



## **Academic Year 2011-12**

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**Our full class/lesson offerings brochure is available on our website or at the studio.**

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**Your satisfaction in your experience at Rhapsody is very important to us!** If you have any comments or concerns at all, please contact the office and speak to one of our Managing Directors, Sonya Clark or Leo Van Asten.



## Tips for Parents Academic 2011-12

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### Communication

Open communication between parent and teacher is critical to success in any educational endeavor. We urge you to check in with your child's teacher on a weekly basis after his or her lesson. When conversations in person are not an option, conversations via phone provide the clearest communication.

Please refer to the weekly assignment sheet or class syllabus for notes from the teacher, and check the website calendar for events and activities. Newsletters are emailed and contain important information. Please take time to read them carefully.

### The Learning Triangle: Student, Parent and Teacher...

Ways in which a supportive relationship can be developed between student, parent, and teacher:

- Acknowledge growth and encourage the student's trust in his/her musicianship.
- Help the student to establish clear and appropriate goals in the areas of performance, experience, and learning.
- Expand the student's musical awareness in the areas of sight, sound, feeling, and understanding.

Here you will find published documents Rhapsody Arts Center has made available online that we believe are helpful or informative to parents. <http://rhapsodyarts.org/for-parents/>

### Encouraging Productive Practice

We recognize the challenging schedules of today's families. Due to the many demands on a typical child's time, we dedicate a portion of lesson time to advising our students how to make practice both efficient and productive. The entire family can play a role in making lesson and practice time effective.

1. Immediately after the lesson, ask your child to tell you what s/he learned that day, to show you the new assignment, and to share some thoughts about the lesson.
2. At the first practice session following the lesson, spend a few minutes with your child helping her/him practice one or two of the pieces. Even if you do not play the instrument, encourage your child through the instructions on the assignment sheet.
3. If there are questions about assignments, please do not hesitate to contact your child's teacher to discuss—don't wait until the end of the week to call!

### Music: An Investment in Your Child's Future

Academic Preparation for College: What Students Need to Know and Be Able to Do, a handbook published by The College Board, states that: "Preparation in the arts will be valuable to college entrants whatever their intended field of study. The actual practice of arts can engage the imagination, foster flexible ways of thinking, develop disciplined effort, and build self-confidence."

Involving your child in musical activities at an early age is an investment in his or her future. Most people who study music don't go on to become professionals. But for many of them, music-making becomes a lifelong activity. Adults who participate in music, whether singing or playing an instrument, find it is fun and a relaxing way to relieve work-related and day-to-day stress.

A child's musical life should not be deadly serious: there is plenty of time to prepare for a musical career if that becomes a goal. Just as there are many who enjoy jogging for fun and have no intention of competing in the Olympics, your child should be encouraged to experience what music provides, based on his or her own instincts and interests.



## Private & Partner Lesson Policies, Academic 2011-12

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**Private Lesson Attendance:** The student should be well prepared and arrive 5 minutes before the scheduled lesson. In order for a lesson to be excused, the teacher must be notified of the absence at least 24 hours in advance of the lesson time (except in the case of an emergency). If a student becomes ill at school, please call by noon the day of the lesson. Student absences will not be prorated; teachers will offer make-ups for up to three (3) excused lessons per student over the 35 week academic year. We encourage use of our Swap List in case of conflicts. School cancellations do NOT imply lesson cancellations. If lessons are cancelled due to weather, notification will be on our phone system message by noon and our closure will be listed on our website. Lessons missed by the teacher or closure due to weather will be made up. We reserve the right to provide a substitute teacher if necessary. If a parent is concerned that a teacher has rescheduled too often or is absent from a scheduled lesson, the parent is requested to contact the office immediately.

**Partner Lesson Attendance:** The student should be well prepared and arrive 5 minutes before the scheduled time. Attendance is mandatory--please call in advance if you are unable to attend. School cancellations do NOT imply lesson cancellations. If lessons are cancelled due to weather, notification will be on our phone system message by noon and our closure will be listed on our website. Lessons missed by the teacher or closure due to weather will be made up. We reserve the right to provide a substitute teacher if necessary. Student absences will not be prorated or made up. It is advised that partners often learn at different paces. The teacher will communicate with the parent if the student(s) would benefit from a different lesson format.

**Practice:** The private/partner lesson concentrates on individual progress and the development of technical skill, musicianship and expressive performance. Daily practice is vital to the musical growth of the student. All students should practice at least five days a week; the teacher will suggest practice guidelines for each individual student. A regular routine with parental encouragement will greatly aid the student's progress. For the best musical results, parents will want to take an active interest in their child(ren)'s music study. Please refer to the "For Parents" section of our website for more information and home practice tips.

**Instrument:** All students should have access to a well-maintained instrument. All students except piano students must bring their instrument to every lesson. Drum students must bring their own sticks.

ADVISORY REGARDING KEYBOARDS: piano students must have an instrument with 88 full-size keys (each key should be the length of a dollar bill) with at least 2 pedals, and be weighted as well as touch-sensitive. Parents are advised that keyboards with lesser capabilities will only serve the student for the first 4-6 months of study and are not recommended.

**Notebook:** Students will keep a hardcover 3-ring binder to be used for assignments and handouts. Parents are encouraged to check the book regularly for notes and weekly assignments from the instructor. Students are encouraged to keep their music books in a bag to assure that all materials are brought to/taken from the lesson.

### **Tuition & Fees:**

**For Private & Partner Lessons:** Our academic year tuition rate is based upon 35 lesson weeks during the period from September 5, 2011, through June 8, 2012. Tuition may be paid in three (3) installments, payable upon registration in August, by November 1, and by February 1. A 3% discount is given for full 35-week tuition paid by check upon full registration. Summer tuition is registered for and payable separately from the academic year. If payment is late, a \$10.00 billing fee will be charged. A \$40 non-refundable registration fee per household is payable at the time of enrollment. This fee covers all partner and private enrollments at Rhapsody through July 2012. This reserves your

spot in the studio and helps cover the cost of studio events, lab software, festival opportunities, instrument maintenance, and administration. A \$35.00 fee will be assessed on all returned checks. Lessons will not be scheduled until signed registration form, registration fee, book deposit and first tuition payment is received. Students beginning study mid-year will have their tuition prorated.

**INCLUDED IN TUITION:**

Audition & festival opportunities; Performance opportunities  
Lending library & supervised use of recording library  
Theory curriculum & supplementary worksheets  
Acoustic piano & digital piano lab use  
Electronics & MusicStation use

**NOT INCLUDED:**

*Music/Book costs*  
*Audition entry fees*  
*Accompanist fees*  
*Summer lessons*  
*Software & materials*

**Book Deposit:** All students pay a \$40 book deposit upon registration. A record will be kept of all book expenses. When the book deposit is depleted, a copy of the expense record will be given to the parents and another \$40.00 will be required. All unused funds will be refunded upon cessation of lessons. This is a service we offer to parents, and it ensures that our students have the correct books they need, *when* they need them. **Individual books prices in excess of \$9.95 will be pre-approved by the parent before purchase.**

**Extended Lesson (MusicStation) Time:** MusicStation is supplemental enrichment time that is in addition to the private lesson time. It is scheduled for use either before or after the private lesson and includes a computer software curriculum suggested by the teacher. It is used to enhance note reading, music theory, music history, composition, and ear training skills in a fun, computer-aided learning environment. MusicStation is complimentary, but the student must sign up to participate.

**Ensemble Weeks:** Our curriculum is a combination of private lessons and supplemental group study. Group lessons are devoted to developing complete musicianship. Students will develop a strong sense of rhythm, build a solid technical foundation, and become fluent readers. They study theory, improvisation and composition, learn effective practice skills, and listen to as well as perform a variety of music. During the academic year, five Ensemble Experience weeks are reserved for rehearsals of our School of Rock bands, Chamber Ensembles, Music Appreciation/History and Composition classes, Guest Lecture/Performances, and Age/Level-appropriate Studio Classes (60 minute classes, 4-10 students per class). During Ensemble Weeks, there are no private lessons (see calendar). **Participation in the popular School of Rock program is available to students not enrolled in our private lesson program, but priority enrollment is given to private lesson enrollees.**

**Registration Agreement:** Music lessons will follow the school calendar. A high standard of excellence in teaching, materials, equipment, and curriculum is upheld in the studio. The same is expected of the students enrolled, especially in regard to weekly practice, attitude, attendance, and progress. At the end of the academic year, the student, parent(s), and teacher may review and evaluate the year's progress and make decisions as to future study. **Your commitment to academic year lessons is from your start date through June 8, 2012.** Music lessons are a commitment and musicianship is a skill that requires time, persistence, and patience. Please communicate & work with your instructor through the practice struggles and plateaus we all experience in our musical endeavors. If a student must withdraw before the end of the school year, a four week notice is required and tuition will be assessed through the notice period whether the lessons are taken or not. Families requesting lesson termination must do so in writing; please obtain a withdrawal form from the office.

**Lesson Etiquette:**

- fingernails should be reasonably trimmed (piano students).
- hands should be clean; please use the provided hand sanitizer before entering the lesson.
- no gum or candy during the lesson, please.
- if possible, students should have used the restroom before the lesson.
- friends, parents, and siblings are welcome to observe the lesson as long as they are not a distraction to the student.
- *punctuality* is appreciated: students are expected to arrive on time so the lesson may begin as scheduled, arriving late will shorten the lesson accordingly.
- students should be picked up no later than 5-10 minutes after their lesson concludes unless prior arrangements have been made with the teacher.
- parents are strongly encouraged to visit with the teacher during the last five minutes of each lesson.

## STUDENT/PARENT 2011-2012 Private & Partner Lesson Calendar

August 1		<b>fall registrations due; first (1 of 3) tuition payment due upon registration</b>
August 19		fall schedules available to families
August 29		last week of summer session
Week 1	Sept 5	fall lessons begin Sept 6 (Mon 9/5 Labor Day makeups Mon 10/24) Ensemble Experience class sign-up begins
Week 2	Sept 12	Rhapsody in Recital summer student recital (Fri 9/16)
Week 3	Sept 19	
Week 4	Sept 26	
Week 5	Oct 3	
Week 6	Oct 10	<u>Ensemble Experience week #1</u> Faculty recital (Fri 10/14)
Week 7	Oct 17	Parent's Week choose Holiday Recital pieces
BREAK	Oct 24	<i>Fall Break: no lessons (Mon-Sun 10/24-10/30)</i> Labor Day makeups (Mon 10/24 at regular lesson time) Parents Night (Tues 10/25, 6-8pm)
Week 8	Oct 31	No Monday lessons: Halloween lessons made up Mon 11/21 <b>Second (2 of 3) tuition payment due Tues 11/1</b> Student Recital (Fri 11/4)
Week 9	Nov 7	Sign up for Holiday Recitals by Fri 11/18
Week 10	Nov 14	11 <sup>th</sup> Annual Sonatina Festival (Sat 11/19)
BREAK	Nov 21	<i>Thanksgiving break: no lessons (Mon-Sun 11/21-11/27)</i> Halloween makeups Mon 11/21 at regular lesson time
Week 11	Nov 28	
Week 12	Dec 5	Faculty Holiday Recital (Fri 12/9)
Week 13	Dec 12	
BREAK	Dec 19	Holiday Student Recitals (Th-Sun 12/15-12/18) <b>(Mon) Ensemble Experience #2</b> classes on Mon 12/19 <i>Holiday break: no lessons (Tu-Sun 12/20-12/25)</i> <i>Holiday break: no lessons (Mon-Mon 12/26-1/2)</i>
BREAK	Dec 26	closed Mon 1/2
Week 14	Jan 2	<u>(Tu-Fri) Ensemble Experience week #2</u>
Week 15	Jan 9	
Week 16	Jan 16	MLK Day: Rhapsody is OPEN (Mon 1/16) Faculty Recital (Fri 1/20)
Week 17	Jan 23	
Week 18	Jan 30	<b>Third (3 of 3) tuition payment due Wed 2/1</b>
Week 19	Feb 6	Grandparents Week
Week 20	Feb 13	Faculty Recital (Fri 2/17) Federation Auditions (2/19 tent.)
Week 21	Feb 20	<u>Ensemble Experience week #3</u>
Week 22	Feb 27	Summer registration begins (Th 3/1)
Week 23	Mar 5	Student Recital (Fri 3/9)
Week 24	Mar 12	
Week 25	Mar 19	6 <sup>th</sup> Annual Spring Fling Fundraiser (Sat 3/24 tent)
Week 26	Mar 26	Choose Spring Recital pieces Sign up for Spring Recitals by Fri 3/30 WMTA auditions (4/1 tent.)
BREAK	Apr 2	<i>Spring break: no lessons (Mon-Sun 4/2-4/8)</i>
Week 27	Apr 9	Faculty Recital (Fri 4/13)
Week 28	Apr 16	Class of 2012 Senior Recital (Sat 4/21 tent)
Week 29	Apr 23	<u>Ensemble Experience week #4</u>
Week 30	Apr 30	<b>Summer registrations &amp; summer tuition due Tues 5/1</b>
Week 31	May 7	Guild auditions (Th-Fri 5/10-5/11 tent.)
Week 32	May 14	Spring Student Recitals (Th-Sun 5/17-5/20)
Week 33	May 21	Summer schedules available to families
Week 34	May 28	closed Memorial Day Mon 5/28; makeups on Mon June 11 at regular time
Week 35	Jun 4	<u>Ensemble Experience week #5</u>
BREAK	Jun 11	Memorial Day makeups (6/11) Rhapsody Grammies (Tues 6/12, 6:30pm)

Summer schedule starts week of Jun 18

2012-13 academic year lessons begin Tues 9/4

## 2011-12 Tuition & Fees

**Annual Registration Fee** \$40 per household

**Book Deposit** \$40 per student (\$20 for continuing students)

### Private Lessons

*Lessons take place once a week at a regularly scheduled time and include 40 or 55 minutes of formal instruction and 5 minutes of teacher/parent conference time.*

Basic Level Tuition (three payments, due upon registration in August, Nov 1, and Feb 1)

40 minute private lesson \$386 per payment

55 minute private lesson \$500 per payment

Master Level Tuition\* (three payments, due upon registration in August, Nov 1, and Feb 1)

40 minute private lesson \$458 per payment

55 minute private lesson \$597 per payment

(\* see website for master teacher list)

Adaptive Lesson Tuition (three payments, due upon registration in August, Nov 1, and Feb 1)

40 minute private lesson \$525 per payment

55 minute private lesson \$700 per payment

### Partner Lessons (Basic Level Instructors only)

40 minute partner lesson \$215 per student per payment

### Insanely Busy Adult Program (12-lesson package, completed within 6 months, flexible lesson dates/times)

Basic Level Instructor

40 minute private lesson \$395

Master Level Instructor

40 minute private lesson \$472

### Forms of Payment & Payment Plans

- Check, cash (exact amount), money order
- Automatic withdrawal from your bank account--\$15 convenience fee, see office for form
- Visa, Mastercard, Discover
  - 3 payments (August, Nov 1, Feb 1)
  - 6 payments (August, Oct, Dec, Jan, Mar, May)--\$15 convenience fee, see office for form

### Discounts

- 10% tuition discount on second instrument tuition (same student only)
- Refer a new family and both families receive a \$20 credit (they must list you on their enrollment form)
- 10% discount for the 3<sup>rd</sup> child (and all subsequent) enrolled in the same household
- 3% tuition discount for full-year tuition paid in full by cash/check by August 1.

### Our Mission

*"We exist to support and protect arts-dedicated education in our community, through instruction of the highest quality and development of artistic resources while ensuring expressive access to all who desire it."*

We greatly appreciate those families who support our programs and generously donate extra funds whenever possible, in any amount. We realize you have a choice in your arts instruction, and your enrollment today means a great deal to us and our impact in your community. Thank you.



## Music Class Policies, Academic 2011-12

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1. Registration and fees are due at least seven days before the first day of the class. Payment secures reservation for classes. Please call for late registration.
2. Full payment is required upon enrollment. Payment secures reservation for classes.
3. No refunds once enrolled. A complete refund will be given if a class is cancelled due to low enrollment.
4. Rhapsody is not able to make up or provide refunds for any classes missed. If you know you will be missing a class, let your instructor know in advance. If applicable, the instructor will let you know ahead of time what will be covered in your absence. To notify us of an upcoming absence, call the office at 848-2045. Please leave a message if you are calling after office hours.
5. Your class will be confirmed by email or phone seven days prior to the first session. Parents are requested to attend the first ten minutes of the first session.
6. We reserve the right to dismiss any student without refund who disrupts the experience for other students.
7. Class instructors may be subject to change. A substitute teacher will be provided if necessary.
8. All classes stress a non-competitive atmosphere within a structured daily schedule. Additional class dates and times may be added if maximum enrollment is exceeded.
9. At the end of the session, the student, parent(s), and teacher may evaluate the student's progress and make decisions as to the best course for future study. Music lessons are a commitment and musicianship is a skill that requires time, persistence, and patience. Students participating in group music classes may only transfer to private lessons at the end of a session.
10. The student should be well prepared and arrive 5 minutes before the scheduled class. Attendance is mandatory-- please call in advance if you are unable to attend. School cancellations do NOT imply class cancellations. If classes are cancelled due to weather, notification will be on our phone system message by noon and our closure will be listed on our website. Classes missed by the teacher or closure due to weather will be made up. Students are encouraged to keep their music books in a bag to assure that all materials are brought to/taken from the class.

**Practice:** Daily practice is vital to the musical growth of the student. All students should practice at least five days a week; the teacher will suggest practice guidelines for each individual student. Parents may wish to monitor the student's weekly practice. A regular routine with parental encouragement will greatly aid the student's progress. All students should have access to a well-maintained instrument (as necessary).

**Tuition & Fees:** Tuition includes all class materials. Exceptions: circumstances in which extra supplementary materials may need to be purchased due to individual need. Permission will be given by the Primary Contact before materials are purchased. A \$35.00 fee will be assessed on all returned checks.

**Class Etiquette:**

- hands should be clean; no gum or candy during class, please.
- friends, parents, and siblings are asked to remain in the waiting area during class time.
- punctuality is appreciated: students are expected to arrive on time so the class may begin as scheduled.
- students should be picked up no later than 5-10 minutes after their class concludes unless prior arrangements have been made with the teacher.

**Your satisfaction in your experience at Rhapsody is very important to us!** If you have any comments or concerns at all, please contact the office and speak to one of our Managing Directors, Sonya Clark and Leo Van Asten.



## Art Class Policies, Academic 2011-12

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### PAYMENT

Full payment is required upon enrollment. Payment secures reservation for classes. Registrations are due at least seven days prior to the start of the class. Please call to inquire about late registration. No refunds once enrolled. A complete refund will be given if a class is cancelled due to low enrollment. No refunds or prorating for missed classes.

### CONFIRMATION

Your class will be confirmed by email or phone seven days prior to the first session. Parents are requested to attend the first ten minutes of the first session. We reserve the right to dismiss any student without refund who disrupts the experience for other students. Class instructors may be subject to change. A substitute teacher will be provided if necessary.

### ATTENDANCE

Rhapsody is not able to make up or provide refunds for any classes missed. If you know you will be missing a class, let your instructor know in advance. If applicable, the instructor will let you know ahead of time what will be covered in your absence. To notify us of an upcoming absence, call the office at 848-2045. Please leave a message if you are calling after office hours.

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## Music Therapy Policies, Academic 2011-12

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Music Therapy is the clinical and evidence-based use of music interventions to accomplish individualized goals within a therapeutic relationship by a credentialed professional who has completed an approved music therapy program. (*American Music Therapy Association definition, 2005*) It is also an allied health profession which uses the therapeutic use of music to affect changes in behavior, cognitive skills, social/emotional skills, psychological, language skills, and sensory motor skills. Musical and non-musical modalities are designed to hit target areas that are individualized for each student. Before entering into the music therapy program, all students are required to participate in a music therapy assessment in order to determine the best treatment plan.

Assessment is required in order to begin private music therapy sessions. The assessment procedures will take the form of primarily music-based experiences designed to present tasks in the major functional skill areas (communication, cognitive/academic, perceptual-motor, emotional/affective, social/interpersonal), as well as musical skills, interests and preferences. The therapist may request to observe the individual working in home or educational settings as well. Assessments are also available on a consultation basis for other organization such as for purposes of assisting in psychological, educational or medical diagnosis, or to document a rationale for third party reimbursement or special education services.

### Establishing Treatment

Acceptance of a client for treatment is contingent upon the determination that the therapeutic needs can be effectively addressed in this setting and that music therapy is an appropriate treatment medium for the client. A music therapy assessment (required) is implemented at the first meeting of individual therapy. Treatment goals are formulated at this time. Treatment evaluation and written progress reports are provided quarterly or per request of the client, parents, or other direct care givers, or the therapist. Clinical records are maintained and treated as confidential information. Upon establishing treatment, client is committed to a minimum of 6 weeks of treatment.

### Session Cancellations

Cancellation for a missed session by the client is requested 24 hours in advance. If client becomes ill at school, please call by noon the day of the lesson. Clients are billed for failure to show and cancellation less than 24 hours in advance. If absences are excessive, reconsideration of the value of continuing treatment will be discussed with the client and/or caregivers.

### Termination of Treatment

A decision to terminate treatment can be made when:

- Music therapy is no longer necessary or effective for an individual client
- Participation is not therapeutically productive due to lack of commitment on the part of the client or on the part of the parties responsible for the client.

The lack of progress in musical skills is not, in itself, a valid reason to stop treatment. In the event that music therapy is deemed no longer desirable or effective by the client and or referring party, it is expected that the therapist will be consulted in the process of reaching this decision. In some instances the process of therapy goes through temporary periods that are not comfortable or motivating to the client. Ongoing communication with the therapist is invaluable at these times. In the event that termination of therapy is determined by the therapist or the client/caregivers, a two-week written notice must be given.

#### Tuition and Fees

Music therapy billing will take place the first of every month. Statements will reflect the previous month's sessions. Please communicate with the therapist about third party reimbursement.



## **Adaptive Lesson Policies, Academic 2011-12**

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#### Eligibility

Adaptive lessons are appropriate for the student who wants to learn to play an instrument, but has special needs that require a modified approach. Adaptive lessons are offered in piano, guitar and voice. Adaptive music lessons are similar to traditional music lessons, but are individually designed and altered to be success-oriented and motivating. Adaptations may range from learning songs using colors and numbers, reading music notation and studying theory, free-play and improvisation, or may include modifying the instrument or accessories themselves. Adaptive lessons are not Music Therapy sessions, but they are taught by Rhapsody's Music Therapist.

Upon establishing eligibility, client commits to the policies established for Rhapsody's private lesson students. See "Music Lesson Policies" (pg. 3-4 of this document) and "Music Lesson Calendar" (pg. 5).