



2018-2019
PARENT/MUSICIAN
HANDBOOK

Ozarks Philharmonic Youth Orchestras, Inc.

P. O. Box 5492

Bella Vista, AR 72714

www.opyo.org

We welcome you to a new season of OPYO! We hope you enjoy this experience and we look forward to helping you grow as a musician. Participation in Youth Orchestra is a privilege and honor. As such, the OPYO Board of Directors and staff would like to remind you of certain standards and attitudes that must be maintained by each student and family for OPYO eligibility. Our policies and guidelines have been set to ensure a quality orchestral experience and to enhance each student's personal musical progress. With your cooperation, we hope to have a busy, exciting, and productive year in the OPYO program.

All musicians/families are expected to:

- ▶ Understand and adhere to all OPYO deadlines including tuition payment, scholarship and competition deadlines, and all other OPYO forms.
- ▶ Attend all rehearsals and performances in accordance with OPYO's attendance policy.
- ▶ **Turn off all cell phones, media players, and other distracting electronic devices during rehearsals and concerts.**
- ▶ Come to rehearsal prepared. This includes:
 - ✓ **Regularly practicing OPYO music.** Failure to do so robs other students of learning opportunities and limits our ability to succeed.
 - ✓ Taking proper care of your OPYO music folder and music. This includes bringing all available OPYO music to each rehearsal.
 - ✓ Maintain a positive attitude toward learning.
- ▶ Remain informed about rehearsal schedules and announcements by regularly checking for email communication from OPYO staff.
- ▶ Display an attitude of respect for our rehearsal/performance space. Our goal is to leave our rehearsal/performance space in better a condition that it was found.
- ▶ Display an attitude of respect toward all OPYO Conductors and Staff.
- ▶ Display an attitude of respect toward their fellow musicians.
- ▶ Remain at the designated rehearsal/performance site for the duration of the rehearsal.
- ▶ **Participate in their existing school band or orchestra programs, if one exists.** Only a legitimate class scheduling conflict, as determined by the ensemble conductor, will be considered grounds for exemption from this rule.
- ▶ Refrain from smoking, drug, alcohol or drug use.
- ▶ Refrain from inappropriate public displays of affection as defined by accepted social and legal standards at any time during OPYO activities.
- ▶ Adhere to OPYO copyright rules regarding OPYO recordings and promotional material. Remember that permission must be obtained **before** using any OPYO recordings or promotional material. Permission can be granted from the OPYO Music Director, Orchestra Manager, or ensemble conductor. If permission is received, all acknowledgements must be made clearly on the website identifying the parties involved.
- ▶ Parents are expected to volunteer in some capacity during the season. See page 6 for details.

We strongly urge students to take private lessons on a regular basis for their auditioned instrument. Private lessons provide individualized instruction for the student which help promote better technique and musicianship. With time, practice, and the right teacher, private lessons become an essential foundation to a strong musical education.

Registration, Contact Information, and Communication

All OPYO musicians must register on our website before the first fall rehearsal each year. It is critical that registration is complete and accurate as it will be used as the primary contact information regarding OPYO news, auditions, and scholarships.

Most OPYO information regarding rehearsal, concerts, events, and other functions will be sent by email from the orchestra manager or ensemble conductors. Students AND parents are strongly encouraged to actively monitor their registration email address for all communications from OPYO.

Should any registration information change during the course of the season, please contact the orchestra manager (youthorchestras@gmail.com).

Tuition, Scholarships, and Sponsorships

OPYO is a tuition based organization with the following rates for the 2018-2019 season:

Annual Tuition (covers fall and spring semesters):

	YSO	Andante & Presto
1st child:	\$500 (\$250/semester)	\$460 (\$230/semester)
2nd child:	\$320 (\$160/semester)	\$280 (\$140/semester)
3rd child:	\$300 (\$150/semester)	\$260 (\$130/semester)
4th child:	\$290 (\$145/semester)	\$250 (\$125/semester)

- ▶ **Tuition must be paid in full on or before the first day of rehearsal of the semester the student is joining OPYO**, or made in two equal payments (the first rehearsal of the fall semester and the first rehearsal of the spring semester).
 - ➡ We offer a **\$20 discount per family for annual tuition paid in full** for the entire season (fall and spring).
- ▶ There will be a **penalty of \$20 per family** if payment in full for a minimum of the current semester the student is enrolled is **not received by the third rehearsal** date of each semester.
 - ➡ **Scholarship assistance applications are also due on or before the first rehearsal date if payment cannot be made. See next page for details.**
- ▶ Forms of payment accepted:
 - ✓ **By credit card** either online 24/7 at our web site, or in person at rehearsal
 - ✓ **By check** submitted in person at rehearsal; checks should be made out to OPYO, ensuring the student's full name is written clearly on the memo line
 - ✓ **By cash** (please bring the exact amount, as change will not be provided)
- ▶ Note about sibling discounts: If one (or more) of the students in a family is admitted to YSO, that student pays the full rate of "1st child," and other siblings follow from top down in order of ensemble level.

Late Payment:

There will be a **penalty of \$20 per family** if payment in full for a minimum of the current semester the student is enrolled is not received by the third rehearsal date of each semester. A notice of late payment will be sent to families one week after the tuition due date. In cases of hardship we encourage families to fill out a scholarship application on or before the first rehearsal date. If no scholarship application has been filed or if the family has not paid their tuition within one month after the tuition due date, the student will be dismissed.

Scholarships:

A limited number of needs-based scholarships are available for students who demonstrate an extreme financial need. All scholarship applications are reviewed by the OPYO Board and all financial information is kept confidential. Needs-based scholarship recipients will be required to fulfill additional volunteer hours beyond what is described above. Scholarship applications must be submitted on or before September 10, 2018, and must include a letter of recommendation from the student's teacher and a completed IRS form 1040. (Please do not include the musician's SS#.) Scholarship forms and additional instructions can be found on the OPYO website: www.opyo.org.

Refund Policy:

The parents of a musician who voluntarily resigns his/her membership in OPYO must notify the OPYO in writing to be considered for a refund.

- ▶ Refund requests in writing by September 30 = a full refund of tuition less a \$25 deposit.
- ▶ Refund requests in writing between October 1 to October 31 = Partial refund of the tuition for the season less a \$25 deposit.
- ▶ No refunds are given for requests made after November 1 or for musicians who have been dismissed from OPYO for disciplinary issues or absenteeism.

Please note: A \$20 fee will be assessed by OPYO on any checks returned due to insufficient funds.

Business Sponsors:

Tuition alone does not cover all OPYO's expenses. We encourage all of our OPYO families to seek out donors who would like to support our organization. Businesses who donate to OPYO will be featured in our concert programs with an advertisement commensurate with the amount of the donation, and will be listed on our web site and in our advertising materials. Please check our web site for details.

Rehearsal Dates and Times

OPYO rehearses on Monday evenings beginning at 6:00pm at Arkansas Arts Academy (7-12 Campus), located at 506 W Poplar St., Rogers, AR 72756. Exact times of rehearsal by ensemble level, dates, times, and locations can be found on our website: www.opyo.org. In the event of a conflict please see the attendance policy below.

Inclement Weather Policy

OPYO will follow local public school announcements for cancellations. We will send notification via email if rehearsal is cancelled, and post it to the web site and social media. Each musician and parent is responsible for monitoring the website (www.opyo.org) for such announcements.

Concert Dress

- ▶ **Youth Symphony Men:** Black pants, black suit coat or tux; black socks and shoes, black bow tie and cummerbund; white tux shirt, starched and ironed.
- ▶ **Youth Symphony Women:** Dressy, long black dresses with long sleeves (or $\frac{3}{4}$ length sleeves) or long-sleeved black blouses with long black skirts; black hose and closed toed black shoes.
- ▶ **Andante and Presto Boys:** White long-sleeved dress shirt, dark long tie, and black pants, black socks and shoes.
- ▶ **Andante and Presto Girls:** White blouse, $\frac{3}{4}$ length or longer sleeves, mid-calf or longer black skirt or black pants; black hose and closed toed black shoes.

Please note: No skirts with slits, no plunging necklines, no midriffs showing. Keep jewelry small and tasteful. Avoid strong colognes or perfumes.

Attendance Policy

A student is on time at the beginning of a rehearsal only if he or she is in his or her seat with instrument, music and pencil ten minutes before the scheduled downbeat of the rehearsal. Musicians are to use this time to warm up.

- ▶ There will be only one unexcused absence allowed per semester. The second unexcused absence will result in a formal letter to parents. The third unexcused absence will result in immediate dismissal from the orchestra. In the event of dismissal, OPYO Tuition will be forfeited.
- ▶ There will be only two excused absences allowed per semester.
- ▶ Any unexcused absence from a dress rehearsal may, at the decision of the ensemble Conductor, prevent musicians from participating in the following concert. This may result in immediate dismissal from the orchestra. In the event of dismissal, OPYO Tuition will be forfeited.
- ▶ Any unexcused absence from a regular season concert will result in immediate dismissal from the orchestra. In the event of dismissal, OPYO Tuition will be forfeited.
- ▶ Attendance at all Sectionals should be an extreme priority. Musicians will be receiving individual attention from highly qualified professional musicians.

Examples of EXCUSED absences include:

- ▶ Illness.
- ▶ Death in the family.

These excused absences require either a phone call to the orchestra manager and conductor of your ensemble OR an email sent by the musician's parent to: youthorchestras@gmail.com AND your ensemble's conductor before the start of rehearsal.

- ▶ A mandatory school or music program event.
- ▶ College visit/audition after all efforts to schedule around OPYO rehearsal times have failed.

These excused absences require an email confirmation no less than one week prior to the conflict. Emails must be sent to youthorchestras@gmail.com and your ensemble's conductor describing the conflict.

Tardiness

Arriving on time to rehearsal is critically important for each ensemble's success. Students arriving late to rehearsal are asked come in quietly and sit at the back of their section to minimize their disruption. A tardy counts as one-third absence. Returning late from a rehearsal break or leaving early from rehearsal also counts as one-third absence. Habitual tardiness may result in the musician being asked to not play that concert.

Foreseeable late arrivals/early departures must be documented through email and submitted in advance.

Music Folders

Each OPYO student is assigned a folder at the beginning of each season. Students are solely responsible for his/her own folder and the music. In the event of a lost or damaged folders or music, the cost of replacement is also the student's responsibility. Folder replacement costs are fixed at \$10 and music replacement costs for original parts vary by publisher. Additionally, replacement costs for rehearsal photocopies are \$0.50 each.

OPYO Concerto Competition

Each year OPYO sponsors a competition for member musicians. The competition, held in January, is open to current YSO members. The winner will have the opportunity to perform solo with YSO during the spring concert season. Please visit our website for further information, including competition rules and guidelines.

Tours and Associated Costs

The OPYO occasionally plans tours for its musicians. Students involved will be assessed additional tour fees above the usual membership fees during these years. There is currently no tour planned for the 2018-2019 season.

Parent Group and Volunteering

Every parent automatically becomes a member of the OPYO Parent Guild, OPYOG. Please plan to attend Guild meetings and help support our musicians. As with every non-profit organization, volunteers are the backbone and the moving force of the group. At OPYO, we ask parents to help in a variety of ways, such as helping with student check-in, tuition payment table, snack duty, helping in the rehearsal classroom set-up, concert organization, etc.

Please note that participation in OPYO is contingent on helping out in some capacity each year. Volunteer opportunities are plentiful and will be available first come, first served throughout the season. While the OPYOG, orchestra manager, and ensemble conductors will provide volunteer opportunities, it is the parent's responsibility to schedule their own volunteer time.

Important Contact Information:

OPYO Manager	Anne McLaughlin	youthorchestras@gmail.com	832.561.5196
YSO Conductor	Dan Mays	dmays@bentonvillek12.org	479.226.1224
Presto Conductor	Curtis Hansen	theredviola@gmail.com	405.808.1613
Andante Conductor	Krista Mays	stealthviola@gmail.com	479.226.1164

Please print this page, sign it, and turn it in by the first day of rehearsal.

Student Agreement

I, _____, agree to:

- ▶ Attend all rehearsals and performances in accordance with OPYO's attendance policy to the best of my ability.
- ▶ **Turn off all cell phones, media players, and other distracting electronic devices during rehearsals and concerts.**
- ▶ **Regularly practice my OPYO music outside of rehearsal.**
- ▶ Remember to bring my OPYO music to each rehearsal, along with a pencil for note taking.
- ▶ Maintain a positive attitude toward learning.
- ▶ Respect our rehearsal/performance space, leaving the space in better a condition than it was found.
- ▶ Respect all OPYO conductors and staff.
- ▶ Respect my fellow musicians.
- ▶ Remain at the designated rehearsal/performance site for the duration of the rehearsal.
- ▶ **Participate in my existing school band or orchestra programs, if one exists.** (Only a legitimate class scheduling conflict, as determined by the ensemble conductor, will be considered grounds for exemption from this rule.)
- ▶ Adhere to OPYO copyright rules regarding OPYO recordings and promotional material. Remember that permission must be obtained **before** using any OPYO recordings or promotional material. Permission can be granted from the OPYO Music Director, Orchestra Manager, or ensemble conductor. If permission is received, all acknowledgements must be made clearly on the website identifying the parties involved.
- ▶ Refrain from smoking, drug, alcohol or drug use.
- ▶ Refrain from inappropriate public displays of affection as defined by accepted social and legal standards at any time during OPYO activities.

Signature of Student: _____ Date: _____

Parent Agreement

I, _____, agree to:

- ▶ Remain informed about rehearsal schedules and announcements by regularly checking for email communication from OPYO staff.
- ▶ Adhere to all OPYO deadlines including tuition payment, scholarship and competition deadlines, and all other OPYO forms.
- ▶ Volunteer in some capacity during the season (i.e. send snacks, help with concerts, rehearsals).
- ▶ Assist my student in adhering to the rules set forth in this handbook.

Signature of Parent: _____ Date: _____