

**LOYOLA UNIVERSITY NEW ORLEANS
COLLEGE OF MUSIC AND MEDIA**

PREPARATORY ARTS PROGRAM HANDBOOK

2019-2020



Updated August 2019

ABOUT US

The Loyola Preparatory Arts Program is one of the few comprehensive music programs in the metropolitan New Orleans area, offering a structured program of music studies in piano, voice, guitar, and string instruments with additional areas as needed and available. Loyola Prep participants are offered a well-rounded education that prepares them to participate in and appreciate public performances as well as for entrance into college music degree programs. With music as a humanizing force in life, the Jesuit ideals of truth, wisdom, and virtue are enhanced through study and enjoyment of the performance of music. The Preparatory Arts Program provides the community with lifelong learning opportunities for professional music study and enrichment activities in an academic environment.

CONTACT INFORMATION

Preparatory Office	504-865-3627
Director	Karen Smith
Office Manager	Kris Thomas
Office Hours	Monday – Thursday 2:00 – 6:30pm
E-mail	prep@loyno.edu (Only checked once a day. To relay information to a teacher, please call the office or text the teacher)
College of Music and Media	504-865-3037
Loyola Emergency Info Line (Check for University closings)	504-865-2186
University Police	504-865-3434

In an emergency, dial 911!!

TUITION

The Loyola Preparatory Arts Program is operated independently of the Loyola College of Music and Media and is sustained entirely by student tuition. Tuition for the academic year is billed in thirds and is due the first week of each trimester (trimesters begin in September, November, and February). Payments received after the due date are subject to a \$25 late fee. To meet our financial obligation to our teachers, payment must be received on time or lessons/classes will be suspended until the account is current. Lessons that are missed as a result of the suspension will not be made up or credited.

BOOKS AND MATERIALS

You are responsible for the purchase of any materials requested for the private lessons (we will provide the books for the group classes). At the beginning of the academic year, the private teacher will fill out a booklist card listing the materials needed for the entire year. Please make every effort to purchase these materials promptly and bring them to the lesson each week. Additional items requested by the private teachers:

Piano Students must have:

1. A metronome when recommended by the teacher.
2. A Bastien Music Notebook each year. The notebook must accompany the student to every lesson and class because it is the main line of communication for teachers, parents, and students. Please watch the notebook for:
 - a. Regular information regarding student progress, assignments, and practice directions.
 - b. Messages regarding special events, schedule changes, and new music or materials to be purchased.

Violin students must have:

1. A properly sized instrument and bow in good working order.
2. A usable cake of rosin.
3. An appropriate shoulder rest (as directed by your individual teacher).
4. A metronome.

SCHEDULING

Private lessons are scheduled by the individual teachers. While we will do our best to accommodate schedule requests, specific time slots cannot be guaranteed. If you anticipate a conflict, please let the private teacher know in advance. Scheduling of the group theory classes for piano students is usually completed by the end of July, and details will be mailed to students at that time.

STUDENT ARRIVAL AND DEPARTURE TO AND FROM LESSONS AND CLASSES

It is the parents' responsibility to ensure the safe arrival/departure of their children!

While we encourage parents to walk their children into the prep area of the building, we realize that this is not always possible. If you must drop your child off, please do so in the u-shaped drive at the St. Charles Avenue entrance of the building.

Parents are encouraged to pick children up at the door of the lessons. Doing so prevents children and parents from being separated in the building and allows teachers to quickly pass on important information regarding the lesson. If you are unable to meet your child at the classroom door at the conclusion of the lesson, you may pick-up your child in the u-shaped drive at the St. Charles Avenue entrance of the building. The lobby area of the building near this entrance has available seating and a partial view of the drive. Please note that the prep department does not provide adult supervision in this area of the building. While we mention this dismissal method as an available option, it is not encouraged, and should be utilized only in rare cases. **Children must be instructed to wait inside the building until you arrive.** If you must come inside to locate your child, please return to your vehicle as quickly as possible as parking on campus is not allowed without a permit at any time. University police do patrol the parking lots regularly and have been known to immobilize unauthorized vehicles.

Violin students 14 and under **MUST** have a parent present and actively listening at each lesson; the parent must remain in the studio for the entire lesson.

It is important to note that our office closes at 6:30pm. If your child's lesson/group class ends after 6:30pm, you should have a plan in place in the event you are late to pick him or her up. This is especially important if your child is the last student of the day for his or her teacher. A teacher may not be aware that a student has not been picked up yet, especially if that student is not waiting outside the teacher's door.

Should circumstances arise and you cannot pick-up your child on time, the prep department is to be notified immediately at 504-865-3627. Should an emergency occur after office hours (2:00 – 6:30pm), University Police may be contacted at 504-865-3434, and an officer should be able to get word to someone in our department. Beginning 30 minutes after the end of the lesson/group class, you will be billed a \$50 per hour child-care fee while the student is in our care. After the occurrence of one such incident, we reserve the right to expel the student(s) from the program.

WAITING AREAS

Students arriving early to lessons/classes should wait in the hallway near their assigned rooms. Please remain quiet in the halls as college lessons and classes may be in session.

Concession machines are located in the student lounge area of the building. Should you choose to consume snacks outside of this area, please discard all trash in the proper receptacles.

USE OF FACILITIES

The prep program depends on the generosity of the University for allowing us the use of their facility and equipment. It is of utmost importance that students of the prep program respect the instruments and equipment in the studios and labs. Parents will be held responsible for any damage to equipment caused by their children. **Please note that the practice rooms in the music building are reserved for currently enrolled Loyola music students and are not to be used by students or parents of the prep program.**

PRACTICE

One of the most frequently asked questions is “How long does my child need to practice?” While every teacher has different requirements, a good rule is to practice the length of your lesson at least five days a week. As a parent, you can help your child succeed by creating a practice schedule and ensuring the practice environment is conducive to learning. Younger children will need parental supervision during these practice sessions, and many children benefit from just having a parent close by when they practice. Violin students are expected to have a parent present and actively involved in each practice session.

VIOLIN PROGRAM REQUIREMENTS

The violin division of the Loyola University Preparatory Department is a Suzuki-based program. This educational philosophy involves the parent, teacher, and child working together for the child’s education. A parent is required to attend and take notes at every private lesson, and a parent is required to be present and active in every home practice session with the child.

PARENT VISITS

We have an open-door policy. Parents are welcome to observe lessons at any time. However, we have found that in general, both students and teachers prefer occasional rather than weekly parental attendance. While visiting, we ask parents to respect the children’s learning environment by not distracting the teacher or the student. Reminder: A parent is **REQUIRED** to attend and remain for the entirety of every violin lesson. Lessons will not be given without a parent present.

REPORTS

Group and private piano lesson reports are written twice a year, in December and May. These reports provide a chance for teachers to comment on students’ strengths and weaknesses in a

variety of areas from attendance to technique and musicianship. In cases where a student is not performing up to expectations, an interim report may be completed and mailed mid-semester.

MAKE-UP/MISSED LESSONS AND CLASSES

Since your payment secures your time slot for the year, missed lessons will not be refunded for any reason. If the teacher must cancel a lesson, a make-up lesson will be offered. **There is no guarantee of make-ups for student absences.** Private lessons missed because of an illness or an emergency may be made up pending a vacancy in a teacher's schedule; however, as our teachers' schedules tend to be full, this cannot be guaranteed. Group lessons and/or classes missed by the student cannot be made up.

LOYOLA EMERGENCY INFORMATION LINE

Should an emergency cause the University to close, the prep department will close as well. If you are unsure of a closure, you may call the Loyola Emergency Information Line at 504-865-2186.

WITHDRAWAL

Students who wish to discontinue lessons must notify the prep department office manager in writing, 30-days in advance. If notice is not given, tuition for that month will not be reimbursed.

GROUP THEORY CLASSES

Weekly group theory classes are the backbone of our piano program and all school-aged students will be assigned to an appropriately leveled class. Group class attendance is mandatory for all school-aged piano students. In these classes, students focus on theory, musicianship, ear training, sight-reading, and ensemble skills, thus allowing the private teacher more time to focus on literature. Concepts are reinforced through games and group activities. The group setting also allows for performance opportunities for the students as they play for and listen to one another. Class participation, completion of assigned work, and consistent attendance are required.

VIOLIN GROUP CLASS

Preparatory department violin students are expected to participate weekly in a GNO Suzuki Forum Group Class that is appropriate for their level of playing. Information and registration for these group classes is available at the GNO Suzuki Forum website: gnosuzukiforum.com.

SUMMER LESSONS

While not required, summer lessons are strongly encouraged, especially for students completing their first year of lessons. Private teachers often give priority scheduling in the fall to those students who study over the summer.

INSTRUMENTS

Piano students are expected to have daily access to an acoustic piano, tuned and in good repair, and preferably in their own home. If possible, the piano should be kept in a room free of distractions (such as a television).

Guitar and violin students must have an appropriately sized instrument in good repair. Students must bring their instruments to the weekly lessons. Instruments should be stored in the case daily and should never be left in a vehicle or other area subject to extreme heat/cold.

RECITALS

The Loyola Preparatory Program holds two recitals each year, one in December and another in May. Participation in the recitals is not required but strongly recommended. While we encourage family and friends to come and see the progress of our students, we ask that you please follow traditional recital etiquette. With the exception of a few young players, violin students will perform with accompaniment at recitals. In some cases, a teacher may accompany students, but should a hired accompanist be required, parents are responsible for accompanist fees. Please note that beginning piano students (students in Kindergarten, Young Beginner, and Older Beginner classes) will not participate in the December recital. Instead, a smaller recital will be held in their group classes before the holiday break.

ADDITIONAL PERFORMANCE OPPORTUNITIES

Normally, four piano festivals and competitions are held at Loyola each year, hosted by the College of Music and Media and the preparatory program. This brings many local piano teachers and students, along with their parents, to the college. Most of the activities are organized and run by the New Orleans Music Teachers Association, the local affiliate of Music Teachers National Association and Louisiana Music Teachers Association. Because the preparatory program piano teachers are active participants, officers, and frequently chairpersons of these activities, it is appropriate and most successful to host them at Loyola.

ROMANTICE/CONTEMPORARY AUDITIONS: Typically held in November, this event requires the student to prepare one piece composed in either the Romantic or Contemporary music periods. The student performs his or her memorized piece for two judges, who in turn provide written feedback and assign a rating. Students who receive the highest rating (Superior Recitalist from both judges) are invited to perform their piece at the winners' recital the next day.

FESTIVAL/SWANZ CUP: Held in either February or March, Festival is a great event for even the most timid student. Students prepare two pieces, one from a list of American composers and a second piece of their choosing. Both selections are performed for one judge who provides feedback and assigns a rating. Each rating carries a point value: Superior-5 pts.; Excellent-4 pts.; Very Good-3 pts.; Good-2 pts.; and Fair-1 pt. For every 15 points a student accumulates, a gold cup is awarded.

Here in the prep program we offer a similar alternative to Festival. The Swanz Cup, named after longtime prep program director, Janet Swanzy, is likewise an event requiring two memorized pieces. One piece is usually taken from a list of American composers, and students are allowed to choose the second piece. Students will be evaluated by one judge and will receive a critique and rating on their performance. All students receiving a superior rating will be awarded a trophy.

VIOLIN FESTIVAL/SWANZ CUP: String students will have the opportunity to participate in the Swanz Cup Strings Festival. Each student will play two memorized pieces and one scale (selected from a list of required scales), and will be judged by one judge. Students are adjudicated based on their own achievement, and are not in competition with each other. All students who receive a superior rating for excellent preparation and performance will receive a trophy at the end-of-the-year recital.

RALLY: Rally consists of four sections: a written test; sight-reading; keyboard musicianship; and performance. The written test is usually administered in April, with the remaining sections scheduled in early May. The prep program strongly encourages participation in the Rally because:

1. Our teaching is based on the LMTA Rally syllabus in theory, sight-reading, keyboard, and performance. Rally is an appropriate testing situation by which to gauge your child's progress and our success in these four areas.
2. Rally is also an additional goal, a challenge offered to the students. Medals are awarded to high scorers and trophies to the Musicianship and Performance winners in each level. The Performance winners in each level except Prep A compete at the state convention for the State Championship.
3. Student participation and achievement in Rally are prerequisites for renewable state teacher certification. We are appreciative when our students put forth a little extra effort so that our efforts can be rewarded in this way.

STUDENT RESPONSIBILITIES

1. Regular practice: at least 30 – 45 minutes a day, five days a week.
2. Read and complete all assignments in music notebook.
3. Arrive at lessons (private and group) on time and ready to learn.
4. Bring all necessary books and materials to each lesson (private and group).

5. Keep fingernails trimmed.
6. Maintain appropriate conduct while on the Loyola University campus.
7. Stay current with group assignments and make-up any missed work after an absence.

PARENT RESPONSIBILITIES

1. Aiding your child in fulfilling the student responsibilities.
2. Purchasing all necessary books and materials promptly.
3. Ensuring proper care and maintenance of the student's instrument.
4. Being aware of and discussing with your child security and safety matters for the student while in or entering and leaving the building.
5. Dropping off and picking up your child on time at designated locations.
6. Notifying the private teacher in advance if a lesson will be missed or notifying the prep department ASAP should an unexpected circumstance arise (please refer to the handbook regarding our make-up policy).
7. Paying the tuition bill in a timely manner so that the student's lessons will not be interrupted due to non-payment.
8. Providing the prep department office manager with 30-days advance written notification prior to leaving the program during the academic year.
9. Parents of violin students are to attend every lesson and actively participate in the lesson, taking notes so that home practice is correct.
10. Parents of violin students are to aid their child in daily practice; the parent functions as the practice partner and coach to guide the student in efficient and productive practice.

DISMISSALS

Consistent failure to comply with the student or parent responsibilities may result in the termination of lessons.

New students in the Loyola Preparatory Arts Program are admitted on a probationary basis. We reserve the right to dismiss a student within the first 90 days if one or more of the student or parent responsibilities are repeatedly disregarded.