

**2023-2024**

# **Kids' Orchestra Parent Manual**



# Table of Contents

<b>Kids' Orchestra General Information</b> .....	<b>3</b>
Mission.....	3
About.....	3
Equal Opportunity Employer Statement.....	3
<b>Glossary</b> .....	<b>3</b>
<b>What We Offer</b> .....	<b>4</b>
Group Music Lessons .....	4
Private Music Lessons .....	4
Honors Program.....	4
Performances .....	4
Instruments.....	4
Snack.....	4
Social and Emotional Learning.....	4
<b>Daily Schedule and 2023-2024 Kids' Orchestra Sites</b> .....	<b>5</b>
<b>Application and Acceptance Process</b> .....	<b>6</b>
General and School-Year Programming.....	6
<b>Tuition and Scholarships</b> .....	<b>7</b>
Group Lessons .....	7
Private Lessons .....	7
<b>Policies</b> .....	<b>7</b>
Adherence to School System Policies .....	7
Safety .....	8
Minor/Major Incidents (Illness and Injury).....	8
COVID-19.....	8
Behavior .....	8
Electronics .....	8
Musical Instruments .....	9
Parent Pick-Up and Student Sign-Out.....	9
Attendance .....	9
Communication .....	10
Program Cancellation.....	10
Confidentiality of Records .....	10
Photography/Videography .....	10
USDA Non-Discrimination Policy.....	10
<b>Frequently Asked Questions (FAQs)</b> .....	<b>10</b>

# Kids' Orchestra General Information

## Mission

Kids' Orchestra's mission is to build a community of creative, confident, and socially engaged students through music education.

## About

KO serves over 400 elementary, middle, and high school-age students across South Louisiana and gives them the opportunity to study music, play an instrument, and perform multiple concerts throughout the year.

Founded in 2010, Kids' Orchestra (KO), a 501(c)3 non-profit, provides an El Sistema-inspired, afterschool program that provides the opportunity to create and enjoy the arts by increasing skills in and the knowledge of music, social and emotional learning opportunities, and supplemental nutrition reaching over 400 students at multiple program sites across South Louisiana. With almost half of the population from low-income communities, needs-based scholarships for up to 98% of tuition are provided. A well-maintained, correctly sized instrument for each student is provided free of charge. Over 36 accomplished teaching artists, many completing graduate studies at local universities, meet with students two times a week to provide music instruction. Every student also has the opportunity to perform in two Neighborhood Concerts.

## Equal Opportunity Employer Statement

Kids' Orchestra is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, gender identity or expression, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

## Glossary

**Program Manager** – Administrator responsible for implementing programming and logistics. Supervises site coordinators and site assistants.

**Site Coordinator** – Employees responsible for coordinating the programming and logistics at the site level.

**Site Assistant** – Employees who assist Site Coordinators.

**Teaching Artist** – Contracted, part-time employees who implement the content and curriculum and provide musical instruction to students.

# What We Offer

## Group Music Lessons

Kids' Orchestra provides group music lessons twice a week (either Monday and Wednesday or Tuesday and Thursday from 3:30 p.m. to 5:30 p.m.) at our traditional afterschool program sites. Kindergarteners and 1<sup>st</sup> graders are placed in Foundations to prepare them for studying an orchestral instrument. All 2<sup>nd</sup> through 5<sup>th</sup> graders study instruments such as violin, viola, cello, double bass, flute, clarinet, trumpet, trombone, or percussion.

## Private Music Lessons

Kids' Orchestra also offers private music lessons through our private lesson program. Lessons can take place weekly or bi-weekly. Private lessons are available for students in 1<sup>st</sup> grade and up. Lessons can be taken on violin, viola, cello, double bass, flute, clarinet, trumpet, trombone, tuba, percussion, or piano. All lessons will take place in-person with the option of virtual lessons pending teacher and facility availability.

## Performances

Performances are an opportunity to highlight the musical and social growth of Kids' Orchestra students. We believe that performances develop confidence, responsibility, and give students a tangible goal to work towards. Learning to perform in front of an audience is a skill that is learned, not just a result of practicing and rehearsing. Learning to perform is empowering because it lets students know that they can achieve anything through hard work and perseverance.

Kids' Orchestra features each program site plus private lesson students in winter and spring performance opportunities through the Neighborhood Concert Series. Additionally, select classes and students from each site are invited to various community events outside of the afterschool programming to perform for the public, supporters, potential donors, and community leaders.

## Instruments

Students are provided an instrument for lessons for the duration of the program year and on loan to students who have met all criteria as outlined in our Musical Instruments Policy.

## Snack (\*Traditional sites only\*)

A healthy snack is provided to students each program day for in person sites throughout the school year. Snacks are provided at no cost to parents.

## Social and Emotional Learning (\*Traditional sites only\*)

Kids' Orchestra recognizes that social and emotional learning (SEL) happens when young people and adults develop emotionally and mentally in a safe, inclusive, culturally responsive, and equitable learning environment. We encourage students to set their own musical goals, build community, develop relationship skills, and understand the power of music for social growth.

# Daily Schedule

## *Traditional Program Sites*

**3:00/3:30 pm – 4:00 pm:** Student arrival (depending on school dismissal time) - Students to cafeteria for snack and homework time

**4:00 – 4:30 pm:** Social and Emotional Learning (SEL) lesson

**4:30 – 5:30 pm:** Group music lesson with Teaching Artist

**5:30 pm:** Dismissal from common area for carpool and bus (if applicable) led by Site Coordinator

## *Content Provider Sites*

\*Content provider schedules vary based on site and programmatic content.

# 2023-2024 Kids' Orchestra Sites

## *Traditional Program Sites*

**Audubon Elementary School, 10730 Goodwood Blvd., Baton Rouge, LA 70815**

Monday and Wednesday, 4:00 pm to 5:00 pm

**BRFLAIM, 4510 Bawell St., Baton Rouge, LA 70808**

Monday and Wednesday, 3:30 pm to 5:30 pm

**The Dufrocq School, 330 S. 19th St., Baton Rouge, LA 70806**

Tuesday and Thursday, 3:30 pm to 5:30 pm

**Magnolia Woods Elementary School, 760 Maxine Dr., Baton Rouge, LA 70808**

Tuesday and Thursday, 4:00 pm to 5:30 pm

**McKinley Elementary, 575 W Roosevelt St., Baton Rouge, LA 70802**

Tuesday and Thursday, 4:00 pm to 5:30 pm

**Ryan Elementary, 10337 Elm Grove Garden Dr., Baton Rouge, LA 70807**

Tuesday and Thursday, 4:00 pm to 5:30 pm

**Shenandoah Elementary School, 16555 Appomattox Ave., Baton Rouge, LA 70817**

Monday and Wednesday, 4:00 pm to 5:30 pm

**Westdale Heights Academic Magnet, 2000 College Dr., Baton Rouge, LA 70808**

Tuesday and Thursday, 3:30 pm to 5:30 pm

### Content Provider Sites

**Advantage Charter Academy, 14740 Plank Rd., Baker, LA 70714**

Tuesday and Thursday, 4:30 pm to 5:30 pm

**Helix Aviation Academy, 4400 Airpark Blvd., Baton Rouge, LA 70807**

Tuesday and Thursday, 2:00 pm to 3:00 pm

**The Link School, 10230 Mollylea Dr., Baton Rouge, LA 70815**

Tuesday, 12:30 pm to 2:30 pm

**Willow Charter, 1818 NE Evangeline Thruway, Lafayette, LA 70501**

Tuesday and Thursday, 4:00 pm to 5:00 pm

## Application and Acceptance Process

### General

Applications are online at [www.kidsorchestra.org](http://www.kidsorchestra.org) and processed through the Jackrabbit Class software. Updates to contact information, tuition invoices, and class materials can all be accessed through the Jackrabbit Parent Portal.

Applications for returning students who have an outstanding tuition or fee balance may be flagged or rejected until the balance is paid.

**Submitting an application does not guarantee acceptance.**

### School-Year Programming

Applications typically open in July or August of each year.

Students can apply to enroll in group lessons and private lessons if so desired. Applicants for Kids' Orchestra who wish to change the site to which they are applying can call Kids' Orchestra at 225.922.4656 for help.

The capacity of each class and site is determined on a site-by-site basis.

All other spaces will be filled on a first come, first served basis.

In the fall semester, applicants may be admitted to the program up until November 1 each year. After November 1, applications are still accepted, but applicants are automatically placed on the waitlist.

Space that becomes available during the fall semester will be filled in the spring semester on a first come, first served basis up until February 15 each year.

No applications will be accepted after February 15 each year.

# Tuition and Scholarships

## Group Lessons

Kids' Orchestra is a registered 501 (c) 3 non-profit organization that has been providing an enriching after-school music program for 10 years in the Baton Rouge area. The cost to put each child through our site-based program is approximately \$2,000 per year. The funding to cover that cost comes from donors, foundations, grants, and tuition. We work hard to keep the tuition affordable for all families. The amount that we ask each family to pay is based on household income (see chart below).

Household income must be verified using the KO Scholarship Application. If a scholarship application is not received, your tuition will be billed at the full amount. All tuition will be invoiced in 8 equal monthly installments starting in October and ending in May. Tuition will be posted to your account on the first of each month and will be considered late on the 15th of each month.

Household Income	Monthly Cost to Families	Annual Cost to Families
\$0 - \$50,000	\$6.25	\$50.00
\$51,000 - \$75,000	\$37.50	\$300.00
\$76,000 - \$100,000	\$75.00	\$600.00
\$101,000 - \$150,000	\$125.00	\$1,000.00
\$151,000 - \$200,000	\$168.75	\$1,350.00
\$201,000+	\$200	\$1,600.00

- To be considered for a scholarship, please fill out the *KO scholarship application* available on our website at [www.kidsorchestra.org/programs/tuition-discounts](http://www.kidsorchestra.org/programs/tuition-discounts)
- In addition to scholarships, families with multiple students enrolled will receive additional discounts of 10-20%.

## Private Lessons

Each private lesson course differs in cost and availability across grade levels. Lessons are available in packages of 12 or 24 lessons and are 30 minutes in length. To inquire about different lesson packages or longer lessons, please call Brian Gallion (contact info below). The cost for each option is detailed below. Upon signing up for a private lesson package, the total cost of the package will be invoiced with the option to pay in full or make payments throughout the course of the year.

Number of Lessons	Total Cost
12	\$420.00
24	\$840.00

If you have any questions about tuition, scholarships, and discounts available, please reach out to Brian Gallion, [bgallion@kidsorchestra.org](mailto:bgallion@kidsorchestra.org) and at 225.922.4656 x 106.

# Policies

## Adherence to School System Policies

Kids' Orchestra adheres to all School System policies in which we operate including those not explicitly stated in this manual. Kids' Orchestra reserves the right to adapt, change, or add policies to protect the rights and safety of students, faculty, and staff or as otherwise deemed necessary.

## Safety

Student safety is the primary responsibility of all Kids' Orchestra employees. All student records and information are kept confidential. All employees undergo a background check and child abuse prevention training before working with students.

## Minor/Major Incidents (Illness and Injury)

If a student is unable to participate in class due to mild illness, parents will be notified, with the option to pick up the student, or wait until the end of the day (as normal). Students will remain in the care of site staff.

In the case of a major incident, Kids' Orchestra will seek immediate medical attention and may secure transportation to the nearest medical facility unless otherwise instructed on the student's application. Kids' Orchestra will also immediately notify the school and parents/guardians.

## Behavior

While we do everything we can to eliminate the opportunity for it, behavior issues do sometimes arise at Kids' Orchestra. Kids' Orchestra has implemented a mindfulness approach to classroom management wherein we try to teach our students to be aware of their emotions and to try to self-regulate their behavior. Mindfulness is defined as a mental state achieved by focusing one's awareness on the present moment, while calmly acknowledging and accepting one's feelings, thoughts, and bodily sensations. Mindfulness of Emotion can be taught using the simple acronym R.A.I.N.

Recognize (the emotion) – What emotion are you currently experiencing?

Allow (it to happen) – It's okay to feel the way you feel.

Investigate (the emotion) – What are you physically feeling at this moment?

Non-Attachment – Don't allow your emotions to control your behavior.

Despite using mindfulness techniques, we understand that mistakes are a normal part of growth. Considering this, we have created a behavior ladder that teachers follow in case of excessive behavior issues:

- Mindfulness approach outlined above.
- Verbal Warning – Remind student to try to be mindful.
- 2nd Verbal Warning – Allow student a chance for reflection.
- Instrument disabled (mouthpiece/headjoint/bow/sticks put away).
  - The rest of the instrument will be used so instruction and learning can still occur.
- Instrument is put away completely, student is sent to Site Coordinator, and parents are notified.

For significant incidents where student and staff safety are a concern, parents/guardians and school day staff will be contacted immediately. Additionally, depending on the severity of the incident, students may need to be dismissed from the program.

## Electronics

Students should refrain from using electronic devices, including phones and tablets, during Kids' Orchestra. Students may use personal cell phones to call home at dismissal time, if necessary. Electronic



devices may be confiscated by the Site Coordinator and returned to the student's parents at dismissal if the student does not comply with multiple requests to store the electronic device in his or her backpack.

## Musical Instruments

Students are provided with a musical instrument for lessons during the program year. During this time, musical instruments are available on loan to any student who has met all criteria below:

- The student has passed an instrument care assessment (given at the discretion of the student's teacher and Kids' Orchestra administration);
- The student's parents have completed a Musical Instrument Loan Agreement;
- The parents are current on tuition payments;
- The parents and student are in good standing with the terms of the loan agreement.

If tuition payments are not up to date, musical instrument loan privileges may be revoked until the tuition payments are brought up to date.

Parents are responsible for the proper care and safety of the loaned instrument. In the event of theft, damage, or destruction of the instrument, the parent may be liable to Kids' Orchestra for the value of the instrument or its repairs.

Parents and students are prohibited from attempting repair of Kids' Orchestra instruments or taking the instrument for repair to anywhere other than the Kids' Orchestra office (619 Jefferson Highway, Suite 1A, Baton Rouge, LA 70806).

## Parent Pick-Up and Student Sign-Out

- Parents/guardians/authorized adults must be present at the designated pick-up time following the conclusion of programming for each day.
- Multiple late pickups may result in dismissal from Kids' Orchestra.
- Parents who may be late picking up their children should call the Program Manager of their site school ASAP at 225.922.4656 and leave a message.
- Only adults **18 years of age** or older can be authorized to pick up a student from KO.
- Adults must present a government-issued photo I.D. ***and be listed as a contact for the student in the event you do not have a KO provided Carpool Tag.***
- If parents are late picking their child(ren), KO will first attempt to call all phone numbers provided in the student's registration file. A late fee may be assessed.
- If KO staff or administration are unable to reach an authorized adult, KO will contact school administration and local law enforcement to take the child home.

A student may be sent to the school's Extended Day/Aftercare program where available pending arrangements made with Kids' Orchestra.

## Attendance

**Parent(s)/guardian(s) will be contacted by phone and/or email if their child(ren) are absent for four (4) consecutive program days.** If Kids' Orchestra is unable to reach the parent/guardian within one week after the absences, the student **may** be dismissed from the program. If students will be absent for four (4) consecutive program days, his or her parent(s)/guardian(s) should notify the Program Manager of their site school of the absence. Emergency situations and COVID-19 quarantining/isolation will be taken into consideration.

## Communication

Kids' Orchestra maintains parent communication through JackRabbit Class, email, texting, and paper notifications sent home with students.

**Parents are responsible for notifying/updating Kids' Orchestra of any changes to their contact information.** Parents must provide valid contact information including working phone numbers. Failure to do so may result in their student's dismissal from Kids' Orchestra.

Parents are encouraged to meet and engage with their child(ren)'s teachers to talk about their child(ren)'s progress, instrument care, and at-home practice time. The best time for this will be at the end of each program day. Kids' Orchestra will happily connect parents and teachers by request.

## Program Cancellation

In the event of inclement weather or other unforeseen circumstances, Kids' Orchestra can be cancelled by two means: Kids' Orchestra cancels lesson, or the School Districts cancels school day/afterschool activities. If either of these occur, Kids' Orchestra will make every effort to inform all parties as we are able. These lessons will not be made up.

## Confidentiality of Records

All information contained in a child's record is privileged and confidential and cannot be released without the written consent of a parent/guardian. The child's parent(s) shall, upon request, have access to his/her child's record.

## Photography/Videography

During programming at Kids' Orchestra, your child may be photographed or videoed for use in marketing, media releases, grant reporting, professional development, etc. Participation in KO activities implies permission for KO to use these images/videos. You do have the right to opt out of your child(ren)'s inclusion in photographs/videos, but a written request must be received by KO. Should you change your mind and want to allow your child(ren) to be photographed/videoed, please contact us directly at 225-922-4656 ext. 110.

## USDA Non-Discrimination Policy

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

## Frequently Asked Questions (FAQ)

Please visit <https://kidsorchestra.org/faq/> for more information.