



Family Handbook

2015-2016

**Chicago Center for Music Education
1148 W. Chicago Ave.
Chicago, IL 60642
312.738.2646**



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About the Chicago Center for Music Education

History

Since 1981, the Suzuki-Orff School of Music has helped thousands of children lead more effective lives through music education. In 2013 we began a process to assess our role within the community and our ability to meet the needs of the community. As a result of this process we developed plans to begin expanding our programming in order to improve our ability to provide meaningful and impactful programs to our community. In order to provide greater program diversity, we felt as though we needed a broader umbrella under which to operate, an umbrella where people will look to find a diversified menu of music programs for all ages. Thus, in July 2014 the Suzuki-Orff School of Music began doing business as the **Chicago Center for Music Education**.

Statistics

- We teach over 2,500 children per week through In-schools, Early Childhood and Suzuki-Orff Young Musicians programs. More than 2,000 of those students reside in underserved neighborhoods of Chicago.
- 20% of ChiME's families received need-based tuition assistance.
- Our combined student population reflects a diverse audience of 40% African-American, 38% Hispanic, 20% Caucasian, 2% Asian.
- Only 65% of our operating expenses are covered by tuition and fees. The remaining 35% of operating expenses are covered through foundations, government entities and friends of ChiME.

Program Overview

Early Childhood

Baby STEPS™ curriculum

Instrumental Music

Suzuki Instruction

Private Lessons

Department Classes

Ensembles

Developing Artists

Improvisation FUNdamentals

Musicianship

Fiddling

Ensembles

Community Music

Hummingbirds

In-Schools Program

Music LEAPS™

Clap, Sing and READ™

Project IMAGE™

Chicago Center for Music Education Staff

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Registration

We recommend that you get to know the programs at the Chicago Center for Music Education before signing up for classes. Please visit our website (www.chimemusic.org) for an overview of the programs or call the front desk (x29) for more information. We encourage prospective families to visit the school and we offer free trial classes and free trial mini-lessons, which must be scheduled with the Program Coordinator.

Completing the registration form and submitting payment enrolls students in classes or lessons. Most classes are open for online registration, with the exception of private lessons and instrument group classes.

Suzuki Instruction Registration Process

Suzuki Instruction is the only method of instrument lessons offered to children 7 years or younger. Because of the level of commitment in Suzuki lessons, we ask that all new families get to know the philosophy really well before signing up for lessons. Before lessons begin, families go through an introductory process, which includes:

- Observing at least three consecutive lessons of the same student (more if needed or desired)
- Observing at least one group class of the chosen instrument
- Attending the *Suzuki Basics for Parents* session
- Reading *Nurtured by Love* by Dr. S. Suzuki
- Once the instrument choice has been made, purchasing the Suzuki C.D. and starting the habit of daily listening

General Registration Policies

The following policies can be found on the back of the registration form.

72-Hour Enrollment Notice

Students must return the completed registration form and remit payment at least 72 hours before they attend their first class or lesson. This allows for necessary administrative and scheduling accommodations. We cannot guarantee that a class or lesson will meet without this advanced notice.

Parent/Caregiver Participation

Parent/Caregiver involvement is essential to the success of the student. Parents/caregivers are required to attend and actively participate in all lessons and classes and continue with practice at home. At least one parent/caregiver must be present for each class or lesson.

Tuition Payments

In order for a student to participate in a class or private lesson his/her tuition must be current (see tuition payment options below). Families who are unable to pay tuition by the due date(s) should contact ChiME to discuss alternative possibilities.

Tuition Payment Options

There are 3 payment options available for students on the semester schedule:

Option A is to pay tuition in full by the due date. Option A is the only option available to families enrolling in 9-week classes.

Option B requires an initial payment of 50% of the total tuition cost for the semester and the registration fee. The remainder of the tuition will be due half-way through the semester.

Option C requires an initial payment of 25% of the total tuition cost for the semester, the registration fee, and a payment plan fee of \$20.00. The balance due will be divided evenly across the remaining months within the current semester. Payment will be due on the 1st of every month.

Registration Fee

For each class session, there will be a one-time registration fee of \$3 for students enrolled only in 9-week classes and \$6 for all other students. This fee cannot be waived and applies regardless of whether a student is only enrolled for a partial semester.

Auto-Payment Plan

Families are able to opt-in to an auto-payment plan with a credit/debit card which will deduct the total tuition due on the specified due date(s) of each quarter/ semester.

Private Lesson Schedule Retention

Weekly reserved private lesson times will be retained as long as the family's tuition is current. In the event that tuition is not current, and the family has not communicated with ChiME to discuss alternative possibilities, ChiME will not retain a family's weekly reserved private lesson time.

Attendance

Regular, on-time attendance is expected of all students. If possible, parents/caregivers should notify the School at least 24 hours in advance of any absence.

Make-Up Classes

Families may make-up missed classes by attending another class of the same level within the same session of the missed class. Make-up classes must be scheduled in advance by contacting ChiME. Make-up classes cannot be carried over to future sessions.

Make-Up Lessons

When students miss their reserved lesson time, make-up lessons are not guaranteed, and very unlikely to be offered due to the heavy teaching loads of our instructors. In the event that teachers cancel lessons, they will offer a make-up at a time that's convenient for your family. In the case that this is not possible, a credit for the lesson will be placed on your account. If you feel that your family is experiencing a serious extenuating circumstance, please discuss it with your teacher or the Program Director.

Class Sizes

Class size is limited to maintain the quality and integrity of our learning environment. Classes are filled on a first-come, first-served basis. Classes must meet minimum enrollment by the conclusion of the first class in order to continue as scheduled.

Class Cancellation

ChiME may cancel classes due to insufficient enrollment. If a class is cancelled, notification will be given after the first week of class and every effort will be made to place the student in another appropriate class. If ChiME is unable to place the student in another appropriate class, a full refund will be provided.

Withdrawing from ChiME

If you need to withdraw from classes or private lessons at ChiME, please contact the Program Coordinator. Full tuition, less a \$20.00 withdrawal fee, will be refunded for registrations cancelled before classes begin. After classes have begun, the unused portion of tuition will be refunded, less a \$20.00 withdrawal fee.

Photo and Recording Release

The Center may take photographs and/or produce audio or video recordings of classes or other School-related events, which may be used by the Center for promotional purposes. By enrolling in classes or lessons at the Center and acknowledging receipt of ChiME's student policies you: (i) grant to the Center, its legal representatives, authorized agents and assigns, the absolute right to copyright and use in any medium any and all such photos and recordings in which the Student named on the front of the registration form and his/her Parent(s) or Caregiver may appear; (ii) waive any rights that such Student or his/her Parent(s) or Caregiver may have to inspect or approve such photos and recordings prior to publication by the Center.

Weather Emergencies

In case of inclement weather, please check our website or call the school to check if classes are cancelled or in session.

Tuition Assistance

The Chicago Center for Music Education values families who feel that a music education can make a difference in their lives. As a non-profit school, our board and staff work to

provide funds for tuition assistance. ChiME provides tuition assistance to almost 20% of our families.

Families may apply for tuition assistance at any time. To apply, families must complete and submit a Tuition Assistance Application and the family's most recent Federal 1040 Tax Return. Tuition assistance is determined and awarded based on financial need and availability of funds.

Code of Conduct for Students and Parents

Regular, on-time attendance is expected of all students. If possible, parents/caregivers should notify ChiME at least 24 hours in advance of any absence.

For young musicians, parent/caregiver involvement is essential to the success of the student. Parents/caregivers are required to attend and actively participate in all lessons and classes, and continue with practice at home. At least one parent/caregiver must be present per class or lesson.

Students must be under the supervision of a parent/caregiver at all times while at ChiME.

Please bring all needed materials for each class: instruments, accessories, notebooks, music books, pencils, etc. Arrive to lessons and classes early enough to get materials and instruments ready.

Please do not use cell phones in class. To avoid class distraction, turn the ringer to silent. Please do not check emails or send texts during class as you may miss important details or homework assignments.

Please do not bring food or snacks to class. This is both for allergy reasons and to help us keep the classrooms neat and clean. Instead, use the Family Room for all meals and snacks.

Limit discussion with other parents to before and after instruction time. Parent chatting can be very distracting to both students and the teacher.

Family Room

All ChiME families are invited to enjoy the space in the Family Room, where students and their siblings can meet, play, eat, and wait between classes. We have provided tables, chairs, books, magazines, and games to make your free time at ChiME more

pleasant. Please help us keep the Family Room clean, so that everyone can enjoy it throughout the day.

Please remember:

- **ChiME is a nut-free environment.** Please do not bring any peanuts or peanut products to school. Please wash your hands if you have handled peanut products prior to your arrival at the school. Some of our students have severe allergies and we would like to ensure their safety.
- Clean up any spills or messes your children might have made. Feel free to use paper towels from the bathrooms.
- Put all books, games, toys, and magazines back on the shelves.
- Make sure your children are supervised and behaving appropriately. No running in the halls of the school, please!

Recitals

Recitals provide a wonderful opportunity to share the accomplishments each child makes in lessons and practice. They also bring the school together and foster a sense of community. We offer school-wide recitals every month and special occasion recitals throughout the year. You will find specific dates on the school calendar, published on our website.

It is an honor to attend or to be invited to perform in a recital program. It signals the teacher's confidence that the student is prepared to perform for others. When the private teacher feels the student is ready to play for a recital, he/she will suggest and discuss possible dates with the family.

Procedures

- Only teachers are allowed to sign students up to perform in recitals. If you wish to perform but the teacher has not suggested this yet in lessons, please discuss this with the instrument instructor.
- Teachers have to submit names and repertoire no later than two weeks before the recital. It takes time to prepare a solid performance and we want to provide all students with the best conditions for a positive, confidence-building experience. For these reasons, no last-minute sign-ups will be accepted.
- We will provide an accompanist for instruments that need to perform with piano accompaniment. Rehearsals will take place the day of the recital and sign up sheets will be provided in the family room with specific times available. Students/families are responsible for signing up for rehearsal time.
- Students who wish to perform with accompaniment must have a rehearsal with the pianist. If a rehearsal does not take place, the student will play alone, without the piano.

Recital Etiquette

Please follow these guidelines on the day of the recital:

- Please arrive 15 minutes before the start of the recital to allow time to get ready and focused and to tune your instrument.
- For larger recitals, performers may be asked to gather in Wise room, where they will leave their instrument cases, tune, and line up.
- Performers will sit in clearly indicated assigned seats. Family members are free to choose other available seats.
- Please turn off all cell phones and other noise-making electronics.
- All students and parents are expected to attend **the entire recital**. It is important that every student have the opportunity to be heard by an audience. Families who cannot attend the entire performance should reschedule for a time when they can attend the full program.
- If it is necessary for you to leave the room during a concert to use the washroom or to remove a younger child who is becoming disruptive, please leave during a pause or between pieces of performances. It is very difficult to concentrate on performing or listening when there are many distractions.
- Feel free to take photos of your children performing but please turn off the flash as the bright light may distract them.

Dress Code

A neat appearance makes an impression even before you start to play. Students don't have to wear formal clothing, but **jeans and sneakers are not acceptable** attire even for in-school recitals. More specific attire will be required for group performances and special events and families will be informed of exact expectations well ahead of time.

Assessments

Clear communication between families and instructors is key to the student's success at ChiME, especially when it comes to setting expectations and evaluating progress. Each student's progress at the Chicago Center for Music Education will be assessed throughout the year. Students are never measured against each other; each student is assessed only based on individual goals. The assessment process includes several steps:

- Private lesson teachers will set goals for each student at the beginning of the semester. The goals are set very individually, based on the needs of each child. Families are encouraged to communicate their personal goals to the instructors for consideration.
- At the end of each semester instructors fill out assessment forms in which they assess the progress towards the goals set out in the beginning of the session. Each student receives a copy of the instructor's assessment.

- Instructors may ask students to participate in instrument juries – performances evaluated by other instructors in the department. Juries are never graded, rather they are an opportunity to get feedback and encouragement from other teachers at the school.
- Instructors may request a parent-teacher conference to take place during one lesson in the session to discuss goals, progress, and concerns, to answer questions, and to go over the assessment forms.

Volunteers

As a non-profit community music school, we don't possess the necessary resources to accomplish all of our goals and initiatives. As a result we are grateful for the efforts of volunteers who can help us with events, fundraising, and special projects. We have a variety of opportunities available to suit a variety of schedules and availability.

Please see future Family Program Newsletters for additional information on volunteer opportunities or stop at the front desk to let us know you would like to help.

Instrument Resource List

<p style="text-align: center;"><u>Flute</u></p> <p><i>Austin Music Center</i> 6815 W. North Ave. Oak Park, IL 60302 708.383.1961</p> <p><i>Evanston Band & Orchestra</i> 4819 Main Street Skokie, IL 60077 847.673-3812</p> <p><i>The Flute Enterprise</i> www.fluteenterprise.com Chicago, Illinois 773-961-7272</p> <p><i>Kagen & Gaines Music Co.</i> 7655 W. Roosevelt Rd. Forest Park, IL 60130 708.771.2152</p> <p><i>Kim's International Music</i> 4200 W. Lawrence Chicago, IL 60630 773.725. 7700</p> <p><i>Quinlan & Fabish</i> 166 Shore Dr. Burr Ridge, IL 60527 630.654.4111 800.637.6872</p> <p style="text-align: center;"><u>Cello/Violin</u></p> <p><i>Austin's Violin Shop</i> 316 Wheeler Rd. Sugar Grove, IL 60554 630.466.7562 www.austinsviolinshop.com (Austin's delivers to our school)</p>	<p style="text-align: center;"><u>Guitar</u></p> <p><i>Ruben Flores</i> PO Box 2746 Seal Beach, CA 90740 526.598.9800 www.rubenflores.com</p> <p><i>Richard Brune</i> 800 Greenwood St. Evanston, IL 60201 847.864.7730</p> <p><i>Kim's International Music</i> 4200 W. Lawrence Chicago, IL 60630 773.725. 7700</p> <p><i>Guitar Works</i> 709 Main St. Evanston, IL 60602 847.475.0855 www.guitarworksltd.com</p> <p style="text-align: center;"><u>Piano Purchase, Repair and Tuning</u></p> <p><i>Heavenly Pianos</i> Mark Stanielun 847.480.7353</p> <p><i>Cordogan Piano Gallery</i> John Cordogan 847.267.1500 www.chicagopianos.com (guide on how to buy included)</p> <p><i>The Piano Book</i> By Larry Fine</p> <p><i>Piano Tuning & Used Pianos</i> Tim Dietlin 312.951.0135</p>	<p style="text-align: center;"><u>Violin</u></p> <p><i>Field Violin Workshop</i> 451 Roger Williams Ave. Highland Park, IL 60035 847.433.8522 www.fieldviolinworkshop.com</p> <p><i>Michael Becker Fine Violins</i> 28 Third Street Park Ridge, IL 60068 847.823.5490</p> <p><i>Midwest String Rentals</i> 30 E. Adams Street, Suite 1200 Chicago, IL 60603 312.566.0429 www.midweststringrentals.com</p> <p><i>Potter's Violins</i> 800.317.9452 www.pottersviolins.com</p> <p><i>Smeltekop Repair:</i> Musical Instruments 6920 W. Roosevelt Rd. Oak Park, IL 60304 847.480.7353</p> <p><i>Wargaski Violins</i> 1741 N. Western Ave. Chicago, IL 60644 773.426.7531</p> <p><i>William Harris Lee & Co.</i> The Fine Arts Building 4th Floor Annex 410 S. Michigan Avenue Chicago, IL 60605 312.786.0459 800.447.4533</p>
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Suzuki Books and Sheet Music

Suzuki books, CDs and materials are available at our front desk as well as these sources:

Young Musicians
www.Ymonline.com
800.826.8648

Shar Music
www.sharmusic.com
800.248.SHAR

Performer's Music
410 S. Michigan Ave Suite 904
Chicago, IL 60650

amazon.com