

PARENT MANUAL

2021-2022



kids'
ORCHESTRA

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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

Kids' Orchestra, a 501(c)3 nonprofit organization based in Baton Rouge. Our organization provides nearly 350 students with the opportunity to study an array of orchestral instruments and perform in an ensemble. Our students come from elementary schools across East Baton Rouge Parish. Kids' Orchestra is also open to all students in the surrounding area.

Kids' Orchestra is an El Sistema-inspired organization, with a guiding philosophy that music education can create great musicians and positively change the life trajectory of children in a given community. The El Sistema model began in Venezuela in 1975, serving the neediest children in that country through immersive music instruction. Notable international musicians such as Gustavo Dudamel, current Music & Artistic Director of the Los Angeles Philharmonic, are products of Venezuela's El Sistema program.

Since its founding in 2011, Kids' Orchestra has adopted the principles of El Sistema to effectively spark social change in the Baton Rouge community. Children from elementary schools across the city come together every week during the school year to participate in music lessons.

During the school year, students enrolled in our afterschool program meet twice a week in the afternoon from 3:30 p.m. to 5:00 p.m. The program starts with a healthy snack and homework help, then breaks off into group instrument lessons.

Students enrolled in our Honors Program meet 1-2 times per month on Sunday afternoons. During Honors' rehearsals, students meet in sectionals for additional instruction on their instrument and participate in large ensemble rehearsals. At the end of rehearsal, students are given a healthy snack before they go home.

Our Honors Program students perform in one of three large ensembles: Wind Ensemble, String Orchestra or Symphony Orchestra.

We also provide over 20 performance opportunities to our students through our Winter and Spring Neighborhood Concert Series. Our Honors Program students also perform in two annual concerts and additional community performance opportunities throughout the year.

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 5:00 p.m.) at our traditional afterschool program sites. Kindergarteners and 1st graders are placed in Foundations to prepare them for studying an orchestral instrument. All 2nd through 5th graders study instruments such as violin, viola, cello, double bass, or percussion.

Private Music Lessons

Kids' Orchestra also offers private music lessons through our KO@Home virtual program. Lessons can take place weekly or bi-weekly and can be thirty or sixty minutes in length. Private lessons are available for students in 1st grade and up. Lessons can be taken on violin, viola, cello, double bass, flute, clarinet, trumpet, trombone, or percussion. All lessons will take place virtually with the option of in-person lessons pending teacher and facility availability.

Honors Program

The Honors Program is an additional opportunity for students that have been enrolled in Kids' Orchestra for more than one year on the same instrument. The program meets on Sunday afternoons twice a month at McKinley Middle Magnet. Student opportunities include large ensemble experiences, one or two performances, and a chance to meet and perform with students from all over the city.

An audition is held for families interested in participating in the program. The ensemble offerings include the Kids' Orchestra Wind Ensemble, String Orchestra, and Symphony Orchestra.

The Honors Program may or may not be available this year because of the ongoing COVID-19 pandemic.

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.

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Kids' Orchestra features each program site plus KO@Home students in a Winter and Spring performance in 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.

Special arrangements are made for students accepted into the Kids' Orchestra Honors Program and do not otherwise meet the criteria.

Supper/ Snack

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.

Daily Schedule

School-Year Programming

*Traditional Program Sites**

3:00/3:30 pm – 3:50 pm: Student arrival (depending on school dismissal time) - Students to cafeteria for snack and homework time

3:50 – 4:00 pm: Transition via instrument class for bathroom, water, instrument collection

4:00 – 4:50 pm: Group music lesson with Teaching Artist

4:50 pm: Pack up instruments and transition back to common area (cafeteria, dismissal area) for dismissal; students and teachers return the instruments to the storage

5:00 pm: Teaching Artists return to classroom for pickup and cleanup

5:00 pm: Dismissal from common area for carpool and bus (if applicable) led by Site Coordinator

***The Dufrocq School releases at 5:15 pm each day instead of 5:00 pm.**

2021-2022 Kids' Orchestra Sites

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

Monday and Wednesday, 3:30 p.m. to 5 p.m.

Baker Heights Elementary School, 3750 Harding Street, Baker, LA 70714

Program is virtual this year and will happen during the school day.

BRFLAIM, 4510 Bawell St, Baton Rouge, LA 70808

Monday and Wednesday, 3:30 p.m. to 5 p.m.

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

Tuesday and Thursday, 3:30 p.m. to 5:15 p.m.

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LaSalle Elementary, 8000 LaSalle Avenue, Baton Rouge, LA 70806

Monday and Wednesday, 3:30 p.m. to 5 p.m.

Park Ridge Academic Magnet, 5905 Groom Rd., Baker, LA 70714

Program is virtual this year and will happen during the school day.

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

Program is virtual for the Fall 2021 semester with hopes of returning to in-person programming in the Spring 2022 semester.

Application and Acceptance Process

General

Applications are online at www.kidsorchestra.org and processed through the Jackrabbit Class software. Updates to contact information, tuition invoices, and class materials can all be accessed through Jackrabbit.

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 at midnight on July 1 each year.

Applicants may apply to one in-person program site only. 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 must call Kids' Orchestra at 225.922.4656.

For traditional program sites, the capacity is determined on a site-by-site basis.

Returning students will be automatically accepted until August 1st if space is still available. 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 comes 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 \$1,600. The funding to cover that cost comes from donors, foundations, grants, and tuition. We work hard every day 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 post to your account on the first of each month and will be considered late on the 15th of each month. A \$5 late fee will be assessed for late payments.

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	\$156.25	\$1,250.00
\$201,000+	\$187.50	\$1,500.00

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

Private Lessons

Each KO@Home course differs in cost and availability across grade levels. Lessons are available either weekly (24 total lessons) or bi-weekly (12 total lessons), and in 30 or 60-minute lengths. The cost for each option is detailed below. **Currently, we do not have scholarships available for private lessons.**

Schedule	Number of lessons	Monthly Cost	Annual Cost
Bi-weekly (30-minutes)	12	\$52.50	\$420.00
Weekly (30 minutes)	24	\$105.00	\$840.00
Bi-weekly (60 minutes)	12	\$90.00	\$720.00
Weekly (60 minutes)	24	\$180.00	\$1,440.00

If you have any questions about tuition, scholarships, and discounts available, please reach out to Brian Gallion, bgallion@kidsorchestra.org and at 225.922.4656 x 111

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 parents/guardians.

COVID-19

At Kids' Orchestra (KO), our number one priority is the safety of your child(ren). Considering the ongoing COVID-19 pandemic, KO will adhere to the following guidelines, adopted from the CDC, for preventing the spread of COVID-19. Additionally, KO will be following the guidelines of our partner schools/districts and the Louisiana Department of Education (LDOE).

Staying home when sick and getting tested: Children and staff who have symptoms of infectious illness, such as influenza (flu) or COVID-19, should stay home and be referred to their healthcare provider for testing and care. Staying home when sick with COVID-19 is essential to keep COVID-19 infections out of programs and prevent spread to others. It also is essential for people who are not fully vaccinated to quarantine after a recent exposure to someone with COVID-19. If you are quarantining/isolating during the school day, you may not attend KO programming. For more information on what to do if you or your child are sick, please refer to the CDC guidelines on Quarantining and Isolation.

Vaccinations: All KO full and part-time staff will be required to be fully vaccinated before working directly with students in an in-person setting.

Consistent and correct mask use: All Kids' Orchestra students and staff, regardless of vaccination status, will be required to wear masks during KO programming. Students may remove their masks while eating but will put them back on as soon as they are finished. Exceptions to the mask mandate will be allowed for students and staff who cannot wear a mask, or cannot safely wear a mask, because of a disability as defined by the Americans with Disabilities Act (ADA)(42 U.S.C. 12101 et seq.). Written documentation of said disability must be provided to KO staff before a mask mandate exception can be made.

Instrument Selection: In an effort to follow the new updated state guidelines and current restrictions from the LDOE, Kids' Orchestra will not be offering wind instruments (flute, clarinet, trumpet, trombone) at our in-person sites for the foreseeable future. KO is working to stay up to date on these guidelines. We are making this decision to keep students, families, and our teachers safe.

In the meantime, wind instrument private lessons will be offered virtually through KO@Home. In-person private lesson options can be discussed upon request.

Singing during programming: Singing is an important skill to learn and practice for any musician. As such, singing will still be a part of Kids' Orchestra programming for our Foundations classes as well as many of our instrumental classes. However, all students and staff, regardless of vaccination status, will be required to wear masks while participating in any singing activities.

Physical Distancing and cohorting: KO programming will, to the greatest extent possible, adhere to CDC recommendations for physical distancing and cohorting.

Handwashing and respiratory etiquette: KO programming will require all students and staff to practice appropriate handwashing and respiratory etiquette (covering coughs and sneezes) to keep from getting and spreading infectious illnesses including COVID-19.

Contact tracing in combination with isolation and quarantine: If your child has been exposed to or infected with COVID-19, please call the Kids' Orchestra office immediately at 225.922.4656 so we can begin contract tracing and prevent the spread of this disease.

Cleaning and disinfecting: KO will adhere to all cleaning and disinfecting procedures as required by the schools in which we hold in-person programming.

Dismissal Procedures: KO will adhere to all dismissal procedures as required by the schools in which we hold in-person programming. By and large, this will mean that we will not allow parents in the buildings. Specific instructions on how dismissal will be handled at your child's school will be communicated with you directly.

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.

While mindfulness is an excellent first approach to tackling behavioral issues, it doesn't always work. If a student is consistently disrupting class or causing distractions, we ask our teachers to follow the steps outlined in our Behavior Ladder as seen below.

1. Mindfulness approach outlined above.
2. Verbal Warning – Remind student to try to be mindful.
3. 2nd Verbal Warning – Allow student a chance for reflection.
4. Instrument disabled (mouthpiece/headjoint/bow/sticks put away).
 - a. Rest of instrument used so instruction and learning can still occur.
5. Instrument is put away completely.
6. Student is sent to Site Coordinator and parents are notified.

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 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:

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

If tuition payments are not up to date, musical instrument loan privileges will 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 will 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

- All parents 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 to pick 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 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 to pick up 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 after school program where available pending arrangements made with Kids' Orchestra and the school's after school program.

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/after-school 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 signed and on file at the KO office with a reference image of the person opting out. Should you change your mind and want to allow your child(ren) to be photographed/videoed, please contact us directly at 225-922-4656.

USDA Non-Discrimination Policy

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is

derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

Frequently Asked Questions (FAQ)

- Q **Do I need to provide an instrument?**
- A No. Kids' Orchestra provides all instruments for the school year programming. If your child already has an instrument that they would prefer to use, they are welcome to use it.
- Q **Who will supervise or teach my child?**
- A A team of professional music teachers and site coordinators supervise your child. Site coordinators and Site Assistants are responsible for the operation of the site and oversee arrival, snack, homework, and dismissal time. Our music teachers are professional musicians and educators who supervise and instruct your child during lesson time.
- Q **How do I know my child is safe?**
- A Safety is our top priority. All staff members must pass a background check and take a child abuse prevention course before working for Kids' Orchestra. All faculty members also attend Kids' Orchestra in-service training days before and throughout the program year.
- Q  **child has a learning exceptionality or is differently abled. Will my child be accommodated?**
- A All students are welcome to participate in our program. KO is committed to creating a welcoming, inclusive, and safe environment for all students and families, including those who may need specialized support due to a particular learning or physical need. Should a student require extra accommodations or support, please communicate any requests or pertinent information to the Operations or Education Director.


If you have more questions, please feel free to contact Kids' Orchestra at 225.922.4656 or info@kidsorcestra.org.



 info@kidsorchestra.org

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