- Zoom or Facetime lessons can be scheduled when a student is well enough to have a lesson but not well enough to see the instructor.

### **Student Tardiness**

- The instructor is not obligated to go over the allotted lesson time when a student is tardy.
- Instructors are asked to observe a ten-minute grace period before labeling the student a “no-show” and leaving the premises, or logging off Zoom/Facetime, etc.

### **Use of Cell Phones**

- In our age of technology, we are all often “plugged in” and compelled to check our devices. Music study requires students to focus on the present moment. For parents who are present in the lessons, whether taking lesson notes and assisting the teacher and student, or simply as a co-occupant in the room, we encourage you to set aside cellphones and laptops and be in “analog time” with your child. In particular, Suzuki parents, please give your full attention to your child’s lessons and do not use your cell phone for anything other than video recording or audio recording parts of the lesson.

### **Requesting To Change Teachers Within the Program**

- When a parent wishes to switch instructors within the department this must be done in person with the instructor.
- The Director will not refer a student to another instructor without the informed consent and explicit approval from the current instructor.
- When a teacher wishes to refer a student to another instructor, the Director must be contacted and informed of the need for change.
- The current instructor is entitled to two weeks’ lesson fee.

### **Stopping Lessons**

- The parent needs to verbally inform the instructor of intention to withdraw.
- The parent needs to inform the Prep Music Director in writing of their intention to withdraw, and, if possible, submit notice two weeks prior to the last lesson.
- The instructor is entitled to two weeks’ lesson fee.

### **If Your Private Instructor Leaves The Program**

- When a teacher leaves the department, the Director will place students with another teacher on staff.
- Students are not to be referred outside the department.
- Teachers may not take students with them when they leave.

### **GROUP CLASSES**

- Students interested in participating in Prep Music classes should contact the Director.
- An audition may be required.
- Students must pay online in full on or before first class in order to participate.
- If payment is not received, the student is ineligible to attend class(es).
- A \$10 per sibling discount is applicable to students with one or more siblings enrolled in other classes (but not private lessons).
- There is a \$20 early registration discount offered for some classes (*Preludio, Divisi, Da Capo, Piano Ensemble*.)
- No installment plan is available for classes.
- There is no recital fee for classes.
- There is at least one performance opportunity per class, per semester.
- Families must self-register for group classes. To register for classes follow these steps:
  - 1) Go to <https://hnuprepmusic.asapconnected.com/>
  - 2) Follow the instructions on the Online Registration Page

**NOTE:** *If your child is already enrolled in private lessons log into your account to register for a group class. Only new customers need to create an account.*

### Group Class Withdrawals and Refunds

- Intention to withdraw from classes must be submitted in writing to the PMD office.
- Informing an instructor of a decision to terminate classes, stopping, or withholding payment, or not attending classes does not constitute withdrawal.
- Refunds will be issued up until the third week of class (**except** \**Chamber Music Intensive [CMI]* and *Piano Divertiti*).
- There are no refunds after the third week of class.

**\*For CMI and Piano Divertiti, only half tuition is refundable, and only up to one week before the first class.**

### Group Class Student Absences

- There are no make-up classes for student absences.
- Students pay for all classes in the semester.
- Since class time is reserved for the student, s/he must notify the teacher of an absence out of courtesy to the instructor. However, classes missed because of instructors' absences will be made up within the same semester.
- If a student misses three or more classes the instructor reserves the right to not allow the student's participation in class performances.

### Group Class Tardiness

- Please arrive a few minutes early to class in order to be prepared to start on time. It is disruptive and disrespectful to other students in the class as well as to the instructor to have students arrive late. It also interferes with the student's ability to learn and engage in the class.

### Group Class Cancellation

- All group classes, ensembles, and orchestras are subject to minimum enrollment requirements.
- Preparatory Music reserves the right to cancel classes if enrollment is deemed insufficient.
- When classes are canceled due to a natural event such as fire, earthquake, etc., Preparatory Music will not refund the missed class, unless class cancelation is prolonged beyond three classes.

## PERFORMANCE OPPORTUNITIES

### Student Recitals

- All Prep Music instructors are expected to provide two performance opportunities per semester. These may be formatted in any way a teacher wishes: as an informal recital, a play-in, or an ensemble.
- The dates available for such performances are provided by Preparatory Music and scheduled by the instructor.
- Please check with your instructor regarding his/her student recital schedule.

### Preparatory Music Events

- All Prep Music students are eligible, when appropriate and at the discretion of the instructor, to participate in the following events:

*Evening Recitals*

*Pops Concert*

*Solo & Ensemble Festival*

*Concerto Competition*

*Orchestras & Ensembles Concerts and Piano & Chamber Concerts (twice per year), featuring group classes, orchestras and chamber music*

### Event Application Fees

- Application fees are charged for the *Solo & Ensemble Festival* and the *Concerto Competition*, to cover the costs required to provide these events.

### Concert Admission Fees

- Admission fees are charged to families of students (and the general public) for *Solo & Ensemble Festival*, *Concerto Festival Concert*, and *Pops Concert*.
- A schedule of yearly events is handed out to instructors, and sent again when anything is changed or updated.
- Students registered in Prep Music classes may be included in larger interdepartmental events, including *Pops Concert*, *Solo & Ensemble Festival* and *Concerto Festival*. There are admission fees charged to families of students for these three events.

### CORRESPONDENCE from Preparatory Music

- The Prep Music Office uses discretion in its correspondence with families.
- Please read all emails sent from [baird@hnu.edu](mailto:baird@hnu.edu) and from [clap@hnu.edu](mailto:clap@hnu.edu). Emails regarding upcoming events and important information are sent periodically.
- Great care is taken to avoid excess email correspondence, and email addresses and other contact information are never shared with another party.
- Family contact information is kept strictly private.

### CAMPUS SAFETY

#### Supervision

- All students must be supervised by an adult when on campus.
- Students should remain within eye contact of an adult at all times.
- Students and faculty are requested to report any violations to the Director.

#### Student Behavior

Preparatory Music and Holy Names University communities will not tolerate the following:

- Disrespect to others
- Offensive, abusive, or foul language
- Verbal or physical harassment
- Derogatory comments
- Defacing school or personal property, including natural surroundings (trees, shrubs, gardens)
- Offensive or racist messages

#### Parking Permits

- Students must have parking permits to go through the gate to park on campus.
- Permits are issued every September, valid for one year, and are available to new students throughout the year.
- Permits are not interchangeable; a permit is required for each vehicle.
- Permit applications can be obtained from the university's front gate.