



# PATERSON MUSIC PROJECT

Wharton Institute for the Performing Arts

2017-18

## Student/Parent Handbook





Wharton Institute for the Performing Arts

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Dear Parents and Students,

Welcome to the Paterson Music Project 2017-18 School year! Each year PMP grows in both numbers and strength. We have a lot to be proud of as the largest instrumental program in the city of Paterson: 300 strong at five schools!

This year we welcome the addition of students from Norman S. Weir Elementary School and School 15 in partnership with William Paterson University and St. Paul's Community Development Corporation. We look forward to performances and field trips at Prudential Center, NJPAC, Carnegie Hall, and more. PMP will host its first ever 5K Fundraising Walk at Garret Mountain on October 22. This is a chance for all PMP students and families to come together for a day of fun and music.

PMP is part of the El Sistema NJ Alliance and El Sistema USA. As a member of a statewide and national network, PMP students who work hard and stay in the program will have the opportunity to participate in camps and festivals across the country. The sky is the limit and we hope to open the doors to amazing musical and life experiences for you and your child.

Thank you for choosing to be a part of the PMP family. We look forward to a great school year!

Sincerely,  
Miss Liz

*Elizabeth Moulthrop*  
Program Director  
Paterson Music Project

#### **ABOUT PMP AND PROGRAM MISSION**

Based in Paterson, New Jersey, the **Paterson Music Project (PMP)** is an El Sistema-inspired program of the Wharton Institute for the Performing Arts that uses music as a vehicle for social change by empowering and inspiring children through the community experience of ensemble learning and playing. PMP provides intensive, low-tuition musical training to students throughout Paterson after school. Students study a primary instrument and participate in ensemble practice and instrumental sectionals. Students also study music theory, music history, aural training, and singing. Students perform frequently for the school and community.

PMP launched its first site at the Community Charter School of Paterson (CCSP) in January 2013 with 32 second graders and has since added a new class of students each year. In January 2015, PMP partnered with the Paterson Public Schools to open a second site serving students from Paterson Public Schools 1 and 26. Through the support of a 21<sup>st</sup> Century Learning Grant at CCSP, PMP began a Woodwinds and Brass Program in January 2016 at the Community Charter School of Paterson Middle School. Most recently, PMP has partnered with William Paterson University's Music After School program and St. Paul's Community Development Corporation to begin a Band Site serving Norman S. Weir Elementary School and School 15 students. There are now over 300 students in the program across the city!



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**CONTACT US**

Your child's site is the school building where they take music lessons after school. Please make sure to contact only the Site Director for your child's site for any questions or concerns. Site Directors at other sites may not have accurate information pertaining to your child's site. You may also reach Site Directors as well as Program Director, Elizabeth Moulthrop, at the PMP Office.

**Community Charter School of Paterson (CCSP)**

Site Director: Shanna Lin  
Phone Number: 908-630-7023  
Email: [shanna.lin@whartonarts.org](mailto:shanna.lin@whartonarts.org)

**Paterson Public Schools 1 and 26**

Site Director: Mesia Austin  
Phone Number: 973-341-7959  
Email: [mesia.austin@whartonarts.org](mailto:mesia.austin@whartonarts.org)

**Norman S. Weir Elementary School (NSW)**

Site Director: Nancy Christensen  
Phone Number: 908-502-8227  
Email: [nancy.christensen@whartonarts.org](mailto:nancy.christensen@whartonarts.org)

**PMP Office**

Program Director: Elizabeth Moulthrop  
Phone Number: 973-341-7959  
Email: [elizabeth.moulthrop@whartonarts.org](mailto:elizabeth.moulthrop@whartonarts.org)



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### TUITION

Paterson Music Project provides after school music programming at the cost of \$1,800 per student. To keep tuition low, PMP fundraises every year to cover our \$500,000 budget. Program costs include:

- Teaching staff - An average music lesson outside of PMP can cost \$60-100 an hour!
- Guest Artists
- Instruments: \$300-400
- Field Trips: \$300-600 per bus
- Concerts and events (food, space rental, materials): \$200-800
- Music stands, sheet music, strings, reeds, bows, and much more!

All students must pay a small tuition fee to help with the costs of the program. Please see the attached insert for the tuition fee and schedule by school.

### REGISTRATION

1. Go to [PatersonMusicProject.org](http://PatersonMusicProject.org)
2. Scroll down and click on the link next to your child's level.
3. Once you are on the registration page, click the blue "sign in" button. If you have not created an account, you will need to create one for you **and** your child at this time.
4. Once you have logged in, follow the prompts to complete registration. You must have a credit or debit card available to complete registration.
  - If you cannot remember your login or password, you can click on "Forgot your login name?" or "Forgot your password?" and an email will be sent to you with the correct information.

*\*Please contact your Site Director before registering if you qualify for any of the following:*

- *You have 3 or more children participating in the program.*
- *You need to apply for scholarship.*
- *You would like to pay with cash instead of credit.*
- *Your child is in the School 1 or 26 Boys and Girls Club.*



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### **INSTRUMENT POLICIES**

Paterson Music Project provides students with an instrument free of charge. Students may take their instruments home, but are required to bring their instruments to school on days they have PMP class or a concert. If a student does not bring their instrument to school on a music day, they will not be able to play in class. If a student repeatedly forgets their instrument at home, they will no longer be permitted to take their instruments home.

Parents/Guardians are financially responsible for any major damage and/or loss that occurs to the instruments and their accessories based on the costs and payments listed below.

All repairs are to be handled by PMP staff ONLY. Parents/Guardians must notify PMP staff immediately if instruments are damaged at home.

Instrument Costs – This includes common, but not all, possible replacements and repairs:

Replacements:

- Instruments - \$300-400
- Bow - \$20
- Shoulder Rest -\$20
- String - \$5
- Reeds – 3 for \$5

Repair:

- Instrument Neck or Fingerboard - \$100
- Crack or Open Seam - \$75
- Bridge - \$30
- Peg - \$20
- Cello or Bass Endpin - \$20

### Payments

Payments are due within 2 weeks of damage notification. If payment is not received within 2 weeks, the student will no longer be allowed to take the instrument home for the remainder of the year. If a full payment is not possible at the time of the damage, a separate payment plan may be agreed upon by the Site Director and Parent/Guardian.



### **INSTRUMENT POLICIES CONTINUED**

**Student owes 100% of damages** if the student was negligent (not following instructions, not holding the instrument properly, horseplay, not paying attention to surroundings, etc.) or if any damage is incurred at home.

**Student owes 50% of damages** if the damage was caused by an accident (student is following instructions, but accidentally drops instrument, etc.). This only applies to damages that occur in the presence of PMP staff.

The type of damage (accident or negligence) in class will be determined by the student's teacher and the Site Director.

#### **Do's and Don'ts of Instrument Care**

##### **DO...**

- Keep a small cloth in your case for cleaning your instrument
- Keep your instrument in a temperature/humidity-regulated room.
- Loosen your bow when not being used.
- Wash your hands before practicing.

##### **DO NOT...**

- Leave the instrument in extremely hot or extremely cold temperatures.
- Leave the instrument inside of the car for more than 15 minutes.
- Keep your bow tightened after playing.
- Tune the instrument on your own. Wait for teachers to help you tune.
- Attempt to clean the instrument with any sort of cleaner or liquid.
- Repair the instrument if damaged or attempt to change strings.



## **CONCERTS AND EVENTS**

### Winter and Spring Concerts

There are two mandatory concerts per year – one in the winter and one in the spring. ALL students must attend these concerts in order to participate in the program.

### Events

Students may be invited to perform at events outside of the winter and spring concerts. These include local festivals, Rotary events, galas, etc. Students are generally invited to these performances based on work ethic and behavior. If students agree to perform at one of these events, but fail to appear or drop out last minute, they may no longer be invited to attend these performances.

### Dress

The dress for most concerts and events will be the following:

- Black PMP T-shirt
- Nice jeans (no rips or holes) or black pants
- Nice black shoes (preferably no sneakers)

Occasionally for a more formal event, students may be asked to wear the following:

- White blouse or dress shirt
- Formal black pants (no jeans)
- Black dress shoes and black socks

## **PARENT COMMUNICATION**

Email is PMP's primary form of communication with parents. Unfortunately, we do not have access to an all call system or mass text so email is the most efficient form of communication. Please make sure your Site Director has an accurate and up to date email and phone number. If you do not check your email regularly, you may miss out on important updates, concert information, and performance opportunities.





### **MUSICAL EXPECTATIONS**

Part of PMP's mission is musical excellence for all students. Students will be expected to work hard in class and at home. Practicing at home is absolutely necessary in order for students to progress on their instruments – this is no different than completing homework assignments for school classes. Students that practice regularly and thoughtfully will improve the fastest and have the most performance opportunities.

Sample practice schedules (PMP classes and rehearsals do not count as practice time!):

- Level 1 and 2: 15-20 minutes/day, 3 days/week
- Level 3: 30-40 minutes/day, 3 days/week
- Level 4 and up: at least 45 minutes/day, 3 days/week

### **Juries**

Students will be given playing tests called juries before each concert. These juries will help evaluate whether or not students are progressing in their classes. If students are not progressing as expected, they may be moved to a lower level. If students are excelling beyond expectations, they may be asked to skip to the next level.

### **BEHAVIOR EXPECTATIONS**

Students in the Paterson Music Project must comply with all school and program rules and policies. Students will be held to high behavioral standards while in the program. PMP is an intense and challenging music program in which students are required to focus and work hard each afternoon. If a student does not comply with the program policies, they may be removed from the program at the discretion of the music teachers and Site Director.

Zero Tolerance (automatically garners a program suspension):

- Cursing
- Bullying or intimidation
- Fighting
- Stealing, touching, tampering with, or breaking program materials, instruments, or classroom materials (desks, books, teacher's belongings, doorknobs/locks)



### **BEHAVIOR EXPECTATIONS CONTINUED**

#### Individual Behavior Steps:

1. Verbal Warning from Teacher
2. Pull aside and talk to privately
3. Call Site Director to take on a walk or talk to
4. Talk to a parent during dismissal or phone call home
5. Behavior Letter and Parent Conference with Site Director and teacher
6. Suspension (Student will stay with the Site Director during the program or be sent home)
7. Removal from Program (At Discretion of Site Director)

#### Other Consequences:

- Written individual Warnings
- Conversation with Parent: If there was an incident in class or consistent behavior challenges with a student, the teacher and Site Director will speak with the parent during dismissal.
- Concert Removals: Students who are not meeting behavior expectations may not be permitted to perform in an upcoming concert or event. Students will still be expected to attend the event with a parent.
- Parent Attendance: If a child is on probation or about to be removed from the program, parents have the option of attending class for one week of the program to monitor their child's progress if the student would like to remain in the program.

#### Classroom Rules:

- 1.) **Show respect** to every student and adult.
- 2.) **Take care** of your belongings, the belongings of others, and our instruments.
- 3.) **Use helpful words** that compliment, and support people.
- 4.) **Work together.** Settle differences peacefully, together. We are team at PMP.
- 5.) **Try your best and participate.** Always try to perform better than you did yesterday.
- 6.) **Quiet** in the hallway.
- 7.) Have **fun!**

### **ACADEMIC ACHIEVEMENT**

We hope that the music program can supplement and enrich students' academic learning! It is important that students succeed academically as well as musically. Please contact us if you are concerned about your child's academic progress so that we can work with you to find a solution.



### **ATTENDANCE**

It is important that students attend class regularly. They will be learning specialized skills and will be preparing for several performances. Missing class can be disruptive to individual progress as well as group progress.

If a student is absent more than 5 classes in one semester, they are in danger of not being invited to participate at events and/or being removed from the program, regardless of reason. This will be evaluated case by case, depending on the student's situation.

Unexcused early pickups and tardiness for daily class, events or concerts will be considered absences.

Students must be picked up on time after the program and at concerts and events. If students are picked up more than 15 minutes late, parents/guardians will owe \$1 per minute past the initial 15 minutes. If parents are more than 15 minutes late more than 3 times in the year, the student may be removed from the program.

### **SATURDAY PROGRAM**

#### **Saturday Orchestra**

ALL students that are in Level 3 and up from all sites are required to attend Saturday Orchestra rehearsals. Select Level 2 and Band students will also be able to attend Saturday Orchestra based on playing ability and behavior. The Saturday Orchestra is PMP's most advanced performance group and members of the orchestra will have the most performance opportunities.

#### **Community Choir**

Come join PMP! Anyone and everyone is welcome to join the PMP Community Choir. This class is open to all ages and experience levels, including parents! Please contact Miss Shanna for more information.

#### **Percussion Classes**

Saturday percussion classes are available for students who may play a different instrument, but are interested in learning more about percussion. If you would like to apply for the class, please contact Ms. Shanna.