

Youth - Private Lesson Program

Imagine having a great coach - a role model who instructs, listens & inspires you to play in a way you didn't think possible! Experience the heart of CMC's program through weekly one-to-one sessions with a trained performing artist instructor. We set up every lesson to make the best match of student & teacher at a day & time that works with schedule & budget.

Individual Instruction on Strings, Woodwinds & Brass

Thrive with traditional or Suzuki instruction supplemented by sequential musicianship courses. Private or semi-private sessions build the skills & abilities needed to enjoy music as a participant, gaining self-confidence & developing creative expression. 30, 45, 60, or shared 45-minute time slots.

Violin	age: 4 - 18
Viola	age: 4 - 18
Cello	age: 4 - 18
Bass	age: 9 - 18
Flute	age: 9 - 18
Clarinet	age: 9 - 18
Saxophone	age: 9 - 18
Trumpet	age: 9 - 18

Note: Applications for NEW BEGINNERS ages 4 - 7 (entering/completing Pre-K to completing having completed 1st grade) will be taken beginning in Fall 2018 - materials available in late July

Lesson Fees (Listed per lesson)

45 min share:	\$23/lesson**
30 min:	\$27/lesson
45 min:	\$38/lesson
60 min:	\$49/lesson

Non-residents of Portland pay higher fee, see P. 30

**Strings Only- for siblings or Suzuki beginners age 4-8

Important Information for School Year 2018-19

- School year programs announced in late July.
- Private Lesson Applications for the school year are accepted beginning August 13th. Lessons are NOT automatically carried over from summer or spring- all students must re-apply to continue.
- Your summer instructor may not be available in the school year.
- School year private lessons require additional enrichment class (e.g. skills, ensemble or piano) or an exemption.

Need-based scholarships

available thanks to nonprofit support. Apply at CMC.

Becas otorgadas por la organización sin ánimo de lucro, disponibles para personas de bajos recursos.

Aplique en el CMC.

Applying for Private Lessons

- 1 Read the program information & policies on Pages 14 & 15
- 2 Fill out & submit the application form on Page 17
- 3 Wait for contact from CMC

How Summer Lessons Work:

To accommodate vacations and summer camps, CMC offers flexible lesson scheduling in Summer, so that students receive as many lessons as possible.

Summer Term is broken up into two "Sessions"

June/July/August	June 18-August 25
September *	September 4-29

* September Session is ONLY available for returning CMC students, with priority to those continuing from Summer or School Year 2017-18.

Returning students: Consult the schedule on page 16 to find your teacher's availability (subject to change). If you would like lessons with another instructor during weeks your teacher is away, check the box below section B on the application form.

New students: For the best experience we suggest starting lessons in October for the school year. If this is not practical, we will accept summer lesson applications for new beginners on a case by case basis. Contact CMC for more information: 503-823-3177.

All students:

- If there are any changes to your availability after submitting the application form, call the office at 503-823-3177.
- Once assigned, lesson times & instructors are only valid through September 29. All students for School Year 2018-19 must reapply (see box, left, for information).

Timeline:

Late May: We'll start reviewing applications for June/July/August lessons, so *applying by this time is strongly recommended* (even if you don't have your whole summer schedule figured out).

Mid-June: We'll call you to confirm your lesson time. New applications for June/July/August from this time are placed with teachers on a space/resource available basis.

August 1: Deadline for September lesson applications (if not already applied with June/July/August lessons).

Mid-August: - We'll confirm your September schedule with you (if applicable). Be ready to take our call!

Suzuki vs. non-Suzuki: which method should I choose?

String Lesson Program students at CMC have a choice of two distinct ways of studying their instrument in weekly lessons. The age of the student, as well as how much the parent is able to attend lessons and work with the student at home will have a large part to play in making this choice. If you have questions about which method to choose, please call the CMC office (503-823-3177).

Non-Suzuki (Teacher/Student) Method:

This is the classic one-to-one approach to learning an instrument. The string player will practice every day at home between lessons on assignments given by the instructor. Parent/guardian involvement is not required, however parents of students younger than about 10 are strongly encouraged to assist the child with at-home practice. Parent observation of lessons is usually optional, but again, is highly recommended under the age of 10. At the start of lessons you may wish to discuss this with your instructor. CMC requires parents of new students choosing non-Suzuki lessons to register for & attend an orientation in September (see Parent Orientation in the School Year 2018-19 catalog).

Suzuki (Teacher/Parent/Student) method:

This is a family approach to music instruction that creates a “learning triangle” between teacher, parent (or guardian) & student. The parent, who does not need to have prior musical training, learns with the student & serves as the role model for the young player between lessons. Parents assist the young students in their practice at home each day as assigned by the instructor. When the student is not practicing, the family listens to the recordings of the songs as much as possible to create the immersion that the method requires for the best learning experience. The goal is that music becomes like another language in the home. Parents are required to attend an orientation class in September (see Parent Orientation in the School Year 2018-19 catalog, or call the CMC office) prior to placement with their first teacher. When filling out the application form on page 17, please list availability where the child and practicing parent can attend lessons together. Parents/guardians are welcome to rent instruments from CMC to practice at home with their child- see page 13 for details.

Private Lesson Policy Information

Practice Requirements

It is important that students take lessons seriously, practice every day (at least as long as their lesson length), complete any homework assigned by instructors & progress in-step with their ability to learn.

Students not progressing in-step with their ability to learn will receive instruction on how to improve practice habits. If no progress is made, CMC will require the student & parent to sign an agreement on how to improve practice.

Attendance Requirements & Policies

Because regular attendance is important, lessons and classes should not be missed except in unavoidable instances. As a courtesy to everyone an absence affects, the CMC office should be notified as much in advance as possible to allow for instructor schedule adjustments. Absences are classified as either Excused or Unexcused.

Excused Absence: Student illness or other unavoidable cause with notification as defined below. Excused Absences will be credited.

Student Illness: Notify the office verbally before the scheduled lesson time. Only one illness over the summer may be excused.

Other Unavoidable Causes: Notify the office in writing at least two weeks in advance using the missed lesson form. This allows for us to notify the teacher, make necessary schedule changes and process credits.

Unexcused Absence: Any cause not listed above. No credits or make-ups will be offered for Unexcused Absences.

NOTE: A student may be dropped for more than two Unexcused Absences a term, three absences in a row, or four absences of any type during a term.

Because space is limited, a student may be dropped from the program if any of the above requirements are not met.

Withdrawal Policy

Once accepted, the lesson time is reserved for your child through Summer Term. CMC understands that extenuating circumstances arise & occasionally a student must withdraw before the end of the term. Because of the effort it takes to set up teacher schedules, CMC’s withdrawal policy for private lessons is as follows:

Notify the CMC office two weeks before the next lesson & a refund of paid fees will be issued for the remaining lessons in the term. NOTE: This policy is different than the general PP&R withdrawal policy.

PRIVATE INSTRUCTOR AVAILABILITY

Summer Term 2018 • June 18 - September 29

This schedule is provided as a reference for returning students.

On your application form, indicate your lesson schedule by week.

Weeks indicated in grey are when instructors are NOT available.

Instructor days & times are tentative as of this printing & may change.

Application for School Year 2018-19 begins in August. Summer placement does not guarantee fall placement.

Teacher	ATKINSON	BENNETT	BULAVA	CHESKIN	CHIMCHIRIAN	CHOU	DYER	ENG	ESTRIN	GAVRILOVICH	GRUBE
Instrument	violin	violin	clarinet/sax	cello	violin	violin	violin/viola	violin/viola	violin	violin/viola	violin
Days/Times Available	Wed 1-6 Thurs 1-6	Mon 2-6 Thur 2-6	Sat 11-1	Mon 2:30-5 Tue 2:30-6	Mon 3-8 Thur 3-8	Wed 2-6	Tue 1-6 Wed 1-6	Tue 3-7 (Sept only)	Wed 2-7	Mon 2-7 Sa 10-1	Tue 2-7 Sat 10-1
June 18-23											
June 25-30											
July 2-7											
July 9-14											
July 16-21											
July 23-28				out 7/24							
Jul 30-Aug 4											
Aug 6-11											
Aug 13-18											
Aug 20-25											
Aug 27-Sep 1	NO LESSONS AUGUST 27-SEPTEMBER 1										
Sept 4-8					Mon/Fr						
Sept 10-15		Th/F			M/F M/F						
Sept 17-22		Th/Fr									
Sept 24-29		Th/Fr									

Teacher	HILLEBRAND	KLAUSE	KUSHNICK	J. LAW	MAHLER	NEMETH	RIES	ROWELL	SCHULTZ	SCOTT	ZWEBEN
Instrument	cello	trumpet	cello/violin	cello	violin/cello	bass	flute	violin/viola	cello	violin/viola	violin/viola
Days/Times Available	Tue 12-5	Thur 2-6	Thurs 2-7	Tue 1-8	Wed 4-8 Thur 4-8	Tue 2-6	Wed 3-6	Mon 2-6 Tue 2-6	Mon 2-7	Wed 1-9 Thur 1-9	Thur 1-6:30
June 18-23											
June 25-30											
July 2-7											
July 9-14											
July 16-21											
July 23-28											
Jul 30-Aug 4											
Aug 6-11											
Aug 13-18											
Aug 20-25											
Aug 27-Sep 1	NO LESSONS AUGUST 27-SEPTEMBER 1										
Sept 4-8											
Sept 10-15										Th/F/Sa	
Sept 17-22										Th/F/Sa	
Sept 24-29										Th/F/Sa	

Be sure to SAVE this form to your computer before closing it!

CMC PRIVATE LESSON APPLICATION • SUMMER 2018 (June 18 - Sept 29) • Age 4-18

Name _____ Age _____ Date of Birth ____/____/____ Male Female

Address _____
Number Street Name Apt. # City State Zip

Main Contact Phone: _____ Email: _____

Parent(s)/Guardian(s)

- Please use my e-mail only for registered class communications
 Please add my email address to CMC's e-mail list for news, concerts, & discount offers

Name _____ Work # _____ Mobile # _____

Name _____ Work # _____ Mobile # _____

Emergency Contact (different from above)

Name _____ Relation _____ Phone # _____

Accommodation will be needed due to disability or special need (Please attach details- Inclusion specialists may be available)

Instrument: Violin Viola Cello Bass Flute Clarinet Saxophone Trumpet

Previous Lessons: None 30' Private 45' Private 60' Private Shared Private or Group

In-School Instruction Suzuki Method? Yes No Prior Instructor: _____

Requested Lessons: Suzuki Method? (strings only) Yes No

Beginners: Private 30' 45' Shared Private (Suzuki Method Only, age 4-8)

Continuing: Private: 30' 45' 60' Instructor preference: _____

STUDENT AVAILABILITY

Assigned lesson times & instructors are only valid through Summer. September session is for continuing CMC students only.

When are you available for lessons in general? (For example: 9am-Noon, 1-6pm)

LIST YOUR AVAILABILITY FOR THE FULL WEEK.

Monday _____ Tuesday _____ Wednesday _____

Thursday _____ Friday _____ Saturday _____

What is your ideal lesson day & time (and instructor, if known)?

Day _____ Time _____ Instructor _____

Which specific weeks are you available for lessons? (Check all that apply.) Also list your weekly schedule changes if any (below or separate page).

JUNE/JULY/AUGUST (6/18-8/25)

Application form in by June 5

JUNE/JULY/AUGUST (6/18-8/25)

Application form in by June 5

SEPTEMBER (9/4-9/29)

Application deadline: August 1

June 18-23 (select instructors only) July 23-28 Sept 4-8

June 25-30 (select instructors only) July 30-Aug 4 Sept 10-15

July 2-7 (select instructors only) Aug 6-11 Sept 17-22

July 9-14 Aug 13-18 Sept 24-29

July 16-21 Aug 20-25 School Year 18-19 Starts 10/1/2018

Check here to request another available CMC instructor when your primary teacher is away (see page 16 for instructor schedules).

Instrument Rentals: I request to be on the waitlist for a new (or larger) CMC rental instrument for the student

FOR NEW STUDENTS (or returning CMC students requesting a change) - attach separate sheet if needed

What type of teaching style do you think will work well for you/your child? _____

Is there anything else that would be helpful to effectively place the student (gender preference, learning style, special needs, etc)?

SIGNATURE REQUIRED: My signature below indicates that I have read and understood "Registration Process" on page 14 & "Private Lesson Program for Youth—Requirements" on page 15. I understand the importance of regular practice, development of musicianship & excellent attendance. I understand lesson times are not guaranteed until payment is received for registration.

Parent Signature: _____ Date: _____

SECTION A

SECTION B

SUMMER 2018 – PRIVATE LESSONS

How to Register

- 1. Complete this application form and return it to CMC after reading Program Requirements below.**
 - This application is for Summer only. All students must apply again (starts August 13) for the school year.
 - Instructors may require purchase of additional materials not included in listed registration fee.
 - Non-residents of the City of Portland pay a higher rate for lessons. See page 30 or contact the office for details.
- 2. Wait patiently for a call from the office confirming a lesson time.** This occurs about 2-3 weeks before lessons begin (scheduling starts JUNE 1). If we cannot place a student, we maintain a waitlist through late July.
- 3. Pay tuition at the time of confirmation. Once payment is received, the student is officially registered.**
- 4. Lessons available June 18-September 29. Note:** September is available only for continuing CMC students.

Private Lesson Program for Youth – Program Requirements

CMC's Private Lesson Program for Youth strives to provide the highest-quality music education to as many dedicated students as possible, regardless of ability to pay. To this end, CMC makes the following requirements, which parents & students should carefully consider before committing to lessons at CMC.

1. Practice Requirements

Students should practice daily for at least as much time as their lesson length, complete any homework assigned by instructors, & progress in keeping with their ability to learn.

NOTE: Students who fail to progress to the best of their ability will receive instruction on how to improve practice habits. If progress is still not made, CMC will require the student & parent to sign and fulfill a practice-improvement agreement.

2. Musicianship Requirements

Only for String students during School Year - Waived Summer Term

The CMC String program is more than just lessons. It is a sequential curriculum designed to foster well-rounded musicians.

- **Beginning string students** are required to enroll in, attend regularly, and do satisfactory work in Basic Skills, On My Way With Basic Skills, Skills I, or Skills I/II Accelerated. Four-year-olds are excused from this requirement, but are encouraged to take Launch Pad to Learning or Basic Skills & are required to take Skills at age 5. String Program students may take these courses at a reduced fee (\$20 in 2017-18).
- **Continuing string students** are required to enroll in, attend regularly, and do satisfactory work in an appropriate Skills class, Orchestra, Choir, Piano, or Chamber Music (fees vary; see school year catalog or ask the office about prerequisites, special requirements, schedules & pricing).
- The musicianship requirement may be satisfied if the student is receiving comparable training elsewhere. This must be documented with an Exemption Form. See the CMC office for details.
- Students who begin in Summer become subject to the musicianship requirement upon enrolling for Fall Term.

3. Attendance Requirements & Policies

Regular attendance is important. Lessons & classes should not be missed except in unavoidable circumstances. When a student must be absent, notify the CMC office as much in advance as possible to allow for instructor schedule adjustments. Absences are either excused or unexcused, as defined below:

Excused Absence:

- Student Illness – CMC must be notified before the scheduled lesson time. Only one illness per term may be Excused. Subsequent illnesses will be Unexcused.
- Other Unavoidable Causes – Notify the CMC office in writing at least two weeks in advance using the missed lesson form. This allows time to notify the teacher & make schedule adjustments. Excused Absences will be credited.

Unexcused Absence: Any cause not listed above. No credits or makeups will be offered for Unexcused Absences.

4. Causes for Dropping a Student

Space in the Private Lesson Program is limited. At CMC's discretion, a student may be dropped for any of the following:

- Failure to progress to the best of their ability.
- Failure to fulfill the terms of a signed practice agreement.
- Failure to fulfill the musicianship requirement.
- Failure to maintain good attendance.

NOTE: A student may be dropped for two Unexcused absences a term, three Excused absences in a row, or four Excused absences during a term. Extenuating circumstances may be considered on a case-by-case basis.

5. Withdrawal Policy

Once accepted, the lesson time is reserved for your child through Summer Term. CMC understands that extenuating circumstances arise and occasionally a student must withdraw before Summer ends. Because of the effort it takes to set up teacher schedules, CMC's withdrawal policy for private lessons is as follows:

- Notify the CMC office two full weeks before the next lesson & a refund of paid fees will be issued for the lessons that remain in the term. **NOTE:** This policy is different than the general PP&R withdrawal policy.

Community Music Center Need-Based Scholarship Application

All information is REQUIRED. Incomplete applications will be returned unaccepted. One form per student, please.

Portland Parks & Recreation recognizes that some residents of the City of Portland require lower tuition to attend certain recreational activities. CMC has its own scholarship process. Tuition subsidy is provided by a non-profit fundraising organization through generous donations.

Application Process

- 1. Submit this form at the time of registration.** A spot will be reserved for you in class during the scholarship application process. For Private Lessons, submit the form with your application. CMC requires separate forms to be filled out for School Year and Summer. Limit: one private lesson (youth) & one full fee group class (youth or adult), plus instrument rental.
- 2. Submit documentation** to substantiate your household income level. This information is necessary to help determine the degree of need for each applicant. Documentation must be shown once per year. Scholarships will be denied without proper documentation. We value your privacy and make every effort to keep information confidential. Please remove social security numbers for all family members before submitting, especially if sending electronically.
- 3. Once your scholarship is approved,** pay tuition balance, or make partial payment with scheduled payments. Scholarships may be denied for those not meeting payment commitment, program requirements, and/or at least 80% attendance.

Participant's Name: _____ Age: _____
 Address: _____ City: _____ State: _____ Zip Code: _____
 Phone: _____ E-mail: _____

Note: Notice of scholarship approval is frequently via e-mail (if available). Check here if you would prefer to be notified by phone:

Activity Name: 1) _____ 2) _____ 3) _____
Published Fee: 1) \$ _____ 2) \$ _____ 3) \$ _____
What you can pay: 1) \$ _____ 2) \$ _____ 3) \$ _____

State the financial need that makes it impossible for you to pay the full fee: _____

Have you applied for a CMC scholarship before? Yes No If yes, when did you last apply? _____

Youth students: provide parent/guardian info. Adult students: provide your employment info, plus spouse (if applicable)

Adult #1 Name: _____ Employer: _____
 Adult #2 Name: _____ Employer: _____
 Number of children living at home: _____ Number of adults in household: _____

TOTAL YEARLY GROSS FAMILY INCOME (include child support if applicable) – CHECK ONE:

<input type="checkbox"/> 0 to \$21,977	<input type="checkbox"/> \$37,296 to \$44,954	<input type="checkbox"/> \$60,273 to \$67,950
<input type="checkbox"/> \$21,978 to \$29,636	<input type="checkbox"/> \$44,955 to \$52,513	<input type="checkbox"/> \$67,951 to \$75,647
<input type="checkbox"/> \$29,637, to \$37,295	<input type="checkbox"/> \$52,514 to \$60,272	<input type="checkbox"/> above \$75,648

Does applicant / participant qualify for Federal free or reduced lunch program? Yes No
 Does applicant / participant qualify for Oregon Health Plan? Yes No

The Community Music Center requires ALL scholarship applicants to submit their most recent Federal 1040 tax form for approval. If you did not file taxes this year, or if your current income is lower than stated on the 1040, you may substantiate your income via documentation provided by a state or federal agency. The following forms are acceptable for verification- please check the form(s) used:

Most recent Federal 1040 income tax return (first 2 pages) - required if you did file.
 I did NOT file a Federal 1040 income tax form this year - I am using one of the forms of documentation below:

<input type="checkbox"/> Free/reduced lunch award letter	<input type="checkbox"/> Food Stamps award letter
<input type="checkbox"/> Proof of current Oregon Health Plan (eligibility letter with date)	<input type="checkbox"/> WIC award letter
<input type="checkbox"/> Proof of Social Security benefits (SSA Benefit Statement or SSA- 1099)	<input type="checkbox"/> Proof of disability pay (SSI)

UNACCEPTABLE for verification: W-2 forms, paycheck stubs, bank statements, Oregon Trail Card, OHP medical card, WIC card

X _____
 Participant / Parent / Guardian Signature Date

For office use only	TERM: _____	DATE Received : _____	STAFF Initials: _____	Regular Fee: \$ _____
	DATE Approved: _____	DIRECTOR Signature: _____		Discount: \$ _____
	DATE Notified: _____	VIA: Email <input type="checkbox"/> Phone <input type="checkbox"/> In person <input type="checkbox"/>	Total Fee: \$ _____	
	ELIGIBILITY: Type: _____	Effective Date: _____	Returned <input type="checkbox"/> Shredded <input type="checkbox"/>	Date: _____ Initial: _____
	SCHOLARSHIP APPLIED: Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>			