

**2024-2025**

# **Kids' Orchestra Family Manual**



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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

KO serves over 1,000 elementary, middle, and high school-age students across South Louisiana and gives them the opportunity to study music, play an instrument, and perform multiple concerts throughout the year.

Founded in 2010, Kids' Orchestra (KO), a 501(c)3 non-profit, provides an El Sistema-inspired, afterschool program that provides the opportunity to create and enjoy the arts by increasing skills in and the knowledge of music, social and emotional learning opportunities, and supplemental nutrition reaching students at multiple program sites across South Louisiana. With almost half of the population from low-income communities, needs-based scholarships for up to 98% of tuition are provided. A well-maintained, correctly sized instrument for each student is provided free of charge. Over 80 accomplished Teaching Artists, many completing graduate studies at local universities, meet with students two times a week to provide music instruction. Every student also has the opportunity to perform in two Neighborhood Concerts.

## 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 5:30 p.m.) at our EBRPSS afterschool program sites. Kindergarteners and 1<sup>st</sup> graders are placed in Foundations to prepare them for studying an orchestral instrument. Select schools offer an Instrument Explorers class for 2<sup>nd</sup> and 3<sup>rd</sup> graders. Instrumental Explorers class allows students to explore several different styles of instruments throughout the year. All 2<sup>nd</sup> through 12<sup>th</sup> graders study instruments such as violin, viola, cello, double bass, flute, clarinet, trumpet, trombone, or percussion.

## Private Music Lessons

Kids' Orchestra also offers one-on-one music lessons through our private lesson program. Lessons can take place weekly or bi-weekly at various locations around the Greater Baton Rouge area. Private lessons are available for students in kindergarten and up. Lessons can be taken on violin, viola, cello, double bass, flute, clarinet, saxophone, trumpet, trombone, tuba, percussion, piano, or voice. All lessons will take place in-person with the option of virtual lessons pending teacher and facility availability.

## 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.

Kids' Orchestra features each program site as well as private lesson students in winter and spring performance opportunities through 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 enrolled in group or private lessons, and who have met all criteria outlined in our Musical Instruments Policy, are provided with an instrument on loan for the program year. Students not enrolled in Kids' Orchestra lessons can rent instruments for a small monthly fee.

**Hot Supper (\*EBRPSS sites only\*)** A hot supper is provided to students each program day for EBRPSS sites throughout the school year. Hot suppers are provided at no cost to families.

## Social and Emotional Learning (\*EBRPSS sites only\*)

Kids' Orchestra recognizes that social and emotional learning (SEL) happens when young people and adults develop emotionally and mentally in a safe, inclusive, culturally responsive, and equitable learning environment. We encourage students to set their own musical goals, build community, develop relationship skills, and understand the power of music for social growth.

# Daily Schedule

## *EBRPSS Program Sites*

**3:00/3:30 pm – 4:00 pm:** Student arrival (depending on school dismissal time) - Students to cafeteria for hot supper

**4:00 – 4:30 pm:** Social and Emotional Learning (SEL) lesson

**4:30 – 5:30 pm:** Group music lesson with Teaching Artist

**5:30 pm:** Dismissal from common area for carpool and bus (if applicable) led by Site Coordinator

## *Content Provider Sites*

\*Content Provider schedules vary based on site and programmatic content, but always include a one-hour group music lesson.

# 2024-2025 Kids' Orchestra Sites

## *EBRPSS Program Sites*

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

Monday and Wednesday, 3:30 pm to 5:30 pm

**Claiborne Elementary, 4700 Denham St., Baton Rouge, LA 70805**

Monday and Wednesday, 3:30 pm to 5:30 pm

**BR FLAIM, 4510 Bawell St., Baton Rouge, LA 70808**

Monday and Wednesday, 3:30 pm to 5:30 pm

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

Tuesday and Thursday, 3:30 pm to 5:30 pm

**Greenbrier Elementary, 12203 Canterbury Dr., Baton Rouge, LA 70814**

Monday and Wednesday, 3:30 pm to 5:30 pm

**Jefferson Terrace Academy, 5601 Upton Dr., Baton Rouge, LA 70809**

Tuesday and Thursday, 3:30 pm to 5:30 pm

**Magnolia Woods Elementary, 760 Maxine Dr., Baton Rouge, LA 70808**

Tuesday and Thursday, 3:30 pm to 5:30 pm

**McKinley Elementary, 575 W Roosevelt St., Baton Rouge, LA 70802**

Tuesday and Thursday, 3:30 pm to 5:30 pm

**Ryan Elementary, 10337 Elm Grove Garden Dr., Baton Rouge, LA 70807**

Tuesday and Thursday, 3:30 pm to 5:30 pm

**Shenandoah Elementary, 16555 Appomattox Ave., Baton Rouge, LA 70817**

Monday and Wednesday, 3:30 pm to 5:30 pm

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

Tuesday and Thursday, 3:30 pm to 5:30 pm

*Feeder Schools*

**Broadmoor Elementary, 9650 Goodwood Blvd., Baton Rouge, LA 70815**

*Students bussed to Audubon Elementary*

**Progress Elementary, 855 Progress Rd., Baton Rouge, LA 70807**

*Students bussed to Ryan Elementary*

**Sharon Hills Elementary, 6450 Guynell Dr., Baton Rouge, LA 70811**

*Students bussed to Claiborne Elementary*

**Villa Del Rey Creative Sciences and Arts Magnet, 9765 Cuyhanga Pkwy., Baton Rouge, LA 70815**

*Students bussed to Audubon Elementary*

*Content Provider Sites*

**Advantage Charter Academy, 14740 Plank Rd., Baker, LA 70714**

Tuesday and Thursday, 4:00 pm to 5:00 pm

**Helix Aviation Academy, 4400 Airpark Blvd., Baton Rouge, LA 70807**

Monday - Thursday, 1:55 pm to 2:45 pm

**The Link School, 10230 Mollylea Dr., Baton Rouge, LA 70815**

Tuesday and Thursday, ? pm to ? pm

**Willow Charter Academy, 1818 NE Evangeline Thruway, Lafayette, LA 70501**

Tuesday and Thursday, 4:00 pm to 5:00 pm

# Registration and Acceptance Process

## General

Registrations are online at [www.kidsorchestra.org](http://www.kidsorchestra.org) and processed through the Jackrabbit Class software. Updates to contact information, tuition invoices, and class materials can all be accessed through the Jackrabbit Parent Portal.

Registrations for returning students who have an outstanding tuition or fee balance may be flagged or rejected until the balance is paid.

## School-Year Programming

Registrations typically open in July or August of each year. Students can register for group lessons and private lessons. The capacity of each class and site is determined on a site-by-site basis. All other spaces will be filled on a first come, first served basis.

In the fall semester, new students may be admitted to the program up until October 15 each year. After October 15, registrations are still accepted, but students are automatically placed on the waitlist.

Space that becomes 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 registrations 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 since 2010 in the Baton Rouge area. The cost to put each child through our site-based program is approximately \$2,000 per year. The funding to cover that cost comes from donors, foundations, grants, and tuition. We work hard 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 be posted to your account on the first of each month and will be considered late on the 15th of each month.

| 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 | \$168.75                 | \$1,350.00              |
| \$201,000+            | \$200                    | \$1,600.00              |

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

If you have any questions about tuition, scholarships, and discounts available, please reach out to Brian Gallion, [bgallion@kidsorchestra.org](mailto:bgallion@kidsorchestra.org) and at 225.922.4656 x 106.

## Private Lessons

Private lessons are 30 minutes in length and cost \$35 each. Families may schedule as many lessons as they would like, depending on the availability of their teacher. Tuition will be invoiced monthly based on the number of lessons that occurred during the month. To inquire about different lesson packages or longer lessons, please call Kristyn Van Cleave (225.922.4656 ext.102).

# 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 are required to undergo a background check and child abuse prevention training before working with students.

## Incidents, Illnesses, and Injuries

If a student is unable to participate in class due to mild illness, families 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 school and parents/guardians.

## 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. Mindfulness is defined as a mental state achieved by focusing one's awareness on the present moment, while calmly acknowledging and accepting one's feelings, thoughts, and bodily sensations. Mindfulness of Emotion can be taught using the simple acronym R.A.I.N.



Recognize (the emotion) – What emotion are you currently experiencing?

Allow (it to happen) – It's okay to feel the way you feel.

Investigate (the emotion) – What are you physically feeling at this moment?

Non-Attachment – Don't allow your emotions to control your behavior.

Despite using mindfulness techniques, we understand that mistakes are a normal part of growth. Considering this, we have created a behavior ladder that teachers follow in case of excessive behavior issues:

- Mindfulness approach outlined above.
  - Verbal Warning – Remind student to try to be mindful.
  - 2nd Verbal Warning – Allow the student a chance for reflection.
  - Instrument disabled (mouthpiece/head-joint/bow/sticks put away).
    - The rest of the instrument will be used so instruction and learning can still occur.
1. Instrument is put away completely, student is sent to Site Coordinator, and families are notified.

For significant incidents where student and staff safety are a concern, parents/guardians and school day staff and administration will be contacted immediately. Additionally, depending on the severity of the incident, students may need to be dismissed from the program.

## 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 KO staff and returned to the student's families at dismissal if the student does not comply with multiple requests to store the electronic device.

## Musical Instruments

Students are provided with 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:

- The student has passed an instrument care assessment;
- The student's family have agreed to the Musical Instrument Loan Policy in Jackrabbit;
- The family is current on tuition payments;
- The family and student are in good standing with the terms of the loan policy.

If tuition payments are not up to date, musical instrument loan privileges may be removed until the tuition payments are brought up to date.

Families are responsible for the proper care and safety of the loaned instrument. In the event of theft, damage, or destruction of the instrument, the family may be liable to Kids' Orchestra for the value of the instrument or its repairs.

Families 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 (647 Main Street, Baton Rouge, LA 70801).

## Family Pick-Up and Student Sign-Out

- Parents/guardians/authorized adults 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.
- Families who may be late picking up their children should call the Program Manager of their site school ASAP at 225.922.4656 to inform them of the late pickup.
  - If a child is picked up late without notification:
    - First occurrence – verbal reminder of program end time
    - Second occurrence – school admin notified, email reminder of program end time
    - Third occurrence and beyond – families will be charged a late fee of \$15
      - This fee is charged so we can compensate our site staff for staying late.
  - Students may be dismissed from the program for excessive late pickups.
- Only adults **18 years of age** or older can be authorized to 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 families are late picking 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 Extended Day/Aftercare program where available pending arrangements made with Kids' Orchestra.

## 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, 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 family communication through Jackrabbit Class, email, texting, and paper notifications sent home with students.

***Families are responsible for notifying/updating Kids' Orchestra of any changes to their contact information.*** Families must provide valid contact information including working phone numbers. Failure to do so may result in their student's dismissal from Kids' Orchestra.

Families 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 families and teachers by request. Visits can be arranged by contacting your program manager at 225.922.4656 with at least one week advance notice.

## 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/afterschool 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 family 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 received by KO. Should you change your mind and want to allow your child(ren) to be photographed/videoed, please contact us directly at 225-922-4656 ext. 110.

## **USDA Non-Discrimination Policy**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

## **Equal Opportunity Employer Statement**

Kids' Orchestra is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, gender identity or expression, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

## **Frequently Asked Questions (FAQ)**

Please visit [www.kidsorchestra.org/faq](http://www.kidsorchestra.org/faq) for more information.