



Parent & Student Handbook

Orchestra in the Schools

## ***Handbook Contents***

1. About Us
2. Overview
3. YMMC Expectations
  - School Music Programs
  - Private Instruction
  - Tuition and Registration
4. Rehearsal Information
  - Location, Times & Directions
  - Preparation for Rehearsals
  - Orchestra Seating
5. Auditions
6. Concert Information
  - Concert Day Schedule
  - Concert Dress
  - Tickets
  - Advertising and Sponsorships
7. Concert Seating
8. Tuition Assistance
9. Tuition Costs
10. Attendance Policy
  - Absences
  - Tardiness
11. Code of Conduct
12. Parent Responsibilities
13. Accessing your music & YMMC news online

## ***About Us***

### *Our Mission*

Youth Music Monterey County's mission is to inspire excellence in individual students and enrich our community by providing young people with opportunities to participate in, and gain greater understanding of, music and its performance.

### *Building the Next Generation of Musicians and Music Lovers*

Since 1988, Orchestra in the Schools (OITS) has provided instruction geared to beginner, Intermediate, and advanced level musicians in grades 3-8 throughout Monterey County. OITS believes that all children deserve the enriching opportunity to learn how to read music, play an instrument, and perform in an orchestra. This can be a student's first musical experience. No experience is needed. No audition is necessary to participate. As of May 2023, Orchestra in the Schools (OITS) is part of Youth Music Monterey County.

### **Orchestra in the Schools is an affordable, after-school music education program.**

- Available to students in grades 3-8 attending Charter, Public, Private and Home-School
- Younger students may be accepted with approval from the Artistic Director.
- Students will learn to play an orchestral instrument, read music, rehearse, and perform with other young people from Monterey County.
- Each student gets 27 two-hour sessions throughout the school year
- Two concerts are planned, one in December and one in May.

### **Small group lessons from highly qualified Instructors teaching:**

- Strings - Violin, Viola and Cello (1/4, 1/2, 3/4 or 4/4 sizes)
- Double Bass - (1/8, 1/4, 1/2 and 3/4 sizes)
- Woodwinds - Flute, Oboe, Clarinet, Bassoon, Saxophone
- Brass - Trumpet, Horn, Trombone, Baritone, Tuba
- Percussion - Snare Drum, Drum Pad, Bells, Bass Drum
- Guitar - Acoustic, Electric and Electric Bass

### **Dates/Times & Locations**

- Classes are from 4:00 pm to 6:00 pm
- Mondays at the International School Monterey
- Tuesdays at Monterey Bay Charter School
- Thursdays at All Saints Day School, Violin and Viola only. Cello and Bass at YMMC Office

## Site Google Calendars

- International School of Monterey: <https://tinyurl.com/OITSatISM>
- Monterey Bay Charter School: <https://tinyurl.com/OITSatMBCS>
- All Saints Day School: <https://tinyurl.com/OITSatASDS>

## Cost:

- The cost is \$675.00 for the entire year
- Instrument loans at no cost for registered students but require a \$50 deposit.
- Tuition Aid is available for qualified applicants.

## *Mailing information & physical address*

Youth Music Monterey County

546 Hartnell St, Suite B, Monterey, CA 93940

*\*Please be sure to call or e-mail before visiting the YMMC office to determine if staff are on-site\**

Office Phone: 831-375-1992 Email [office@youthmusicmonterey.org](mailto:office@youthmusicmonterey.org)

## *Website*

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

## *Overview*

### *A message from Youth Music Monterey County*

Youth Music Monterey County's (YMMC) Orchestras are designed to provide high-caliber orchestral learning and performing opportunities. The success of the orchestras, however, is largely the responsibility of orchestra members and their parents.

Because an orchestra functions as a team, each orchestra member needs to do his/her part to ensure that the orchestra can reach its full potential. Likewise, YMMC parents need to help ensure that orchestra members live up to their orchestra responsibilities. As a nonprofit with limited funding, YMMC also needs parents to volunteer their time, skills, and energy to the organization.

We believe the benefits of orchestra membership are well worth a serious commitment. Moreover, it is when orchestra members make this commitment that they and the entire orchestra benefit most. With this in mind, YMMC has developed the membership policies and guidelines that are laid out in this handbook.

## ***YMMC Expectations***

### *School Music Programs*

School music programs play a significant role in making this organization possible and we expect members to participate in their local school band or orchestra program. YMMC members are also expected to act in leadership roles within their school instrumental music programs.

## ***Rehearsal Information***

### *Materials (purchase and bring every week)*

Personal music stand, method book, other instrument-specific materials (eg. rosin, reeds, valve oil, etc.), pencil.

### *Preparation for Rehearsals*

Music of a wide variety of styles, cultures and time periods will be studied and performed. Students will learn instrument technique, music reading skills, and performance skills. OITS also provides opportunities for growth in the understanding of musical elements (rhythm, melody, form, harmony, expressive elements, and style) as applied to the music performed. Students will perform in several concert performances during the year.

### *Philosophy and Goals*

Playing an instrument is a skill. Skills need to be practiced to improve. We expect every student to give their best effort while learning new skills. Participation in rehearsals will be required. Playing an instrument, like most skills, becomes more fun as one's abilities increase.

1. Every member will work to increase his/her individual music skills.
2. Orchestra is a group effort—we will work together to achieve our goals.
3. We will strive to give quality performances.
4. We will work to develop healthy performance and practice habits for lifelong use.
5. We will work to become responsible and mature leaders within the community

It is the responsibility of all members to bring all pertinent music and supplies to every rehearsal and performance and keep them in good condition. Members should also bring a pencil to all rehearsals. Music is never to be marked in ink.

### *Practice*

Start with regular practice of 5 minutes each. They will work up to the expectation of practicing 3-5 times per week for 15-30 minutes at each practice session. To practice effectively:

1. Arrange your practice space so that you have everything you need close (instrument, method book, repertoire, sharp pencil, water, etc.) with no distractions.
2. Warmup (buzz on your mouthpiece, longtones, bowing, etc.)
3. Sightread (pick an exercise that you have never done in your method book and try to play it)
4. Utilize exercises from the method book (to be assigned by teaching staff)
5. Practice assigned measures from the concert repertoire
6. Warmdown/clean up (lip slurs, pedal tones, long tones, wipe down strings, empty water valves, swab instrument)
7. Reflect (what went well, what needs more practice next time?)

### *Orchestra Seating & Hearings*

The seating order within each orchestra section is determined by the conductor and will change at their discretion. Seating is determined based on a range of considerations including technical ability, intonation, musicality, preparation, attendance, and leadership.

### ***Audition Information***

***No auditions are required for students to participate in beginning ensembles.*** For students wishing to move into advanced strings, winds, or guitar, an audition will be required. Those audition details will be communicated at a later date.

### ***Concert Day Schedule***

The schedule for OITS concerts will be approximately as follows, but may vary to meet the needs of a particular concert:

3:30-3:45 PM	Students and staff arrive
4:00-5:30 PM	Rehearsal
5:30 PM	Doors Open
6:00-7:00 PM	Concert

### *Concert Dress*

Members are expected to comply with the performance dress code and wear clothes that portray a professional appearance. If there is a concern about the professional appearance of the student, the student may be asked to not perform in the concert. YMMC reserves the right to determine what is acceptable.

- All white (pure) button-down shirt or blouse, black trousers (no jeans) or below knee skirt, no midriff showing. Solid black (no patterns) socks or black hose, black dress shoes.

### *Tickets*

Admission is free and no tickets are required. To help cover our concert production costs, we encourage families and guests to donate.

### *Advertising or Sponsorships*

YMMC uses concert advertising and sponsorships as fundraising mechanisms for each concert. If you are interested in placing an advertisement for your company or to simply congratulate your child on his/ her performance, please contact the YMMC office. Sponsorship packets are available at the office if you would like to approach your company about making a contribution, or in-kind trade.

## ***Tuition and Financial Assistance***

Youth Music Monterey strives to keep our programs accessible to all students in our community. We work hard raising funds and writing grants to offset the costs of tuition.

### *Scholarships*

Further tuition assistance may be available to students who demonstrate financial need. To be considered, you must complete the tuition assistance portion of the registration form and submit a copy of your most recent tax return.

### *Lesson Assistance*

YMMC has found private lessons to be an essential tool for our students to thrive and contribute to our orchestras. We therefore encourage our students to be enrolled in private lessons. We may have additional funding available to assist in the private lesson costs of students who have already qualified for full tuition assistance. Please see our Private Lesson Assistance handout or contact the office for more details.

### *Discounts*

- 1) Families with more than one child enrolled in our program will receive a multi-student discount of an additional \$50 off per student. i.e. student one \$675, student two/three/etc. \$625.
- 2) Referral - \$50 off per confirmed referral.
- 3) Military - \$50 off with valid ID.

### *Payment*

Payment (or completed financial assistance application with tax returns) is due by September 1. A student whose tuition payment is not current may be disqualified from performing. If at a point

later in the year you would like to request Tuition Assistance, please contact the YMMC office for an application.

### *Instrument Rentals*

YMMC provides instruments during the program year (August-May) and requires a \$50 deposit. Instruments are collected on the final concert date and must be returned on/before that date. If not, the families will be billed for a replacement instrument. If an instrument is damaged or lost, the families will be billed accordingly. For instrument use outside of the program year, please contact the YMMC office for arrangements.

## ***Attendance Policy***

### *Student Check In/Out Procedures*

All OITS students must be checked and signed in at the beginning of every rehearsal by a parent or guardian (or aftercare staff). Students will only be allowed to leave when a parent or guardian signs them out with the YMM staff member on site.

### *Absences*

Learning professional responsibility is an important part of YMMC's program for musical excellence. Absences from rehearsals are detrimental to everyone's musical progress because an orchestra can only excel as a team. Absences often leave the orchestra without a critical part covered. With this in mind, YMMC maintains the following attendance policies. **Please read very carefully:**

- Members are expected to be present and on time for all rehearsals and concerts.
- In the case of unexpected illness or family emergency, please inform the Executive Director at least two hours before the rehearsal by calling 831-375-1992.
- Members are asked to plan carefully so that they will not miss rehearsals, dress rehearsals, and concerts.
- Three unexcused absences may result in the student being asked to not perform in the concert. Two tardies will count as one absence. If you feel the tardiness warrants special consideration, it must be immediately reported to the Musical Director.

## ***Code of Conduct***



Each orchestra member is considered an ambassador for the organization because the behavior of any one member reflects upon the entire group. In this capacity, members are expected to come to rehearsal well-prepared, use good manners, display common courtesy, and show consideration for others. Additionally, members are expected to give their full attention and respect to the conductor, coaches, orchestra staff, and volunteers.

Orchestra members who exhibit problems with behavior, attendance, musical preparedness, or engage in any other behavior that interferes with rehearsals or the overall functioning of the orchestra will be given one Verbal Warning. If the problem(s) continue after a member has received a Verbal Warning, he/she will be placed on probation, the member's parents will be notified, and potential Dismissal from the orchestra will be discussed. The Conductor reserves the right to dismiss any member who has received a Verbal Warning. Once dismissed, a member may reapply for the following concert set but readmission will be contingent upon YMMC staff approval.

### ***Parent Responsibilities***

As every student's tuition in YMMC is subsidized, we ask that every family perform some volunteer duties to help keep our costs low.

Please 2 or more areas that are of interest to you:

Volunteer Opportunities

Set up and/or take down chairs and music stands at concerts

Providing small bites or drinks at concert reception

Instrument transport (needs truck or van)

Spanish translation

Office assistance

School Liaison

Obtain sponsorships

Graphic Designer

Silent auction or raffle item(s)

Assist with benefit events

Photographer - professional or serious hobbyist

Solicit Media Coverage

IT/Computer Tech

Serve on the Board or Committee

Is there another way you would like to help?

***Accessing your music and YMMC News Online***

We will provide the DropBox link in order to access the music. All musicians must download/print their music and begin practicing. YMM will not provide printed copies of music so please be sure to print and bring your music to the first rehearsal. Sheet music links can be found in the members section of the website. Please be sure to download, print, and practice your music..

Please visit:

[www.youthmusicmonterey.org/music](http://www.youthmusicmonterey.org/music)

YMMC will also post timely information and links to pertinent information on this page.

***By signing below you acknowledge that you have received and read this handbook.***

---

Student name (printed)	Student Signature	Date
------------------------	-------------------	------

Student T-shirt size (circle one)	YS	YM	YL	YXL	S	M	L	XL
-----------------------------------	----	----	----	-----	---	---	---	----

---

Parent name (printed)	Parent signature	Date
-----------------------	------------------	------