

# 2018/2019 Student & Family Handbook

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Connecting our Community note by note since 1976

## Contact Information

**NSM Address:** 25 Lowell Street, Cambridge, MA 02138

**Phone:** (617) 492-8105

**Website:** [www.newschoolofmusic.org](http://www.newschoolofmusic.org)

**Office Hours:** Monday-Friday, 10:00am-5:00pm

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The New School of Music's mission is to foster a love and understanding of music throughout our community. In fulfillment of that mission, we

- Provide outstanding music education to students of all ages with a wide range of musical interests, levels of achievement, and financial means;
- Share our music with the public through performances and community events; and
- Promote a broadening musical engagement by extending ourselves into the community.

Dear New School of Music Families,

For both new and returning families, welcome and thank you for being part of the New School of Music community. We are excited to have you in our community for our 42<sup>nd</sup> year!

Our teaching faculty and administrative staff are here to support you, the families and students of NSM. We strive to make music a part of your life and would like to help you in any way possible. Should you have questions about the next step in your musical education, where to go for a great concert or need help finding a particular piece of music – just ask! All teachers and staff at NSM would be more than happy to help.

As NSM, your community music school, was founded to make music accessible to all, we invite you to take full advantage of all NSM has to offer. All students and families are welcome to join us for NSM's monthly school-wide student recitals, our faculty & guest artist concerts – and a host of special events throughout the year including our annual Performathon in April and Family Music Festival in June.

By enrolling at the New School of Music, you already know what a special place it is. However, in addition to our talented teachers who provide great programming, none of it would be possible without you – thank you. It is with your support that NSM can continue its mission to grow and foster a love of music in our community. If you are interested in volunteering to support NSM, your community music school, we would welcome the offer. Opportunities include service days to keep our school safe and clean, event staff for concerts, administrative help in marketing; the opportunities are endless – if you would like to help in any capacity please let us know as we would be happy to have you.

Again, thank you for being part of our community at the New School of Music and I look forward to seeing (and hearing!) you around the school.

Sincerely,

Lauren A. Cook  
Executive Director  
New School of Music

### **NSM History**

The New School of Music was founded in 1976 by composer, conductor, and educator Nicholas Van Slyck with a mission to provide a community music school for students of all ages, levels of training and financial means. Our audience includes children, youth and adults, starting with students as young as infants. We serve over 500 music learners of all skill levels and experience in private lessons and group classes each year from within the Cambridge and greater Boston area.

True to our founding vision, The New School of Music maintains a focus on our original purpose of Music for All with affordable programs in a non-competitive, student centered learning environment. The New School of Music's teachers are active professionals with expertise in music education in addition to performing regularly throughout the region and abroad on stages big and small.

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## NSM Administrative Contacts

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**Office Hours:** Monday-Friday, 10:00am – 5:00pm during Fall and Spring terms

**Online Registration:** directly at <https://www.amilia.com/store/en/newschoolofmusic/shop/programs>  
You can also get to this site by visiting [www.newschoolofmusic.org](http://www.newschoolofmusic.org)

Any paperwork may be dropped off after hours in our lock box to the right of the office door.

### Email Communication – Monthly Email

NSM sends students and families a monthly email newsletter. You have the option of opting out of the newsletter, but please note that this is the primary way NSM communicates school-wide policies, dates, and information.

## 2018-2019 School Calendars

NSM's school calendar is broken up into two terms during the school year; the start and ends dates are listed below for private lessons. Summer lessons are flexible and can begin as soon as your spring lessons are finished. The exact number of lessons and the schedule is coordinated directly between you and the teacher.

### Private Lessons

#### Fall Term:

Monday, Sept 10, 2018 – Sunday, Jan 20, 2019 (16 lessons)

#### Fall Make Up Weeks:

Monday, Jan. 21, 2019 – Sunday, Feb. 3, 2019

#### Spring Term:

Monday, Feb. 4, 2019 – Monday June 17, 2019 (17 lessons)

#### Spring Make Up Weeks:

Monday, June 17, 2019 – Monday, July 1, 2019

**Summer private lessons** typically run for 8 to 11 weeks running mid June – August

Group classes tend to meet for 15 classes per term. Please double check with your teacher, the NSM office, or the class description on-line if you need to confirm class meeting dates. Early Childhood classes will typically have a Fall, Winter, and Spring semester, each with 10 weeks of classes.

NSM's calendar can also be found online at <http://newschoolofmusic.org/registration/important-dates/>

### NSM Vacation Days for Fall 2018 & Spring 2019

**\*\* New policy starting Fall 2018: NSM will be observing some (but not all) holidays scheduled in the Cambridge Public School calendar. Many of these are holidays for various religions. We encourage you to take these days off if you are observing the holiday, and we will consider it an *excused* absence, meaning you will get a make-up lesson for this day. Simply tell your teacher you will be observing the holiday and your teacher will facilitate a make-up lesson.**

**Otherwise, there are no classes/lessons/rehearsals school-wide on the following days:**

**Indigenous Peoples' Day [Columbus Day]** Monday, October 8<sup>th</sup>  
**Thanksgiving Vacation** Tuesday, November 20<sup>th</sup> – Sunday, November 25<sup>th</sup>  
**Winter Vacation** Sunday, December 23<sup>rd</sup> – Sunday, January 5<sup>th</sup>  
**Martin Luther King Day** Monday, January 21<sup>st</sup>  
**February Vacation Week** Monday, February 18<sup>th</sup> – Sunday, February 24<sup>th</sup>  
**April Vacation Week** Monday, April 15<sup>th</sup> – Sunday, April 21<sup>st</sup>  
**Memorial Day Weekend** Saturday, May 25<sup>th</sup> – Monday, May 27<sup>th</sup>

### Weather Cancellations

All delays or closures due to inclement weather will be posted online at [www.newschoolofmusic.org](http://www.newschoolofmusic.org) and on our Facebook page; or you can call the NSM office at 617-492-8105. *NSM does not make individual calls to students* if and when NSM is closed; please call or check the website to confirm NSM winter weather closures. Lessons cancelled due to weather will be made up.

Instructors reserve the right to make an individual decision to cancel lessons or classes due to bad weather; should they do so, they will contact students/families directly; private lessons will be made up.

### Attendance/Payment Policies

Registration is considered complete when payment in-full plus the membership fee has been received by the NSM office. Only completed registrations qualify to start lessons and/or classes at NSM. Attending classes or informing instructors of the intent to register does not constitute registering for courses.

All purchased lessons must be used by the end of the term. No credits or refunds will be provided after the term ends.

All lessons and classes take place within the NSM building; there is no NSM teaching in private homes.

### How to Register

- 1) Online at <http://newschoolofmusic.org/registration/register-now/>
- 2) Stop by the office during our office hours, Monday-Friday, 9am-5pm and Saturday 9am-1pm, to pay in person
  - a. If you come by after hours, please leave payment in the locked drop-box located just outside the office doors; do not leave payment unattended on the front desk.
- 3) Call NSM at 617-492-8105, Monday-Friday, 10:00am-5:00pm to pay over the phone

## Makeup lessons and classes

**Private Lessons:** NSM instructors are happy to provide **one** makeup over the course of the term, provided that 24 hour notice was given either directly to the teacher or the NSM office. This is to ensure consistency in scheduling for our instructors, and that no outstanding lessons exist after the term ends; NSM cannot credit lessons from one term to the next, all lessons must take place within the term registered.

For students registering for anything less than a full-term package, there are no make-ups available unless approved by teacher before payment & start of lessons.

All teacher absences or weather cancellations will be made up within the term.  
Absences for religious observances will be made up, provided your teacher knows in advance.

**Group Classes, Ensembles:** No make-ups for individual students who miss a group or ensemble class. In the event that a group class is cancelled by the teacher, we will add an additional makeup class at the end of the term.

## Payment plans

Payment for private lessons may be spread out over the course of the term with 4 monthly payments. This can be set up upon registration online. If you are registering via phone, let us know you would like to opt in to this service.

## Scholarships

Scholarships are available to those who qualify based on financial need. Scholarships are awarded on a rolling basis until all funds are disbursed. The application may be found online at <http://newschoolofmusic.org/registration/forms-policies/>. Please submit completed applications with all required documentation. Incomplete applications or applications without proper documentation will not be considered.

## Discounts

- Ensemble/Group Class Discount for Private Lesson Students: if you're registered as a private lesson student at NSM you will receive a 25% discount on an ensemble or group class registration (in same semester). Use coupon code PL+GROUP
- Family Discount for Group Classes & Ensembles: 2+ students in the same family registering for a group class or ensemble (in one semester) will automatically receive a 5% discount on 2nd registration
- Family Discount for Private Lessons: \$25 automatic discount per family, per term if there are 2 or more private lesson enrollments
- Senior Discount: 10% discount per term for students ages 65+. Use coupon code Senior10.

*\* Note that any scholarships override the above discounts*

## Withdrawals and Refunds

**Private Lessons:** Office must be notified by the 4th lesson of intent to withdraw, refund will be 80% of the unused tuition; no refunds after the 4th lesson of the term.

*Please keep in mind that we want you and your family to have a great experience studying music at NSM. If at any time you have any concerns, please do not hesitate to contact your teacher, or either the Executive Director or the Registrar.*

**Group Classes:** For planning purposes, and out of fairness to all involved, there are no refunds for group classes, ensembles, workshops/master classes or vacation programs.

**Cancellation of Classes and Ensembles by NSM:** Please note that NSM reserves the right to cancel any class or ensemble due to insufficient enrollment. In this case, refunds or credits will be applied to any existing registration.

## Student Conduct/Responsibilities

The study of music can be a joyous and rewarding experience. It offers a unique opportunity to develop one's self-expression, artistry and discipline. In order to make good progress, students should do the following:

- Attend lessons regularly and on time.
- Practice every day in a quiet place--quality of practice is as important as quantity.
- Keep instrument and books in good working order, and bring to every lesson.
- Talk to teachers about goals and how to achieve them.

## Studio Use

Help us keep NSM tidy! Please help us by disposing of any food or drink in a trash can or recycling bin in the common areas of the school, and putting chairs, music stands, etc. back where you found them after use. Please note the toys and instruments in Room B are for use by NSM classes only. It is not a playroom for younger siblings.

**Please do not place any items other than sheet music on NSM pianos or keyboards.**

Students and artists flourish in a quiet environment. Please be mindful that there may be several other lessons, rehearsals or performances going on at NSM during your lesson. We ask that you give them the courtesy of being quiet while in the building.

Studios are reserved for NSM teachers and their enrolled NSM students. For students who are enrolled at NSM and need practice space, please contact the NSM office to reserve a time; space is available on a first-come, first-service basis and can only take place while an NSM staff or faculty member is in the building.

NSM space is also available for student recitals; please talk to your teacher for more information. To rent NSM space for meetings or special events, please speak to the Registrar or Executive Director for more information.

## Observation of Lessons

Parental involvement is paramount to a student's success. Parents are strongly encouraged to observe at least one lesson per term, and to follow up with private instructor following each lesson.

## Security & Caregivers Policy

NSM assumes no liability for students before or following a scheduled class or lesson. A parent or caregiver *must* accompany students under the age of 15 at all times prior to and following a scheduled class or lesson.

## Monthly Student Recitals

Monthly student recitals are free and open to the public. Students are strongly encouraged to perform in at least one student recital over the course of the year. Staff accompanists are available for a run-through just prior to the recital free of charge; additional rehearsal time with an accompanist is available for a fee.

## NSM 2018/2019 School-wide Student Recital Dates

Thursday, October 25th at 6:30pm (Halloween recital)  
Tuesday, November 13th at 6:30pm  
Wednesday, December 12th at 6:30pm  
Thursday January 17th at 6:30pm  
Wednesday, February 13th at 6:30pm  
Tuesday March 12th at 6:30pm  
Sunday, April 7th – PERFORM-A-THON, a fundraiser for NSM; all students to participate! Time: 12-5pm  
Wednesday, May 15th at 6:30pm  
Sunday, June 9th (as part of our annual Family Music Festival)

## How to Sign-up for a Student Recital

If you would like to join us for a student recital, confirm with your teacher, then fill out a Recital Form located throughout the NSM building (and at the back of this handbook).

## Post-Recital Receptions

NSM is happy to provide space and plate ware for a post-recital reception. Receptions are pot-luck; each performer/family brings food items to share.

## Tips for a successful recital!

- Practice! Make sure you come well prepared; this will help ease nerves, too!
- Clothing! This is a special event! Please come dressed appropriately, along the lines of school 'Picture Day' clothing.
- The Performance! Smile at the audience when you get on the stage. When you have finished, smile again, take a bow, and walk (don't run) off stage.
- Remember, your teacher is here on a weekly basis to support you. If you have any questions, just ask.

## Concert Etiquette

- Do not speak or gesture to anyone during your or someone else's performance
- Congratulate each performance with enthusiastic applause
- Pay careful attention to the performances of others
- Stay for the entire performance; do not get up during a piece, or between movements.
- Accept congratulations with grace: there is no need to make excuses or berate yourself. A simple 'Thank you' is sufficient
- After the performance, show good sportsmanship by complimenting other performers

## Concert & Events at NSM

NSM is proud offer a number of special concerts and events throughout the year, as well as masterclasses and workshops. Keep up to date on NSM events by checking out our calendar online at <http://newschoolofmusic.org/events-performance/>

## Musical Collaborations

We also host concerts and events run by some of our partner organizations, such as Radius Ensemble, New Gallery Concert Series, and Equilibrium Concert Series. Stay tuned for event announcements on our website!

## Faculty Concerts

A great opportunity for you to see your teacher in action! At NSM we are lucky to have an outstanding faculty which not only does a great job teaching in the studio but also performs on a regular basis. Many faculty concerts at NSM are free so grab friend and join us for a concert! We hope that you join us, and do remember that at NSM, we welcome you – whether a seasoned concert goer or a first-timer.

## Concert Room & Studio Rentals

NSM's Concert Room and Studio space can be used for Concerts, Student Recitals, Meetings, Rehearsals/Practice, and Special Events! To find out more information please contact NSM at [info@newschoolofmusic.org](mailto:info@newschoolofmusic.org) or 617-492-8105.

## Parking

Free parking is available in the Lowell Park lot, to the left of the building. Overflow parking is available at Mt. Auburn Hospital and at meters on Mt. Auburn St., Monday through Saturday. On street parking for non-Cambridge residents is allowed on Sundays. **No parking in the fire lane. Please leave the handicapped spot for those with the appropriate placard.**

## Use of Photographs and Videos

NSM may take photographs of classes, lessons, recitals and events for promotional use in on-line and print materials. It is our policy not to include the names of children in any captions. If you would like us to not use any images of yourself or a family member, please let us know in writing or by email.

## Non-Discrimination Policy

The New School of Music admits students of any race, color, sex, age, sexual orientation, gender identity, physical ability, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, age, sexual orientation, gender identity, physical ability, religion, national and ethnic origin in its hiring of faculty or staff, or in the administration of its educational policies, admission policies, scholarship programs and other school-administered programs.

## Support NSM

With the help of donations from community members like you, we will continue to see arts engagement in our community thrive for many years to come. Your generosity allows us to:

- Offer need-based scholarships and community outreach programs for students who otherwise wouldn't be able to explore the wonders of music
- Upkeep NSM's pianos enabling every NSM student the opportunity to play and or be accompanied by a high quality instrument
- Cover our general operating expenses including the maintenance of our building, a historic 1883 wooden school house

The New School of Music is a non-profit 501(c) (3) organization. All donations are tax-deductible.

## Other ways to give – Volunteer!

- **Volunteer Days for Special Events:**
- **Post Flyers and/or Distribute Catalogs in the Community**
- **Write a review on Yelp, Google and/or any other place you would like!** Your help is needed in spreading the word about NSM – thank you!

## Hard Copy of Monthly Student Recital Sign-up Form

# NSM Monthly Student Recitals Sign-Up Form

Recital Date: \_\_\_\_\_

**Sign-up for a Student Recital Today!**

**Here's how:**

1. Fill out this form
2. Return this form, and music if you'll need an accompanist, to the front desk or in the gray lock-box (outside the office doors), no later than three business days before the recital.
3. Practice!

My Name: \_\_\_\_\_

My teacher's name: \_\_\_\_\_

Contact Email Address, if musician is under 18, please list a parent or guardian's email: \_\_\_\_\_

I will perform:

1) Title: \_\_\_\_\_

Composer: \_\_\_\_\_

2) Title: \_\_\_\_\_

Composer: \_\_\_\_\_

Accompanist needed?

YES  No, my teacher will accompany me

Approximate length of performance: \_\_\_\_\_ minutes

I would prefer to perform in the: (please circle)

Beginning | Middle | End | No Preference