

[www.concordiaconservatory.org](http://www.concordiaconservatory.org)



**CONCORDIA  
CONSERVATORY**  
OF MUSIC & ART

**Where Music & Art  
Live for all Ages**

# Student Handbook 2010-11

## **OFFICE HOURS**

Monday-Friday  
9am-12 noon

Phone: 395-4507  
Fax: 395-4500

[www.concordiaconservatory.org](http://www.concordiaconservatory.org)

## **ADMINISTRATIVE PERSONNEL**

Kathleen Suss, Executive Director  
Brook Packard, Director of Music Program  
Patricia Miranda, Director of Art Program  
Mary Beth Stewart, Registrar  
Melissa Alexander, Piano Department Head  
Annette Espada, Chamber Music Head  
Rami Vamos, String Department Head



Dear Conservatory Students and Families:

Welcome to our 2010-11 school year!

*The Conservatory's mission is to inspire, instruct, and enrich lives through music and visual art offering excellence in education, performance, and exhibition.*

Enclosed in this packet is important information including the 2010-11 schedule of lessons/classes, events calendar, parking permit, and the Conservatory general information/policies.

Announcements and newsletters will be mailed throughout the school year through post and e-mail. Our school can only continue to become stronger through community involvement. We encourage you to get involved this year. Please contact me directly if you are interested in volunteering for special events and programs throughout the year.

We will hold our Open House on **Saturday, September 11 from 1-4 pm** in Stein Hall, Liberal Studies Hall, and the OSilas Gallery for all current and prospective students. There will be workshops, faculty and student performances, exhibitions, and early childhood preview classes throughout the afternoon.

Our youth and adult program classes and lessons begin **September 13**. The early childhood program begins on **September 20**.

We treasure your commitment to the Conservatory's high-quality music and visual arts education in our community and look forward to a successful 2010-11.

Most sincerely,

A handwritten signature in black ink that reads "Kathleen Suss".

Kathleen Suss  
Executive Director

# 2010-2011 Concordia Conservatory Calendar

## September

Sun	Mon	Tues	Wed	Thurs	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		

- 11      **Conservatory Open House**  
1:00–4:00pm Stein Hall
- 13      **Youth & Adult Program Lessons & Classes begin**
- 16      **Opening Reception**  
**The Nichols Brothers: A Dialogue in Art and Life**  
7:00pm OSilas Gallery
- 18      **Conservatory closed: Yom Kippur**
- 19      **Music in the Gallery Series**  
***Impressionism in America***  
4:00pm OSilas Gallery
- 20      **Early Childhood Program Classes begin**

## October

Sun	Mon	Tues	Wed	Thurs	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						

- 1      **Auditions Community Musical**  
***Christmas Every Day***  
3:00pm–7:00pm Stein Hall Room 101
- 2      **Auditions Community Musical**  
***Christmas Every Day***  
9:00am–1:00pm Stein Hall Room 101

11      **Conservatory closed: Columbus Day**

15      **Hoch Chamber Music Series**  
***Red, White and Blue Chamber***  
7:30pm   Sommer Center

**November**

Sun	Mon	Tues	Wed	Thurs	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				

4      **Opening Reception**  
**Sew New: Contemporary Art Quilts**  
7:00pm   OSilas Gallery

5      **Performance Classes: Youth Program**  
Sommer Center

7      **Honors Recitals: Youth Program**  
Sommer Center

11     **Conservatory closed: Veterans' Day**

**Rock Band Concert**  
7:00pm   Schoenfeld Campus Center

13     **Musical Adventures Series**  
***Twinkle, Twinkle, Little Flea***  
11:00am   Schoenfeld Campus Center

21     **Music in the Gallery Series**  
***Song Patterns - A Tapestry***  
4:00pm   OSilas Gallery

24–28   **Conservatory closed: Thanksgiving Break**

## December

Sun	Mon	Tues	Wed	Thurs	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	

- 3**      **Conservatory Community Musical**  
***Christmas Every Day***  
 4:00pm & 7:00pm   Schoenfeld Campus Center
- 4**      **Conservatory Community Musical**  
***Christmas Every Day***  
 11:00am & 2:00pm   Schoenfeld Campus Center
- 5**      **Conservatory Community Musical**  
***Christmas Every Day***  
 2:00pm   Schoenfeld Campus Center

**December 21–January 2   Conservatory closed: Christmas Break**

## January

Sun	Mon	Tues	Wed	Thurs	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					

- 6**      **Practicing Workshop with Executive Director Kathleen Suss**  
 7:30pm   Stein Hall
- 7, 8, 9**   **Concordia Conservatory of Music & Art Student Exhibition**  
 OSilas Gallery
- 10**      **Monday Studio Classes/Make-Up Day: Youth Program**  
**Monday Final Class Semester 1: Early Childhood Program**
- 11**      **Tuesday Studio Class/Make-Up Day: Youth Program**

- 14      **Opening Reception**  
**StArt Regional High School Exhibition**  
7:00pm   OSilas Gallery
- 17      **Conservatory closed: Martin Luther King Jr. Day**
- 19      **Wednesday Studio Class/Make-Up Day: Youth Program**  
  
**Wednesday Final Class Semester 1: Early Childhood Program**
- 21      **Friday Studio Classes/Make-Up Day: Youth Program**
- 22      **Hoch Chamber Music Series**  
*The Emerson String Quartet*  
**Annual Conservatory Benefit Gala**  
6:00pm   Sommer Center
- 24      **Monday First Class Semester 2: Early Childhood Program**
- 26      **Wednesday First Class Semester 2: Early Childhood Program**
- 27      **Thursday Studio Classes/Make-Up Day: Youth Program**  
  
**Thursday Final Class Semester 1: Early Childhood Program**
- 28      **Performance Class: Adult Performance Class**  
7:00pm   Schultz Chapel
- 29      **Saturday Studio Classes/Make-Up Day: Youth Program**  
  
**Cabaret Nights Performance**  
7:30pm   Schultz Chapel
- 30      **Honors Recitals**  
Sommer Center

## February

Sun	Mon	Tues	Wed	Thurs	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					

3        **Thursday First Class Semester 2: Early Childhood Program**

5        **Musical Adventures Series**

***Animal Estates***

11:00am Schoenfeld Campus Center

10       **Opening Reception**

**Caretakers: Artists in the Environment**

7:00pm OSilas Gallery

21-27   **Conservatory closed: Winter Break**

22-25   **Musical Adventures February Mini Camp:  
Early Childhood Program**

## March

Sun	Mon	Tues	Wed	Thurs	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		

5        **Hoch Chamber Music Series**

**Sylvia McNair, soprano**

***The Great American Songbook***

7:00pm Sommer Center

18       **Rock Band Concert**

7:00pm Schoenfeld Campus Center

20       **Performance Classes: Youth Program**

Sommer Center

## April

Sun	Mon	Tues	Wed	Thurs	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

- 1      **Annual Play-a-thon & Faculty on Parade**  
4:00–9:00pm Sommer Center
- 2      **Annual Play-a-thon & Faculty on Parade**  
9:00am–6:00pm Sommer Center
- 3      **Music in the Gallery Series**  
***Songs of Gaia***  
4:00pm OSilas Gallery
- 16-24    **Conservatory closed: Spring Break**
- 27      **Year-End Recitals begin: Youth Program**  
Sommer Center
- 28      **Opening Reception**  
**Concordia College & Adult Student Exhibition**  
7:00pm OSilas Gallery

## May

Sun	Mon	Tues	Wed	Thurs	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				

- 7      **Conservatory closed: Concordia College Graduation**
- 8      **Conservatory make-up day for May 7**  
Lessons and classes begin at 12 noon.

***May Calendar continues on following page***

- 10 Tuesday Studio Classes/Make-Up Day: Youth Program**
- 13 Chamber Music Festival: The Star Showcase Concert**  
7:30pm Sommer Center
- 13-22 Opening Reception**  
**Concordia Conservatory of Music & Art Student Exhibition**  
8:30pm OSilas Gallery
- 14 Chamber Music Festival: The Star Showcase Concert**  
7:30pm Sommer Center
- 18 Wednesday Final Class Semester 2: Early Childhood Program**
- 23 Monday Final Class Semester 2: Early Childhood Program**  
**Monday Studio Classes/Make-Up Day: Youth Program**
- 25 Wednesday Studio Classes/Make-Up Day: Youth Program**
- 26 Thursday Final Class Semester 2: Early Childhood Program**
- 27 Friday Studio Classes/Make-Up Day: Youth Program**  
**National Merit Certificate Exams**  
Stein Hall
- 30 Conservatory closed: Memorial Day**

**June**

Sun	Mon	Tues	Wed	Thurs	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		

- 2 Thursday Studio Classes/Make-Up Day: Youth Program**
- 11 Saturday Studio Classes/Make-Up Day: Youth Program**
- 13–24 Musical Adventures June Mini Camp: Early Childhood Program**
- 27 Summer Camps begin**

# **Conservatory General Information**

## **LIBRARY**

The Music Library is located on the first floor in Room 100. The hours are 9am–5pm Monday through Friday.

## **PRACTICE CONSULTATION**

Need some solid advice about practicing? Call the Conservatory office and speak with Executive Director Kathleen Suss.

## **YOUTH PERFORMANCES FOR PRIVATE INSTRUCTION**

### **Performance Classes**

The Conservatory encourages students of all levels to participate in these informal settings in which students play for their peers, the faculty and the Director. Faculty recommends their individual students for upcoming classes. An accompanist is provided for performance classes.

### **Studio Classes**

Studio Classes are the last “lesson” for private instruction students at the end of each semester. While expanding students’ knowledge of music, the class builds confidence and motivates students in their private study. Studio classes are held twice a year for the studio teacher and his/her students.

### **Honors Recitals**

These semi-annual recitals feature students who have demonstrated outstanding commitment and progress during the school year based on a teacher’s recommendation. They are held in the Sommer Center.

### **Year-End Recitals**

Student recitals are held for family and friends at the end of the year in the Sommer Center. Recital participation is highly recommended. Students prepare repertoire with the approval and guidance of the teacher.

### **Play-a-thon**

Youth and adult students, along with faculty, play throughout the day to raise funds for the Conservatory scholarship and music outreach programs.

### **Recital Attire**

Gentlemen: dress pants, shirt with collar, and optional blazer and tie.

Ladies: dress, blouse and skirt or dress pants.

No jeans, sneakers, flip-flops, or UGG boots allowed.

### **Recital Deportment**

Recitals are important milestones for students developmentally. Concordia Conservatory offers many opportunities for students to share their musical accomplishments in a supportive environment. To encourage performers so that they can maintain attentiveness in a performance situation, please turn off cell phones. The use of camcorders or cameras with flashes is prohibited. Please wait until hearing applause before entering a performance, and gently encourage very young audience members to participate in appropriate concert etiquette.

## **MUSIC & INSTRUMENT RESOURCES**

### **Pianos**

Faust-Harrison 914-591-5026  
[www.faustharrisonpianos.com](http://www.faustharrisonpianos.com)

Steinway & Sons 212-246-1100  
[www.steinway.com](http://www.steinway.com)

### **Piano Tuners**

Victor LaGamma 914-723-2200

Guy Hamilton 914-946-8869

**Instrument Rentals**

Ardsley Musical Instrument Service  
[www.ardsleymusic.com](http://www.ardsleymusic.com)

914-693-6639

Mamaroneck Music & Arts Center  
[www.musicarts.com](http://www.musicarts.com)

914-381-5205

Pelham Violins/Luguang Luan

914-738-5143

914-602-4460 (cell)

**Sheet Music**

Burt & Company Music Supply  
[www.burtnc.com](http://www.burtnc.com)

800-548-2878

The Music Source  
[www.themusicsource.org](http://www.themusicsource.org)

203-698-0444

# Conservatory Policies

## Registration, Tuition, and Fees

The annual registration fee is non-refundable. The student (or parent/guardian) is financially responsible for all classes and lessons. *Students who enroll for private lessons and classes designated as “year-long” are registered for the entire academic year and will be billed automatically.*

Tuition for year-long lessons and classes is divided into two equal payments. Tuition payment is due by August 31 for first semester and January 1 for second semester.

For 8-, 15-, and 16-week sessions, tuition is due in full before the first class. For any registration after these dates, payment is due in full at time of registration.

Payment plans are considered by the Registrar when submitted in writing before the start of lessons and classes. Concordia College will charge a 2% convenience fee on all tuition payments made to the College by credit card. Families who sign up for monthly payment plans using a credit card will be charged a 2% convenience fee each month. Payments made by check or cash will not be affected.

The lessons and classes for students with outstanding balances will be suspended until the account is paid in full.

The Conservatory reserves the right to cancel group classes due to insufficient enrollment. Tuition will be fully refunded.

## Private Instruction

To ensure the student's best placement with our faculty, first-time students enrolling in the private instruction program are required to interview in person with the Conservatory Executive Director. There are no audition requirements for admission.

Private lessons are scheduled in the order in which registration is received. Beginning June 1, teachers contact students to

schedule lessons for the upcoming academic year. Lessons are scheduled on the basis of student and teacher availability and the Director's recommendation. The Conservatory makes every effort to accommodate each student's schedule in assigning lesson time.

### **Late Registration**

A limited number of classes and teacher studios may have space available after the semester begins. Private lesson and class tuition will be pro-rated. Registration for new students will be accepted throughout the semester on a space-available basis only.

### **Return Check Fee**

There is a \$25 fee for returned checks.

### **Change of Instructor**

Concordia Conservatory's method of assigning a private instructor is designed to make the best possible match before studies begin. However, if a change is desired, a student (or parent/guardian) must contact the Executive Director.

### **Withdrawal and Refunds**

Tuition is fully refunded if a student withdraws before the first lesson.

The student (or parent/guardian) is financially responsible for all classes and lessons as stated in "Registration, Tuition, and Fees". Students who enroll for private lessons and classes are designated as "year-long" are registered for the entire period of the lessons or classes and are responsible for the financial commitment. Students who enroll for classes designated 4, 8, 15, or 16 classes are registered for the entire time period of the classes and are responsible for the financial commitment.

In the case of prolonged illness (accompanied with a doctor's letter) or move of residency, refunds are pro-rated as stated below.

All withdrawal requests must be made in writing to the Executive Director for review by the Advisory Board. Please understand that verbal requests from students, parents, or faculty cannot be accepted.

<i>Postmarked prior to the 1<sup>st</sup> scheduled class/lessons</i>	<i>100% of tuition</i>
<i>Postmarked prior to the 4<sup>th</sup> scheduled class/lessons</i>	<i>75% of tuition</i>
<i>Postmarked prior to the 8<sup>th</sup> scheduled class/lessons</i>	<i>50% of tuition</i>
<i>Postmarked prior to the 15<sup>th</sup> scheduled class/lessons</i>	<i>No refund given</i>

### **Cancellations/Missed Lessons**

The Conservatory office must be notified of all cancellations.

For student absences, two individual lessons per semester can be rescheduled if the absence is due to student illness, religious observance, or extraordinary circumstances. There are no exceptions. The Conservatory must be notified 24 hours in advance of cancellation due to a religious observance or extraordinary circumstance, or by 8am the day of a lesson when due to illness. Otherwise, the teacher is not required to make up the missed lesson.

For teacher absences, students receive personal notification from the teacher and the lesson will be rescheduled. For unscheduled Conservatory closings (see below), such as a snow emergency, lessons and classes will be rescheduled at the end of the semester.

### **School Closings**

In the event of inclement weather, call the Conservatory at (914) 395-4507 for the recorded message.

### **Department**

Students are expected to treat the facilities respectfully. Pets are not allowed in the Concordia College buildings. Parents, guardians and caregivers are responsible for supervising the safety of their children at all times while they are on the Concordia College premises. All pick-up and drops-offs are required to be made in parking zones only.

**Communication**

E-mail is the primary mode of communication. Please be sure to list your current email address on the registration form.

**Change of Address**

Please contact the Conservatory with any change of mailing address and e-mail address. Students receive all notices and information through post office mail and e-mail—it is very important that accurate information be provided. Concordia Conservatory is not responsible for lost or undeliverable mail.

**Parking Permits**

Parking permits are required for all cars parking at Concordia College. Conservatory families may park in the gravel lot behind Stein Hall or in the white lined spaces in the Stein Hall parking lot next to the Conservatory. Your permit is enclosed. Please note that the front and back entrances to Stein Hall are accessible.



## Notes

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