COMMUNITY MUSIC SCHOOL

Student Handbook 2022-2023

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Thank you for choosing Community Music School!

We look forward to serving you throughout the year. Whether you are learning to play an instrument, performing in an ensemble or a member of our audiences—we welcome everyone to take part in the many musical offerings at CMS!

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Since 1991 Community Music School has proudly served the region by providing music education and performance experiences for people of all ages, abilities and economic circumstances. Community Music School holds 20 teaching studios and a 200-seat performance hall. With more than 400 students participating in our music programs each week, Community Music School has become the region's premiere resource for the highest quality music education. We're certain we can help anyone reach their musical goals.

OUR MISSION

Community Music School enriches lives and communities by offering excellent music education, performances, and cultural experiences.

OUR GUIDING PRINCIPLES

Welcoming	We welcome individuals of all ages, abilities, interests, and backgrounds.
Excellence	We are committed to excellence in everything we do.
Community	We believe that music and cultural experiences play essential roles in building dynamic, cohesive, and proud communities.
Appreciation	We inspire creativity and passion for music and cultural experiences.

OUR VISION

Community Music School will be a vital source of musical inspiration and education, and a place for people to come together to enjoy diverse cultural experiences, contributing to vibrant communities for everyone.

CMS ADMINISTRATIVE STAFF

Matthew Wright-Conti, *Executive Director* *wright-conti@cmsmusic.org*
Jennifer Abate Little, Artistic Director abate@cmsmusic.org
Ryan Shello, Registrar info@cmsmusic.org

PROGRAMS OF INSTRUCTION

MUSIC LESSONS AVAILABLE FOR ALL INSTRUMENTS AND VOICE FOR ALL AGES!

INDIVIDUAL INSTRUCTION PROGRAM

This program is most suited for beginning level students (up to two years of study) and for adult students. Students are enrolled in a weekly private lesson and are entitled to discounts on classes and ensembles, participation in student recitals and a written year-end progress report.

MUSICIANSHIP CERTIFICATE PROGRAM

The Musicianship Certificate Program is for students who are looking for a strong foundation to their instrumental or vocal study. In addition to their private lesson, students attend a weekly music theory class that corresponds to their level of music understanding. At year-end, students must pass a written theory exam and participate in a performance exam before a team of CMS faculty. Tuition includes cost of weekly private lesson, required theory class, performance in student recitals, year-end performance exam, and written progress report.

PERFORMANCE CERTFICATE PROGRAM

The Performance Certificate Program is designed to develop the highly motivated student with a curriculum that emphasizes performance. Building on the Musicianship Certificate Program, the Honors Certificate Program also requires ensemble participation. In addition to the Music Certificate Program requirements, students must take at least a 45-minute lesson each week, participate year-round in an ensemble, attend at least two concert performances per year and solo in at least two student recitals.

REGISTRATION

A completed registration form and a $35.00 annual, *non-refundable* registration fee is required of all students with a maximum fee of $50.00 per family. Please notify the office if you have any changes in your contact information during the year, including address, phone number and email.

INTERVIEW LESSONS

What is an interview lesson?
An interview lesson determines a student's aptitude or readiness for a particular instrument and can be used to decide which program of instruction would be most appropriate. Interview lessons are billed at the prevailing hourly rate.

Can I take more than one interview lesson?
Yes. At Community Music School, we recognize that the student-teacher relationship is built on numerous factors and we encourage new students to take an interview lesson (at the prevailing hourly rate) with one or more of our faculty members prior to registration.

LESSON SCHEDULES

All students are scheduled by the Registrar based on faculty and student availability.

What if I need to change my lesson day and/or time?
All requests for schedule changes are to be directed to the Registrar. If the requested day, time or teacher is not available, the student will be placed on a wait-list.

INSTRUMENT RENTALS

CMS has a limited number of instruments available for enrolled students to rent. Rental fees vary depending on instrument and are billed monthly. For more information, please contact the CMS Registrar at 610-489-3676.

TUITION

How is tuition billed?
Tuition is billed on a quarterly basis consisting of 10-weeks. Invoices are sent out by email approximately 3 weeks before the new quarter begins. Enrollment is rolling, and tuition will be prorated for students who begin lessons after the start of a new quarter. Please contact the Registrar with any questions 610-489-3676.

TUITION CONTINUED

When is tuition due?
Tuition is no later than the first lesson of each quarter. A $50.00 late fee will be applied if the tuition is not paid by or on the first lesson of the quarter. If tuition is not paid by the second lesson, the student will not be able to attend a third lesson until tuition is paid. Any lessons missed due to non-payment will be considered un-excused absences

What forms of payment do you accept?
CMS accepts cash, personal checks and all major credit cards. Preferred payment is by cash or check.

What is your return check policy?
A $30.00 fee will apply to any returned check for insufficient funds. If you have two returned checks, personal checks will no longer be accepted as payment.

TUITION ASSISTANCE

FINANCIAL ASSISTANCE

Tuition assistance is provided to minor students (through high school) who have a proven financial need. Funds are limited. Application and guidelines for assistance are available at the CMS front desk or can be downloaded from our website at *www.cmsmusic.org*.

MERIT SCHOLARSHIPS

Merit Scholarships are awarded on a competitive basis to students who have demonstrated special interests and skills on their particular instrument. Students must enroll or be enrolled in one of the two certificate programs in order to qualify, must obtain written recommendation from their teacher and audition before a panel of CMS faculty. Scholarship amounts depend on available funding.

Do CMS students receive any other discounts?
Yes, there are multiple discounts offered to students. Please see our website for the most up-to-date information about student discounts.

BENEFITS TO BEING A CMS STUDENT

What are some of the benefits to being a CMS student?
There are many benefits to being a CMS Student! Our individual lesson instructors will tailor lessons to fit the students' needs and assess the level they are at to help them grow and advance in their given instrument. The student will have full access to our **music library** to aid them during their study at CMS. All CMS students will be given a written **progress report** from their instructor at the end of the year. CMS students also have the opportunity to attend **Master classes** and **professional concerts** at **no cost.** We encourage students to take full advantage of the many concerts and events held at CMS throughout the year.

CMS offers a limited number of merit scholarships awarded each spring. Recipients are chosen by audition and teacher recommendation. Merit scholarships are generally awarded to advancing students who would like to register for a longer lesson and participate in a certificate program.

What performance opportunities are there for the students?
There are a number of performance opportunities for students throughout the year. All performances and rehearsals are accompanied by a professional accompanist. Performances include Friday night student recitals, an annual Student Showcase, open mic-nights, ensemble performances, Master classes, and community events.

ATTENDANCE POLICY

How do I report a student absence?
To report a student absence, call CMS at 610-489-3676 or email frontdesk@cmsmusic.org.

How many lessons can a student miss?
Attendance is important for students at CMS. Please notify the school in advance when a student will not be able to attend their lesson by calling or emailing our Registrar at 610-489-3676 or info@cmsmusic.org.

ATTENDANCE POLICY CONTINUED

Students are eligible for up to **two make-up lessons per year** provided we receive notification via phone or email with 24-hour advanced notice. No refunds or make-ups are given for class/ensemble tuition after the start of the first class or rehearsal. Students are not entitled to more than 2 make-up lessons per year for missed lessons. **Please do not ask your teacher or the staff to make exceptions to this policy**. A student absence does not exempt the student from lesson payment. If CMS does not receive notification of an absence, then the student is considered unexcused and no make-up lesson will be given.

Because scheduling a lesson has a direct impact on many others, it is important that students attend all lessons at the assigned times. This is in respect for our faculty, who set aside a specific time for each student. This time is *reserved*. The teacher cannot give the time away to someone else or fill it again—thus she/he does not have the opportunity to make up the lost income. Though many students and families are consistent and reliable about attendance, some are not; this policy is a way to support our talented faculty.

What happens if my teacher cancels my lesson?
Should your teacher need to cancel your lesson, he/she is required to reschedule that missed lesson. Teachers schedule their own make-up lessons. If the teacher is not able to make up the lesson by the end of the school year in June, make-ups may be scheduled during the summer session through the Registrar after a review of attendance.

When will make-up lessons be scheduled?
Make-up lessons are scheduled *by your teacher*. The teacher is obligated to offer three opportunities for each make-up; if the student refuses all three, the make-up is forfeited. There are designated weeks during the school year to accommodate make-up lessons.

What if I need to cancel my scheduled make-up lesson?
If you cancel your make-up lesson, it is then forfeited and will not be rescheduled.

WITHDRAWAL PROCEDURES

All withdrawals from a private lesson or class must be submitted to the Registrar, in writing. A verbal notification to your teacher does not constitute an official withdraw from lessons. Students have until the third week of the billing quarter to withdraw from lessons. Tuition will be pro-rated and refunded, minus a $25.00 withdrawal fee.

What happens if I withdraw after the third week of the quarter?
Students who choose to withdraw from lessons after the third week are not entitled to a tuition refund.

What if the student withdraws from lessons before a make-up lesson can be arranged?
If you withdraw before the teacher has a chance to give a make-up lesson, then that lesson is then forfeited. No credit or refund will be given for missed lessons if the student withdraws before the teacher has had a chance to make up the lesson.

Can I continue to take lessons from my CMS teacher at his/her home studio after I have withdrawn from CMS?
No. CMS faculty sign a contract that contains a non-solicitation agreement. As a CMS student, we trust that you will honor this and not place our teachers in a difficult position.

If my lesson is cancelled due to school closing, will my lesson be rescheduled?
Yes. Cancelled lessons are rescheduled by your teacher at the mutual convenience of the student and teacher. There are designated days during the school year to accommodate make-up lessons. These days generally occur when a holiday falls during the week. For example, the weeks of: Thanksgiving, Christmas, New Years and Easter. Please check the current CMS calendar on the CMS website for exact dates of make-up lessons days.

CLASSES & ENSEMBLES POLICIES

CMS offers a variety of classes and ensembles that are designed to encourage students to expand their music skills and knowledge. Please check our website at **www.cmsmusic.org** and the monthly e-newsletter for up-to-date class & ensemble schedules.

Are classes and ensembles free to CMS students?
Students enrolled in private instruction at CMS receive a discount on certain classes and ensembles. Please contact the Registrar for more information.

How do I register for a class or ensemble?
Current CMS students may register for a class or ensemble at the start of each quarter. No refunds or make-ups are given for class/ensemble tuition after the start of the first class or rehearsal. A list of current classes and ensembles will be available on the CMS website before the start of each quarter as well as in the monthly e-newsletter.

What if I only want to register for a class or ensemble and not private lessons?
Classes and ensembles may be taken alone or in conjunction with private instrumental or vocal study. Students need not be enrolled in private study at CMS to participate in a class or ensemble, however only students enrolled in weekly, private lessons as CMS are eligible for the discount. All others will be billed at the prevailing quarterly rate.

What if my ensemble meets for more than one quarter?
Many CMS ensembles meet for more than one quarter, usually two consecutive quarters or year-round. Students are expected to participate in the ensemble during its entire length. This is because an ensemble is a team effort in which every member is an important component of the group. Ensembles perform in student recitals at least once a year.

MUSICIANSHIP CLASSES
Musicianship classes are offered at CMS year-round. Students enrolled in private lessons will receive a discounted rate for music theory classes. Students interested in enrolling in a music theory course should contact the Registrar about our Musicianship certificate program, which include private lessons and music theory courses.

STUDENT RECITALS

Performance is an important aspect of any musician's life. Throughout the year, there are numerous recitals, concerts and master classes which provide CMS students the opportunity to set goals and develop necessary performance skills. Students are encouraged to take advantage of these opportunities. *In the event that live, in-person recitals are not possible, CMS will host virtual recitals on an online platform for students.*

Student Recitals are generally scheduled on selected Friday evenings at 7pm. The schedule is posted on the website: **www.cmsmusic.org** and posted at CMS.

How do I sign up for a recital?
When your teacher feels you are prepared to perform, he/she will sign you up for an agreed upon recital date.

Students are expected to attend the entire recital. Student recitals are not just about how well a particular student performs on their instrument. Students benefit from watching others perform and in hearing new repertoire and instruments other than their own. If you cannot give other students the courtesy of your full attention and attendance, please find another recital date that is free of other commitments.

What time should I arrive?
Students should arrive by at least 20 minutes before the start time.

What should I wear?
Students should dress nicely for their performance. While formal gowns and suits are not required, jeans, t-shirts, shorts, mini-skirts, sneakers and flip-flops are examples of what *NOT* to wear. Please use your best judgment.

What if I need an accompanist?
CMS provides an accompanist for all student recitals.

Can I rehearse with the accompanist before the recital?
Yes, and it is highly recommended! Students may sign up at the front desk for a private rehearsal prior to the recital. A copy of the student's music must be left for the accompanist

ADDITIONAL PERFORMANCE OPPORTUNITIES

An **Adult Student Recital** is scheduled at least once a year to give adult students an opportunity to perform in a relaxed setting before a group of their peers. Afterwards, a wine and cheese social hour gives adult students a chance to meet other like-minded individuals and to congratulate each other on their achievements! Adult students at CMS encompass an age span of 18 to 80+ years.

An annual **Student Showcase** is held at the end of each school year to recognize the outstanding accomplishments of our students over the course of the year. Students are chosen to perform for this special recital by audition.

Ensembles perform at regular student recitals and on special Ensemble concerts. These concerts provide an opportunity for the school's many ensembles to shine. All members of an ensemble are required to attend these concerts.

SUZUKI Academy Concerts are scheduled twice a year. The annual Harvest Concert takes place in the fall and the Spring Concert in early June. The SUZUKI Academy schedules other special performances throughout the year. For more information, please speak to our SUZUKI Academy & Suzuki Strings Coordinator, Raymond Mallari suzuki@cmsmusic.org.

Master Classes are occasionally presented by renowned guest teachers and clinicians for the benefit of CMS students and faculty. The master class provides a valuable learning experience for those students who participate as well as for those who just observe. These classes are free to CMS students. Area students and teachers are invited to attend as observers at a nominal fee.

PERFORMATHON is Community Music School's annual student fundraising event. All students who raise a minimum sponsorship are welcome to participate in this day of musical fun. All proceeds support our scholarship, financial assistance and music enrichment programs.

BACH'S LUNCH is our free, monthly concert series featuring our CMS Faculty Artists. CMS families and students are encouraged to attend!

CLASSES & ENSEMBLES AT CMS

PLEASE VISIT **WWW.CMSMUSIC.ORG** FOR THE MOST UP-TO-DATE INFORMATION ABOUT CLASS AND ENSEMBLE OFFERINGS AT CMS.

- **ADULT STRING ENSEMBLE**
- **BEGINNER UKULELE FOR KIDS & ADULTS**
- **CHAMBER MUSIC ENSEMBLES**
- **INTRO TO GUITAR FOR KIDS AND ADULTS**
- **JAZZ ENSEMBLE**
- **MUSICAL THEATRE WORKSHOP**
- **MUSICIANSHIP & THEORY**
- **MUSIKGARTEN—Music Education for Toddlers & Pre-Schoolers**
- **NEW HORIZONS ADULT BAND for ADULTS**
- **SUZUKI ACADEMY—INDIVIDUAL LESSONS & GROUP CLASSES**
- **KINDERFLUTE**

COVID-19 **Infection Prevention Plan:**

CMS continues to take the health and wellbeing of our community extremely seriously. Given the recent CDC guidelines and positive developments in our community, CMS will be mask optional in **all** areas.

Individual students and individual faculty members may continue to request each other to wear a mask in studio for private lessons. Requests can be made through administration. Anyone who exhibits signs of illness or has been exposed to someone exhibiting signs of illness should not attend any CMS in-person instruction.

Cleaning and sanitizing procedures are still in place, as well as the following made available to each faculty member / student:

- Winds and Voice: Plexiglass barriers available to separate faculty and students if requested.
- All wind instruments can be fitted with bell covers (provided by CMS).
- Voice may have extensive distancing practices in place.
- Sanitation procedure in place for instruments and barriers following each lesson.

Virtual lesson or hybrid option will still be available for ALL instruments based on student preference

These measures will remain in effect until further notice and are subject to change at any time. We thank you for your continued support and cooperation.

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