



Music4Kids

Operations Manual

1 GENERAL INFORMATION

1.1 HISTORY

Music4Kids was created by Deborah Pratt in 1999 as a Kindermusik program, using space at the Gilbert Creek Early Childhood Development Center.

In 2000, Music4Kids moved to a small, rented space near the Boys and Girls Club where a youth choir and a limited retail sales section with music products for young children were added. In 2001, Deb signed a lease at a 2000 square foot retail space in the Town Center Plaza, expanded retail sales, added instrument rental, and began giving voice and instrument lessons. In 2005, the name was changed to Great Northwest Music. By 2008, GNWM had 5 teachers and 150 students, 65 of which were in the Kindermusik program.

In June of 2008 Andy and Teresa Martin purchased Great Northwest Music. Over the ensuing five years, the GNWM Kindermusik program shrank to just a few students. In 2013, Deb returned to GNWM as the Kindermusik Program Director. She soon added a piano class for Kindermusik graduates and a children's choir and by 2017 her teaching program had outgrown the space at GNWM.

Deb and Andy mutually agreed on the need to separate and Deb moved her students from GNWM to our current location in May of 2018, once again taking the name of Music4Kids. We remain mutually supportive and often refer students to each other. Since that time Music4Kids has grown to nine teachers offering Kindermusik as well as private and group piano, voice, violin, guitar, ukulele, bass guitar, drums, and the Rogue Valley Kids Choir.

1.2 PHILOSOPHY

Music4Kids is a community of music teachers and students in Grants Pass, Oregon. Our goal is to provide music classes and lessons in a warm and accepting environment, where both teachers and students experience joy in individual and shared music making.

Children from birth to seven years experience Kindermusik—joyful music, movement, and learning for ages birth to seven that is designed to harness the amazing power of music making to support a child's development, not only musically, but in every area, including cognitive, language, physical, and social-emotional. Children who graduate from this program are well prepared for lessons!

For students ages 8-adult, our private and group lessons draw on the power of music to enhance personal growth, not only musically, but in development of self-esteem and life skills as well. Our curriculum focuses on equipping developing musicians with a solid foundation in music theory and fundamental skills because this preparation will enable them to succeed in performing any style of music. (Students younger than 8 are accepted by some teachers if the parents request an exception to the age limit, the teacher agrees to offer a trial lesson, and based on the trial lesson, the teacher feels that ongoing lessons would be successful.)

Our private and group lesson students have opportunities to share in choosing the music they will play, especially for concerts and special events. It is important to us that they love their lessons!

To create an exceptional atmosphere for our families, we:

- greet all students and families whenever we see them, treating them with the same love and concern we would treat our own family.
- always ensure our facilities are clean, comfortable, safe, and welcoming.
- provide exceptional customer service by providing office staff to assist students, parents, and teachers.
- hire teachers that are excellent musicians with successful teaching experience who truly care about their students.

We provide top-quality music instruction for beginners through intermediate/early advanced students. Some of our students go on to advanced music study at a college or university, while others go on to play or sing music recreationally. We welcome students of all abilities and interests, and encourage them to learn new skills, improve their musicianship, and find joy in making music.

1.3 OUR CORE VALUES

Teachers and staff at Music4Kids have worked together to identify these core values that guide all our decisions, activities, and interpersonal relationships:

- **Warm, Welcoming, Caring Community.** We are a warm and caring community that likes to have fun, to celebrate successes, and collaborate together as we experience the joy of shared music making and learning.
- **Highest Levels of Character.** We strive for personal excellence, being committed to continued personal improvement, professionalism, honesty, integrity and mutual respect for one another, our students, and their families.
- **Consistent, Prompt Communication.** We commit to quickly respond to communication from each other, our students, and their families with accurate information, kindness, and encouragement.
- **Personalized, Structured, Classical Musical Foundation.** We provide a structured, personalized music education with a classical foundation. As their musical skills mature, we help each student to build upon this foundation, equipping each one to excel at playing their chosen musical style(s).
- **Consistent and Effective Curriculum.** We work together as teachers to curate, develop, and agree upon an effective, consistent curriculum for every instrument that includes weekly focus on foundational skills and music theory and progressive mastery of the instrument through method books and supplemental music of interest to the student.
- **Positive and Uplifting Music.** We vet all the music that we use in our curricula and lessons to make sure the lyrics and the emotional impact of the music is age appropriate, positive, and uplifting. We are aware that the music **that** students learn in our lessons becomes part of their personal mental playlist. We only teach music that we would want our students to be singing in their heads for life.

1.4 CONTACT INFORMATION AND HOURS

1.4.1 Music4Kids

Music4Kids
141 NW C Street
Grants Pass, Oregon

Directions: We are at the corner of 5th and C Streets. Our entrance is on the alley at the back of the building. Our members may park in the gated alley across the parking lot from our entrance.

An interactive map is at the bottom of every page on our website at www.music4kids.com.

(541) 583-0123

Office Hours:

Tuesday through Friday 10:00 am – 5:30 pm

Saturday 10:00 am – 4:30 pm

Monday by Appointment

Closed on Sunday

www.music4kids.com

Mailing address:

P.O. Box 971

Merlin, OR

For Music4Kids Staff Use Only:

Deb's cell number: (541) 218-4113

Deb's email: deborah@music4kids.com

- Do NOT give out to anyone other than Music4Kids staff. Take a number and Deb will contact anyone asking for her personal information.
- Staff should feel free to call or email at any time to ask questions (from yourself or an M4K family)

Related Services

We refer students to the following stores and technicians for instruments, repair, maintenance, and supplies. Please refer only to these places. Others may be available, but we do not have experience with them. We know these people will provide great service to our students.

Music Store and Instrumental Rental

Great Northwest Music, 228 SW K Street, Grants Pass, (541) 956-8600,
<http://greatnorthwestmusic.com>

Guitar Repair and Setup

Fire Mountain Music - 302 SE H St, Grants Pass, (541) 287-0117

Strings (violin, viola, cello) Sales, Repair, and Setup

Holst Violins, 541-622-3540

Piano Tuning

DeBellis Piano Tuning, Repair, and Rebuilding - 3908 Rogue River Highway, Grants Pass, (541) 476-1655.

2 ANNUAL CALENDAR

See Appendix 2 for current calendar.

2.1 COLOR CODING EXPLANATION

The color of the month heading matches the color of the 4 weeks of lessons included in that month's monthly payment.

This is for the purpose of explaining to a parent why they pay a full payment for a month in which there are fewer than 4 lessons.

Our system, Opus1, does not follow this payment schedule when calculating payments. If a student joins in the middle of a month, it prorates the payment to include those lessons that actually occur in that month. The only time there may be an issue is when a student cancels their membership at the end of a month but there are lessons in the same color indicated in the following month. If a family asks about this, we explain that while their end date is the last day of the month, they may attend the end of the first or second week of the following month, based on the color-coded calendar.

2.2 BREAKS/SCHOOL CLOSURE

We have a one-week break/closure for Spring Break late in March, one week for Thanksgiving week, and two weeks for Christmas/New Year. These breaks are all marked on our calendar. We schedule our breaks on the same dates as Grants Pass School District 7.

Regarding closures due to weather conditions, we make our own decisions, but generally follow the lead of the Grants Pass School District. When we close due to snow or another weather event, we email and text all the families involved through Opus1.

2.3 MONTHLY EVENTS

First Saturday of the Month

9:00-10:30 Team Meeting

10:30-Noon Staff Jam Sessions / Rehearsals for Performances

Third Saturday of the Month

11:00-Noon Kindermusik Playdate/Make-up Class

Possibly coming in the future:

Monthly booth with student performances when Grower's Market is in session

2.4 ANNUAL EVENTS

Performance Events

- March: Celtic Cabaret
- May: Student Showcase
Music4Kids Picnic - KM Graduation and Student Awards Ceremony
- August: Summer Pops Concert
- October: Costume Concert
- December: Sounds of the Season Concert

Our performance events are an opportunity for students to gain performing experience. Each student who participates receives a performance certificate. Participation is optional, and not every student wants to be in a recital. We try to keep recitals as stress-free as possible by letting students use their music, play a duet with their teacher if they wish, etc.

We do not charge admission to our music recitals, but we do accept donations.

Other Events

- Field Trips - past field trips have included:
 - Three Rivers Orchestra Concerts
 - Selected Josephine County Community Concert events
 - Fort Vannoy Pumpkin Patch (Kindermusik families)
- Exams – Coming in the near future
 - M4K Teacher Exams – September
 - ABRSM Video Exams (recorded at M4K Exam)
 - ABRSM In-Person Exams – October and April
- Toys for Tots Christmas Ukulele Drive – November (Kick Off at Costume Concert)

3 CLASS AND LESSON INFORMATION

3.1 KINDERMUSIK

See Appendix 3 for Kindermusik Brochure and Current Weekly Kindermusik Class Schedule

See Appendix 4 for Schedule of Monthly Themes

See Appendix 5 for Age Related Benefits of Kindermusik

Kindermusik Foundations: Ages 0-12 months (Infants and Crawlers)

Description: (with participating adult) Join us for this sweet class that features baby massage, baby exercise, instrument play, singing, creative movement... and friendship and support in a community of new parents! You will learn simple routines and musical activities to help your little one grow and develop, and enjoy tender moments and joyful play with your little one.

Kindermusik Level 1: Ages 1 & 2 Years (Younger Toddlers)

Description: (with participating adult) Bonding moments and giggles abound as you and your little one rock, dance, snuggle, sing, learn new music games (sometimes with tickles!), play instruments, dance, and cuddle together. Watch with delight as your child begins to walk, talk, sing, play, clap, and dance all on their own!

Kindermusik Level 2: Ages 2 & 3 Years (Older Toddlers)

Description: (with participating adult) Your child will love this mix of singing, dancing, stories, exploring and playing instruments. The engaging activities will help your child develop motor

skills, listening skills, and social skills like turn-taking and sharing. Your independent little toddler still needs lots of cuddles, and you'll have lots of opportunities for those special moments together.

Kindermusik Level 3: 3 & 4 Year olds (Pre-schoolers)

Description: (with participating adult) Engaging activities that tap into your child's creative spirit, boundless energy, and natural love of music promote your child's readiness for school as well as their fundamental music skills, such as keeping a steady beat and singing in tune. Listening, singing, storytelling, literacy, and pretend play help to set them up for success in schooling.

We teach this class as a mixed-ages class. Siblings ages 1-6 may also enroll. Baby siblings may attend at no charge until their first birthday.

Kindermusik Level 4: 4 & 5 Year Olds (Pre-Kindergartners)

Description: (adult/siblings join the class for the last 15 minutes) Your preschooler will fall more in love with music as they enjoy singing songs, playing a variety of percussion instruments, and moving to music from a variety of cultures. Activities also include a story time, exploring music vocabulary and music notation, playing music in an ensemble, and incorporating their ideas in a newly "made-up" verse to a song. Schooling readiness continues with a focus on language skills, physical coordination, and social skills.

Kindermusik Musicians (5 - 7 Year Olds)

Description: (adult/siblings join the class for the last 15 minutes) Your child will LOVE Kindermusik Musicians and the instruments and materials included. These young musicians learn to play several instruments, read and write music notation, identify instruments of the orchestra, and explore music from a variety of genres and world cultures—the perfect preparation for the piano class designed to follow Kindermusik graduation or for any of our other group or private lessons. Kindermusik Musicians is an updated version of Level 5, so we have included this Level 5 video to give you a glimpse.

Kindermusik Playdates (1-7 years old)

Description: (with participating adult; baby siblings can attend at no charge until their 1st birthday) Monthly Saturday morning "drop-in" class. Also offered as an ongoing monthly class. You and your family will move, sing, and laugh together through Kindermusik's delightful mix of activities. After a simple craft and a "Hello Song," when we sing a greeting to each child by name, we explore sing-alongs, dances, instrument play-alongs, creative movement, lap bounces, story time, quiet time (you'll have to come to find out what this is!) and more, all centered around the playdate theme. Each child takes home their craft and a small musical instrument or prop.

3.2 PRIVATE AND GROUP LESSONS

See Appendix 6 for Lesson Brochure

PRIVATE LESSONS

Advantages:

- One-on-one instruction. This is helpful for some students who need this continual attention to maintain their focus.
- An individual approach is also invaluable for advancing students to help them with refining technique, addressing specific challenges, and preparing more difficult repertoire for performance.

Disadvantages:

- Shorter contact time – 30 minutes instead of 60 minutes for group lessons.
- No social aspect.
- Students can become dependent on their teacher explaining and guiding everything instead of developing the ability for self-directed learning.

GROUP LESSONS

Advantages:

- The lessons are 60 minutes instead of 30 minutes. This gives the student time to play their new material while the teacher is there to help them, making practice at home go more smoothly. It also allows more time for music theory.
- Students learn to take instruction given while the teacher is working with them and apply it to their playing without needing constant feedback. This allows them to make quicker progress because they can move forward on their own with the teacher checking in periodically to be sure they are making progress with correct understanding and technique.
- Students learn alongside peers who share their passion, creating a supportive community that inspires growth and creativity.
- Through ensemble playing and group activities, students develop essential skills such as teamwork, communication, and active listening—all crucial elements of becoming a well-rounded musician.
- Most students thrive in this setting as they feed off each other's energy, celebrate achievements together, and overcome obstacles as a team.
- Beyond musical proficiency, group lessons cultivate lifelong friendships and memories that enrich the learning journey.

Disadvantages:

- Students used to private lessons may take a while to develop the ability to work on their own while the teacher moves on to help other students.
- Students who are easily distracted may need constant direction from their teacher to keep their mind from wandering and to stay on task.
- Students who struggle with understanding new concepts may need more time with the teacher than the group setting provides
- Advanced students who are working on the nuances of performance and need assistance with technical issues in advanced repertoire may require the full attention of the teacher for their entire lesson.

INSTRUMENT AND VOCAL LESSON DESCRIPTIONS

Piano Lessons: The piano is hands down the most popular first instrument. There is a good reason for this! When you look at the piano keyboard with its patterns of two and three black keys, you are seeing major clues as to how music works—what musicians call "Music Theory." No other instrument makes it so easy, and, in fact, many times teachers of other instruments will show students a picture of the piano to explain the patterns that all musicians must learn. Students who start their musical journey with piano lessons find every other instrument easier to understand than they would have otherwise.

Piano Group Lessons: In our piano group lessons, each student still receives individual attention for a portion of the class as well as time for supervised practice. This gives students a huge advantage—they can get help as they work through their new pieces, so they know what to do when they practice at home.

Guitar Lessons: Guitar playing is popular. About 2 million guitars are sold in the USA each year! Whether you envision yourself playing lead or rhythm guitar in a band, strumming chords and singing around the campfire, or simply expressing yourself on guitar in the privacy of your own home, our guitar lessons will help you achieve your dream.

Drum Lessons: Drums are one of the first instruments a child wants to play. In fact, drumming is one of the oldest and most exciting forms of music! From ancient times, people have used drums to communicate, celebrate, and tell stories. As time went on, drums became an important part of music in different cultures around the world. In the 20th century Jazz musicians began to play complex rhythms, and the drum kit was born, combining many drums and cymbals. With the birth of rock and roll, drummers helped shape the sound of the music we love today. Learn to play the drums and you will be the musician that gets everyone dancing!

Ukulele Lessons: With a compact size and simple chord structure, the ukulele is often regarded as one of the easiest instruments to learn. It's a popular choice for beginners and seasoned

musicians alike. Due to its portability and charming sound, the ukulele has gained widespread popularity worldwide. Whether you join a group lesson or enroll with a private teacher, you'll be strumming chords and playing melodies in no time!

Violin Lessons: The violin is one of the most popular instruments to play, and it's not hard to see why. It is a versatile instrument that is at home in any setting. The violin can be heard in rock, pop, country, folk, Broadway, and contemporary Christian styles in addition to classical music. It is enjoyed both as a solo instrument and in an orchestra, band, or string ensemble. Either alone or with other musicians, as you progress in your lessons the beautiful sound of this age-old instrument makes playing the violin a deeply satisfying experience.

Cello Lessons: The cello has a beautiful warm tone that is essential to the classical orchestra. It is also used extensively in other genres of music including movie music, popular songs, contemporary Christian music, and even in some rock bands. The cello has the power to convey emotions like no other. Its rich, resonant tones can evoke feelings of joy, melancholy, and everything in between. Join us on this musical adventure and experience the joy of creating beautiful melodies.

Voice Lessons: Whether your dream is to perform in musical theater, be lead singer in a rock band, sing in a choir, or join your church's worship team, our private or group singing lessons will enable you to shine! Students find their unique voice as they practice breathing technique, expand their singing range, develop vocal resonance, and sing songs they enjoy.

Group Voice Lessons:

Rogue Valley Kids Choir (ages 8-12) Children younger than 8 may request to schedule a trial for the choir and enroll if the trial is successful. Rogue Valley Kids Choir rehearsals begin with exercises and games focused on foundational singing techniques, reading music notation, harmony, and sight singing. The group also rehearses songs to be performed at our periodic concerts. This variety allows for singing interspersed with other activities, which is much healthier for young voices than a private session with 30 minutes of continual focused vocal exercises and singing. The Rogue Valley Kids Choir sings a wide variety of positive and uplifting songs that may include classical, Broadway, popular, multi-cultural, and traditional or contemporary Christian music.

Celebration Singers (Ages 13-18) Celebration singers provides vocal training in a group setting. Group lessons are more cost effective and are preferred by some students who are not comfortable singing by themselves or who just enjoy the camaraderie of being a member of a singing group. Members of the group sing songs together and also have the opportunity to work on preparing a song to sing as a solo in our end-of-session concert if they would like to do so. The Celebration Singers sings a variety of positive, uplifting songs which may include classical, Broadway, popular, multi-cultural, and traditional or contemporary Christian music.

3.3 SUMMER PROGRAMS

See Appendix 7 for current summer brochure insert

Kindermusik Mini-Camps

Zoo Train (ages 18 mos. - 6 yrs. with participating adult)
4 60-minute weekly classes

What each participant receives:

- Kindermusik Tote Bag
- Zoo Train storybook
- Weekly Craft
- Weekly take-home small instrument or prop

Intro Courses (Intro to Piano, Guitar, Ukulele, Drums, Rock Band, etc.)

- Loaner instrument, if needed
- Your Very Own Workbook
- Concert Performance
- Intro Certificate and Graduation Photo

Other programs may be added in the summer...see website for current options.

4 STUDENT AWARDS, PINS, AND TROPHIES

Appendix to be added: Notes in the Fast Lane Chart, Practice Plan Worksheet, Practice Streak Tracker, Summer Practice Tracker, Picture of Wall Chart

Awards are given at the Music4Kids picnic in late May. Students create their own practice goals. We recommend 5 days per week, 20 minutes each day for beginners and adding 10 minutes when the student graduates to a new book. Students unable to do 5 days may choose 4 or 3 days, but we let them know that progress will be slow. Three days is generally the minimum.

Students track their practice on their practice tracker. During the academic year we use the Practice Streak Tracker. Students who meet their goal every week from September through June receive a "Rock Star" pin. Students who meet their goal 80% of the time or more receive a gold "Music" pin. Students who practice every single day receive the Practice Streak Trophy.

Notes in the Fast Lane: Students take a one-minute note naming challenge each week. There are 12 levels. When they have passed the 12th level, they receive a Notes in the Fast Lane trophy at their next recital.

5 MEMBERSHIP BENEFITS AND PRICING

See Appendix 8 for Infographic on the Benefits of Music Education

See Appendix 9 for current pricing.

When students enroll in ongoing classes or lessons, we welcome them as Music4Kids members. Membership continues year-round, including through the summer months.

BENEFITS INCLUDED WITH KINDERMUSIK MEMBERSHIP

- 48 weekly fun and engaging classes. Music from the class is available 24/7 streaming on the Kindermusik App.
- A knowledgeable and accredited Kindermusik educator who loves you and your child.
- Makeups for missed classes: attend another weekly class or a monthly Saturday makeup class.
- Kindermusik tote and small instrument when enrolled directly after a free trial.
- Spring Picnic and Kindermusik Graduation Celebration.
- Fall Pumpkin Patch Field Trip.
- 24/7 Online Account Access via our Opus1 App
 - See your schedule
 - Communicate with your teacher
 - See makeup credits and schedule makeup lessons
 - Update contact and payment information
- Kindermusik supports your child's development through a delightful mix of activities thoughtfully designed to positively impact every area.
 - Cognitive Development: Activities involve pattern recognition, sequencing, and memory exercises, which help promote cognitive skills.
 - Language Development: Exposure to music and singing helps develop listening skills, vocabulary, and a sense of rhythm. Exposure to musical elements, such as pitch, tempo, and dynamics, helps develop auditory discrimination skills, which are crucial for language and literacy development.
 - Motor Skills: Movement and dancing help with the development of both fine and gross motor skills and enhance coordination and balance.

BENEFITS INCLUDED WITH PRIVATE OR GROUP LESSON MEMBERSHIP:

- 48 lessons per year with an experienced, caring teacher.
- Foundational method books and workbooks included.
- Makeups provided for missed lessons.
- Lesson notes are sent to students every week by email.
- Field trips to see accomplished musicians perform.

- Rising Stars band and ensemble sessions where our students perform with their musician friends.
- Numerous performance opportunities.
- Music4Kids tote and music folder.
- Trophies, Awards, and Prizes all students can earn.
- 24/7 Online Account Access via our Opus1 App.
 - View lesson notes and practice assignments
 - See your schedule
 - Communicate with teachers
 - See makeup credits and schedule makeup lessons
 - Update contact and payment information
- Gain life skills through music study including:
 - Creativity
 - Determination & perseverance
 - Patience
 - Organization & time management
 - Critical thinking & problem solving
 - Empathy & emotional awareness
 - Coping & stress management
 - Ability to communicate and collaborate
 - Social Skills: participating in group music making provides opportunities for social interaction, cooperation, and teamwork. Children learn to share instruments, take turns, and function appropriately in a group setting.
 - Emotional Expression: Music is a powerful medium for emotional expression. Kindermusik allows children to express themselves creatively and learn to recognize and understand different emotions through music.
 - Preparation for Learning: The structured yet playful nature of Kindermusik helps prepare children for formal learning environments by fostering a positive attitude toward learning and building foundational skills.
 - Parent-Child Bonding: Kindermusik involves parent or caregiver participation, promoting bonding and attachment between you and your child. Sharing musical experiences can create lasting memories.
 - Auditory Discrimination: Rhythm and Timing—Kindermusik emphasizes rhythm and timing, which can have positive effects on a child's ability to understand and follow patterns, an important skill in various aspects of life.
 - Creativity and Imagination: Music making encourages creativity and imagination. Kindermusik activities also involve improvisation and creative expression, allowing children to explore their musical abilities and develop a sense of imagination.

6 SCHOLARSHIPS

Rotating Kindermusik/RVKC Scholarships: Music4Kids has five rotating scholarships for ongoing students in Kindermusik or group singing who are facing a family emergency or crisis that impacts their finances. These scholarships cover the student's membership fee (less \$10 for Kindermusik International student fees for KM students). Scholarships are only offered to students and families who are an asset to their class, attend regularly, and have requested to cancel their membership due to financial reasons. We periodically contact the scholarship recipients to ask if they are able to now release the scholarship to be made available for another family in need. **We need to develop more specific policies and schedules for follow-up.**

Scholarship Fund: Music4Kids has a scholarship fund that is slowly growing. At the time of this writing, it is too small to be used for ongoing lessons, but it can be used to cover Kindermusik Musician materials fee or other one-time needs that arise for our students.

7 GIFT CERTIFICATES

See Appendix 9 for example of a Gift Certificate. **Still in development...Opus just added gift cards but we haven't checked it out yet...**

8 MEMBER INFORMATION/POLICIES (TERMS AND CONDITIONS)

See Appendix 10 for our current Member Information