



The Concord  
Conservatory of Music

# Student Handbook 2014-2015

Dear Students and Parents,

Welcome to the Concord Conservatory of Music! This handbook contains important and helpful information, so please take the time to read it carefully and hang onto it for the entire year.

The faculty and staff of this school are dedicated to the highest standards of music education, performance, and outreach to the community. We will always strive to preserve a culture that is welcoming and positive for all.

Become involved with our school! Attend your child's lessons, workshops for parents, and help with our events and fundraisers. Your involvement and support is what makes CCM not just a music school, but a music community.

Thank you for your support, and we look forward to our coming year.

A handwritten signature in black ink that reads "Kate Yoder". The signature is written in a cursive style with a large initial "K" and a long, sweeping underline.

Kate Yoder,  
Exec. Director and Founder

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## Calendar 2014-2015

### Semester Lengths

**Private Lessons**—16 wks. Fall, Spring

**Group Keyboard**—15 wks. Fall, Spring

**Ensembles & Group Classes**— 14 wks. Fall, Spring

**Adult Classes**— 14 wks. Fall, Spring

### **Fall Semester**

9/8 - 9/13 *1<sup>st</sup> week - Private Lessons*

9/15 - 9/20 *1<sup>st</sup> week - All Group Classes/Ensembles*

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10/13 Columbus Day – **CCM CLOSED**

10/25 All-School Recitals, 1:00 and 2:30 pm

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11/13 All-School Recital, 7:00 pm

11/15 All-School Recitals, 1:00, 2:30, 4:00 pm

11/27 - 11/30 Thanksgiving recess – **CCM CLOSED**

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12/4 & 12/9 All-School Recital, 7:00 pm

12/13 All-School Recitals, 1:00, 2:30, 4:00 pm

12/24 - 1/4 Holiday Recess – **CCM CLOSED**

### **Spring Semester**

1/19 Martin Luther King Day - **CCM CLOSED**

1/26 - 1/31 *1<sup>st</sup> week - All Classes*

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2/5 All-School Recital, 7:00 pm

2/7 All-School Recitals, 1:00, 2:30, 4:00 pm

2/16 - 2/22 Winter Vacation Week – **CCM CLOSED**

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3/7 *CCM Annual Winter Party Fundraiser!*

3/14 All-School Recitals, 1:00, 2:30, 4:00 pm

3/19 All-School Recital, 7:00 pm

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4/16 All-School Recital, 7:00 pm

4/20 - 4/26 Spring Vacation Week – **CCM CLOSED**

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5/5 All-School Recital, 7:00 pm

5/14 All-School Recital, 7:00 pm

5/16 All-School Recitals, 1:00, 2:30, 4:00 pm

5/17 All-School Recitals, Times TBD

5/21 All-School Recital, 7:00 pm

5/23 - 5/25 Memorial Day Weekend— **CCM CLOSED**

## **14-Week Class Overview**

(Group Voice Classes\*, Music Kids, Youth Choruses, Suzuki Group Classes, Theory, Ukulele Choir)

### **Fall Semester**

<i>Day</i>	<i>Start</i>	<i>End</i>	<i>Make-Up</i>
Tues.	9/16	12/16	12/23
Wed.	9/17	12/17	1/7
Thurs.*	9/18	1/8	1/15
Fri.	9/19	1/9	1/16
Sat.	9/20	1/10	1/17

\*Group Voice classes will start 9/11, end 12/18, with a make-up on 1/8.

### **Spring Semester**

<i>Day</i>	<i>Start</i>	<i>End</i>	<i>Make-Up</i>
Tues.	1/27	5/12	5/19
Wed.	1/28	5/13	5/20
Thurs.	1/29	5/14	5/21
Fri.	1/30	5/15	5/22
Sat.	1/31	5/16	5/23

## **Group Keyboard Overview – 15 weeks**

### **Fall Semester**

<i>Day</i>	<i>Start</i>	<i>End</i>	<i>Make-Up</i>
Wed.	9/17	1/7	1/14
Thurs.	9/18	1/15	1/22

### **Spring Semester**

Wed.	1/28	5/20	5/27
Thurs.	1/29	5/21	5/28

## **Private Lesson Overview—16 weeks**

### **Fall Semester**

<i>Lesson</i>	<i>Start</i>	<i>End</i>	<i>Make-Up</i>
Mon.	9/8	1/5	1/12
Tues.	9/9	12/23	1/6
Wed.	9/10	1/7	1/14
Thurs.	9/11	1/15	1/22
Fri.	9/12	1/16	1/23
Sat	9/13	1/17	1/24

### **Spring Semester**

Mon.	1/26	6/1	6/8
Tues.	1/27	5/26	6/2
Wed.	1/28	5/27	6/3
Thurs.	1/29	5/28	6/4
Fri.	1/30	5/29	6/5
Sat.	1/31	5/30	6/6

## General Information

The majority of our communication with you will be done via **email**. Please also check the CCM Bulletin Boards, located on the Lower Level and the Second Floor on a regular basis. There are also small bulletin boards in each teaching room for instructors to use for their announcements. In addition, our monthly newsletter is sent to you via email.

*Get in the habit of reading our emails and checking the bulletin boards weekly for important announcements!*

## Recital Procedures

### When and Who:

Each semester, CCM recitals are held on pre-selected Saturday afternoons at 1:00, 2:30, and 4:00 pm -- as well as a week-night 7:00 pm recital. These recitals are open to Private Students, the Suzuki Repertoire classes, and once a semester the Group Voice classes. Students of all levels are encouraged to participate in many recitals throughout the year, when they have a polished performance. *Your instructor will let you know when you are ready.* Students will play only one piece per recital (per instrument).

### Sign-Up:

To sign up for a recital, your instructor will place your name, performance piece, and composer on the sign-up sheet located in the CCM office.

- The sign-up must be completed two weeks prior to the recital date.
- The slots are filled on a first come first served basis.
- *Once you have reserved a time slot, you cannot switch after the two week deadline has passed.*

The recital schedule is located in this handbook, posted on the CCM bulletin boards, and on the CCM web site.

We try to keep each recital to less than one hour, but also need at least 30 minutes of students to run a recital. If a recital is canceled, we will ask that the students who are signed up move to another recital.

*Important Note:* *Once you have signed up for a recital we will expect you to perform, unless you are sick or have an emergency.* If you need to cancel, or change your date for other reasons—please do so two weeks prior to the recital date, to allow other families the timeslot. Please notify your instructor and call the CCM office at 978-369-0010; we will see if the change can be accommodated.

### Performance Workshops:

The Performance Workshop is now a mandatory exercise for all first-time CCM recital participants.

**Students must attend one workshop prior to their first recital.** This is an opportunity for students to run through their recital pieces and gain performance expertise. We will offer one workshop prior to each recital. This year, performance workshop sign-ups will be done **online** through SignUp Genius. The link to sign up will be posted on the Student Recitals page under the Events section of our website: <https://concordconservatory.org/news-events/student-recitals>. (If you would rather sign up in person, please contact the office.) This workshop is free to all CCM students.

### Accompanists:

An accompanist is provided for student solos to be performed during CCM recitals. This year, rehearsal sign-ups will be done **online** through SignUp Genius. The link to sign up will be posted on the Student Recitals page under the Events section of our website: <https://concordconservatory.org/news-events/student-recitals>. (If you would rather sign up in person, please contact the office.) Beginning students should sign-up for a 10 minute block of time. More advanced students will receive 20 minutes free of charge. After that, a fee will be required to help cover the accompanist cost. If students desire additional rehearsals, they will be responsible for compensating the accompanist.

Students who are playing outside of the Suzuki repertoire are responsible for making sure they get the accompanist a copy of their music two weeks prior to their rehearsal.

### **Attire:**

This is your personal choice, but we like to encourage business casual attire. This is a special occasion, so please, please, please... **no sneakers, athletic wear, jeans or sweatshirts**. Thank you!

### **Demeanor and Etiquette:**

*Arrival:* Plan to arrive at least 10 minutes before the recital, 15 minutes if you have an instrument to be tuned.

*In the Recital Hall:* We strongly request that students and parents not leave a recital immediately after their student has performed, but remain until the end of the recital. If you must enter or exit the performance space during the recital, please do so during applause only. Please turn off cell phones.

*Young Children:* Please do not seat very young children near the front rows; their normal movements are distracting to performers. If you think that your youngsters are unable to sit quietly for the entire program, please find seats near the back, from which you may leave quietly if they become disruptive. We do appreciate your cooperation. Thanks!

### **Refreshments:**

The Parlor (located on the main level of the WCUC) is available after each recital to gather for refreshments. CCM will provide cookies, fruit, water, cups, plates, and napkins. Any additional donations are greatly appreciated.

## **Musicales and Master Class Workshops**

CCM offers Musicales and Master Class workshops for our private lesson students. These opportunities are in addition to your 16-week semester and will not replace a lesson. Dates and sign-up information will be provided throughout the year.

**I. Musicales:** (n) A small gathering, to hear music.

Students will be split into Beginner, Intermediate, and Advanced groups led by private studio faculty - to be held at CCM, or at Newbury Court. Pizza to follow!

### **II. Invitational Master Class**

For advanced students that will benefit from an intensive session with a CCM faculty, or outside instructor.

## **PlayDay!**

## Financial Aid Fund

CCM will be organizing a community event this May to raise money for our Financial Aid Fund. Students are also encouraged to collect pledges for the event. The two students that raise the most money, or collect the most pledges are awarded a prize. Stay tuned for more details!

## Volunteer

CCM can *always* use volunteers, as a non-profit organization we welcome your talent, ideas and enthusiasm. Each year CCM needs volunteers for the following activities:

- Annual Winter Party preparation
- Faculty Concert Series
- Recitals
- PlayDay!
- Administrative/Office

To volunteer, please contact the office for opportunities and details. Thank you so much!

## Policies

### Promptness = Progress:

Please make every effort to arrive on time for lessons and classes. Minutes lost due to tardiness will not be made up by the faculty.

### Missed Lessons:

**\*CCM does not make up missed lessons due to student absence.\*** The only exception is for lessons that land on religious holidays or school vacations that do not coincide with the CCM vacation schedule.

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Time is the building block for our teachers' livelihoods—many have home studios, performances, and rehearsals that are very precisely scheduled. To receive a make-up lesson is to not pay for the missed lesson. *CCM supports the commitment our faculty have made to be music educators, and views the agreement to purchase studio time as non-refundable.*

*In the case of Student Absence:*

- If a student is going to miss a lesson, please notify the teacher and CCM as soon as possible via phone, and via email. Allow the instructor ample time to reschedule his/her students. *This will not entitle the student to a make-up lesson.*

*Teacher Absence*

- If a teacher is absent for a lesson, a make-up will be scheduled during the designated Make-Up week (please refer to calendar on pg 5.)

*Holiday / Vacation schedule*

- If absence is due to religious holidays or school vacations that do not coincide with CCM vacation schedule, a make-up will be granted. Please submit notification of impending absence to the teacher and CCM office at least 2 weeks prior to planned absence.

*Snow Closure*

- Snow closure make-ups are limited to one day per year for private lessons, and one day per semester for group classes.

- Snow closure make-ups will be made during the make-up week of each semester for group classes, and during the spring make-up weeks for private lessons.
- Students who drop from the school prior to the make-up period will forfeit the snow make-up date.
- Student absence from group/ensemble instruction will not be made up. Scheduled make-up lessons missed by a student will not be made up.

### **Emergency & Weather Cancellation Policy**

CCM does not necessarily follow the Concord Public Schools cancellation decisions. In case of snow or emergency, cancellations will be announced on CCM's voicemail and on the website. CCM does not call individual students for snow or emergency conditions.

### **Parking Rules**

Parking for CCM is available only on the street side of the CCM, and at the Harvey Wheeler center. Please note that parking is not available on the opposite side of the street from the CCM. To maximize parking, we would also appreciate if you park closely together.

Please do not park in the two handicapped parking spots next to CCM, or in the handicapped van spot located at the end of our Pine Street block on the corner of Central Street.

### **Building Rules**

No Food or Drink in classrooms. We are paying tenants of the West Concord Union Church; as part of our lease agreement, we are prohibited from bringing any food or drink into the classrooms.

Please refrain from using the educational materials and toys that belong to the WCUC Sunday School program.

Noise: CCM conducts private lessons and group classes throughout the building. Hallway noise can be very disruptive to a lesson. Please enter and exit your lesson and the building quietly. It is best to hold conversations at the front of the building, away from the classrooms.

## **Registration**

### **Private Lessons:**

Before the beginning of the Fall semester, a 25% non-refundable tuition deposit plus the \$35 annual registration fee must accompany signed registrations for private instruction. The completed registration form with full semester tuition must be received in the CCM office before private lessons may commence, unless the student is on the payment plan. *\*Please confirm lesson time with instructor **prior** to returning the form to the CCM office.*

Mid-semester registration is available but subject to instructor/class availability. The private lesson tuition will be prorated.

Semester Transition: Registration from the Fall to Spring semester for private lessons is automatic. You will be invoiced directly in December. If you pay for the Fall semester with a credit card, you will automatically

be charged for the Spring semester on that card unless you tell us otherwise before the deadline of January 12<sup>th</sup>.

**Group Class:** Enrollment for all Group classes is accepted by mail and online at our secure website. To be enrolled, payment for the class must be made in full and be accompanied by the annual registration fee of \$35. The check should be made payable to The Concord Conservatory of Music. No registrations will be taken over the phone.

### Payments

- A \$35 per student/\$45 per family non-refundable annual registration fee is required at the time of registration for both Group and Private Instruction.
- *Private Instruction:* 25% tuition deposit is required at the time of registration, if before September 2<sup>nd</sup>—as well as the registration fee (listed above).  
Remaining tuition is due by September 2<sup>nd</sup> for the Fall semester and January 12<sup>th</sup> for the Spring semester.
- Returning private lesson students will be charged a \$70 late fee if their registration and payment is not received by September 2<sup>nd</sup>.
- Students entering after the start of a semester will be charged on a pro-rated basis for the duration of the semester.
- *Group Classes:* Tuition and registration fee are due at time of registration. All tuition and fees are non-refundable for group classes, except if the class is cancelled due insufficient of enrollment.
- We accept checks made out to The Concord Conservatory of Music, as well as VISA/MasterCard.

### Financial Aid

Financial Aid is available for lessons, classes, and ensembles through the generosity of the community. Guidelines for aid are established by the Scholarship Committee of the Board of Directors. Please contact CCM directly for more information.

### Withdrawal and Refunds

Any request to withdraw from classes or lessons must be made in writing to The Concord Conservatory of Music. Verbal requests will not be honored.

- *Private instruction:* 75% of the unused tuition is refunded if notice of withdrawal is given before the third week of the term. The 25% deposit, equivalent to four lessons, is non-refundable. After the third week, private lesson tuition is non-refundable.
- *Group or ensembles:* You may withdraw from a group class or ensemble up to 7 business days prior to the start date. A withdrawal fee of \$15 will be applied. Group class tuition is non-refundable after 7 days prior to the start date.
- If a class is cancelled due to insufficient enrollment, full tuition and registration fee (if applicable) will be refunded.
- In extreme cases involving serious illness, death, or relocation, arrangements for credit or refund can be made at the discretion of the CCM Director.

## 2014-2015 Recital Schedule

All recitals are held in the Sanctuary of the WCUC.

### Please bring refreshments

Saturday, October 25	1:00, 2:30, 4:00 pm
Thursday, November 13	7:00 pm
Saturday, November 15	1:00, 2:30, 4:00 pm
Thursday, December 4	7:00 pm
Tuesday, December 9	7:00 pm
Saturday, December 13	1:00, 2:30, 4:00 pm
Thursday, February 5	7:00 pm
Saturday, February 7	1:00, 2:30, 4:00 pm
Saturday, March 14	1:00, 2:30, 4:00 pm
Thursday, March 19	7:00 pm
Tuesday, April 14	7:00 pm
Tuesday, May 5	7:00 pm
Tuesday, May 12	7:00 pm
Saturday, May 16	1:00, 2:30, 4:00 pm
Sunday, May 17	Times TBD
Thursday, May 21	7:00 pm

\*Recital sign-ups should be done through your private instructor. See pg. 6-7 for more information.