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*ConcordConservatory.org*

# Student & Parent Handbook 2019-2020

Dear Students and Parents,

***Welcome to The Concord Conservatory of Music!*** We are excited and honored that you are a member of our CCM community.

Created to guide you throughout the year, the CCM Student & Parent Handbook contains important and helpful information. We encourage you to read it thoroughly and hang onto it for the 2019 – 2020 school year. No doubt you'll want to occasionally refer to it.

Our faculty and staff are here to help and support you. We provide high-quality music education and performance opportunities for people of all ages, backgrounds, and skill levels. CCM is the musical hub in Concord that creates a warm and friendly environment for students, families, and surrounding towns.

Your involvement is what makes CCM not just a music school, but a music community. Attend your student's lessons and recitals, encourage them to participate in workshops and musicales, and consider becoming a CCM Parent Association Volunteer! Thank you for your support.

Please contact us at any time with questions, feedback, or concerns. We'd love to hear from you.

We look forward to hearing the beautiful music fill our hallways!

Best Regards,



Kate Yoder  
Executive Director & Founder

## OUR MISSION

The mission of the Concord Conservatory of Music is to foster a sense of community through music by providing accessible, high-quality music education and performance opportunities for people of all ages, backgrounds and skill levels.

## OUR VISION

Our vision is to provide a community center for high-quality, twenty-first-century music instruction for all who desire it.

**For more information, check out our website:**

**[ConcordConservatory.org](http://ConcordConservatory.org)**

## WITHDRAWAL AND REFUNDS

Any request to withdraw from classes or lessons must be made in writing to the Concord Conservatory of Music. Please understand that verbal requests will not be honored. Please direct a withdrawal or refund request to the CCM Registrar ([registrar@ConcordConservatory.org](mailto:registrar@ConcordConservatory.org)).

In extreme cases involving serious illness, death, or relocation, arrangements for credit or refund can be made at the discretion of the Executive Director.

### **For 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, roughly equivalent to four lessons, and the annual registration fee, are nonrefundable.

### **For 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 nonrefundable once this 7-day-prior date has passed.

If a class is cancelled due to insufficient enrollment, full tuition and registration fee (if applicable) will be refunded.

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## Contact Information

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### **Faith Proctor, Business Manager**

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### **Margaret Romero, Community and Ensemble Coordinator**

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### **Emma Huggard, Student Services Manager**

[registrar@ConcordConservatory.org](mailto:registrar@ConcordConservatory.org)

### **Susan Seger, Development and Marketing Manager**

[sseger@ConcordConservatory.org](mailto:sseger@ConcordConservatory.org)

## Calendar 2019-2020

**Private Lessons:** 17 weeks, Fall and Spring  
**Group Classes including the West Side String Program, Ensembles, & Jazz Combo:** 14 weeks, Fall and Spring

### Fall Semester

9/3 1<sup>st</sup> week - Private Lessons  
9/7 CCM Open House and Choral Auditions, 1 - 3 pm  
9/16 1<sup>st</sup> week - Group Classes  
9/21 West Concord PorchFest  
9/25 MAP Kick-Off Party, 5:30 pm  
9/29 CCM Family Day, 3:00 pm  
10/5 Concert Series: *Justin Roberts, a family concert*  
10/14 Columbus Day – **CCM Closed**  
10/31 ConSPOOKatory; **no private lessons after 5 pm and no group classes**  
11/5 Practice for Pizza Party, 5:30 pm  
11/22 Concert Series: *Barnes, Gordy, Walsh Trio*, 7:30 pm  
11/27 - 30 Thanksgiving recess – **CCM Closed**  
12/2 - 7 Student Progress Report Week  
12/21 - 1/1 Holiday Recess – **CCM Closed**

### Spring Semester

1/14 - 17 Tuesday and Friday Group Classes begin  
1/20 Martin Luther King Jr. Day - **CCM Closed**  
1/21 - 25 Wednesday, Thursday, Saturday Group Classes begin  
Tuesday and Friday Private Lessons begin  
1/27 - 2/1 Monday Group Classes begin  
Wednesday, Thursday, Saturday Private Lessons begin  
2/3 Monday Private Lessons Begin  
2/5 Practice for a Surprise Party, 5:30 pm  
2/7 Concert Series: *Mile Twelve, a bluegrass concert*, 7:30 pm  
2/17 - 22 Winter Vacation Week – **CCM Closed**  
2/29 Concert Series: *Brady Rhymer and The Little Band that Could, a family concert*  
3/28 **SAVE THE DATE** for the **annual CCM Benefit**  
4/1 Practice for Ice Cream Party, 5:30 pm  
4/17 Concert Series: *CCM Jazz*, 7:30 pm  
4/20 - 25 Spring Vacation Week – **CCM Closed**  
4/27 - 5/2 Spring Progress Report Week  
5/5 MAP Celebration, 6:30 pm  
5/23 - 25 Memorial Day Weekend — **CCM Closed**

## REGISTRATION

### Annual Registration Fee:

There is an annual nonrefundable **\$45 per family** registration fee for all lessons or classes due at the time of registration.

**Private Instruction**—Private lessons begin only after CCM receives your 25% nonrefundable tuition deposit and \$45 annual registration fee.

**The remaining semester tuition is due by August 23<sup>rd</sup> for the fall semester and January 13<sup>th</sup> for spring semester. Payment must be received before the second week of private lessons or the student will not be able to continue.**

CCM will prorate registration costs for students entering after the start of a semester. Overdue accounts after August 23<sup>rd</sup> and January 13<sup>th</sup> are subject to a \$70 late fee.

**Group Class Registration**—Full tuition and registration fee are due at time of registration. All tuition and fees are nonrefundable for group classes, except if the class is cancelled due insufficient enrollment. Group class tuition is not prorated.

CCM accepts checks payable to the Concord Conservatory of Music, and MasterCard and VISA.

**Financial Assistance** is available for lessons, classes, and ensembles through the generosity of our community. Guidelines for Financial Assistance are established by the CCM Board of Directors' Scholarship Committee. Please contact CCM directly for more information, or go to the website under Registration and Financial Assistance to download an application.

Please note that CCM takes photos at events and recitals and uses them for promotional purposes. Please email [registrar@concordconservatory.org](mailto:registrar@concordconservatory.org) if you do not wish to be photographed.

## Building Rules

***No food or drink is allowed in the classrooms.*** As paying WCUC tenants, we are prohibited from bringing any food or drink into the classrooms according to our lease. Also, please refrain from using the educational materials and toys that belong to the WCUC Sunday School program.

### **Hallway Noise:**

CCM conducts private lessons and group classes throughout the building. Hallway noise is 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. And please, no running in the halls.

## 2019-2020 Recital Schedule

*Recitals are held in the WCUC Sanctuary*

<b>Date</b>	<b>Recital Time(s)</b>
Saturday, October 26	1:00, 2:30, 4:00 pm
Saturday, November 23	1:00, 2:30, 4:00 pm
Thursday, December 12	7:00 pm
Saturday, December 14	1:00, 2:30, 4:00 pm
Saturday, February 8	1:00, 2:30, 4:00 pm
Saturday, March 14	1:00, 2:30, 4:00 pm
Tuesday, May 5	6:30 pm
Saturday, May 9	1:00, 2:30, 4:00 pm
Thursday, May 14	7:00 pm
Saturday, May 16	1:00, 2:30, 4:00 pm
Wednesday, May 20	7:00 pm

**Speak with your instructor about signing up for a recital. Instructors have the ability to sign students up for all recitals until they are full.**

*Please refer to pages 10—12 for recital information.*

**When do my Private Lessons begin and finish?**

**Fall Semester, 17 weeks**

<b>My Lesson Day</b>	<b>Start</b>	<b>End</b>
Monday	9/9	1/27
Tuesday	9/3	1/7
Wednesday	9/4	1/15
Thursday	9/5	1/16
Friday	9/6	1/10
Saturday	9/7	1/18

**Spring Semester, 17 weeks**

<b>My Lesson Day</b>	<b>Start</b>	<b>End</b>
Monday	2/3	6/15
Tuesday	1/21	5/26
Wednesday	1/29	6/3
Thursday	1/30	6/4
Friday	1/24	5/29
Saturday	2/1	6/13

**Parking Rules:**

CCM parking is available only on the same side of the street as the WCUC and at the Harvey Wheeler Center. Please note that parking is not available on the opposite side of the street from CCM and make an effort to maximize parking (park close enough to other cars). Please do not park in the two handicapped parking spots next to WCUC/CCM, or in the handicapped van spot located at the end of Pine Street (corner of Central Street), unless of course you have a handicapped parking sticker.

**Student Pick Up & Drop Off Procedures:**

To ensure the safety of all students, we ask that parents take the time to escort young children into the building and connect with the instructor. Please do not ask your children to wait outside of the building and run to meet you, or to cross the street in traffic to meet the car. Children should only cross the street at the designated crosswalks. All parents should enter the building to pick up young students. We understand the challenge of parking, but for the safety of our students and everyone in the neighborhood, please take necessary precautions when parking and driving in the area.

Please remember that parents are responsible for supervising their children—CCM’s staff and faculty are not responsible for students (or siblings) before or after their lessons or classes. Do not allow your children to wander off alone or run in the hallways.

### **Holiday/Vacation schedule:**

Makeup lesson(s) are scheduled if an absence is due to religious holidays or school vacations that do not coincide with the CCM vacation schedule. **Please let the CCM office and your instructor know of the impending absence in writing at least 2 weeks prior to planned absence.**

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

CCM does not follow the Concord-Carlisle Public Schools or any other nearby school district's cancellation decisions. In case of snow or emergencies, cancellations are announced on CCM's website ([www.ConcordConservatory.com](http://www.ConcordConservatory.com)) and via email to our students and their families. CCM does not call individual students for snow or emergency conditions.

### ***Please keep in mind:***

- Snow closure makeups are limited to one makeup per day of the week, per year and take place during the final makeup week in May or June.
- Students who drop from the school prior to the June makeup period will forfeit the snow makeup date.
- Student absence from group/ensemble instruction is not made up.
- Scheduled makeup lessons missed by a student are not made up.

## **GENERAL INFORMATION**

### ***Ways to keep informed on CCM news!***

- Read our emails
- Follow us on Facebook and Instagram
- Check the CCM bulletin boards for important announcements
- Read your faculty's bulletin board in their studio

Email is our most used mode of communication with you. Please check our bulletin boards often for CCM news (located on the lower level and 2nd floor). Be sure to look for the CCM Opus monthly newsletter sent to you via email and posted on Facebook.

## **CCM IN THE COMMUNITY**

Here at CCM, we value making music accessible to all. Twice a month, our students visit the residents of Rivercrest Nursing and Rehab, part of the Newbury Court retirement community in Concord. Students go room to room to play for residents—or, in the case of our piano students, perform in the common room. We encourage all students with “recital-ready” pieces to share the joy of music with their neighbors. Please sign up for a slot using the link at [ConcordConservatory.org/CCM\\_in\\_the\\_Community](http://ConcordConservatory.org/CCM_in_the_Community).

## **VOLUNTEER.**

### **Join the CCM Parent Association!**

CCM *always* needs volunteers, and as a non-profit organization we welcome your talent, ideas and enthusiasm. Your support makes a difference! Consider helping us with recital and concert receptions, the annual Benefit, posting flyers around your town, and much more. Please call us at 978-369-0010 and ask us how we can put your skills to good use. **Thank you!**

**Check out our Parent Association webpage under the About tab on [ConcordConservatory.org](http://ConcordConservatory.org)**

## MUSIC ACHIEVEMENT PROGRAM

CCM's Music Achievement Program (MAP) is a private lesson enrichment program created to give our students access to a broader musical education. Their participation in this free program will enhance their experience by increasing their musical fluency and engaging them with other students, their audience, and various genres of music. MAP participants will be recognized at the MAP Celebration Recital in May and will receive a commemorative medal and certificate celebrating their achievements.

*Register for the program by October 1st. Stop by the office or register online at [ConcordConservatory.org/MAP](http://ConcordConservatory.org/MAP).*

## Requirements by Achievement Level

### *Why participate in the CCM MAP?*

Through a carefully developed curriculum, MAP aims to develop well-rounded musicians, set benchmarks for advancement of musical skills, and reward progress.

- MAP guides students through a flexible yet structured curriculum that rewards achievement
- Encourages students to take ownership, with their studio teacher, of their musical progress
- Enriches the private lesson experience by offering numerous additional activities (participation is optional)
- Promotes positive sense of community with group learning opportunities
- Motivates students by providing numerous performance opportunities
- Students continue to master their strengths and improve any deficiencies

## POLICIES

### **Promptness = Progress**

Please make every effort to arrive on time for lessons and classes. Faculty will not compensate minutes lost due to tardiness.

### **Student Absence and Missed Lessons:**

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

Time is the building block for our faculty's livelihoods—many have home studios, performances, and rehearsals that are *very* precisely scheduled. A makeup lesson is essentially a free lesson.

**CCM supports the commitment of our faculty to be music educators; we view the agreement to purchase studio time as nonrefundable.**

Please email [registrar@ConcordConservatory.org](mailto:registrar@ConcordConservatory.org) and call the CCM office at (978) 369 - 0010 with at least 24 hours' notice if your student expects to miss a lesson. This will allow your instructor ample time to reschedule their students. *This will not entitle the student to make up a lesson.*

### **Sports and Other Conflicts:**

If a sport or school play temporarily takes priority over private lessons for a period of weeks, we can only hold your slot if you pay for all missed lessons. We can't ask faculty members to forfeit several weeks' pay. This policy stands throughout the year.

### **Instructor Absence:**

If your faculty member is absent for a lesson, she/he will coordinate with you to reschedule.



### ***An important request...***

Students have worked very hard for the recitals and deserve a full audience. **Please remain until the end of each recital.** We strongly request that students and parents do not leave a recital immediately after their student has performed. **If you cannot attend the entire recital, then your student should not perform at that recital.**

Please wait until the applause ends before entering or leaving the performance space during recitals, and 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 can quietly leave if they become disruptive. We do appreciate your cooperation. Thanks!

#### **Refreshments:**

We gather in the WCUC Parlor after recitals for light refreshments, unless otherwise noted. CCM provides the celebratory refreshments after each recital.

You will receive a complete list of available workshops and important dates in a separate handout. The information is also available on the CCM website under the Offerings tab, on the Music Achievement Program page. The appropriate achievement level for each student is determined by age.

Please contact Margaret Romero with any questions.  
MRomero@ConcordConservatory.org

## **Achievement Levels**

### **Mozart**

Ages 10 and under

This level is for students who are beginning their musical development.

### **Coltrane**

Ages 11 and older

This level is for students who have learned the basics and are ready to start refining their skills.

### **Beatles**

Ages 13 and older

Students at this level are older/more advanced and are ready to take the next steps. These students will be recognized at the MAP Celebration Recital in May, and will have the opportunity to play either a solo piece or collaborative piece with another student.

Visit *ConcordConservatory.org* for more information.

## RECITAL PROCEDURES

### When and Who:

CCM recitals are held throughout the year on pre-selected Saturday afternoons at 1:00, 2:30, and 4:00 pm, as well as pre-selected week-nights at 7:00 pm. These recitals are open to private lesson students, the West Side String Program, and once a semester for 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.

### Recital 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 to a different time/date after the two week deadline has passed.*

You'll find the recital schedule on page 5 of this handbook, on CCM bulletin boards and at [www.ConcordConservatory.org](http://www.ConcordConservatory.org).

We try to keep each recital to less than one hour, but also need at least 30 minutes of student performances to run a recital. If there are not enough students for a recital, we will ask that the students move to another timeslot.

*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 time slot. 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 a **free and mandatory exercise** for all new CCM private lesson students who will participate in a recital. **The student must attend one workshop prior to their first recital.** This is an opportunity for students to run through their recital pieces and learn performance etiquette. Workshops are offered before each recital, and signup is available through a supplied online link. [ConcordConservatory.org/Student\\_Recitals](http://ConcordConservatory.org/Student_Recitals).

### Accompanists for CCM recitals:

CCM provides accompanists for students performing at our school recitals. The first 15 minutes of rehearsal time, and accompaniment at a recital, is included in CCM tuition. Additional rehearsal time may be arranged through the office. A fee of \$15 for 15 minutes will be charged to help cover the accompanist cost. Students/families sign up online two weeks prior to each recital for rehearsals with their accompanists. Your child's instructor will email you the link. 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 (by leaving it with the office staff).

### Recital Attire:

*This is a special occasion and your student's time in the spotlight!* It's your personal choice, but we like to think of it as 'business casual'; so please, please, please...**absolutely no sneakers, athletic wear, jeans or sweatshirts.** Thank you!

### Arrival:

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