

# 2014-2015 FAMILY HANDBOOK

It is our goal to provide your children with high quality and supportive performing arts education. All Prep Center faculty are professional performing artists, with a strong commitment to teaching young people, from beginner to advanced levels.

Whether you are returning to the Prep Center, or joining us for the first time, please take a few minutes to review the information contained in this handbook. The topics are as follows:

- Communication
- School year
- How to support your child's progress in performing arts study
- How to support our student performers in the weekly recitals
- Policies/Procedures
- Registration
- Tuition Information
- Brooklyn College Resources
- Directions/Transportation to Brooklyn College

## COMMUNICATION

- All families (with email addresses on file with the Prep Center Office) receive weekly emails (*on Thursdays*) containing information on weekly events during the school year; please let us know if you aren't receiving them.
- If you are not able to access your email regularly, please contact the Prep Center Office.
- POSTING BOARDS are at the following locations on Saturdays: 4<sup>th</sup> floor Whitehead elevator, entrance of Roosevelt building (through Bedford Ave), and a bulletin board outside the Prep Center Office.  
*Please make sure to read the updated information for the day's events and any scheduling or room changes.*
- Telephone numbers: 718-951-4111 (office); 718-951-5412 (fax)
- Email: [dnewman@brooklyn.cuny.edu](mailto:dnewman@brooklyn.cuny.edu) (director); [bcpc@brooklyn.cuny.edu](mailto:bcpc@brooklyn.cuny.edu) (Prep Center office)
- Website: [www.bcprepcenter.org](http://www.bcprepcenter.org)
- Prep Center office hours: Tuesday-Friday 10:00 a.m.-6:00 p.m.; Saturday 8:30 a.m.-5:00 p.m.
- Brooklyn College Department of Public Safety: 718-951-5511

## **SCHOOL YEAR**

All classes, unless otherwise indicated, are based upon an academic year curriculum of 32 weeks. Students therefore are enrolled for the entire school year from September through June. (*Please consult the 2014-2015 calendar included in the back of this handbook for exact dates.*)

Please note:

- Students taking private lessons in instruments or voice have 31 lessons plus one jury, which substitutes for one lesson in the spring semester.
- Students enrolled in dance and theater classes do not take juries and therefore receive 32 weeks of classes. Performances and/or rehearsals may substitute for 1 or 2 classes during the school year.
- Suzuki string students participate in four performance celebrations and 28 weeks of regular lessons and classes. Suzuki flute students participate in two performance celebrations and 30 weeks of regular lessons and classes.
- The Prep Center school year runs from September through June. Additional new classes, lessons and entrance into some pre-existing classes are offered in the spring semester. Summer sessions run for 6 weeks from July through August.

### **Juries/Student Evaluations**

Students enrolled in private lessons perform for a faculty committee (called a jury) once a year in the spring and receive written evaluations from them. In addition, families receive written reports for private lessons and certain classes at the completion of the school year. These evaluations assist in planning for the next academic year. Informal parent/teacher conferences ensure attention to any problems that may develop during the school year.

### **Performance Opportunities**

Students have the opportunity to perform at The Prep Center's traditional weekly recitals throughout the school year. In addition, many of our students perform at community events such as the Brooklyn Botanic Garden Sakura Matsuri Festival and the Prep Center annual Perform-a-thon fundraiser.

### **Scholarships and Financial Aid**

The Preparatory Center's Financial Aid Program awards partial tuition assistance to returning students taking private lessons in instruments or voice. Assistance is based upon financial need and the financial aid application must be accompanied by the most recent IRS filings.

Merit scholarships are awarded to students taking individual instruction in an instrument or voice who show a strong commitment to their studies, exceptional progress, or achievement.

Suzuki students who are in String Beans this year may apply for merit-based scholarships. Suzuki students who will enter at a minimum their 3<sup>rd</sup> year Suzuki study in 2015-2016 may apply for scholarship consideration based upon financial need for the 2015-2016 school year.

Evaluation for merit scholarships and financial aid occurs at the end of each school year for the following season. Families receive notification of their award by July 31<sup>st</sup> for the following school year.

All scholarship and financial aid recipients are expected to maintain excellent attendance and participate in the Prep Center Perform-a-thon fundraiser as well as Prep Center ensembles, classes, and weekly recitals.

## **HOW TO SUPPORT YOUR CHILD'S PROGRESS IN PERFORMING ARTS STUDY**

- Make sure your child has a suitable instrument, dance attire and supporting materials (*as applicable to their course of study*).
- Make sure your child attends regularly and is on time for their lesson and/or classes. Please arrive promptly at the end of the class or lesson to pick up your child.
- Please check that your child brings his or her instrument, music books, etc. to every lesson and class; if in a dance class, make sure they wear their dance attire for every class.
- Make sure that your child practices his or her instrument/rehearses their part regularly at home; encourage your child by taking an interest in what he or she is learning.
- Please ensure that your child has a regular time and place to practice that is quiet and where they can focus on learning.
- Make sure your child attends all scheduled practices, rehearsals, and performances.
- If you have any questions about your child's progress, please do not hesitate to speak to the teacher or to the Prep Center director.
- Emphasize the importance and value of performing arts education to your child.
- Any schedule or other changes must be discussed with and have prior approval from the director.
- Please bring your child to as many weekly recitals as possible. Listening to others is a major component in music education.

## **HOW TO SUPPORT OUR STUDENT PERFORMERS IN THE WEEKLY RECITALS** (*Held in Studio 312RE on the third floor of the Roosevelt building*)

- Every student who performs is required to play in a 'dress rehearsal' in the 11:30 prep (rehearsal) class. Please ensure that your child attends this class and stays for the whole class, if possible, to listen to the other students perform. Students are encouraged to play at the prep (rehearsal) class the week before they are scheduled to play in the weekly recital. If no scheduled prep class the week before, the student may play at the prep class the same day as the performance with their teacher's approval.
- Please make sure your child dresses appropriately, no jeans or sneakers, please.
- At the weekly recitals:
  - Please enter or exit Studio 312 only during applause and not during a performance.
  - Please do not bring food/drink into Studio 312.
  - Please make sure that your child (if in the audience) is as quiet as possible; our student performers need quiet to concentrate and do their very best.
  - Please make sure all electronic devices are off.
  - Please refrain from flash photography during the performances.

*Please note that*

- Private-instruction teachers give the approval for students to perform in the weekly recitals, based upon when they believe the student is ready.
- End-of-year performances in the final concert are by invitation of the director.

## **POLICIES/PROCEDURES**

### **General policies**

Students enrolled at the Preparatory Center cannot be concurrently studying the same instrument or discipline at another institution, or with another private teacher, without the prior approval of the director. Students are only permitted to change teachers or classes with the approval of the director.

- It is the responsibility of the parent or an adult student to notify the director when problems arise, whether financial, instructional, or personal. Every effort will be made to respond to the needs of students and their parents.
- The Preparatory Center reserves the right to dismiss any student because of lack of interest or progress, frequent absences, frequent tardiness, behavioral problems, delinquency of fees, or failure to abide by the policies laid out here. This includes parents' inappropriate behavior and lack of adherence to the Prep Center policies.
- The Preparatory Center reserves the right to change a student's class level during the school year to ensure his or her proper development.
- The Preparatory Center does not discriminate on the basis of race, color, nationality, gender, sexual orientation, ethnic origin, or religious beliefs in its admission, student aid, scholarship, or educational policies.
- The Preparatory Center reserves the right to cancel any class for which there is insufficient enrollment.

### **Scheduling of lessons and classes**

All Preparatory Center lessons and classes are held on the Brooklyn College campus in the Roosevelt, West Quad or Whitehead buildings. Classroom locations will be given before the start of classes.

Although we try to offer a schedule that is convenient for everyone, proper placement of the student is essential and must be given top priority. *Any changes in schedules must be arranged through the **office**, not with the instructor.* Students must make every effort to be on time for all classes and lessons as a courtesy to the students who follow them, and to their teachers. In deference to subsequent lessons and classes, all activities will end at the scheduled time.

### **Student Absences**

Students with private music lessons must inform both their private teachers and the Prep Center office of any anticipated absences. Students with group classes should notify the Prep Center Office of any anticipated absences. Notification does not, however, exempt the family from payment as contracted. Teachers are not required to make up these absences.

**Faculty Absences**

If a teacher is absent for a private lesson, there will be a substitute teacher or a make-up lesson will be arranged at a mutually convenient time. The teacher will offer up to two times for the make-up lesson. If the student then misses the agreed upon make-up lesson, an additional make-up lesson will *not* be arranged. When lessons or classes have been suspended for delinquent tuition payment, teachers are not required to give make ups, even after payment has been brought up to date.

**Safety and Security**

Brooklyn College requires that all students and parents/guardians must carry an official Preparatory Center I.D. card for access to the campus. Each registered student and the registering parent will receive an I.D. card with the student's schedule and tuition payment plan. Lost cards will be replaced by the Preparatory Center Office.

The Preparatory Center cannot accept responsibility for children when they are not in class. To ensure a child's safety, the parent must accompany the child to the classroom door and be prepared to pick the child up promptly at the scheduled end of the class. Parents should notify the office if they are delayed in meeting their child. Faculty members are not permitted to escort children from one part of the campus to another.

**Media Release**

By signing the contract/registration form, parents or students agree to the use of audio recordings, video recordings, and photographs of Prep Center students for archival and promotional purposes, waiving any rights or objections for such use, unless written notice is given to the director that such use may not be made.

**Emergency Closing**

If there is bad weather, please access the Brooklyn College website, [www.brooklyn.cuny.edu](http://www.brooklyn.cuny.edu) or call the Security office at 718-951-5511 to find out if Brooklyn College is open. If the campus is closed, the Prep Center will be closed. If the campus is open, the Prep Center will be open as well.

Please note that if the Prep Center is closed for bad weather, an effort will be made to have a make-up day. However, a make-up day is not guaranteed because of the complexity of faculty and families' schedules.

**REGISTRATION****Registration Form**

Please indicate requested courses on the Preparatory Center registration form and return it to the Preparatory Center with your payment. You may register in person, by phone, by fax, or through the mail. Every effort is made to accommodate preferences, but we cannot guarantee that your specific request will be met. If we are not able to grant your request, we will inform you of your options.

**Registration for Returning Students**

Returning students may register for the following school year by submitting a registration form by July 15<sup>th</sup>. This will ensure reservation in their chosen programs. In addition, the registration fee will be waived. Students with an outstanding tuition balance will not be permitted to register until the balance is settled. Returning students may also register at any time prior to the start of the new school year.

Returning students wishing to continue their private study with the same teacher should indicate preferred days and times on the registration form. The Preparatory Center tries to honor requests. While the Preparatory Center cannot guarantee requests, families who preregister by July 15<sup>th</sup> receive priority in the scheduling process.

Students registered previously in group classes who wish to start private lessons should schedule an appointment with the director to discuss the choice of a teacher.

### **Registration for New Students**

Families registering for the first time should call 718.951.4111 for an admissions consultation. Students who have previously been enrolled at the Preparatory Center but who have not been in attendance for one year or more will be considered new students.

New students wishing to take private lessons in an instrument or voice must contact the director of the Preparatory Center by phone to discuss individual needs in order to make the best placement for the student.

### **Late Registration for Classes and Private Lessons**

Registration for classes after the start of the school year may be possible, subject to the approval of the director. Registration for private lessons is possible throughout the school year, subject to faculty availability.

## **TUITION INFORMATION**

Payment of tuition and the registration fee may be made in full with an applied discount at the beginning of the school year or families may opt for a payment plan. The \$45 annual registration fee is nonrefundable. For the spring and summer semesters, the registration fee is \$25. You may pay by credit card (Visa, MasterCard, Discover, or American Express), check, or money order. We do not accept cash. *Checks and money orders must be made payable to 'BC Member Org'.*

### **Payment Plans**

If you opt for a payment plan, you must have a credit card number on file with the Prep Center. If the payment is not received before the following due dates, the Prep Center will charge that payment to the credit card on file. Please note that your credit card may be charged up to five days after the 15<sup>th</sup> of each month due to office scheduling. Your signature on the Registration Form constitutes your agreement to have your credit card charged in the event that a payment is late. No exceptions are made to this policy.

<u>Fall (Sept-Jun)</u>	<u>Spring (Feb-Jun)</u>	<u>Summer (Jul-Aug)</u>
6-Payment Plan due dates:	3-Payment Plan due dates:	2-Payment Plan due dates:
Payment 1 At Registration	Payment 1 At Registration	Payment 1 At Registration
Payment 2 Oct 15	Payment 2 Mar 15	Payment 2 Jul 19
Payment 3 Nov 15	Payment 3 Apr 15	
Payment 4 Dec 15		
Payment 5 Jan 15		
Payment 6 Feb 15		

## **Discounts**

### *Registration Fee:*

- A one-time non-refundable fee paid upon registration.
- Prep Center waives the registration fee for Brooklyn College faculty, staff, alumni and students. A supporting document (valid I.D. card, alumni card, or a copy of diploma) is required.
- The registration fee is not applicable in the calculation of discounts.

### *Sibling Discount* (families with two or more children):

- For private instruction- full tuition is charged for the first child, and each additional child in the same family receives a \$200 discount.
- For group classes in theater and/or dance- full tuition is charged for the first child, and each additional child in the family receives a \$50 discount.

### *Payment in Full Discount* (made at the time of registration through the first day of classes):

Please note that this discount is calculated based on the adjusted tuition, after sibling discount(s) and scholarship award(s) have been applied.

- A \$50 discount is applied to a total tuition bill between \$500 and \$999.
- A \$100 discount is applied to a total tuition bill between \$1,000 and \$3,499.
- A \$150 discount is applied to a total tuition bill of \$3,500 or more.

Please note the following:

- A family is eligible for more than one discount. However, only one Payment in Full Discount is applied per family, regardless of the number of children enrolled.
- There are no discounts offered for the spring and summer semesters, with the exception of the registration fee.
- The Prep Center does not pro-rate for any late entrances into group classes or the Suzuki programs.
- No deductions are made for absences or late entrance to classes.

## **Withdrawals and Refunds**

Withdrawal from the Preparatory Center must be made in writing to the director. Notifying the teacher is not considered notification of withdrawal. Absences do not constitute withdrawal from the class or lesson. The date on which the written withdrawal is received determines the amount charged. Only the registration fee is charged in the event of withdrawal prior to the first day of class or lesson.

Withdrawals can only be made before the end of the withdrawal period, regardless of the date registered. In the fall, you may withdraw before the *sixth week* of classes or lessons and your tuition will be pro-rated. After that point, you are responsible for the full annual tuition. Withdrawal in the spring semester must be made before the *fourth week* of classes or lessons. After that point, you are responsible for the full spring tuition. Withdrawal in the summer semester must be made before the *third week* of classes or lessons. After that point, you are responsible for the full summer tuition.

## **BROOKLYN COLLEGE RESOURCES**

### **Performing Arts Events**

Brooklyn College offers a variety of free and low-cost performing arts events at the College Conservatory of Music, Theater Department, and the Brooklyn Center for the Performing Arts (BCBC). Families are encouraged to take advantage of these opportunities to complement their child's performing arts education.

## **DIRECTIONS TO THE BROOKLYN COLLEGE PREPARATORY CENTER**

The Preparatory Center Office

2900 Bedford Avenue

Between Campus Road and Avenue I

Room 234 Roosevelt Hall

Brooklyn, NY 11210

### **MTA Bus**

- B6: Brooklyn College stop at Bedford Ave and Campus Road
- B11: Brooklyn College stop at Bedford Ave and Campus Road
- B41: Nostrand Ave stop
- B44: Nostrand Ave stop
- B49: Ocean Avenue and Avenue H

### **Subway**

- 2: Flatbush Avenue – Brooklyn College stop
- 5: Flatbush Avenue – Brooklyn College stop
- Q: Avenue H stop