



**ALAMEDA MUSIC PROJECT  
FAMILY HANDBOOK  
2019-2020**

**WELCOME TO ALAMEDA MUSIC PROJECT!**

Dear Parents,

Welcome to the Alameda Music Project! We are so excited to begin the 2019-2020 program year at Maya Lin School!

We've created a parent handbook that will be a valuable resource for you while your child is in the program. You must sign and return to AMP staff the last page of this handbook to acknowledge your understanding and acceptance of the program expectations and guidelines. If you need help understanding any of the information in this handbook, or have any questions, comments or concerns that are not addressed, please feel free to let us know. A member of our program staff will always be happy to talk to you.

Please do not hesitate to contact us about anything. Parent feedback is essential – as you are the reason that this program will be great! We look forward to creating something amazing with you and your family.

Sincerely,

A handwritten signature in cursive script that reads "Lorrie Murray".

Lorrie Murray  
Founder, Executive Director  
Alameda Music Project

## STUDENT AND FAMILY COMMITMENT

Students will quickly learn that they are responsible to contribute their individual best to their AMP community. This means showing respect for the teachers, themselves and other students in the program. As a member of AMP, it is expected that students will attend rehearsals and classes regularly, demonstrate appropriate care of their instruments, and practice daily.

Families are expected to provide support to their AMP students. Allowing time for practice, expressing an interest in your student's work and musical development are essential. Having patience and giving encouragement to young beginners will ensure that students are receiving the support they need to blossom as fine musicians and members of the community. We encourage parents and extended families to become involved in AMP as much as possible.

Some opportunities for involvement include:

- Attending concerts
- Encouraging performances at home
- Joining the parent Facebook group
- Volunteering on-site

### Volunteer Opportunities

Our strong community is the key to our success. **Your support is critical!**

- On program days, we need help with supervising snack and playground time, and academic support time. (You don't need to help kids with their homework, just be the adult in the room to keep kids on track.) Estimated time commitment: 1 - 3 hours per week.
- Be our Parent Involvement Coordinator! This can be done from home, and involves sending email reminders to program volunteers, tracking volunteer hours, and occasional reminders about upcoming events. Estimated time commitment: 1 - 2 hours per week. This opportunity could be split between two parents.
- Have middle school or high school students in the family? They can earn community service credit by volunteering with us!
- Volunteer as a chaperone for AMP concerts, field trips, and other events.

## PAYMENT

Bay Area Music Project tuition is based on a sliding scale depending on income.

Payment is due on the 1st of each month. Bay Area Music Project provides a grace period of five (5) days. Any payments received after the 5th of the month will be considered late and you will be charged a fee of \$25.00. Families who miss one tuition payment will become delinquent in their accounts and will be given a deadline to make these payments in full. Multiple missed payments may result in permanent suspension from the program.

Bay Area Music Project provides families a reasonable low cost fee structure for after school care. Pursuing and processing late payments are detrimental to our resources and takes away from our programming. We ask all families to be responsible and submit tuition on time. Please consider setting up automatic monthly payments with your debit or credit card to make things easier for everyone. If your financial situation changes and you are in need of assistance, please do not hesitate to communicate with us!

## SIBLINGS

When enrolling more than one child at the same time, each additional child will be enrolled at a sibling discount.

**Full tuition scholarships are available to all participants who qualify for free and reduced lunch.**

[A financial aid form is available upon request.](#)

## PROGRAM COMPONENTS

A typical program day with AMP begins with check-in immediately after dismissal from school. Students then receive their snack and have opportunities to work on homework. Depending on our overall schedule, your child will have about 5-10 hours of music instruction each week. There are also opportunities for free play, structured games/sports, arts and crafts, and team building activities that students will be able to participate in. AMP staff members are committed to keeping students engaged in learning, as well as with their relationships in our community!

## COMMUNICATION

We'll be using MailChimp for sending emails and distributing forms. Parents and guardians will also receive mailings and notes home with students regarding important program updates on a consistent basis throughout the year. These notifications will include program calendars, information about special events (such as field trips and performances once they become available), and any scheduling changes. Please make sure that our program director always has your most updated contact information (mailing address and phone numbers), so that you can receive this information in a timely manner.

AMP will deliver information to you regularly in the following ways:

- Event Flyers, Reminders and information handed to your child after class (always check the backpack!!)
- Regular emails which include our monthly newsletter (we need your current email address on file)
- Phone calls home (we need your current phone number on file)

## PROGRAM POLICIES

**Citizenship** Participation in AMP is contingent on behavior that adheres to the Maya Lin School code of conduct to be **kind, safe, and responsible**, as all school day rules apply to our program. Students must be able to cooperate with one another in group settings, follow instructions set by staff, and be positive influences to one another. We are a “hands off” program, and do not tolerate physical or verbal abuse towards other children or staff. Outside of class and play time, students will be asked to contribute to the AMP community in other ways to keep our environment clean, safe, and set up for learning. This may include things such as snack clean up, handling playground equipment, setting up music equipment, arts and crafts prep, peer mentoring, being a reading buddy, etc.

**Classroom Expectations** AMP also embodies the core values that are at the heart of all El Sistema based programs: **respect, responsibility, positive communication, and support**. In order to maintain a healthy learning environment, all students are expected to uphold these values through their behavior in the program, including:

- Being on time and ready to learn
- Bringing all materials - Especially your instrument if you've been assigned one
- Respecting the teacher's right to teach
- Respecting peers by listening actively, staying quiet when others are speaking, and talking and singing at the appropriate times
- Respecting the classroom space, instruments and property
- Maintaining responsibility and a positive attitude for learning - Always try your best!
- Supporting peers through empathy and kindness

## DISCIPLINE POLICY

If a child exhibits disrespectful or unsafe behavior, AMP staff will communicate to find a solution, and will address the situation as s/he deems appropriate. Hopefully, calling attention to the behavior in an immediate and constructive manner will restore a safe and positive environment. If the behavior continues, staff may separate the child from his/her peers within the classroom or excuse the child from the environment, and the child may be sent to the Site Director. Removing students from campus is our last resort, but in rare cases we will ask you to come and pick up your student immediately if their behavior becomes a safety issue. We expect family members to support our efforts in having students make the best choices for themselves.

Ongoing behavior problems will be resolved through the following actions:

### Warning Report

A Warning Report is issued to a child and parent as a written notification that there has been an ongoing behavior problem, or that an incident has occurred that AMP staff has deemed necessary to discuss with a parent. Signed copies of Warning Reports will be kept on record to ensure that students are working towards finding solutions through contracts for behavior. This may include writing apology letters, using restorative dialogue with any other parties involved, and setting future goals to improve on.

### Behavior Notice

A Behavior Notice is issued to a child and parent when a behavioral problem has not been resolved through continuous disciplinary actions, or when a single severe behavior has occurred that threatens the well-being of themselves or others. Parents/guardians will be contacted immediately, and further consequences will be discussed with the student, family, and Site Director present. AMP reserves the right to suspend a student at our discretion based on the severity of an incident. If a student receives up to 3 Behavior Notices they will be suspended for a time frame set by the Site Director. After two suspensions, the student will be asked to leave the program.

## FAMILY CODE OF CONDUCT

We are committed to create a positive and uplifting environment for our community at AMP. Through our relationship with families, we keep students safe, happy, and supported in all ways necessary for success in the program. The purpose of this Code of Conduct is to provide the expectations of all parents, guardians, and visitors connected to the program. As issues, frustrations, or misunderstandings may occur, we are open to resolving difficulties in a constructive manner through dialogue. This code aims to clarify the types of behavior that will not be tolerated should conflicts arise.

Prohibited behavior on campus:

- Using loud or offensive language
- Displaying temper or aggression
- Threatening an AMP staff member, visitor, parent/guardian, or child
- The use of physical, verbal, or written offensive action towards an AMP staff member, visitor, parent/guardian or child
- Damaging or destroying school or program property

Should any of the above occur on school premises or in connection with AMP, staff may feel it necessary to take action as they see fit. This can include contacting authorities, asking the offending adult to leave, or removing the family and student enrolled from the program. It is important for parents and guardians to make sure any persons picking up their children are aware of this policy.

## ATTENDANCE POLICY

Our local, state and federal grants are monitored consistently for low attendance. Students not attending program for the required amount of days and time will put our grant in jeopardy. Students who are not in program consistently will also not receive the support they need academically or socially and will struggle with the intensive musical component of Alameda Music Project. Please follow the below attendance policies so our AMP is able to stay at your school:

### STUDENTS ARE EXPECTED TO ATTEND 5 DAYS A WEEK

Students are expected to stay from the program start (time school is released, please include any short days) to program end at (6:00pm). AMP follows the AUSD calendar and will cover all after school hours for every school day unless specified otherwise; if the school is closed, AMP is closed.

**Series of Absences** Although we understand that there are family emergencies that come up, we are limiting the number to 3 excused absences and 2 unexcused absences per semester (August-December; January-June). If you must pick up your child from their day class during school hours or right after dismissal, please sign your child out in the main office. If your child has checked in with us, picking them up from program early without an early release form on file will receive an unexcused absence. Exceeding this limit of absences could mean the removal of your student from program.

**Excused Absences** To receive an excused absence, you must call or email prior to the absence. The decision whether an absence is excused rests solely with the director. Typically, student illness, family emergency, religious holidays, and school related activities are considered excused absences. If your child is absent from the school day, they cannot attend after school program.

However, we do recognize that students may miss school for a variety of reasons and so the following guideline shall be enacted in such a case. Students may be excused from the after school program for the following reasons with a valid doctors or family note:

- Illness
- Dentist/Doctor Appointment

- Medical Quarantine
- Death/Illness in the Family
- Religious Holidays (pending if coincides with district policy)
- Family Business or Court Appearances.

**We take your child's safety very seriously!** If your child is not on the absent list or the Early Sign-Out binder in the office and fails to check in with an AMP staff member by 3:00pm, the first course of action is an "ALL-CALL" over the school PA system and a check of the yard. If no response, a call will go to the first adult contact on the roster. If there is no response by a parent or guardian, **Alameda Police will be called.** It is YOUR responsibility to inform us if your child is not coming to the program that day.

#### **CHECK IN AND PRE-INSTRUCTION TIME PROCEDURES**

Students are to report IMMEDIATELY WITHOUT STOPPING to the after school meeting spot to sign in with AMP staff. It is critical that you relay the importance to your student of checking into program and not going off campus for any reason (a friend's house close by, corner store, etc.).

### CHECK OUT POLICY

Sign out is at 6:00 pm daily. You must sign out your child from the designated sign out sheet and indicate the time you picked up, as well as an early release code if applicable (see below). Only authorized persons 18 and older listed in your emergency contacts may sign your student out. We will ask for I.D. if we do not recognize an authorized person, so please inform those you designate for pick-up of this policy in the event that you need them to pick up your student. You must notify the Site Coordinator and update your registration form prior to pick up time if someone other than the authorized adults listed on the application will be picking up your child.

Students 9 years old and older can be released without adult supervision only if a “Waiver of Pickup Policy” in the program application is signed and on file with the coordinator. If the waiver is not filled out, then an approved family member or guardian must come and sign the student out. Families are responsible for keeping all student paperwork up to date with the most recent contact information.

For safety reasons and out of respect for our Teaching Artists, we ask that you do not pick up your child from a music instruction room, from the yard during recess time, or when they are transitioning from one place to another. Students must meet their adult in the designated pick up area to be signed out. Students in Kindergarten will use Room 6 as their home base, and clipboards will stay with KinderBAMP staff at all times. **DO NOT take your student without notifying a Teaching Artist or staff member and signing them out.**

### LATE PICK UP POLICY

All students must be picked up by 6:00 pm Monday through Friday. AMP staff will attempt to reach people listed as your emergency contacts after 6:05pm. If we are unable to reach anyone on the contact list and the student is still at school, AMP staff is bound by law to contact the Police Department and Child Protective Services to take the student under custody. **If you are running late, CALL or text the site coordinator.** You will receive up to 2 warnings due to late pick-ups; at the 3rd incident, we will charge \$1 per minute that must be paid the next day.

### EARLY RELEASE POLICY

AMP has an early release form parents can fill out releasing students early from program without penalty. We can only allow the early release of students for the following reasons:

- (1) Parallel Programs
- (2) Family Emergencies
- (3) Family Needs/Personal Circumstances
- (4) Medical/Dental Appointments
- (5) Weather Conditions/Seasonal Concerns (students walk home)
- (6) Medical emergencies/Child Accident
- (7) Other Conditions: Kindergarten children (must attend the 3-hour minimum attendance requirement) or family safety
- (8) Transportation

For safety and attendance reasons, please contact the Site Coordinator regarding any potential early release. If your child needs to leave early for any of the above reasons, you must, prior to leaving, fill out an Early Release Form. The program reserves the right to drop a student from or not enroll a student in program if the student’s attendance is inconsistent or conflicts with the majority of the after school program schedule. Per grant guidelines the participants must participate the minimal hours as stated above in the attendance policy.

## OPPORTUNITIES FOR STUDENTS

**Field Trips** Students will have the opportunity to experience music outside of the classroom by attending concerts, special events, and community performances throughout the year at various venues in Alameda and beyond. These field trips will expose students to a wide range of music to inspire them in their own music making. The AMP Program Director will inform you in advance of upcoming field trips and details regarding date, time and location.

**Performances** At select times throughout the year, students will have the opportunity to perform for their families, peers, and members of the community. These performances will include orchestra concerts, recitals, and community events. We encourage you, your family, and friends to come to these performances and share in the wonderful sense of pride and accomplishment that they foster in each student.

**Dress code:** Depending on the event, the students will be asked to wear standard concert dress, which is a Navy shirt/top w/black skirt or pant or the issued AMP shirt and black skirt or pant. You will be notified well in advance.

**Instruments** Alameda Music Project provides instruments for its students free of charge, on a loan basis. Before receiving an instrument, each student and his/her parent(s) must read and sign an Instrument Loan Agreement (handed out in class). Both the student and parents must agree to uphold the conditions in the agreement. If your child accidentally damages or loses his/her instrument, please inform us immediately.

**General Instrument Safekeeping:** Students must understand their responsibility in caring for instruments once they are received. Some basic guidelines that we ask students to follow would include but limited to:

- Do not run with instruments in hand
- Keep instruments off the floor and out of walkways
- Carry instruments in case when not in use for class or practice
- Do not swing, drop, or toss instruments, even when in a case

When instruments are assigned, you will receive more specific safekeeping instructions on your Instrument Loan Agreement form.

**Policy of Non-Discrimination** AMP admits students of any race, religion, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at our center. It does not discriminate on the basis of race, religion, color, national or ethnic origin or disability in administration of its educational policies, financial aid programs, athletic, or other administered programs.

## ADMINISTRATION

The administration for AMP is here as a resource for you and your child. Please contact us with any questions, concerns, ideas and suggestions.

Lorrie Murray, Program Director for AMP

Phone: (510) 917-6050 Email: [lorrie@alamedamusicproject.org](mailto:lorrie@alamedamusicproject.org)

**Contact Us** We want to hear from you! If you need help understanding any of the information in this handbook, or have any questions, comments or concerns that are not addressed, please feel free to let us know. We are always happy to communicate with parents and families.

### Handbook Rules and Regulations Acknowledgment Form

This form must be returned to the Site Director and placed on file for participation with Alameda Music Project.

**STUDENTS: Please read the following statement and sign below**

I acknowledge receiving access to the Alameda Music Project Handbook and agree to accept responsibility for following the stated policies. I realize it takes cooperation from 100% of the students and parents for the Alameda Music Project to achieve success. I further understand that failure to follow the stated policies in this handbook or failure to follow directions from the Alameda Music Project Teaching Artists and Program Director will result in disciplinary action which, at its most serious consequence, could lead to dismissal from the program. I accept my responsibility to cooperate and represent the Alameda Music Project with integrity at all times.

\_\_\_\_\_ Student Name – PRINTED

\_\_\_\_\_ Student Signature \_\_\_\_\_ Date

**PARENTS: Please read the following statement and sign below**

I acknowledge receiving access to the Alameda Music Project Handbook and agree to accept responsibility for my child and his/her actions. I realize it takes cooperation from 100% of the students and parents for the Alameda Music Project to achieve success. I further understand that failure to follow the stated policies in this book or failure to follow directions from the Alameda Music Project Teaching Artists and Program Director could result in disciplinary action, which, at its most serious consequence, could lead to my child's dismissal from the program. I accept my responsibility in supporting and assisting my child in living up to the responsibilities and obligations as outlined.

In order to remain in compliance with the Alameda Music Project Pick up Policy, please initial next the option(s) below to indicate your choice of transportation. Selecting an option below further confirms that you agree to fulfill your responsibility to the Alameda Music Project by providing safe and prompt transportation for your child.

\_\_\_\_\_ (Initial) I (or a guardian of my choosing) will pick up my child promptly following class.

\_\_\_\_\_ (Initial) I give my child permission to walk home immediately following all AMP classes.

\_\_\_\_\_ Parent/Guardian Name – PRINTED

\_\_\_\_\_ Parent Signature \_\_\_\_\_ Date