



# **HANDBOOK FOR STUDENTS AND THEIR FAMILIES**

August 2011



## **Mission Statement**

Through excellence in professional teaching and service, Valley Catholic Music School, sharing the charism and mission of the Sisters of St. Mary of Oregon, strives to give interested students the opportunity to recognize and develop their God-given musical talents. Valley Catholic Music School is open to students of all ages, affording them opportunities to develop as performers, musicians, and ongoing learners while enhancing their use of leisure time.

## **Director's Message**

Traditionally, the Sisters of St. Mary of Oregon have fostered and encouraged the arts in their schools. Following in the footsteps of those who have gone before us, we at Valley Catholic Music School offer many and varied programs, providing opportunities for all to learn, master, and enjoy the art of making music. We look forward to serving you and your family!

**Sister M. Juliana Monti, SSMO**

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## **PROGRAMS**

### **Music Readiness**

This program is for children aged three to five who have had no prior music instruction experience. The class is offered once a week and includes singing games, solfege, ear training, and basic theory: learning the staff, letter names, basic note values, rhythm, and counting.

The cost per class is the current rate for a thirty-minute private lesson. See the addendum for the current rate. Classes will begin the first full week after Labor Day and conclude May 30.

### **Private Music Lessons**

Lessons lasting thirty, forty-five, and sixty minutes are available. See the addendum for current rates.

### **Adult Music Program**

Private music lessons are available for all interested adults. See the addendum for current rates.

### **Summer Music Lessons**

Summer lessons require a registration form, which may be picked up from the Valley Catholic Music School office or found online. The completed form must be returned before June. No registration fee is required for summer lessons. The summer lesson schedule is more flexible than the schedule during the academic year, making allowances for student vacations. Music teachers are to be given at least one week of notice if a student will be absent on vacation, or the student will be charged for the missed lesson.

### **Music Camp**

Camp is held the last full week of June before July 4<sup>th</sup>. See the addendum for current rates.

## **ABOUT OUR TEACHERS**

Everyone with a contract to teach at Valley Catholic Music School holds a college degree in music or its equivalent from another country. All are gifted artists in their own right, and all are dedicated professionals who share Valley Catholic Music School's mission to help students recognize and develop their God-given musical talents.

For the protection of our students, teachers are all required to submit to background checks involving a criminal-records review and fingerprint verification by the Oregon State Police. Teachers also receive annual training sponsored by the Archdiocese of Portland on how to keep children safe.

## **GETTING STARTED**

### **Registration**

#### **Registration**

Registration forms can be found online at [www.Valleycatholic.org](http://www.Valleycatholic.org) - schools - music school. The completed forms can be submitted to either of the two Valley Catholic Music School offices (2<sup>nd</sup> floor of convent or new K-8 school), and must be submitted with the \$25.00 mandatory registration fee before the student can be scheduled. Students can also register for music classes at the beginning of each new school year on registration day at Valley Catholic High School. The music school uses the same schedule as the grade school, when closing for holidays and vacations. The main registration and scheduling happens in September. Additions or changes can be made only if there is an opening in the music teacher's schedule and with approval of the music school director.

### **Rentals:**

The following rentals are available through Valley Catholic Music School:

- Practice rooms
- Violins, violas, cellos
- Bass (may not leave the school)

Any instrument rented from Valley Catholic Music School must be insured by the student's family. Parents or adult students will be required to sign a confirmation that any loss of or damage to the instrument is covered by their insurance.

Instruments may be rented on a lease-to-own basis through most music stores, including Tigard Music and Portland Music West.

## **EXPECTATIONS**

### **Parents/Guardians**

- The registration fee is due at the time of registration. Amount of \$25.00 Payable to Valley Catholic Music School.
- Invoices for lessons are sent at the end of each month from the Finance Department of the Sisters of St. Mary of Oregon Ministries Corporation and are due on receipt. A two-month lapse in payments will result in lessons being discontinued.
- There is no charge for a lesson missed by the teacher, and make-up lessons may be scheduled with the Valley Catholic Music School office or the music teacher involved. However, lessons missed by the student are charged unless appropriate notice is given:
  - **Call the night before if possible, but no later than 8:00 AM the day of, to cancel a lesson. Your first call should be directly to your teacher followed by a second call to the music school @ 503-718-6499.**
- It is expected that parents will work together with music teachers for the good of each student, showing the utmost respect for each other's roles. If issues regarding lessons cannot be resolved between the teacher and parents or adult students, please contact Sr. Juliana, Music School Director at: [srjulianam@valleycatholic.org](mailto:srjulianam@valleycatholic.org).

### **Students**

- Students are to prepare diligently for their lessons and arrive on time.
- Students taking lessons in the main building are to enter through the front entrance to the Sisters of St. Mary of Oregon Convent, sit in the Convent lobby, and wait for the music teacher to escort them to the lesson. Students at the grade school will be picked-up and returned to their class by their music teachers.
- Students are to be considerate of others, entering the lesson area quietly
- Students are not to bring food or drink into the lesson area.

## **ADDENDUM 2011-2012**

### **Private Lessons**

- Piano
- Organ
- Harp
- Violin
- Viola
- Cello
- Flute
- Oboe
- Guitar
- Trumpet
- Drums
- Voice

**Cost:** \$23.00 (30-minute lesson)  
\$34.50 (45-minute lesson)  
\$46.00 (60-minute lesson)

### **Practice Fee at School**

Payment is divided into four terms to coincide with music tuition payments.

**Cost:** \$200.00 per school year or \$50 per term (bass or cello)  
\$180.00 per school year or \$45.00 per term (piano, harp, drums, or organ)  
\$45.00 per summer session (piano, harp, drums, or organ)  
\$100.00 per school year or \$25.00 per term (all other instruments)

### **Practice Fee for Instruments Taken Home**

(violin, viola, flute, clarinet, oboe)

\$140.00 per school year  
\$35.00 per term, including summer session

### **Music Camp Rates**

#### **Prelude \$100.00**

8:00 AM – 9:15 AM      Beginning Piano  
8:00 M – 9:15 AM      Beginning Violin

#### **Session 1**

9:30 AM – 12:00 Noon      Piano I  
9:30 AM – 12:00 Noon      Violin I  
9:30 AM – 12:00 Noon      Barbershop

#### **Session 2**

1:00 PM – 3:30 PM      Piano II  
1:00 PM – 3:30 PM      Orchestra

*Additional classes may be offered based on interest.*

## VALLEY CATHOLIC MUSIC SCHOOL CALENDAR 2011/2012

**AUGUST 2011**– Preregistration for 2011/2012 school year. Forms can be found online and should be mailed to the Valley Catholic Music School with the registration fee.

### SEPTEMBER 2011

**9/01/2011** - Registration during the new school year registration and book buying day. Forms for the 2011/2012 school year will be available. Completed forms must be accompanied by the \$25.00 registration fee.

**9/06 – 9/09/ 2011** - Scheduling will be done during the first week of school.

**9/12/2011** – Lessons Begin.

**9/15 – 9/30/2011** - All-State Choir auditions/recommendations. Deadline is September 30<sup>th</sup>, 2011. (All-State choir rehearsals and performances are January 12-15, 2012).

### OCTOBER 2011

**10/14/2011** All-State acceptance noticed emailed and student registration is open.

Look for news on: "BATTLE OF THE MARCHING BANDS"

### NOVEMBER 2011

**11/04/2011** All-State Student registration closed.

**11/14 – 11/21/2011** Music School Recitals – Check with music school teacher for details.

### DECEMBER 2011

**12/07/2011** – HS/MS Christmas Band Concert 7:00 pm High School Auditorium.

**12/09/2011** – HS/MS Christmas Choir Concert 7:00 pm High School Auditorium.

**12/14/2011** – HS/MS Christmas Orchestra Concert 7:00 pm High School Auditorium.

**Grade School Holiday Programs - TBA**

**8<sup>th</sup> graders only** – High Music Scholarships sign-ups.

**OMEA Sr. Division** – consult with your music teacher for registration dates.

### JANUARY 2012

**01/12 – 01/15/2011** All-State Choir/ Jazz HS and MS

OMEA Sr. Div. - Confirm registration with your music teacher.

### FEBRUARY 2012

**02/12/2012** - OMEA SR. DIVISION SOLO/ENSEMBLE. Check with music teacher for times.

**02/18/2012** - **8<sup>th</sup> graders only** - High School Music Scholarship Auditions.

**02/06 – 02/15/2011**- Music School Recitals- check with music school teachers for details.

**OMEA Jr. Division Registrations**- consult with your music teacher.

**Music in May** - Registration Opens

### MARCH 2012

#### APRIL 2012

. - H.S. League Choir festival

HS/MS Spring Concerts- Check online calendar.

Registration opens for Summer Music Lessons and Summer Music Camps

#### MAY 2012

**05/04/2012** – All Campus Music Jamboree – 7:00 pm High School Gym

**05/07/2012 – 05/15/2012** – Music School Recitals – Check with music school teachers for details.

**05/17/2012** – Music school scholarships Auditions for VC Music School

**JUNE 2012** Summer Music Lessons and Summer Camps

## **Parent Quick Reference**

**Registration** for Private Music Lessons can be mailed in July and August to the music school. All registration forms must have the required \$25.00 fee attached. Students will not be scheduled without the required registration fee being received. Registration forms can be found online. [www.valleycatholic.org](http://www.valleycatholic.org) – schools-music school.

Students can also register for music classes at the beginning of the school year on registration day at the Valley Catholic High School.

**Contacts:** Director of Music School – Sr. Juliana Monte: [srjulianam@valleycatholic.org](mailto:srjulianam@valleycatholic.org)  
Music School Assistant: Melinda Mannen: [mmannen@ssmoministries.org](mailto:mmannen@ssmoministries.org)  
Phone: 503-718-6499

**Your Teacher's Name:** \_\_\_\_\_

**Your Teacher's phone number:** \_\_\_\_\_

**Your Lesson Location:** \_\_\_\_\_

**Locations:** We now have three locations. Convent, New K-8 School, and High School. Please note that email is most efficient in making contact with us.

**Teachers:** Your teacher will give you their direct contact information after you have registered and been scheduled.

**Billing** concerns and questions: Finance 503-906-1154

**Payment Policy:** Must pay as billed monthly before the 20<sup>th</sup> of the month. If payment is late a late fee of \$10.00 will be charged. If account is late two months in a row, lessons will be suspended or required to be prepaid with the approval of the Music School director.

**Questions about the number of lessons taught.** Contact your teacher first.

**NEW:** This year all students will sign in for each lesson so a record will be kept by the teacher and the music school.

**Student Illness:** Please make every effort to contact the music teacher direct the night before but no later than 8:00 am the day of a missed lesson. Our policy is to charge for a scheduled lesson when a student does not show. Then please contact the music school office @ 503-718-6499

**Calendar:** Please check the web site often for updates.