



ALBUQUERQUE YOUTH
SYMPHONY PROGRAMSM

Musician's Handbook For Elementary String Project [2023-2024]

The Musician's Handbook serves as a reference for all things AYSP for students in the Elementary String Project. Parents and students are strongly encouraged to review it carefully at the beginning of the season and refer to it for questions throughout the year.

Updated: 6/12/23

TABLE OF CONTENTS

3	Contacts and Location Staff Communication
4	Season Calendars COVID-19 Best Practices
5	Attendance Policy Behavior Expectations
6	Photography/Filming Dress Code Eligibility
7	Tuition Assistance Tuition and Fees Payment Options Payment Schedule
8	Tuition and Fee Policy

CONTACTS AND LOCATION

Albuquerque Youth Symphony Program (AYSP)
Office: 4407 Menaul Blvd NE, Albuquerque, NM 87110
Mailing: PO Box 30961, Albuquerque, NM 87190
505 875 1319 • www.aysmusic.org

ARTISTIC STAFF

Dan Whisler	Youth Symphony Conductor	dan@aysmusic.org
Nick Upton	Youth Orchestra Conductor	uptoncello@icloud.com
David Jennison	Youth Concert Orchestra Conductor	david@aysmusic.org
Hovey Corbin	Junior Symphony Co-Conductor	corbin@aa.edu
Ali Brasher Austell	Junior Orchestra Co-Conductor	mary.brasher@rrps.net
Frank Slife	Junior Orchestra Co-Conductor	frank@aysmusic.org
Emily Awes	Junior String Orchestra Conductor	emily@aysmusic.org
Josephine Gonzales	Junior Band Co-Conductor	josephine.gonzales@aps.edu
Mason Yordy	Junior Band Co-Conductor	mason.yordy@aps.edu
Gloria Velasco	Preparatory Strings Conductor	gloria@aysmusic.org
Rafael Videira	Elementary String Project: Level 2 Instructor	rafael@aysmusic.org
Karen Schindwolf	Elementary String Project: Level 1 Instructor	karen@aysmusic.org

ADMINISTRATIVE STAFF

Norlynn Blocker Price	Executive Director	norlynn@aysmusic.org
Dan Whisler	Music Director	dan@aysmusic.org
Dorothy Whisler	Accounts Coordinator	dorothy@aysmusic.org
Chantel Strasburg	Community Engagement and Operations Coordinator	chantel@aysmusic.org
Gloria Velasco	Elementary String Project Director	gloria@aysmusic.org

COMMUNICATION

WEBSITE

Important information is posted on the website – www.aysmusic.org - including weekly schedules, updates, closures, and concert information. Please visit the website for information before calling the office.

ENSEMBLE PAGES ON THE WEBSITE

Hover over the “Current Students” link in the top menu of our website homepage, and select the appropriate ensemble under the “Ensemble” and “Elementary School” sub-menus. The side menu of the ensemble page has links to the Season Calendar, Musician’s Handbook, and Absence Request. The Musician’s Handbook and Absence Request can also be found under the “Current Students” menu.

READ & HEEDS - EMAIL

Read & Heeds are emailed notices about upcoming concerts and events. Information includes time of arrival, what to bring, what to wear, directions, where to park, etc. Students and parents are encouraged to check email frequently, so as not to miss important updates, and to make sure email settings allow receipt of email from Albuquerque Youth Symphony Program.

REHEARSAL NOTES - EMAIL

Rehearsal notes, sent by email, contain conductors' observations on the previous rehearsal and guidance on areas to focus practice in the upcoming week. Rehearsal notes will usually be sent weekly by email, although timing may vary.

QUARTER NOTES - EMAIL

This e-newsletter is sent quarterly to all friends of AYSP and contains information on upcoming concerts, feature stories, and general interest information. Students and parents may subscribe to the e-newsletter on our website. [*scroll to the bottom of the homepage at www.aysmusic.org, under "LINKS" select "Join Our Newsletter"*]

SOCIAL MEDIA

Be sure to "like" the Albuquerque Youth Symphony Program on Facebook. We post photos, tour, community events, and fun updates whenever we are excited about something and want to share it with you! Additionally, we're on Instagram as @aysmusic.

SEASON CALENDARS

The Season Calendar for each ensemble can be found on individual ensemble pages on our website at www.aysmusic.org. [*hover over the "Current Students" link in the top menu of our website. Select the appropriate ensemble under the "Ensemble" and "Elementary School" sub-menus. Click on the "Season Calendar" link on the right side of the page*]

ATTENDANCE POLICY

ESP classes meet only twice each week, and students in ESP Level 1 do not take their instruments home with them. Therefore, students are discouraged from missing any rehearsals to the extent possible. Each ensemble functions at its best when all participants are prepared and present for all rehearsals.

If you know in advance that you will be unable to attend a rehearsal, tell us as soon as you know about it. This will make it possible for our conductors to better plan rehearsal time each week. All absences must be communicated in advance to your conductor **AND** reported online through our online absence request. ***Repeat: reporting an absence is a TWO-STEP process:***

1. **Tell your conductor asap:** Please let your conductor know that you will be absent as far in advance as possible. This is an opportunity to discuss what you may need to do to catch up or alternative options. **DON'T STOP HERE THOUGH – YOU MUST COMPLETE STEP 2.**
2. **Report the absence online:** You must report the absence as soon as you are aware of it. Use the "Absence Request" on our website at <https://aysmusic.org/absence-request>. **AYSP does not accept phone calls, email, or text messages to report absences.** (If you do not have access to the internet, please let us know so we can make alternate arrangements for you to report absences.)

INCLEMENT WEATHER POLICY

AYSP does not take lightly the decision to cancel a scheduled rehearsal or other activity due to inclement or severe weather. However, when snow, ice, heavy rain, or other severe weather conditions make for hazardous driving conditions, we want our students, families and employees to be safe.

In general, AYSP will follow Albuquerque Public Schools' lead in determining whether scheduled activities will take place. Thus, if APS cancels classes for the day or calls for early dismissal due to severe

weather, all scheduled AYSP activities for that day will also be canceled. Note: a delayed start time by APS, without further cancelations, will NOT affect scheduled AYSP activities, which will take place as scheduled.

If your student does not attend an APS school and his or her school cancels classes for the day or dismisses early due to weather conditions, your student is excused from a scheduled AYSP activity for that day.

With respect to scheduled AYSP activities taking place on Saturday or Sunday, AYSP will send a Read & Heed to affected students and parents as soon as possible to advise whether the activity will take place as scheduled.

When in doubt, contact AYSP by phone (505) 875-1319 or by email at ays@aysmusic.org to find out whether your student's rehearsal is taking place as scheduled.

BEHAVIOR EXPECTATIONS

AYSP students are representatives of the Albuquerque Youth Symphony Program and must conduct themselves in a manner that reflects positively on AYSP at all times. Specifically, they must:

1. Demonstrate appropriate, respectful behavior toward AYSP staff, fellow students and audience, parents and officials at all performance and rehearsal venues.
2. Be punctual and prepared for all rehearsals, meetings, performances, camps, and/or scheduled events related to AYSP. Students not in their seat when tuning begins are considered late. Note to Parents and to students who transport themselves to rehearsals: Please don't arrive at the AYSP building at the last minute. It always takes a few extra minutes for musicians to check in, set up and prepare to rehearse, and this preparation time should not come at the expense of other students who are ready to begin rehearsal on time. Please help your student participate fully in the rehearsal or performance by allowing sufficient time to get to the rehearsal on time.
3. Listen to instruction from the conductor. Do not talk while conductors are on the podium.
4. **Turn off and put away – out of sight and out of reach - all electronic devices during all rehearsals and performances.**
5. Use facilities properly, keeping the buildings clean and ensuring that AYSP property is returned upon request and in good condition.
6. Abide by any dress and grooming standards set by AYSP staff and conductors for the particular AYSP ensemble or activity.

Prohibited activities while on AYSP property and during any AYSP activity include:

1. Engaging in any conduct that deprives another person of the exercise of personal rights and responsibilities, or engaging in any conduct which disrupts any AYSP activity.
2. Engaging in hazing, harassment or bullying of others.
3. Causing or attempting to cause damage to any school facility or private property; or stealing or attempting to steal.
4. Causing or attempting to cause physical injury to any person or behaving in such a way as could reasonably cause physical injury to another person or themselves.
5. Possessing, handling or transmitting any object that could reasonably be considered a weapon.
6. Engaging in buying, selling, giving, delivering, using, possessing, or being under the influence of tobacco, alcohol, marijuana, a controlled substance (without a prescription), or a dangerous drug at any time and regardless of whether the student is on AYSP property or at an AYSP related activity.
7. Violating any applicable local, state or federal laws, or the applicable laws of other countries, or any AYSP rules or policies.

If an AYSP conductor, staff member and/or any chaperone determines that a student has engaged in any prohibited activities during any AYSP activity, the student will immediately be sent home. The parent/guardian will be financially responsible for any damages or expenses that result from the student engaging in any prohibited activity, and the student will be dismissed as a participant in any AYSP activities. Tuition will be non-refundable.

PHOTOGRAPHY/FILMING

Parents and legal guardians, by enrolling their child(ren) in AYSP, consent for their child(ren) to be photographed and/or filmed while participating in activities that can include, but are not limited to: rehearsals, boot camps, tours, performances and special events. AYSP reserves the right to use images or footage for program and marketing purposes that may include, but are not limited to: social media, newsletters, collateral materials, and advertisements. Please contact the Executive Director if this presents a concern for your student or family.

DRESS CODE FOR PERFORMANCES

Preparatory Ensembles

Girls and Boys Uniform

Colorful, dressy outfits. Skirts must fall below the knee when seated. No jeans, high-heels, or sneakers.

ELIGIBILITY

1. Students in youth instrumental ensembles must be in grades 9-12 and 14 years old as of September 1, 2023. Students in junior instrumental ensembles must be in grades 6-8 and 11 years old as of September 1, 2023. Students in preparatory instrumental ensembles must be in grades 4-5 and 9 years old as of September 1, 2023.
2. High school students may not participate in AYSP for more than four years, or after their 19th birthday, whichever comes first.
3. Dismissal from any public or private school will be viewed as a failure to participate in your school music program and will result in dismissal from AYSP.
4. AYSP follows NMAA academic eligibility guidelines. Students must maintain a GPA of 2.0 with no more than (1) F, based on a 4.0 grading scale or its equivalent. Academically ineligible students may not participate in rehearsals, tours, or concerts during the period of ineligibility.
5. Students must adhere to AYSP's School Music Participation Policy.
6. Student must adhere to AYSP's Attendance Policy.
7. Students must adhere to AYSP's Behavior Expectations.
8. Students must adhere to AYSP's Tuition and Fee Policy.
9. Students must adhere to AYSP's COVID-19 Policy.

TUITION ASSISTANCE

The Albuquerque Youth Symphony Program is committed to supporting any student in need of financial assistance for tuition or fees. All families in need of support at any level are encouraged to apply. Assistance is available for all expenses associated with tuition.

Applicants must fill out the Financial Aid Application and return to AYSP by the stated deadline each season. If your family's financial situation changes, tuition assistance may be available mid-season. Applicants will receive an award letter including a payment schedule and commitment form via e-mail before registration opens. Each application is assessed using a sliding scale of 25-90% of tuition cost, based upon federal HUD Low-to-Moderate Income (LMI) Guidelines.

2023-2024 ESP TUITION AND FEES

Ensemble	Tuition
Elementary String Project II (ESP II)	\$460
Elementary String Project I (ESP I)	\$345

TUITION PAYMENT OPTIONS

Parents/Guardians may select one of the following payment options at the time of registration. Please review the options carefully. Payments are accepted by check (make payable to AYSP), or card using our payment portal at <https://tuition.aysmusic.org/>.

Option 1: One Payment

Pay in full at the time of registration

Option 2: Two Payments

50% deposit due at time of registration and the remaining 50% due by mid-semester

Option 3: Five Monthly Payments

Five (5) equal payments are due monthly August through December. Monthly payments must be made by credit card and will be automatically charged each month.

Payment schedule options:

Elementary String Project II

	AMOUNT	PAYMENT DUE
OPTION 1	\$460	9/15/2023
OPTION 2	\$222.50	9/15/2023
	\$222.50	11/15/2023
OPTION 3	\$92	9/15/2023
	\$92	10/15/2023
	\$92	11/15/2023
	\$92	12/15/2023
	\$92	1/15/2024

Elementary String Project I

	AMOUNT	PAYMENT DUE
OPTION 1	\$345	9/15/2023
OPTION 2	\$172.50	9/15/2023
	\$172.50	11/15/2023
OPTION 3	\$69	9/15/2023
	\$69	10/15/2023
	\$69	11/15/2023
	\$69	12/15/2023
	\$69	1/15/2024

TUITION AND FEE POLICIES

Delinquent Accounts

Communication is critical. If you are struggling to make payments, please contact AYSP to discuss options. Lack of payment without communication may result in a student's suspension from AYSP activities. Families with delinquent accounts from a prior year must pay the past due balance before returning student(s) may audition for or be placed into an ensemble for the upcoming season. In addition, AYSP will assess a \$15 late fee for all delinquent accounts.

Refunds

Tuition and fees are non-refundable and non-transferable. If one or more rehearsals must be cancelled for health reasons, or a public health order prohibits ensembles from rehearsing at the AYSP building, rehearsal time will be made up through one or more virtual sessions that will be announced at the appropriate time. If a student must miss one or more rehearsals because of COVID-19 related quarantine or isolation, the student's conductor and AYSP Music Director will work with the student to arrange for the student to participate in rehearsals by virtual means or make other arrangements for the student to stay current with the ensemble's progress.

Returned Checks

A fee of \$35 will be applied for returned checks.

VOLUNTEERING

Active parent volunteers have always been part of the AYSP culture. With approximately 500 students supported by an administrative staff of four, parent volunteers are essential to the success of the program. Throughout the year there are numerous opportunities to get involved from just a few hours to a weekly commitment, including taking attendance and assisting conductors at rehearsals. Other parents contribute gift-in-kind services and goods that reduce expenses to the program.

We request that parents participate as volunteers to the extent they are able.

ESP VOLUNTEER OPPORTUNITIES INCLUDE:

Parent Manager

Each ensemble has two to four Parent Managers who provide weekly assistance to the Conductor, students and their parents or guardians. Responsibilities throughout the year include:

- Coordinating parking and supervising students during rehearsal pick up and drop off
- Supporting rehearsals and concerts
- Taking attendance
- Distributing t-shirt's, etc.