



**Family  
Guidebook**

# Youth Music Project Family Checklist

<b>4-6 weeks before the term starts</b>	<input type="checkbox"/> Register for a group class and/or private lesson <input type="checkbox"/> Discuss special needs or accommodations with program staff
<b>Week 1</b>	<input type="checkbox"/> Prepare student with class materials (pencil, folder) and review check-in/out procedure with your student <input type="checkbox"/> Rent instrument, if needed <input type="checkbox"/> Attend the last 5-10 minutes of the first class/lesson for an introduction from the instructor
<b>Week 2</b>	<input type="checkbox"/> Encourage your student to practice at home
<b>Week 3</b>	<input type="checkbox"/> Encourage your student to practice at home
<b>Week 4</b>	<input type="checkbox"/> Private Lesson students concert sign-up opens at the front desk <input type="checkbox"/> Group Class students - check the concert schedule to confirm your day and time <input type="checkbox"/> Encourage your student to practice at home
<b>Week 5</b>	<input type="checkbox"/> Attend the last 5-10 minutes of your student's class or lesson to talk with your student and their instructor about progress & the end-of-term concert <input type="checkbox"/> Benchmarks for each class level will be sent home with the group class students <input type="checkbox"/> Encourage your student to practice at home
<b>Week 6</b>	<input type="checkbox"/> Priority Registration for Private Lesson students opens for following term <input type="checkbox"/> Encourage your student to practice at home
<b>Week 7</b>	<input type="checkbox"/> Encourage your student to practice at home
<b>Week 8</b>	<input type="checkbox"/> General Registration for Group Classes and new Private Lesson students opens for following term <input type="checkbox"/> Encourage your student to practice at home
<b>Week 9</b>	<input type="checkbox"/> Encourage your student to practice at home
<b>Week 10</b>	<input type="checkbox"/> Encourage your student to practice at home
<b>Concert Week</b>	<input type="checkbox"/> Attend your student's concert! <input type="checkbox"/> Return or renew your instrument rental <input type="checkbox"/> Complete a survey to give Youth Music Project your feedback. Watch for a survey link in your email or fill it out in person during Concert Week

# Welcome!

At Youth Music Project, we believe children's lives are transformed through the power of music. Family engagement in a student's music education is vital. Thank you for your support and commitment to Youth Music Project. We are grateful to have you as part of our musical family!

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## A. Choosing the Right Class, Instrument and Instructor

At Youth Music Project, there's something for everyone!

### What We Teach

#### Group Classes

Youth Music Project's Group Class offerings include: Early Childhood Classes, Guitar, Piano, Drums, Bass, Ukulele, Violin, Vocal, Rock Band, Tools of Rock, and GLEE. Each class is 50 minutes long, meets once a week, and most have a max enrollment of 6 students.

#### Private Lessons

Youth Music Project's Private Lesson offerings include: Guitar, Voice, Drums, Violin, Piano, Electric Bass, and Ukulele. Each lesson is 30 minutes long, once a week, for 10 weeks.



### Our Instructors

We advertise our expertise in popular music but will work with your student on any music they find engaging. We have more than 20 professional musicians on our instructor team. They are as diverse in their backgrounds, approaches, and specialty areas as your student and your student's areas of interest. Wherever your student's passion lies, we are confident that we can find a good fit.

**A positive relationship between the student and the instructor is foundational to learning.**

Families should not only ask their student about how their music skills are progressing and their continued excitement about their lessons/classes, but should also talk with them about their relationship with their instructor. It's also helpful for families to talk with instructors or program staff about how their students learn best and if there are accommodations that can be made to support their success.

Current instructor biographies and photos can be viewed on our website.



# A. Choosing the Right Class, Instrument, or Instructor

## Our Classes

### Early Childhood

We believe family bonding and engagement with music should start early. Families with toddlers and preschoolers can enroll in classes in our Early Childhood program.

Some examples of our Early Childhood classes are:

**Family Music and Movement** offers children (ages 1-4) and their families the opportunity to sing songs, read some of their favorite stories, and discover the joy in meeting music and tales from around the world.

**Seedlings** is the first level for 4-5 year-old students developing tonal and rhythmic skills. Skills are explored through play, art, and music.

**Sprouts** is the second level for 4-5 year-old students. In this class, students explore how songs are put together through ear training, art, storytelling, and movement.

More information about these and other Early Childhood classes are on our website.

### Introduction to Music

Students ages 6 and older can explore a variety of instruments and gain foundational knowledge for any instrument in **Tools of Rock** and **Rhythm and Beats** classes.

You can see the group classes available each term on our website.

### Benchmarks

For school-age students that are not new to music or are not sure where they fit at Youth Music Project, families should take a look at our benchmark system. Students are grouped by age and experience levels.

- Beginners are encouraged to enroll in a “Roots” level class.
- Students who have mastered some basics should enroll in a “Rockers” level class.
- Students who have been learning an instrument for more than a year and are ready for mastery are placed in a “Rollers” level class.

There is more to learn about the Benchmarks on page 11.

Students should also consider joining a Rock Band Experience. Playing with other students in a band is a great way to make friends, have fun, and really improve musicianship. Music is a group effort and the best way to learn is by playing with others.

Students can also form a custom rock band class with an instructor and students they already know and like to play with! Check out our website or stop by our front desk to learn more.



## B. Registration

Youth Music Project offers classes in 4 seasonal terms each year. Each term is 9-10 weeks, with an additional week for student concerts.

### Priority Registration

Students who are currently enrolled in a private lesson get special, advanced access to private lesson registration for the next term. This is called "Priority Registration." We offer Priority Registration to support scheduling consistency for families who want to work with the same instructor at the day and time that works best for them. Priority Registration is only accessible for a week and usually opens 1-2 weeks before General Registration.

JULY 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Summer Term

 Priority Registration opens for Fall Term

AUGUST 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Fall Term begins

### General Registration

General Registration for the following term opens up during week 8 of the current term. For example, registration for fall classes and lessons opens in August for a start of term in late September.

JULY 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Summer Term

AUGUST 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

 General Registration opens for Fall Term

SEPTEMBER 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

 General Registration closes for Fall Term

Fall Term begins

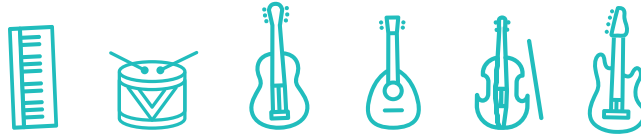
For registration dates, find our program calendar at [youthmusicproject.org](http://youthmusicproject.org).

## C. Instrument Rentals

If a student needs a practice instrument, Youth Music Project has a stock of great beginner instruments ready for rental.

### Instruments

We rent out piano keyboards, drum practice pads, guitars, ukuleles, violins, and bass guitars.



### Rental Pricing

Renting an instrument costs \$50 per term with a \$50 refundable deposit. If the instrument is returned in the same condition, the \$50 deposit is returned to the renter.

Students who qualify for tuition assistance for classes and lessons can rent the instrument for free but the \$50 deposit is still required.

### Rental Renewal

We rent on a per-term basis; students may continue renting the same instrument for as long as they continue to take lessons from us in that instrument. Instruments must be returned or renewed at the end of each term.



## D. Attending Classes

Families are invited to attend part of class the first week of term to meet and learn more from their student's instructor first-hand. Families have up until the end of week 2 of term to change classes. Families can receive a prorated refund if they withdraw at least 24 hours before the third class.

### First Week of Term

- Check-in** When students arrive for class they are expected to check in with the front desk staff to let them know they've arrived. Students should check in at least 1-2 minutes before the start of their class and then wait for their instructor to open the door to the classroom. Our classes and lessons are booked back-to-back, so being on time is really important!
- Absences** If you know your student will be absent, please let us know before the class has begun by calling the front desk at 503-616-5967. We do not offer make-up classes.  
Private lesson students may receive a credit on their account for their first excused absence. For more information on absences, see page 14.
- Materials** Students are encouraged, but not required, to bring their own instrument to class; they may borrow instruments in the classrooms. They should bring a pencil and a folder for notes, practice logs, and printed music or worksheets provided by their instructor.

### During the Lesson

- Accompaniment** Families of students aged six and under are required to stay in the building. We ask those enrolled in Early Childhood family classes to stay with their children at all times. Families are welcome to wait in one of our lounge areas.
- Ask the front desk staff or your student's instructor about the best place to wait. There is a large lounge area downstairs and there is some seating outside or near classrooms. Folks not participating in the class or lesson (parents, siblings, etc) can be distracting to the student, so it's best to wait in the appropriate areas.
- Parents who are interested in speaking with an instructor or observing the lesson should let the instructor know in advance as much as possible.
- While waiting for students, we expect visitors to be safe, kind, responsible, and respectful.

### After the Lesson

- Check-out** When class is over, students will need to have their designated adult(s) sign them out at the front desk. Students can sign themselves out when it has been pre-arranged with the front desk.



## E. Student Conduct

Students at Youth Music Project are expected to be safe, kind, responsible, and respectful.

### Conduct Examples

Students will be respectful of themselves and others.

Students will treat Youth Music Project's musical instruments, equipment, building, and grounds with the utmost respect and care.

Students will respect and listen to Youth Music Project instructors, staff, and volunteers.

Students will use only respectful, appropriate, inclusive, and supportive language when addressing Youth Music Project fellow students, instructors, staff, and volunteers.

Students will not engage in any dangerous or inappropriate activities that are harmful to themselves or others.

Students will display appropriate behavior in waiting areas before and after class.

Students will only play or use Youth Music Project equipment when directed by Youth Music Project instructors and staff.



## F. Practicing at Home

Music lessons alone do not make a student a better musician. Instructors provide guidance, tips, and advice on how to play something, but musical growth comes from a consistent, well-structured practice routine at home.

Any student who wishes to progress on their instrument will need to spend countless hours developing their skills and knowledge. Positive encouragement and creating fun challenges with rewards will help students work towards their musical goals.

### Practice Routine Tips



#### Set a Goal

It's been said: "If you aim for nothing, you'll achieve it every time." It's important to set a goal for each practice session. What are you trying to achieve? Ask your teacher to help set some goals for you for your practice sessions.



#### Practice Every Day

Schedules are busier than ever, and it can be tough to find the time every day to practice, but even 5-15 minutes a day goes a long way for developing musicians at the beginning level. The key here is consistency. Practicing a little bit every day keeps things fresh and sharp.



#### Find Somewhere Quiet

Perhaps this is obvious, but having a quiet place to focus can make all the difference in creating an effective practice routine. If there are distractions, your time will slip away and all the best intentions will be for naught.



#### Have All Your Equipment and Materials Nearby

If you need to constantly leave your practice seat to grab a pencil, your tuner, metronome, music, or a glass of water you're not going to get much done. Be prepared with all the things you might need before you start your session.



#### Warm Up/Cool Down

Start each practice session with a quick physical warm-up, do a few stretches, focus on your breath, play a scale or simple technique study to get you ready for the harder material. Finish your practice session by goofing around on your instrument, making something up, or playing through a song you know and love.



#### Practice SLOWLY

This is critical! We always want to play things fast, but playing slowly allows us to play songs correctly, with good technique and better tone quality. Whenever something is a challenge to play and you get frustrated, slow it down and try it again. The slower the better! Speed comes after playing something smoothly. Once you master something at a slow speed, you can start to play it faster and with more skill. The metronome is a great tool to help with this, and an essential for any serious musician.

## F. Practicing at Home



### Don't Always Start at the Beginning

Why not? Often, the more challenging parts are later in the song. Be sure not to rush through those sections or skip over them. Start with the challenging stuff and practice it in tiny fragments and very slowly. Repeat it again and again and again until it feels comfortable. Then add a few more measures to the difficult part and see if you can string together more of the song. If something keeps giving you trouble make a mental note and practice it again the next day.



### Use a Timer

Set a timer for the amount of time you are to practice. When it goes off, you're done!



### Write it Down

Use a practice log to take notes at what you've been working on. It helps you see how much work you've done and what your challenges and achievements are over time.



### Practice away from your instrument

Visualization is a powerful tool to help us practice when we're away from our instrument. Visualize how the music sounds and where you play it on your instrument. You'll be amazed how effective this technique can be! It can even inform what you need to work on when you do practice on your instrument.



### Teach It

Teaching is a powerful way to underscore what you have learned. It helps you communicate what you are doing, and recognize areas that you are still unsure about and need to focus more of your practice time on. Ask your child to teach you what they are working on!



### Listen...again and again

Listening to music intentionally and repeatedly is both a simple and lifelong way of practicing. Listening to a song in this way allows you to hear how others play your instrument, gives you the chance to play along, and inspires you to maximize your potential. The more types of music you listen to, the more you will be able to reference and appreciate about music as a whole. Listen to what you love, and then let exploration and curiosity take you down the rabbit hole and out of your musical comfort zone!





## G. Benchmarks

During week 5 of term, instructors will again invite families into class to cover what they've worked on thus far. At the same time, instructors complete benchmark assessments for all group class students. Benchmarks are a chance to check in on the progress students have made and make recommendations for registration in the next term. Benchmarks for each class level will be sent home with the students during this week.

### Roots

*Are you new to this instrument?*

Roots level classes introduce instrument basics and key foundational skills. Students can expect to spend, on average, up to four terms in a Roots level class before moving on to the more intermediate Rockers level.

### Rockers

*Have a little experience with and basic knowledge of an instrument?*

Rockers classes focus on intermediate level content and building consistent use of foundational skills. Students can expect, on average, to spend several terms at the Rockers level, often a full year as they grow and develop their musical strength and confidence. Enrollment in a Rockers class requires instructor recommendation. New students can request an assessment to determine the best level for their first class.

### Rollers

*Have you been playing for at least a year and have a solid foundation on your instrument?*

Rollers classes move beyond foundational skills into more advanced mastery of a particular instrument. The class also focuses on skills necessary for playing in an ensemble or band. Length of time in a Rollers class varies from student to student depending on independent goals. Students who have mastered the Rollers benchmarks typically move into private lessons and/or rock bands. Enrollment in a Rollers class requires instructor recommendation. New students can request an assessment to determine the best level for their first class.

**For more information about our class levels and to view instrument benchmarks,  
visit our website at [youthmusicproject.org](http://youthmusicproject.org).**



## H. Student Concerts

At the close of each term, Youth Music Project hosts a week-long student concert series to showcase the hard work and dedication of our students.

### Private Lesson Students

During week 4 of the term, Private Lesson students will be invited to sign up at the front desk for a concert time. (Not every Private Lesson student participates in concerts. It's up to the student, their family, the instructor, and availability.)

### Group Class Students

Group Class students will be scheduled for a concert on the same day of their regular class but the time may be slightly different. In some instances, we do need to place a class concert on a different day to fit them in. The full concert schedule will be published and shared with families during the 4th week of the term.

### Attending the Concerts

The performers at each concert will be a mix of ages, skill levels, and instruments. We encourage families to arrive 10 minutes before to find seats and to stay for their whole concert, even after their performer is finished. All the performers deserve an audience. Staying also allows your student to see what other students are working on.



Visit our website to view concert schedules for each term.

# I. Policies – General

## Student Accounts

**ActiveNet** All Youth Music Project participants must have an up-to-date student account in ActiveNet, our online registration software. Account creation and updates can be done online or by calling or stopping by the front desk. Parents/Guardians should create their own account first, then add their child or children to their family's account.

Youth Music Project staff will only provide student information to adults listed on the student's account. If a parent/guardian wishes to allow other caregivers (grandparent, nanny, etc) to access student information, enroll a student, or make changes to registrations, the caregiver must be listed as an Authorized Caregiver on the family's account.

Parent/Guardians can add Authorized Caregivers to a student's account by calling or stopping by the front desk. Authorized Caregivers cannot add or delete another Authorized Caregiver or a Parent/Guardian from the account. Those changes must be made by a Parent/Guardian.

## Registration

Registration is required for participation in any Youth Music Project activity and must be completed before a student begins. Registration can be completed online at [www.youthmusicproject.org](http://www.youthmusicproject.org), by calling 503-616-5967, or in person.

## Parent/Guardian Responsibilities

**Supervision** Parents and guardians are responsible for active supervision of students at all times while in the building and on Youth Music Project grounds. Parents and guardians will be required to cover the cost of repair or replacement of any damaged Youth Music Project equipment, instruments, or facilities if the damage was caused by them or their student(s).

**Student Sign-Out** Students must be signed in and out at the front desk before and after each class or lesson by a Parent/Guardian or Authorized Caregiver. An authorized pickup list must be provided when registering the student. The list can be changed at any time by a Parent/Guardian listed on the student's account by contacting the front desk. All individuals listed on the authorized pickup list must also be on the student's account as a Parent/Guardian or Authorized Caregiver. Parent/Guardians can add Authorized Caregivers to a student's account by calling or stopping by the front desk. Students will not be released with an adult not on the Authorized Pickup list. If someone not on the list arrives to pick up a student, a phone call will be made to the Parent/Guardian(s).

Students may sign themselves in and out with Parent/Guardian permission. Permission can be given during registration and can be updated at any time by contacting the Front Desk. Students with self-release permission must initial the sign-out sheet before leaving the building.

## Photo and Video

Youth Music Project occasionally uses publicity photographs and audio/video footage in its effort to help bring music education opportunities to students. By registering for a class, you irrevocably grant Youth Music Project and its duly appointed agents the absolute right and permission to copyright and/or publish or use photographic portraits, pictures and audio or video footage of you or your child, or in which you or your child may be included in whole or part, or composite or distorted in character or form in conjunction with your name or a fictitious name, or reproduction thereof in color or otherwise, made through any media, for art, advertising, or any other lawful purpose whatsoever.

You also grant Youth Music Project the same right and permission to use any statements or testimonials made by you.

## Discontinuation

Youth Music Project reserves the right to discontinue a student at any time for failing to meet our Attendance Policy (see separate policy), non-payment of fees, or breaking the Student Code of Conduct (see separate policy).

No refund will be given. If the student is discontinued for non-payment of fees, he or she may enroll again in the next term after the account balance is paid in full. If discontinued due to inconsistent attendance, the student may enroll again for the next term and eligibility for tuition assistance will not be affected.

If discontinued due to failure to follow the Student Code of Conduct, future enrollments will be determined on a case by case basis.

## Notice of Non-discrimination

Youth Music Project strives to provide programs and services that reflect the cultural diversity of our community. We do not discriminate on the basis of religion, race, color, ethnicity, sex, gender identity / expression, national origin, sexual-orientation, age, disability, veteran status, or other status protected by applicable law.

# I. Policies – Attendance

Please read through our attendance policies carefully prior to the start of term.  
Please call our front desk at 503-616-5967 with any questions.

## Classes Canceled

**Low Enrollment** Our classes must meet minimum student enrollment. Classes that do not reach the minimum threshold before term begins will be canceled and students will receive a full refund or account credit. In the event a class must be canceled after the beginning of term, a prorated refund or account credit will be given. All class times listed are subject to change.

**Inclement Weather/Other** Youth Music Project's goal is to make the most appropriate decision for our students, staff and patrons based on available information. Youth Music Project will typically be closed for classes if West Linn/Wilsonville Schools and Offices close due to weather conditions. If classes and lessons are canceled due to weather or other circumstances such as instructor absence, a credit will be placed on the student's account for the missed activity. Please see our website and social media sites for school-wide closure reports. In the case that an individual class is canceled, students will be notified by phone and email.

## Group Class Students

**Attendance** Students must pay for all lessons in the course, regardless of attendance.  
Families are asked to contact the front desk at 503-616-5967 regarding any absences as soon as possible.  
Letting your instructor know about an absence is fine but will not be considered official notification and the absence may be marked as unexcused unless the Front Desk is contacted directly and notified.  
Unfortunately, due to schedule constraints, Youth Music Project is unable to reschedule missed classes.  
For an absence to be considered excused, notification must be given on or before the day of the missed class.  
Three absences out of four consecutive classes are grounds for being withdrawn from the class without a refund for the remainder of the term.  
Students arriving more than 25 minutes past the start time for their class will be marked absent and that absence will be counted toward the three absences policy noted above.

**Withdrawals, Refunds, and Credits** Full refunds or credits are available until 24 hours before your first class of the term. If you withdraw at least 24 hours before your 3rd class begins, a prorated credit will be issued on your account. If you wish to receive a refund instead of a credit, please contact the front desk.

No credit or refund will be given if your class has met 3 times or it is less than 24 hours before your 3rd class.

**Canceled Classes** Our classes must meet minimum enrollment numbers. Youth Music Project reserves the right to cancel a class at any time. If your class is canceled, you will be notified and automatically issued a refund. In the event of a canceled class, we would love to help you find another activity.

## Private Lesson Students

**Attendance** Families are asked to contact the front desk at 503-616-5967 regarding any absences as soon as possible.  
Letting your instructor know about an absence is fine but will not be considered official notification and the absence may be marked as unexcused unless the Front Desk is contacted directly and notified.  
Unfortunately, due to schedule constraints, Youth Music Project is unable to reschedule excused or unexcused private lesson absences.  
Youth Music Project will credit the prorated fee for one excused private lesson absence per term on your account.  
For an absence to be considered excused, notification must be given on or before the day of the missed class.  
Three absences out of four consecutive lessons are grounds for being withdrawn from the lesson time without a refund for the remainder of the term.  
Students arriving more than 15 minutes past the start time for their private lesson will be marked absent and that absence will be counted toward the three absences policy noted above.

**Withdrawals, Refunds, and Credits** Full refunds or credits are available until 24 hours before your first lesson of the term. If you withdraw at least 24 hours before your 3rd lesson begins, a prorated credit will be issued on your account. If you wish to receive a refund instead of a credit, please contact the front desk.

# 2018 Impact

## DELIVERING OUTSTANDING MUSIC EDUCATION

**3,235** Enrollments  
**1,476** Students

## MAKING MUSIC ACCESSIBLE

**40%** of all enrollments were tuition free

## \$276,829 IN TUITION ASSISTANCE

Awarded to **502** students in 2018



**82** cents of every dollar spent goes to our programs.

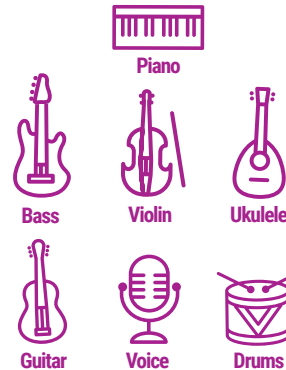
## OUR MISSION

To provide outstanding rock, pop, and country music education for youth by offering tuition assistance, instrument rentals, and exceptional, state-of-the-art performance opportunities.

### WHAT WE OFFER



## INSTRUMENTS WE TEACH

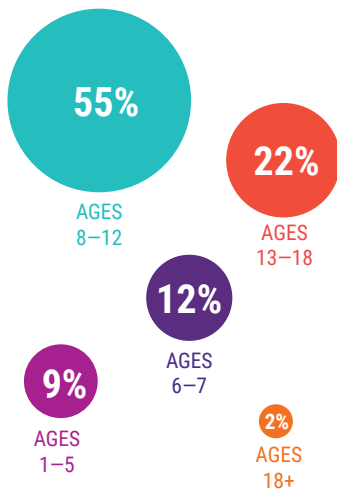


## MUSIC BUILDS CONFIDENCE

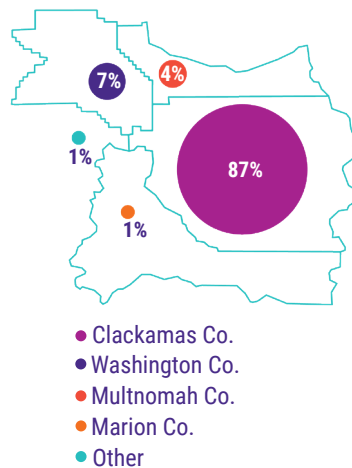
Kids flourish at Youth Music Project. Through the study of music, children gain confidence, acquire new skills, learn to take risks, and discover the power of performance.



### STUDENT AGES



### WHERE OUR STUDENTS COME FROM



### A PLACE FOR PERFORMANCE

Kids and community members attend **100+** concerts and youth open mic nights throughout the year, in our **12,000** sq. ft. ADA accessible facility, developed specifically for music education and performance.

## OUR VALUES

To **create a safe and supportive** space for the shared appreciation of music and musicianship.

To **remove barriers** to entry, and provide a high degree of respect, tolerance, empathy, and compassion.

To **offer excellence** in teaching and mentoring.

To be a **high-performing** team of staff members, instructors, and volunteers.

### ENROLLMENT



### WHAT MAKES US DIFFERENT

- **Small group** class sizes and **private** lessons
- **Engaging** individual interests and learning styles
- Regular **performance opportunities**
- **State-of-the-art facilities** and equipment
- **Focus on the learning process** versus a final outcome

## OUR VISION

Children's lives are transformed through the power of music.