

The Music Academy

Family Handbook

2022-2023



The Music Academy • 226 South Second Street • Rockford, IL 61104 • 815-986-0037
www.MusicAcademyInRockford.com



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THE MUSIC ACADEMY

WHAT WE BELIEVE ABOUT EDUCATION AND THE ARTS

Welcome! This handout should be used as a reference for various administrative policies of The Music Academy. We suggest you start a binder for this and future communications from the school. All communications from The Music Academy office will be three-hole-punched for easy insertion into a three-ring binder. Carry the binder to your weekly lesson for note taking. Read from it each day that you practice (and remember that Dr. Suzuki says, “We must practice only on the days we eat.”) Refer to it regarding attendance and business policies, concert dress codes, performance opportunities, etc.

The Music Academy is a not-for-profit community school of music dedicated to providing high quality, affordable instruction, and performance opportunities to academy students, regardless of age or ability.

It is the mission of The Music Academy to inspire in each student a life-long love of music and the arts.

The Music Academy is a member of the National Guild for Community Arts Education.

As a Guild school, we envision a nation where arts education is accessible and embraced as essential for human development and healthy communities.

As members of The Music Academy, we follow in the footsteps of Jane Addams (Rockford College Class of 1882) who began the Hull House Community School of Music.

“to give thorough musical instruction to those children showing the greatest aptitude and to foster in a much larger group the cultural aspects of a musical education.”

FACULTY & STAFF 2021/2022

Mary Ann Anderson.....	violin
Janice Bartik	business manager & registrar
Michael Beert.....	cello
Valerie Blair	piano
Ella Caswell.....	piano/violin
Debra Dew.....	piano
Laura Eakman.....	executive director
Shannon Englert.....	violin/early childhood
Richard Evans.....	cello
Lillian Gonzalez.....	piano/early childhood
Rachel Handlin.....	violin/string program dir.
Lauren Hart.....	early childhood/music lab
Cathy Herdeman.....	voice
Patricia Jeske.....	piano
Brandon Lamm.....	violin/viola
Don Larson.....	clarinet, saxophone
Candy Lovan.....	piano/early childhood
Kerena Moeller.....	cello
Dave Nelson.....	guitar
David Newman.....	piano
Jacques Saint-Cyr.....	flute
Kathryn Siegel.....	violin/general program director
Lauren Canitia-Viel.....	violin/early childhood
Betty Waits.....	associate business manager & registrar

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REGISTRATION AND BUSINESS PROCEDURES

A signed and dated registration form is required for every student, current and new. All tuition registration and payments should be handled by The Music Academy office only. Please do not leave registration and/or tuition payments with your student's private instructor. **For returning students, The Music Academy will assess a \$20.00 late fee to their tuition account for registrations received after the deadline date.** The Music Academy offers three payment plans—Payment In Full, 6-Payment Plan, 10-Payment Plan—and payments are accepted by cash, check, money order, VISA, MasterCard or Discover (there is no additional fee associated with credit card payments.) **If choosing the 6-Payment Plan or 10-Payment Plan, payments are due on the 1st or the 15th of the month. For payments not received by the 15th of the month, there will be a \$10.00 late fee assessed to your child's tuition account.**

We now can accept payments through our website.

CHANGES IN STATUS

Information regarding any adjustments to a student's length of lesson must be reported to The Music Academy office as soon as possible to avoid inaccurate billing.

In order to avoid inaccurate billing, after you have notified the instructor, notify The Music Academy office of the intention to discontinue instruction.

PAST-DUE TUITION ACCOUNTS

Statements will only be mailed to past due tuition accounts.

To avoid late payments, The Music Academy offers the option of automatic payments through your VISA, MasterCard or Discover. Each automatic payment will post to your account based on your selected payment schedule. Those students whose accounts become seriously past due will be sent a notice stating lessons can and will be suspended and asking them to contact the office immediately. Teachers will also be notified of seriously past due accounts and may be asked to suspend lessons. Any suspension will jeopardize the student's spot in the schedule as lesson times relinquished by a student may be reassigned to another student at the director's discretion. Students must have cleared past due accounts prior to registering for subsequent semesters, camp, etc.

In the event any unpaid balance is placed for collections, with any 3rd party collection agency, and/or placed with an attorney to obtain judgment or otherwise satisfy payment of an account, all collection costs, attorney fees, filing fee, interest, and court costs will be added to the total amount due.

MAKE-UP POLICY

As stated in The Music Academy's registration bulletin, the school will recognize only **ONE excused absence** (for private lessons only) in the **fall and spring semester** as eligible to be made up. This one absence is not intended to give students the right to miss any lessons. To qualify as an excused absence, your private instructor or The Music Academy office must be notified of the absence at least **four hours prior** to the scheduled time on the day of the lesson. Absences should be due to illness, business or pre-arranged lesson conflict. There are no excused absences for missed group lessons or missed summer lessons.

- **Teacher Absence**
All lessons missed due to teacher's absence are to be made up. Teachers are expected to inform the student, after two reasonable alternatives are declined that they will forfeit the lesson and not receive a credit. **Make-up lessons are not offered in the summer semester.**
- **School Closing**
Lessons/classes missed due to an emergency school closing will be made up. In the event of school closure, classes or event cancellations due to weather, information will be given to local TV stations and their websites. A recorded message can also be reached by calling 815-986-0037. It will also be posted on our website. All weather days will be made up.
- **Make-Up Lessons**
One week is built into the fall semester calendar and the spring semester calendar to give students and teachers the opportunity to schedule make-up lessons. Teachers will offer two alternative dates to fulfill their obligations to students for excused absences. Should the student decline both offers, the lesson is considered unexcused. Teachers are expected to inform the student, after two reasonable alternatives are declined that they will forfeit the lesson and not receive a credit. **Make-up lessons are not offered in the summer semester.**

INSTRUMENT CARE AND MAINTENANCE

For **string** and **wind** students: Students are expected to come to lessons with instruments in playable condition. Austin's Violin shop will here once a month on a Saturday morning. Please check your calendar for dates. You may contact them for repairs or rentals at 630-466-7562. Brandon Lamm offers string instrument repairs at 708-831-0417. Guzzardo Music (815-229-5020) sells wind instruments and is a reliable local establishment for repairs. Please consult your teacher before the purchase of an instrument.

For **piano** students: Pianos do need to be tuned regularly—usually as the season changes. There are a number of reliable piano tuners in town.

We **do not** offer instruments or strings for sale.

CONCERT SURVIVAL FOR PARENTS

Do attend concerts with your children, but have these survival tips in mind:

- ✓ Younger children (as young as age 3) should be encouraged to attend "serious" musical concerts! Children are most alive and aware of the language of music at these young ages. Notes of caution: it may only be appropriate for your young child to attend a half or a quarter of a concert. Be prepared to adjust to your child's needs. Remember if there is a lack of tolerance (on your child's part) it is not with the music! More likely it is with sitting in a chair, being hungry, needing to use the restroom, etc.
- ✓ Always ask to be seated on or near an aisle if you attend with a child.
- ✓ Buy the cheap seats or find free events (we are fortunate that plenty of those are offered to you in Rockford!) Be happy to share 20 minutes or 30 minutes of a full length concert with your child.

- ✓ Arrive at the concert hall 15 minutes early (or earlier) and read the program. Read portions of it to your child. Let children finger a program, read it and look at the pictures. Remind yourself and your child when “modern” etiquette suggests you applaud—at the end of all movements listed in the program (not between movements.)
- ✓ Children under 8 years of age must be accompanied by an adult at a musical performance and it should be assumed that parents will always (regardless of the age) want to accompany their children at concerts. How lovely to share things of beauty with your child!
- ✓ If your child falls asleep—let a sleeping baby lie! Relax and enjoy while your child sleeps.
- ✓ It is okay to bring along some (quiet!) diversionary tactics, i.e. a special new book to thumb, unwrapped candy like M&M’s, or small toys are appropriate. Be aware that crackers and sticky goodies are not appreciated!
- ✓ Don’t hesitate to take your child out of the concert hall if they begin to fuss! Try to do it between pieces or movements.
- ✓ Do your research—get recordings of music being performed by the guest artist(s) and play them in your home as you might a Suzuki CD—as background or “wallpaper music”. You and your children will find comfort and pleasure in familiarity.
- ✓ Be assured that artists are thrilled to have someone (anyone) younger than 60 in a concert hall. They love the energy children bring to a concert hall.
- ✓ Remember that you and your child will learn to love whatever you listen to. If you listen to hip-hop, folk, blues, jazz, or classical music—your children are listening and learning to love along with you.

CURRICULAR PERFORMANCE OPPORTUNITIES & EXPECTATIONS

Performance is an integral part of music education. As a part of their study, students should be expected to participate in the program of performance opportunities available at The Music Academy. Many students also rehearse and perform as a part of a group. Good attendance is required to ensure your student will be allowed to perform with his/her group. Teachers may refuse to allow a student to perform with their group due to poor attendance at rehearsals. It is the normal expectation that each student should perform each semester on at least one solo performance venue. Our educational goal is to provide as much practice performing as possible. We have provided a performance log sheet to faculty members so student’s performances can be tracked throughout the year.

Performance opportunities for piano students include:

- Repertoire Classes
- Piano Extravaganzas
- Solo Recitals
- Suzuki Book Graduation Recitals

Performance opportunities for string, voice and wind students include:

- Solo Recitals
- Showcase Concerts
- Suzuki Book Graduation Recitals
- Repertoire classes

STAGE AND RECITAL DEPARTMENT

Teachers must coach their students on how to walk on stage, bow, acknowledge their accompanist (if applicable,) bow and walk off the stage. Students must not arrive later than 10 minutes (string and wind students may have an earlier call time) before the beginning of the recital and make their presence known to the faculty supervisor.

Out of respect for all recital performers, a student should not be scheduled to play if they cannot stay for the entire program and participate as an audience member. Our students learn by listening and watching as well as doing. Also, our students come to support one another .

No food or beverage is allowed in performance spaces.

CONCERT DRESS

Concert performances are a part of the complete music education available at The Music Academy. We feel it important for students to learn proper, respectful concert attire.

Performing Students:

- Solo Recitals/Book Recitals/Senior Recitals: dress clothing: knee-length or longer dresses or skirts, dress slacks, and blouses, button down shirts. Dress shoes are required. No jeans, “cargo pants”, mini-skirts, shorts, sneakers, or athletic shoes. Black sneakers are acceptable.
- Inappropriately dressed students may be prohibited from performing.
- Showcase Concerts: White top and black bottom or all black; black shoes and socks.
- Repertoire Classes: informal dress.
- Measure 5 (performing, touring ensemble) may require the purchase of special concert dress.
- The Music Academy black tee-shirt or sweatshirt with blue jeans and sneakers may be required for special, public performances. The Music Academy shirts are available on a special-order sale basis and can be ordered throughout the year.

PERFORMANCE EXPECTATIONS

In any performance, the student should perform the piece to the best of their ability. **Memorization** is generally required and the piece must reflect appropriate technique, tempo, and artistic interpretation for the level of the repertoire.

SHOWCASE CONCERTS

Students use the Showcase Concert as a “Suzuki style” group repertoire performance. Ensembles may be added to the Showcase Concert or have their own concerts. The concert repertoire is

determined early in the semester/year by the program director and that repertoire is the curriculum guide for the group classes. By "in the Suzuki style" we mean that students should have their level of repertoire and all the earlier repertoire reviewed and ready to perform with the earlier groups.

BOOK RECITALS

Book recitals are offered for **string, wind** and **piano** students. Book recitals are Suzuki graduation recitals. Students are eligible to perform when they are at least half way through the subsequent book of literature. The child must have thoroughly reviewed all pieces and be prepared to perform each piece. Review is essential for progress and these recitals are designed to inspire review.

SOLO RECITALS

Solo Recitals are formal performance experiences. A student should be scheduled to play a recital when the teacher is confident that the student can perform a piece at his/her ability level which reflects musical artistry, technical assurance and polish. Pieces must be memorized (except in the case of duets.) They are open to all instruments including voice. Students at the equivalent level of mid-Suzuki Book 1 and beyond are eligible to participate in solo recitals.

String, wind, and voice students will receive a free, appointed "rehearsal" time with the accompanist in addition to the solo recital performance. This system is based on the precept that the students are regularly listening to the accompaniment parts and that the teacher is playing the introductions at the instrument or at the piano for the student. If additional rehearsal time is desirable because of the level of difficulty of the piece, the teacher should make arrangements with an accompanist and the student will be responsible to pay for additional rehearsal time. Rehearsals are extremely important to successful performance. Parents should highly regard this opportunity.

Run-through/rehearsals benefit both the student and the accompanist. **Attendance will be taken at rehearsals and students who miss a scheduled run-through/rehearsal may be charged and/or excused from performing.**

Students assigned to a solo recital are expected to remain for the duration of the recital. Their responsibility, aside from performing, is to be a part of the audience to learn from listening and watching.

SENIOR RECITALS

Any Music Academy student of "long standing" who has demonstrated dedication, hard work, and who is achieving his or her fullest potential may offer a senior recital.

Accompanists can be suggested. Parents/students pay for rehearsal performance time and security personnel.

The teacher and program director must mutually agree upon the student's readiness to perform at least 30 minutes of music "Readiness" must be determined at least four months ahead of recital. Music should be memorized (except in the case of romantic or modern sonatas for string and wind students).

Senior recitals hosted at the school are intended to be **Music**

Academy recitals showcasing only Music Academy students and are open to the public. They may not be private family parties (i.e. graduation parties). The family should plan the recital elsewhere if they wish a private family affair. You may prefer to use your home, church, etc..

If First Lutheran Church is desired, the student must provide The Music Academy office with several dates that then are coordinated with the church. There is a fee to use the church plus paying for security personnel. If Loreen Hall is desired there is no fee for the space. You will pay for security personnel. You must reserve the date through The Music Academy office.

The student must provide complete program information (all wording), including program notes two weeks ahead of performance date. The executive director must proof read all printed materials. Use a computer program such as WORD (PC-based only.) Music Academy will assist where necessary. It is good practice for students to thank their teachers and mention The Music Academy in their printed program.

EMAILS & WEBSITE

We communicate with our families by email, Facebook and through our website at www.MusicAcademyInRockford.com. We do not email often but we like to give you updates, deadlines, special ticket offers and performance information. Our website has a calendar list of events and allows you to pay your tuition online.

www.MusicAcademyInRockford.com

www.Facebook.com/TheMusicAcademyInRockford.com/