

Preparatory Music  
at  
Holy Names University

# Parent Handbook

2017 Fall Semester



## **PREPARATORY MUSIC at HOLY NAMES UNIVERSITY**

**HISTORY:** Preparatory Music at Holy Names University (aka Prep Music) was founded in 1968 by Sister Therese-Cecile Murphy, SNJM, a Holy Names College sister and music instructor who was an early proponent of Suzuki education. Prep Music quickly became a renowned center for Suzuki education on the West coast, with a nationwide reputation.

**WHAT WE OFFER:** Preparatory Music offers a range of Traditional as well as Suzuki private and group music lessons after school, on weekends, and evenings to children and adults, from all areas of the San Francisco Bay Area. The community music school has a faculty of thirty-three instructors offering instruction in piano, violin, viola, cello, guitar, flute, oboe, recorder, voice, drums, chamber music and other ensembles, and early childhood pre-instrumental as well as adult music education.

Prep Music serves as a musical center for the area by providing:

- Expert musical instruction in Suzuki and Traditional teaching methods
- Youth orchestras, group classes, and ensembles
- Unique events for our students and faculty to showcase their talents, ( Pops Concert, Concerto Competition and Festival, Solo & Ensemble Festival, Friday Evening Recitals, and faculty recitals)
- Frequent performance opportunities for students throughout the year

Preparatory Music strives to offer outstanding music education equally to all students, encourage the professional growth of its faculty, and represent an impressive example of arts education for youth within Holy Names University.

**MISSION:** The mission of Preparatory Music is to develop the musical potential in young people by creating a nurturing environment where students, teachers, and parents together foster a lifelong appreciation and love of music.

**We believe music:**

- contributes to the total development of a child
- study enhances all learning, develops sensitivity, discipline, and character
- prepares students to make meaningful contributions in the world

"The potential of every child is unlimited" ...Shinichi Suzuki

## **PRIVATE LESSON POLICIES**

### **REGISTRATION and INVOICES**

#### **Fall and Spring Semesters ~ New Students**

New students may enroll at any time during the semester. Once the instructor and student have arranged for lessons to begin, the instructor must inform the Director of the length and number of lessons to be taught. The Director will then review Prep Music policies and the Parent Handbook with the parent and register the student.

In subsequent semesters, the student becomes a currently-enrolled student, and the family will receive an invoice prior to the approaching semester.

Students pay for sixteen or seventeen lessons within each semester. Lessons are not prorated or credited because of students' absences such as vacations, school trips, etc.

#### **Installment Payments and Dates**

At the beginning of the semester, families have an option, before the first installment due date only, to pay in one sum or three installment payments.

Students who begin lessons after the first installment due date will have the option of paying semester tuition in two installments.

No installment payments can be made after the third installment deadline.

No installment plan is available during the summer session.

#### **Full payment due dates are:**

**Fall** Aug. 31

**Spring** Jan. 31

#### **Installment due dates are:**

**Fall:** Aug. 31, Sept. 29, Oct. 31

**Spring:** Jan. 31, Feb. 28, March 31

## **Summer Semester**

For the summer semester, a one-time payment is due in June, usually by June 11<sup>th</sup>. Even if a student begins summer lessons after the due date, tuition is due on or before the due date.

No installment plan is available during the summer session. Summer tuition is due in full when lessons commence.

## **PAYMENT METHODS**

Tuition is paid online at the Prep Music Vanco site, found on our webpage, after the invoice has been received.

To pay online follow these steps:

1. Go to [www.hnu.edu/preparatorymusic](http://www.hnu.edu/preparatorymusic)
2. On the right sidebar click "Enrollment"
3. Under the ENROLLMENT heading, follow these directions:

To pay private lesson tuition for students already registered in Preparatory Music, [follow this link](#).

4. The Director will receive an e-notification of payment
5. When paying in installments you must set up recurring payments for all three installments at the time you pay the first installment online.

To pay by check, make check payable to HNU PMD and mail to:

HNU PMD  
3500 Mountain Blvd.  
Oakland, CA. 94619

### **Service fees**

There is no installment fee for credit card payments, except when recurring payments are not set up by payer.

There is a \$10.00 service fee per installment added when paying installment payments by check.

There is a \$15.00 service fee for failed credit card transactions.

There is a \$25.00 per month late fee assigned to all past due accounts.

Returned checks are subject to a \$35.00 service charge.

### **Recital Fee**

The recital fee is included in each student's tuition.

The recital fee is \$50.00 per student, per semester.

The recital fee is non-refundable.

For families with three or more siblings enrolled in Prep Music the third recital fee (\$50) is waived.

There is no recital fee in the summer semester.

**Families willing to give five hours of service per semester to Preparatory Music may have the fee waived. Please contact Director for more information.**

### **WHAT THE FEE COVERS:**

Facility fees for recitals /events

Accompanists for recitals/events

Teachers' professional time at recitals/ events

Administrative costs

### **Past Due Accounts**

There is a \$25.00 per month late fee assigned to all past due accounts.

If past-due account holders do not respond to Business Office phone calls, emails, and invoices, the instructor will be asked to withhold lessons until tuition has been paid.

Returned checks are subject to a \$35.00 service charge.

## **Tuition Assistance**

Students registered through Prep Music are eligible to apply for financial assistance. The student must inform the private instructor if he/she wishes to apply for financial assistance. Financial assistance packets can be obtained from the Prep Music Office, or from the private instructor.

Families receiving Financial Assistance are required to provide 5 hours of service within the semester their child receives assistance.

New Preparatory Music families who are applying for tuition assistance for the first time must attend an interview with the Director.

Application submissions are time-sensitive. Late and/or incomplete applications will not be accepted.

## **Assignment of Students**

Students referred through Prep Music must enroll/register for lessons through HNU/Prep Music and not as a private student of that teacher. The Prep Music Director places new students with an instructor on the basis of a placement interview with the prospective family. Student preference for a teacher is honored when possible.

Students must register with the Prep Music Office before beginning lessons.

Prep Music faculty is not to make arrangements with other faculty to assume teaching responsibility for any students. Suggestions and recommendations for student placement can be made, and will be taken seriously, but the Director will make the final assignment to an available and appropriate teacher.

## **Private Lesson Absences**

The student or parent must inform the instructor if he/she will miss a lesson. The instructor is paid for lessons missed by students.

If an instructor must cancel a lesson, he/she must notify the student as far in advance as possible. The missed lesson will be made up within the semester or refunded, if it was caused by the instructor's absence.

## **Private Lesson Tardiness**

The instructor is not obligated to go over the allotted lesson time when a student is tardy.

Instructors are asked to observe a ten-minute grace period before labeling the student a "no-show" and leaving the premises.

## **Use of Cell Phones**

Parents of Suzuki students attend the weekly private lesson to observe and to take notes in order to follow through with daily practice.

Please give your full attention to your child's lessons and do not use your cell phone for anything other than video recording or audio recording parts of the lesson.

## **Students Wishing to Change Teachers within the Department**

When a parent wishes to switch instructors within the department this must be done in person with the instructor.

The Director will not refer a student to another instructor without the informed consent and explicit approval from the current instructor.

When a teacher wishes to refer a student to another instructor, the Director must be contacted and informed of the need for change.

The current instructor is entitled to two weeks' lesson fee.

## **Dropped Students**

The parent needs to verbally inform the instructor of intention to withdraw.

The parent needs to inform Prep Music in writing of their intention to withdraw, and, if possible, submit notice two weeks prior to the last lesson.

The instructor is entitled to two weeks' lesson fee.

The office needs to know if the family is no longer within the department, in order to update records.

## **Teachers Leaving the School**

When a teacher leaves the department, the Director will place students with another teacher on staff. Students are not to be referred outside the department. Teachers may not take students with them when they leave.

## **CLASS POLICIES**

### **Registration**

Students interested in participating in Prep Music classes should contact the Director. An audition may be required. Students must pay in full on or before first class in order to participate. If payment is not received, the student is ineligible to attend class(es). A \$10 per sibling discount is applicable to students with one or more siblings enrolled in other classes (but not private lessons). There is a \$20 early registration discount offered for some classes (*Preludio, Divisi, Da Capo, Piano Ensemble.*) Please see Prep Music brochure or Vanco registration site for deadline dates.

Class tuition is paid online at the Prep Music Vanco site, found on our webpage.

To pay online follow these steps:

1. Go to [www.hnu.edu/preparatorymusic](http://www.hnu.edu/preparatorymusic)
2. On the right sidebar click "Enrollment"
3. Under the PREPARATORY MUSIC CLASSES heading, follow these directions:

To register for classes, please click [here](#). To see our business policy for classes, please click [here](#).

4. The Director will receive an e-notification of payment

No installment plan is available for classes.

There is no recital fee for classes.

There is at least one performance opportunity per class, per semester.

### **Withdrawals and Refunds**

Intention to withdraw from classes must be submitted in writing to the PMD office.

Informing an instructor of a decision to terminate classes, stopping, or withholding payment, or not attending classes does not constitute withdrawal.

Refunds will be issued up until the third week of class (**except** \**Suzuki Prep to Twinkle*, \*\**Chamber Music Intensive [CMI]* and *Piano Divertiti*). There are no refunds after the third week of class.

\*For *Prep to Twinkle*, refunds will be issued up to one week before class.

\*\*For *CMI* and *Piano Divertiti*, only half tuition is refundable.

### **Student Absences from Classes**

There are no make-up classes for student absences. This does not exempt the student from payment. Students pay for all classes in the semester. Since class time is reserved for the student, s/he must notify the teacher of an absence out of courtesy to the instructor. However, classes missed because of instructors' absences will be made up within the same semester.

If a student misses three or more classes the instructor reserves the right to not allow the student's participation in class performances.

### **Class Cancellation**

All group classes, ensembles, and orchestras are subject to minimum enrollment requirements. Preparatory Music reserves the right to cancel classes if enrollment is deemed insufficient.

## **RECITALS AND PERFORMANCE OPPORTUNITIES**

All Prep Music instructors are expected to provide two performance opportunities per semester. These may be formatted in any way a teacher wishes: as an informal recital, a play-in, or an ensemble. The dates available for such performances are provided by Preparatory Music and scheduled by the instructor. Please check with your instructor regarding his/her student recital schedule.

### **Preparatory Music Events**

All Prep Music students are eligible, when appropriate and at the discretion of the instructor, to participate in the following events:

*Evening Recitals* (Friday nights several times per year)

*Pops Concert*

*Solo & Ensemble Festival*

*Concerto Competition*

*Concerto Festival*

*Orchestras & Ensembles Concerts* (twice per year), featuring group classes, orchestras and chamber music

There are application fees charged for the *Solo & Ensemble Festival* and the *Concerto Competition*, to cover the costs required to provide these events.

Admission fees are charged to families of students (and the general public) for *Solo & Ensemble Festival*, *Concerto Festival Concert*, and *Pops Concert*.

A schedule of yearly events is handed out to instructors, and sent again when anything is changed or updated.

Students registered in Prep Music classes may be included in larger interdepartmental events, including *Pops Concert*, *Solo & Ensemble Festival* and *Concerto Festival*.

There are admission fees charged to families of students for these three events.

## **CORRESPONDENCE from Preparatory Music**

The Prep Music Office uses discretion in its correspondence with families. Emails regarding upcoming events and important information are sent periodically. Great care is taken to avoid excess email correspondence, and email addresses and other contact information are never shared with another party. Family contact information is kept strictly private.

## **CAMPUS SAFETY**

### **Supervision**

All students must be supervised by an adult when on campus. Students should remain within eye contact of an adult at all times. Students and faculty are requested to report any violations to the Director.

### **Student Behavior**

Preparatory Music and Holy Names University communities will not tolerate the following:

- Disrespect to others
- Offensive, abusive, or foul language
- Verbal or physical harassment
- Derogatory comments
- Defacing school or personal property, including natural surroundings (trees, shrubs, gardens)
- Offensive or racist messages

## **Parking Permits**

Students must have parking permits to go through the gate to park on campus. Permits are issued every September, valid for one year, and are available to new students throughout the year. Permits are not interchangeable; a permit is required for each vehicle. Permit applications can be obtained from the university's front gate.

## **CONTACT INFORMATION**

Director: Katherine Baird 510-436-1224, [Baird@HNU.edu](mailto:Baird@HNU.edu)

Bookkeeper: Kathleen Clapp 510-436-1382, [Clapp@HNU.edu](mailto:Clapp@HNU.edu)

Street address: HNU **PMD** 3500 Mountain Blvd. Oakland, CA. 94619

Website address: [www.hnu.edu/preparatorymusic](http://www.hnu.edu/preparatorymusic)