



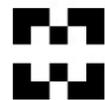
Harper College
Continuing Education

1200 West Algonquin Road
Palatine, IL 60067-7398

(847) 925-6300
harpercollege.edu

Continuing Education

Community Music and Arts Center
Family Handbook



Harper College

Updated September 2015



Music provides a means for self-realization and self-fulfillment. By participating in music, we contribute to our own individual growth. By participating in music, we help to ensure that our lives are satisfying, purposeful and worthwhile. By participating in music, we make our personal contribution to the quality of life.

Paul R Lehman 1995

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Mission

The Community Music and Arts Center (CMAC) is an educational organization dedicated to enriching life through engagement in the arts. In pursuit of this mission, the Center provides diverse approaches to teaching services for the community and creates hospitable environments for the study of all genres, styles and schools of thought. It facilitates the creation of new educational ventures and partners with community organizations to identify and provide needed services. The Center communicates its ideas to the community, engaging them in the process of disseminating those ideas.

CMAC Responsibilities

The CMAC is a multicultural community bringing together many nationalities, cultures, religions and beliefs. Situated in Harper, our community is sensitive and respectful to all different ways of teaching and learning. We are committed to cultivating diverse musical traditions and introduce them to the new generations while actively promoting cultural exchanges to break barriers down. We understand that every child is a unique individual and that no two children are alike. Each learns in their own way. That's why we are true about our commitment to a higher calling, your child. So don't hesitate to call us or send emails; our doors are always open so please feel free to share your thoughts and ideas with us.

Parents' Responsibilities

Parents play an important role at the CMAC in the education of their children and have a responsibility to support the efforts of our staff in maintaining a safe and respectful learning environment for all students. Parents fulfill this responsibility when they:

- Show an active interest in their child's music education and progress.
- Communicate regularly with us.
- Report to the school their child's absences.
- Volunteer when needed.
- Participate in events and attend recitals and concerts.
- Check regularly on their children's work and make sure that they practice and always come prepared.
- Make sure that children are taking good care of their instruments.
- Make sure that children are taking good care of CMAC facility, equipment, instruments, furniture, and show consideration to other children and adults using the facilities.
- Building P is a 'Quiet' building so please remind your children to keep it as such.



Responsibilities to Myself, the Student

- Attend my lessons regularly.
- Take responsibility for my actions.
- Maintain a sustained and committed effort towards learning and musical achievement.
- Practice the instrument(s) on a regular basis.
- Complete homework.
- Be punctual and prepared for every event.
- Be a positive ambassador of CMAC.
- Demonstrate development in my musical studies.
- Participate in student rehearsals/concerts.
- Refrain from bringing anything to Harper that may compromise my safety, or the safety of others.

The Music Journal

We encourage all students to maintain a music journal for their instrument which include their weekly goals, practice requirements and a comment from the instrumental teacher. Parents are encouraged to view the journal at least once a week.

Recitals and concerts

Student performances will be scheduled throughout the year, see calendar for more details.

Recitals and concerts Uniform

We suggest that students wear casual clothes for their music lessons. For ensemble performances, we suggest that students wear the following:

- 1- For boys, white shirt, black trousers, black dress shoes and black socks.
- 2- For girls, white shirt, black skirt, black dress shoes and black socks (if needed).

For solo recitals, please dress nicely.

Library

The Harper Library provides a welcoming environment in which students may read and study. Students may use any of the resources in the Library. The Librarians are very helpful and available to assist with finding materials, to instruct students in library skills and to recommend books. Our collection provides both print and non-print resources that meet the needs of the community. Please note that in order for you to access online resources you have to be logged into the network. Also, borrowing material from the library requires buying borrowing privileges. Please contact the library directly for more information.



Instrument Rental Program

As long as you're a student at the Community Music and Arts Center, JC's Guitars & Music Lessons in Lake in the Hills, IL will offer you a quality instrument for rent. Many instruments are available including Guitar (\$30), Bass (\$30), Snare Drum (\$25), Banjo (\$30), Mandolin (\$30), Ukulele (\$25), as well as quality European orchestra instruments such as violin (\$30), viola (\$30) and cello (\$45). Rental fees are paid directly to JC's on a monthly basis. All instrument rentals include a rent to own option where 80% of your rental fee will go towards the purchase of that instrument. Optional accessories, such as picks, tuners, rosin and music stands may be purchased at the time of rental order. If you have any questions regarding the rental program or would like to reserve an instrument, please call Christina at 847-658-9932.

The Website (<http://goforward.harpercollege.edu/ce/music/index.php>)

Our CMAC website is updated on a regular basis and contains key items of information about the CMAC and its programs.

Reporting to Parents about Student Progress

Parents will also receive a full written report at the end of each semester. We also encourage parents to observe their children's one-to-one lessons and to check in with the teacher on weeks 4, 8, and 12 of every semester in regards to student progress.

Contacting Faculty

Parents can contact the teachers through email or phone. Our faculty members check their email daily and are expected to respond to you within 1 working day of receiving your message unless they're travelling.

Attendance, Missed Lessons, and Make-Up Lessons

Regular attendance at lessons is essential to successful and enjoyable music study. Please make every attempt to attend all classes and lessons. However, if your child is ill, keep him/her home to avoid spreading germs. Please notify your teacher in the morning if your child must miss a lesson. If your child misses a group lesson, your teacher will send the week's assignment via email so your child can see what was missed and keep practicing. Group lessons cannot be made up. If your child misses a private lesson, a make-up can be arranged *if the absence was due to illness or emergency*. Please be respectful of your teacher's time, and don't ask to make up lessons missed due to other activities or vacations. No more than 2 make-up lessons are allowed per 16 week semester, 1 per 8 week semester. Student must communicate absences every week if they have to. If your teacher needs to cancel a lesson or class, it will be made up, and your teacher will arrange the time with you. Recitals and rehearsal shall not be counted towards making up missed lessons.



Inclement Weather/School Closings

In the case of inclement weather which causes the Harper campus to close, teachers will offer a make-up for the class or private lesson missed. You can check the status of our school at www.harpercollege.edu or by calling 847-925-6000. If the school is open, lessons are running, and you should make every attempt to attend.

Parking

You may park anywhere on campus except in the red-lined spaces, these slots are only dedicated for faculty and staff. The closest parking to the CMAC is Parking Lot 2.

Refund Policy

Our refund policy is consistent with the overall policy that governs the whole Continuing Education as a division within Harper College. The full policy can be found at <http://goforward.harpercollege.edu/ce/registration/policies.php>

If you or your child experience an emergency situation during the semester that will potentially prevent continuing to attend classes, you must contact us immediately. You'll be asked to provide documents that support your case in order for a pro-rated refund to be approved.

Illness

If your child develops an acute illness during his/her presence at the Center, the child will be taken to Health Services Building A, Room A364 847.925.6268 or contact 911. You will be contacted immediately and you will be expected to pick your child up or make the necessary arrangements for your child to be seen by his/her doctor. We ask that you not send your child for lessons if he/she appears to be developing an illness.

It is required that we have current telephone numbers and another guardian who is available, in the case of emergency, other than parents/ guardians.

Use of Electronics

Personal electronic devices have become an almost ubiquitous appendage of modern life. We understand the importance of mobile phones for communication and to ensure the safety of students who travel to and from the school. However, students and parents should also understand that in a teaching environment, use of personal electronic devices demonstrates disrespect, lack of courtesy and is often distracting. Therefore, all electronic devices, including mobile phones must remain silent and out of sight during lessons.



Child Supervision

Parents/guardians are responsible for supervising the safety of their children at all times while they are on Harper College premises. Upon registering yourself or your child for participation in programs at the CMAC, you acknowledge that you will be waiving and releasing all claims for injuries that you or your child may incur while on our premises, or while involved in any program at the CMAC. The Community Music and Arts Center at Harper College is not a licensed childcare facility, and any child age 14 or under taking lessons or classes at the CMAC is required to have a parent/guardian present on the premises at all times during lesson or class time in case of emergency. This policy also applies to all programs offered at any of our satellite locations. Unless in a class or lesson, at no time should a child under the age of 14 be left unsupervised by his or her parent/guardian. Students should not arrive more than fifteen minutes before the beginning of their scheduled activities and should not stay more than fifteen minutes past the end of those activities.

Publicity Policy

Photographs of students engaged in instruction, rehearsal, or performance activities at the Community Music and Arts Center may be used in CMAC/Harper publications, local newspapers, magazines, electronic media, and related publicity materials. Completion of registration constitutes consent and permission by the student and student’s parent(s)/guardian(s) to use the student’s name and/or image for any advertising, publicity, marketing and packaging.

I have received and reviewed the CMAC Family Handbook 2018-2019.

Parent Name: _____ Parent Signature: _____

Child’s or Children’s Names/Grade:

_____ Child’s Signature: _____

_____ Child’s Signature: _____

_____ Child’s Signature: _____