



# **Young Musicians of Alamance**

## **Program Handbook:**

### **A Guide for Parents and Participants**

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## YMA Staff and Board Members

Executive Director: Alexandra “Allie” Arpajian

Email: [ymofa1@gmail.com](mailto:ymofa1@gmail.com)

Phone/text: 336–524–6764.

Music Education Director:

Teaching Artists:

- ♪ Ms. Jean Artley
- ♪ Mr. Byron Grimes
- ♪ Mr. Kelly Jackson
- ♪ Mr. Charles Parker
- ♪ Ms. Eileen Penn
- ♪ Ms. Sara Realini
- ♪ Mrs. Cindy Smith

Board of Directors

- ♪ Pastor Phil Myers, Board President
- ♪ Dr. Beverly Pugh, Secretary
- ♪ Mr. Dean Wallace Shearin, Treasurer
- ♪ Ms. Susan Abernethy
- ♪ Mrs. Suzan Evans
- ♪ Ms. Shelley Realini
- ♪ Mrs. Yholima Vargas
- ♪ Mr. Raheem Vargas



## YMA's Mission

*To provide a safe and nurturing environment where children will develop musical, social, and academic skills, enabling them to explore limitless opportunities.*

## YMA's Vision

*Offering children a pathway for character and leadership development through equitable access to music education.*

## YMA's Program Goals

We have high expectations for what we will achieve. In our time together, we aim to achieve the following goals:

- ♪ To increase music theory knowledge.
- ♪ To increase music performance and musicianship.
- ♪ To increase teamwork and group collaboration.
- ♪ To create an inclusive and welcoming community.
- ♪ To develop positive coping skills.
- ♪ To develop strong problem-solving skills.
- ♪ To increase active listening skills.
- ♪ To increase self-esteem.
- ♪ To promote independence.
- ♪ To increase the social-emotional development of our students.
- ♪ To improve the quality of life of our participants and families.

Most importantly, **we will have fun!**

## YMA's Student/Participant Groups:

In order for the students to advance in at a developmentally appropriate level, students will be placed in groups in accordance with the amount of musical knowledge they demonstrate.

- ♪ **Mozarts:** This is our beginning group of new students.
- ♪ **Beethovens:** This is our intermediate group of students.
- ♪ **Paganinis:** This is our most advanced student group.



## Traditional Program Schedule

### Traditional Saturday Schedule

Young Musicians of Alamance typically meets **Saturdays** from **10:00 AM until 1:00 PM**.

#### 10:00 AM – 10:15 AM

- Student Arrival and Preparation for Class

#### 10:15 AM – 11:15 AM:

- 3 Separate Sessions:
  - General Music Instruction (one combined group)
  - Instrumental Instruction (2 separate groups)

#### 11:15 AM – 12:00 PM

- Lunch

#### 12:00 PM – 1:00 PM

- 3 Separate Sessions
  - General Music Instruction – one combined group
  - Instrumental Instruction – two separate groups

### After School Sessions

YMA also provides after school lessons from **4:00 PM – 5:30 PM**. All groups will receive instrumental and general music instruction. These lessons are held at **Broadview Middle School**. Students will be transported to Broadview Middle School via Alamance–Burlington Schools buses or Alamance County Transit Authority (ACTA). Students will be responsible for bringing their instruments to school on days After School Lessons are scheduled. Parents or guardians will be responsible for picking students up after the lessons in a timely manner.

## COVID-19 Schedule

Due to the health risk of COVID-19, all YMA classes will be virtual until further notice. Lessons will occur each Saturday from 10–11 am on Zoom. Links will be provided to all registered families prior to the start of session.

Students who are new or have participated in YMA **for less than 1 year** (this includes students from last year who participated up until March) will begin virtual general music classes. They will learn music theory, songs, and movement activities to help them grow as musicians. For these beginning musicians, it would be rather difficult to learn violin virtually, especially when it comes to tuning. Therefore, they will be assigned a violin once we are able to safely return to in-person instruction.

Students who have participated with YMA for over **one full year** will register for a time slot to come and be sized for their violin on 11/7/2020 beginning at 11 am. These students who have had more time to understand the instrument and handle tuning, will be able to participate in virtual violin lessons. On 11/14, these students will begin virtual lessons.

We are hopeful in the new year to resume in-person classes contingent on Alamance County maintaining low COVID-19 rates.

## Saturday Schedule

Young Musicians of Alamance will meet virtually every **Saturdays** from **10:00 AM until 11:00 PM**. Our sessions are as follows:

**Quarter 1:** November 7<sup>th</sup> – December 19<sup>th</sup> with **NO class** on November 28<sup>th</sup>.

- ♪ We will meet virtually on the following Saturdays: 11/7, 11/14, 11/21, 12/5, 12/12 and 12/19.

**Quarter 2:** January 9<sup>th</sup> – March 27<sup>th</sup>

- ♪ We will meet virtually on the following Saturdays: 1/9, 1/16, 1/23, 1/30, 2/6, 2/13, 2/20, 2/27, 3/6, 3/12, 3/20, 3/27

**Quarter 3:** April 17<sup>th</sup> – May 29<sup>th</sup>

- ♪ We will meet virtually on the following Saturdays: 4/24, 5/1, 5/8, 5/15, 5/22, 5/29.

**Violins and other YMA materials must be returned to 513 W Front St the week of 5/31–6/5.**



## Participant Expectations

Participating in the Young Musicians of Alamance is a privilege for all students that YMA is thrilled to provide for the community. To ensure an inclusive environment, all participants are asked to display the following S.T.A.R. behaviors:

Young Musicians of Alamance students are “STARS” and will meet S.T.A.R. Behavior Expectations

**S** - Show self-control.

**T** - Take responsibility for all actions.

**A** - Always listen and learn.

**R** - Respect myself, others, and property.

The Young Musicians of Alamance utilizes a system of positive behavior supports and interventions. Students are expected to follow these guidelines and expectations daily. For students that break our three rules, disciplinary action will follow.

### The Discipline Policy:

1. First incident results in a verbal warning.
2. Second incident results in being asked to remove yourself from the group.
3. Third incident results in a one-week suspension.
4. Fourth incident may result in termination from the program.

Students that require an additional level of support will be assessed for this need by the Executive Director and/or the Music Education Director. The directors will correspond with parents about if an additional support system is needed to help students be successful within the program.



## Parent Expectations

During the program, YMA staff ask for the following involvement from parents to help support our students, as well as ensure for a successful experience for all:

1. Please read in its entirety all YMA related communications in a timely manner. If you need any support in better understanding these materials, please contact the Executive Director at [ymofa1@gmail.com](mailto:ymofa1@gmail.com) or by phone call/text at 336-524-6764.
2. Plan to attend all mandatory parent meetings. Parent meetings are an important source of program information. If you cannot attend a meeting, please notify the Executive Director at least 3 days in advance. For those that cannot attend, please make a plan to get any missed information.
3. Pick-up and drop-off your child in a timely manner. Once we can gather safely in-person again, please be certain to have a consistent plan for transportation to and from the program. Children are expected to be picked-up at 5:30 pm on weekdays and 1 pm on Saturdays. Anything after this time is late. If you are late to pick-up your child 3 times in a row, it may result in termination from the program. **If contact is NOT made with parents or their emergency contact an hour after the allotted pick-up time, the Executive Director will contact the police.**
4. All parents/guardians are required to sign-in and sign-out their children. Under no circumstances should a parent/legal guardian approach another child other than their own while in the program.
5. While enrolled in the program, parents are always expected to act appropriately by speaking in a kind tone and using suitable language. Any parent who does not behave in this manner will be asked to leave the facility and may result in termination from the program. Any inappropriate behavior by a parent, including verbal abuse of a child or staff member, or aggressive confrontation with a YMA staff member will not be tolerated.
6. Support your child in practicing their instrument, consistently attending weekly rehearsals, and attending all concerts and special events.
7. Act as a part of the YMA family by advocating for the program, volunteering when possible, and sharing our information with the community.





## Netiquette

Throughout virtual classes, please be sure to abide by the following expectations during Zoom meetings:

- ♪ Be on time. Log in a few minutes early (at least 10 minutes before) to troubleshoot any audio or video problems you may have prior to class starting.
- ♪ Test your microphone/audio connection and camera (if you have one) ahead of time. You will, at the very least, need an audio connection. Use earbuds or a headset if possible. If you have any issues with your internet connection or webcam, please inform YMA staff.
- ♪ Pay attention to what's "in the frame". Be mindful of what is behind and around you in your video window.
- ♪ Dress appropriately. Make sure that you are dressing as if you were in the room with others.
- ♪ Be prepared. Have access to your class materials such your music and instrument. Consider having a pencil nearby and taking notes in a notebook. You may want to print your music out and have a music stand handy.
- ♪ Choose your set-up space carefully. Eliminate interruptions to your physical space as much as possible. Other housemates, pets, and ambient noises can create distractions for you and your classmates.
- ♪ Mute when entering the space. To minimize distractions during meetings, turn your mic off when you enter the "room". Only turn it on when you need to ask a question, offer a comment, or respond to your teacher.
- ♪ Use appropriate non-verbal communication. Stay engaged while others are talking by giving a nod or a thumbs up to indicate agreement as others are speaking.

The background of the slide is a blurred photograph of a string orchestra. Several musicians are visible, holding violins and cellos. The focus is soft, emphasizing the collective nature of the ensemble. The text is overlaid in the center of the image.

# **Section II: Policies and Procedures**

## Accommodations and Modifications Procedures

If your child needs modifications or accommodations to our program, please reach out to the Executive Director or Music Education Director at [ymofa1@gmail.com](mailto:ymofa1@gmail.com) or by phone/text at 336-524-6764.

## Attendance Policy

One of YMA's most important goals is to nurture our students' sense of responsibility. A commitment to regular attendance is essential for the development of not only the student but also the group. Musical growth is built lesson on lesson and missed lessons makes the foundation weaker. Each student is a valued member of the group; therefore, an empty seat leaves a gap. The group needs every member to be present for each lesson to find success as an orchestra.

Students are expected to attend all lessons, ready to learn at the beginning of class. Any student who has missed more than three lessons or is deemed by YMA staff to be habitually late for class, may experience natural circumstances. The absences/tardy arrivals will be reviewed with the parent/guardian by the Music Education Director and/or the Executive Director. This review may result in removal from the program.

Absence from any concert or special event leaves the group in a difficult position. Should this occur, the parent/guardian and participant will be spoken with immediately and may be removed from the program. Removal from the program requires that the loaned instrument be returned immediately, within a week of dismissal from the program.

The Music Education Director or Executive Director must be notified of any planned or known absence as soon as possible, preferably 48 hours in advance. When face-to-face lessons resume, any student with an elevated temperature or other signs of any illness must not attend lessons. Please notify the Music Education Director or Executive Director as soon as possible of illness, or positive test results for any communicable disease.

## Allergies and Allergic Reaction Procedures

If your child develops an allergy that was not listed on the original program application, please notify the Executive Director immediately. YMA participants are fed at each in-person gathering. YMA staff will seek immediate medical attention for any child experiencing an allergic reaction.

## Communication Policy

All YMA families are expected to communicate in a timely manner (72 hours from initial contact) and utilize kind language. All YMA families MUST provide an e-mail address for the most accessible and quick way to communicate important information. If you do not have an email address or access to the internet, please call/text the Executive Director at 336-524-6764 to discuss another way of receiving information.

Should your address change, please notify the Executive Director immediately. If you need a translator, please let the Executive Director know and she will provide one for you. All YMA communications will be provided in Spanish and English. Families who do not read or respond when needed to the communications effectively and efficiently may be asked to be removed from the program.

## Medical Emergency Policy

If an accident or illness occurs, staff will follow the YMA emergency procedures and make every effort to address the situation. Parents/guardians and/or emergency contacts will be notified immediately. 911 will be called in the need of immediate medical attention. YMA staff will make every effort to have participants attend the parent/guardian's preferred hospital as outlined by the program application, but cannot guarantee that this will be where children are transported.

Staff have access to first aid kits to address injuries and accidents. YMA staff cannot store or administer medication for children. At all times, at least one staff member certified in CPR will be present.

## Parent & Participant Grievance Procedure

If you have a grievance regarding YMA, immediately set up an appropriate time to discuss it with the Executive Director and/or Music Education Director. We want to address any questions or concerns you or your child might have regarding the program. Please encourage your child to speak directly to any staff member in the program about issues they are uncomfortable with, so that we can address them in a timely manner. We conduct evaluations of our programming annually and give parents, staff, and participants the opportunity to evaluate our programming. Participating in our surveys is an excellent time to leave anonymous feedback regarding improvements and the continued success of our program.



## Instrument Policy

As a string player you are allowed to borrow a YMA owned instrument for each lesson. These instruments are very valuable both as musical instruments and as tools for learning. The replacement cost for each instrument is \$1000. Instruments must be treated with care, respect and returned one week from the end of the program.

**All borrowed instruments come with the following and MUST be returned in the SAME, if not better condition with the following items:**

- ♪ A case
- ♪ Instrument
- ♪ Strings on the instrument
- ♪ Bow
- ♪ Rosin
- ♪ Shoulder rest (for violins and violas)
- ♪ Cleaning cloth (for violins and violas)

In order to ensure proper instrument are, please follow these rules at all times:

- ♪ Do not leave your instrument in the car.
- ♪ Do not leave your instrument any place where it will experience extremes of temperature or in high traffic areas where cracking or damage may occur.
- ♪ Do not allow anyone but you or your parents or guardians to handle your instrument.
- ♪ Contact your teacher if any damage happens to ensure a quick fix for future classes and practicing.
- ♪ Always remember to bring your instrument back to YMA for lessons and at the end of the school year to turn the instrument in for the summer. An invoice **WILL** be sent for any instruments that are not returned in a timely manner, or within one week for the designated return date.

## Inclusion Policy

Young Musicians of Alamance does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors and clients.

Young Musicians of Alamance is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisement for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

## Social Media Policy

Prior to acceptance into the program, all parents/guardians signed a photo release for their child in the program application. YMA reserves the rights to this media. On occasion, YMA will post photos, videos, and other media to our social media sites, website, and marketing materials of our participants. We ask that you follow us on Facebook (@YMofA) and Instagram (ymofa1) for the most up to date on what is occurring in the program. To visit our website, go to [ymofa.org](http://ymofa.org).

When engaging in our social media posts, we ask that you speak positively and kindly. To help advocate and raise awareness for YMA's services to the community, please share and like our posts!

## Volunteer Procedures

All parents are encouraged to get involved with YMA whether that include volunteering or donating to assist in keeping music education free to our community. To get involved or make a donation, please email the Executive Director at [ymofa1@gmail.com](mailto:ymofa1@gmail.com) or call/text her at 336-524-6764.



## Code of Conduct

I \_\_\_\_\_ and \_\_\_\_\_ agree to  
(Student Name) (Parent/Guardian Name)

follow the rules as outlined by the program manual to ensure a safe, inclusive, and welcoming environment for my fellow participants. As a review, these rules include:

1. I agree to follow S.T.A.R. behavior expectations.
2. I agree to consistently attend all rehearsal and performances.
3. I agree to practice at least 20 minutes a day.
4. I agree to follow all instrument care practices as outlined by the instrument contract and policy.
5. If any tuition or repair costs are owed to YMA, I agree to pay them in a timely manner.
6. As part of the YMA family, I agree to behave in an appropriate manner and advocate for YMA's services to the community.

\_\_\_\_\_  
Parent/Guardian Signature(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Participant Signature(s)

\_\_\_\_\_  
Date