



Holy Family Conservatory  
6835 Calumet Ave.  
Manitowoc, WI 54220

**We Welcome All People**  
of any age, race or religion.

**Mission Statement**

The Franciscan Center for  
Music Education and Performance,  
Sponsored by the  
Franciscan Sisters of Christian Charity  
Transforms the ordinary by  
Fostering the beauty and power of music  
and the arts through:  
Instruction,  
Appreciation of skills,  
Encouragement and  
Performance,  
Nurturing reverence for all persons.

## **HOLY FAMILY CONSERVATORY OF MUSIC POLICIES AND GUIDELINES**

- + MUSIC FOR TOTS™**
- + GROUP CLASSES**
- + PRIVATE LESSONS**
- + CHOIRS (CHILDREN & ADULT)**

# POLICIES AND GUIDELINES

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# Welcome to Holy Family Conservatory of Music!

**We are happy to have you  
in our MUSICAL FAMILY !**

Founded in 1925, Holy Family Conservatory of Music is a nonprofit music center of learning that seeks to provide outstanding musical opportunities for individuals of all ages of the Lakeshore area of Wisconsin.

We hope this musical endeavor will bring you a lifetime of enjoyment and development of many new skills.

May "the power of music to transform the ordinary"  
become a deeper reality in your day-to-day life experiences.

Thank you for reading and adhering to these  
Policies and Guidelines for  
Holy Family Conservatory of Music.

Musically Yours,

The Music Faculty





## **MUSIC FOR TOTS™ CLASSES**

Welcome to our MUSIC FOR TOTS™ classes. We are happy to have you and your child in our program for our 10-week session. We hope you will be able to attend all of the classes, and that bad weather or sickness will not deter even a single class. We have classes scheduled this semester at Silver Lake College-Manitowoc, Sheboygan, Green Bay. We hope you have a good session! Please do not hesitate to call if you have any questions or concerns. (920-645-6564)

Music for Tots™ on-line registration is at: <https://www.hfconservatory.org/music-for-tots>

### **HISTORY OF MUSIC FOR TOTS™**

The early childhood music program begun in 1984 as a ten-week program for young children ages 0-5, was designed by Sister Lorna Zemke, the then Professor of Music at Silver Lake/Holy Family College. The program ran continuously since 1984, and as of 2014, Music for Tots™ is offered through Holy Family Conservatory of Music. The program was designed to help improve not only the tonal, listening, coordination and rhythmic skills of the children, but also their verbal and socialization skills, as well as their ability to follow directions, focus attention and share with their peers.

### **WHAT IS MUSIC FOR TOTS™?**

Tots from birth to age five are enrolled in a ten-week program each semester, fall and spring. Children and their parents are enrolled in classes taught by four teachers. Each class is limited to eight children of the same age. Classes are held at Holy Family Conservatory in Manitowoc, Ebenezer United Church of Christ in Sheboygan and Nativity of Our Lord Church in Green Bay.

### **WHO CAN ENROLL AND LENGTH OF THE MUSIC FOR TOTS™ CLASSES**

Music for Tots™ classes are scheduled during the morning and late afternoon/early evening hours. There are 30-minute classes for children from infancy to three years of age, and 40-minute classes for older threes, fours and five-year olds. Parents participate with their own children in classes for infants and toddlers. In the transition age of three, the children become more independent, and in classes of three and a half to five-year olds, the preschoolers participate in songs, rhythm games and activities independently, with parents present but not actively involved.



Music for Tots™  
 Manitowoc Location  
 Holy Family Conservatory  
 6751 Calumet Ave.  
 Manitowoc, WI 54220



Music for Tots™  
 Green Bay Location  
 Nativity of Our Lord Church  
 2270 S Oneida St,  
 Green Bay, WI 54304



Music for Tots™  
 Sheboygan Location  
 Ebenezer U.C.C.  
 3215 Saemann Avenue  
 Sheboygan, Wisconsin 53081

**MUSIC FOR TOTS™ HELPFUL SUGGESTIONS**

- Please arrive for class approximately 5 minutes ahead of your child's scheduled time in order to get coats, caps, shoes, etc. removed before the class begins. Arriving late is generally a distraction to the entire class and takes away from class time. If you arrive too early, your child could be tired before his/her class begins. Also, please remember to turn off your cell phone before class begins.
- Parents when bringing children, please remember there are offices in the area and also possibly other events in progress. If you bring siblings along to the class, they must remain in the room at all times. Please be sure they are occupied with their own activity, having something constructive to do in the back of the room while the Tots™ class is in progress. They must not disrupt the class. Please note that siblings who are not registered for a class are not to participate or in any way take time from the class, unless specifically invited by the teacher to do so. Such participation is not to be taken for granted, but only at the teacher's request.
- We are happy that many of you have made friends with other parents in the class. We ask, however, that you refrain from visiting or chatting among yourselves during class time as this distracts the teacher and children and cuts down on the effectiveness of each class. Guests to the class (grandparents, etc.) are welcome as long as they do not distract the class.
- If you know your child will be absent from any given class, please inform the teacher in advance when possible. It is helpful in planning the next class. If an emergency arises, call your teacher as soon as you can so she is informed. Write down your teacher's phone number and call her directly if possible.
- You may bring a recording device to record any class in order that "classes" may be replayed for your child at home and so that you can remember how to assist your child with songs, chants, and games.
- Throughout the semester your teacher will share reasons for certain activities or procedures (such as children not wearing shoes) and the educational significance for each. If you have any questions or concerns, feel free to discuss them with your child's teacher



## GROUP CLASSES (Piano, Handbells, Violin, Guitar, Ukulele)

Holy Family Conservatory of Music offers group classes on Piano, Handbells, Violin, Guitar, Ukulele, classes for children ages 4-12, high school and adults. The goal of all classes is to establish a lifelong love of music and a solid musical foundation that can be applied to any instrument. Classes are held once a week, for 7 weeks. Limit 6-8 students per class depending on the instrument.

New **GROUP CLASS** students can email Dr. Varshavski if they have questions at [varshavskidma@fsc-calledtobe.org](mailto:varshavskidma@fsc-calledtobe.org) or call (920) 645-6565

Registration is considered complete when a payment in-full fee has been made on-line. Only completed on-line registrations qualify to start group classes at Holy Family Conservatory of Music. Attending classes or informing instructors of the intent to register does not constitute registering for classes. All purchased group classes must be used by the end of the term. No credits or refunds will be provided after the term ends. Please check in with the office if you have questions about start dates and payments.

### **MAKEUP CLASSES FOR GROUP CLASS**

Group class absences may not be made up. No make-ups for individual students who miss a group class. In the event that a group class is cancelled by the teacher, we will add an additional makeup class at the end of the term.

### **WEATHER CANCELLATIONS FOR GROUP CLASSES**

All delays or closures due to inclement weather will be posted online at [www.hfconservatory.org](http://www.hfconservatory.org). You can call the Conservatory at 920-645-6564. Holy Family Conservatory of Music does not make individual calls to students and families if/when the Conservatory is closed; please call or check the website to confirm the Conservatory winter weather closures. Classes cancelled due to weather will be rescheduled. Instructors reserve the right to make an individual decision to cancel classes due to bad weather; should they do so, they will contact students/families directly.

## **GROUP CLASSES STUDENT CONDUCT/RESPONSIBILITIES**

The study of music can be a joyous and rewarding experience. It offers a unique opportunity to develop one's self-expression, artistry and discipline. In order to make good progress, students should do the following:

- Attend group classes regularly and on time.
- Practice every day in a quiet place--quality of practice is as important as quantity.
- Keep instrument in proper working condition and music books in good quality condition. Books must be brought to every lesson.
- Talk to teachers about goals and how to achieve them.

## **OBSERVATION OF GROUP CLASSES**

Parental involvement is paramount to a student's success. Parents are strongly encouraged to observe all classes, and to follow up with instructor after each class.

Group Class on-line registration is at  
<https://campscui.active.com/orgs/HolyFamilyConservatoryofMusic#/selectSessions/2715415>

# PRIVATE LESSONS



Private Lesson curriculum provides many opportunities for students, adults and children to develop their talents in whatever direction they may wish to go. Not only performance skill, but comprehensive music knowledge is included in the sequence of courses. Instructors provide lessons on harp, piano, organ, strings, winds, guitar, and rudimental percussion. Holy Family Conservatory is located in the beautiful Franciscan Center for Music Education and Performance 6835 Calumet Ave., Manitowoc, WI 54220.

These guidelines have been established to assist students and teachers to know and understand the expectations of Holy Family Conservatory. When both parents and the teachers encourage the student to perform and appreciate skills there is a greater chance for the student to maintain focus. An important lesson for the student to learn is to follow through with a project begun. Please plan to continue lessons for the entire academic year.

## PRIVATE STUDENTS PERFORM IN RECITALS AND CONCERTS

Our recitals and concerts are an excellent opportunity for students and their families to hear fine playing and singing by our many students. See schedule on page ten.

### DRESS CODE FOR RECITALS

#### **Boys/Men** (see picture for an idea)

- Dress pants
- White or other solid colored dress shirt
- Shirts must be tucked in-no tails please!
- Tie or black bow tie (optional)
- Dress shoes



#### **Girls/Women** (see picture for an idea)

- Loose fitting solid black or colored skirt, ankle or below the knee (no slits)
- Button up blouse with short or long sleeves
- Nylons/tights required (no bare legs please!)
- Dress shoes
- (no sandals or flip flops!)



### ATTENDANCE AND MISSED PRIVATE LESSONS

Conservatory students are expected to attend every weekly lesson. Promptness at lessons is expected. Students who are late for a lesson cannot be guaranteed their full lesson time. We expect a 24-hour notice for missed lessons. Unexcused missed lessons will be charged. If you miss a lesson because of illness, please call your teacher as soon as possible.

- Students are expected to be present for all classes and lessons.
- For an excused absence, private instruction students are allowed **one make-up lesson** during a seven-week session.
- An excused absence requires a 24-hour notice to the teacher.
- Notification of inability to attend a lesson should be made at least 24 hours before a lesson.
- Notification of inability to attend a lesson does not excuse payment for lessons.
- All lessons cancelled by the instructor will be made up at a mutually agreed upon time.
- If a student misses a make-up lesson that lesson cannot be made up.
- Weather related lesson cancelations will be made-up if possible or refunded at the end of a session.

## **NOTEBOOK AND LESSON MATERIALS**

- The student notebook is an essential part of each private music lesson. Do not come to lessons without it. It will be used for assignments, notes to students and parents, and also to alert you about coming events such as recitals, vacations, etc.
- Bring your notebook as well as theory and all lesson materials to every lesson.
- Parents, please read your child's notebook.
- Please carry notebook and music books in a satchel or case designed to protect music.

## **THREE STAGES OF KNOWING A PIECE OF MUSIC**

- You can play it well at home. (So, you think-as there is no one present to correct anything) 😊
- You can play it well for your teacher.
- You can play it well for anyone, such as a judge, a jury, a small or large audience.

## **STUDENT PROGRESS**

Parent involvement and encouragement are essential to students' progress. Communications between the student, the teacher and parent are critical and vital. We take seriously the communication between all involved. Students are encouraged to remain in close contact with the teacher throughout the year regarding their progress. Teachers are always happy to discuss student progress as well as any other needs or concerns.

## **DISCONTINUING OF PRIVATE LESSONS**

- If you wish to discontinue lessons with a teacher at the Conservatory, please call and make an appointment with your teacher to discuss this.
- It is important to follow an appropriate closure process for student, parent, and teacher.
- You may want to have a trial lesson with a different teacher or on another instrument. Please discuss this with Sister Carol Ann Gambsky or Dr. Stanislava Varshavski.

Private Lesson Registration is at:

<https://campscui.active.com/orgs/HolyFamilyConservatoryofMusic#/selectSessions/2716604>

*"The fact that children can make beautiful music  
is less significant than the fact that music  
can make beautiful children."*

*Cheryl Lavender*



## ***CHILDREN'S CHOIR (GRADE 4-7)*** ***CONSERVATORY CHORALE (GRADE 8-ADULTS)***

The Choir Program of Holy Family Conservatory of Music which serves youth in grades 4-7, and high school through adulthood under the direction of Rissel Peguero Almonte.

### **THE MISSION OF CHILDREN'S CHOIR**

Participation in the Children's Choir provides excellent instruction in choral music inspired by the Kodály Concept of Music Education and the choral standards of the American Choral Directors Association; and provides outstanding performance opportunities, including performances at Holy Family Conservatory Recitals.

In keeping with the tradition of excellence found in the Music for Tots™ programs, the choir builds on the early childhood curriculum established by an internationally recognized specialist in the Kodaly Concept for Music Education, Sister Lorna Zemke, DMA. Sister Lorna's work has been based on the understanding that early childhood music education is an essential foundation necessary for musical and human development.

Children's Choir offers creative, age-appropriate choral music instruction. Choir activities will focus on singers' vocal range, tone quality, music literacy skills, and performance skills. Movement is also stressed in rehearsal through the use of Eurhythmics, dance, and singing games. Repertoire consists of folk songs, multicultural music, songs in foreign languages, and works by major composers. The singers will have outstanding performance opportunities.

### **MEMBERSHIP OF CHILDREN'S CHOIR**

Any child in grades 4-7 with an interest in singing can enroll. No audition is required. High School students are also welcome to join as mentors/ assistants.

### **REHEARSALS OF CHILDREN'S CHOIR**

Rehearsals are held at the Franciscan Center for Music Education and Performance, on Monday 5:00-6:00 p.m. from September through May.

## CHOIR PERFORMANCES

Holy Family Children's Choir will perform at the least 2-3 Holy Family Conservatory Recitals per year.

## CHILDREN'S CHOIR REHEARSAL EXPECTATIONS/SINGERS WILL

- ♪ Eat a nutritious snack before coming to rehearsal, and get a good night's sleep
- ♪ Always bring their music, a pencil, and a water bottle to every rehearsal and performance
- ♪ Be on time for rehearsals and concerts
- ♪ Check in with the rehearsal assistant prior to being seated
- ♪ Give attendance notes, payments, permission slips, etc. to the rehearsal assistant at the attendance table during check in.
- ♪ Take all notices home and give them to their parents
- ♪ Be responsible for all information and music placed in their folders
- ♪ Understand that if they miss more rehearsals than what is acceptable to their choir director during a concert cycle, they may not be allowed to perform in that concert
- ♪ Understand that if they miss the dress rehearsal just before a concert, they may not be able to perform in that concert
- ♪ Be present for the entire rehearsal; if they have to leave early, they will talk to the director and rehearsal assistant before rehearsal
- ♪ Will not text or use their cell phones during rehearsal
- ♪ Put away books or homework during the rehearsal
- ♪ Be absolutely silent and attentive while their directors are talking and rehearsing
- ♪ Write their conductor's markings and suggestions into their music in pencil
- ♪ Sit and stand with good posture during rehearsals
- ♪ Work on their parts outside of rehearsal and listen to the practice CD (when applicable)
- ♪ Will wait until after rehearsal to ask any questions regarding the seating chart or voice assignment
- ♪ Not bring candy, snacks, gum or beverages (except for water bottles) to rehearsal
- ♪ Tell the conductor before rehearsal begins, if he/she cannot sing in that rehearsal. This singer will then observe the rehearsal quietly and attentively, and make markings in the musical score (pencil only) so as not to miss the conductor's instructions.
- ♪ Show respect for each other, parent volunteers, staff and the facilities at all times.
- ♪ Pay attention to the conductor at all times and do not talk or in any way distract other choristers.
- ♪ Will respect and follow directions given by the director or by another adult placed in a leadership role.



### **CARE OF CHILDREN'S CHOIR MUSIC**

- ♪ All folders and all music must be returned at the end of each semester. If music or folders are lost, irreparably damaged or not returned, an additional fee will be charged to cover replacement costs.
- ♪ Choir members are to treat their music and music folder with care and respect. Never fold or roll; do not attach stickers or other decorations.
- ♪ All assigned music is the responsibility of the choir member.
- ♪ Bring your music to all rehearsals unless you are notified otherwise.
- ♪ Music is always to be kept and carried in folders. Single copies of music are NOT to be brought separately to rehearsal; bring the entire folder.
- ♪ The ONLY markings on your music should be musical indications given by the conductor. Please do not make other marks or drawings in your music.
- ♪ If for any reason a piece of music is in need of repair, please talk to the rehearsal assistant.
- ♪ Report lost music to the rehearsal assistant immediately.

### **OPEN CHOIR REHEARSALS**

We are proud of the education we are providing your singer, and invite you to observe our teaching and rehearsal methods during rehearsals. We ask parents to please be respectful by observing quietly. If parents bring siblings with them, it is their responsibility to leave the room when/if the sibling becomes at all disruptive.

### **CLOSED CHOIR REHEARSALS**

Dress Rehearsals at concert venues are always closed to the audience, including families. Only designated chaperones will be allowed in the rehearsal area prior to a performance. This allows the singers to concentrate on the music, the director, and any necessary final instructions.

### **CHOIR PICK-UP AND DROP-OFF POLICIES**

Please be on time when bringing your singer to and picking your singer up from rehearsals. Plan to arrive at rehearsal about 5 minutes early so there is time to check in and be ready to sing PRIOR to the rehearsal start time. Children should be walked to and from rehearsal halls and warm-up rooms at concert venues. Transportation to and from rehearsals is the individual responsibility of the parents, as are car pools, etc. Choir members are not supervised outside of rehearsal times. Members should not arrive more than 15 minutes prior to a call time and should be picked up promptly at the stated pick up time. Parents are expected to drop off singers 10 minutes prior to the start of rehearsal to allow time to check in. Singers are not permitted to wait outside or in parking lots for their ride.

### **CHILDREN'S CHOIR ATTENDANCE POLICY**

Membership in Voices of the Conservatory is a commitment to faithful, consistent and punctual attendance. It is expected that rehearsals take a very high priority in each child's life. Each child holds a valuable place in his/her choir. All rehearsals and performances are mandatory unless otherwise indicated. Children do not have a right to perform unless they have excellent attendance and learn their music. An absence, for any reason, from a final rehearsal (dress rehearsal) before a performance on the choir calendar may result in the singer being excluded from the corresponding concert. (If a final rehearsal has been missed, singers should not arrive at the concert expecting to perform unless prior

arrangements with the director have been made.) If singers miss more rehearsals than what is acceptable to their choir director during a concert cycle, they may not be allowed to perform in that concert.

### **HOW TO REPORT A CHOIR REHEARSAL ABSENCE**

We encourage each singer to maintain a perfect attendance record. If a child needs to miss due to illness or scheduling conflict, an email or phone call to the director is appreciated.

### **PRE-ARRANGED ABSENCE**

In case of a planned absence, notice as far in advance as possible is appreciated.

### **THE RELIGIOUS HOLIDAY POLICY**

Any singer needing to be absent because of a major religious holiday shall not have the absence counted against them.

### **CHOIR REHEARSAL CANCELLATION POLICY**

If Holy Family Conservatory needs to cancel a rehearsal, we will do the following to get the word out: Send out an email cancellation notice to all current families with email addresses registered in our system, call families for whom we do not have an email address and post the announcement on the website.

### **CHOIR PERFORMANCE PROCEDURES**

Performances require the very best in conduct, appearance and musicianship.

- Always eat a nutritious meal and get plenty of rest before a concert. (Avoid sugary foods and soda pop. Avoid drinking large quantities of milk right before you sing, as it can cause excess phlegm.)
- Arrive at the appropriate call time and immediately check in with your rehearsal assistant.
- All performers must arrive wearing proper concert dress.
- Conduct yourself at all times in a calm, polite, professional manner. Give your undivided attention to the conductor(s), administrative staff, and chaperones at all times. Respect for adults and each other is always expected. Remember you represent Holy Family Conservatory.
- Know the music. Each chorister must have a confident command of the concert repertoire.
- Always let a chaperone know if you are feeling ill. If you feel ill during a performance, quietly sit down and rest. Do not leave the stage unless there is no other option. Chaperones are always watching and will help when needed.

### **CHOIR CONCERT DRESS**

Each choir member will be responsible for purchasing the following items for their concert attire:

- A white long-sleeve blouse or white long-sleeve dress shirt, black dress slacks or a long, floor length, black skirt (with black panty hose or tights or black socks if wearing pants), with black dress shoes. This black and white attire is a standard for most choirs, bands, and orchestras.

- Just as the ensemble sound is important, so is the ensemble appearance. A well-groomed, neatly uniformed ensemble is essential for a truly professional and artistic experience. Our concert dress wardrobe allows for versatility and practicality, and is visually pleasing but not distracting.
- Clothing should be neat, wrinkle-free and fit properly. Clean teeth and clean, combed hair are always expected of each chorister whenever a specific concert dress is required. No perfume is to be used. Female singers are allowed to wear small earrings but should avoid wearing necklaces or other large jewelry items.
- ALL applicable concert dress must be purchased well in advance of any performance date! Please see that you have all items your child will need by the first scheduled performance.
- Choir members and their families are responsible for the care of concert dress.
- Regarding hair, jewelry, make-up: Hair should be worn simply and off the face. Unobtrusive hair bands or barrettes that match your hair color may be worn. (No colors please.) No unusual colored hair dye.
- No jewelry except small earrings, please.
- Light make-up of muted colors or no make-up is preferred

### **CURRICULUM OF CHILDREN'S CHOIR**

The curriculum of Conservatory Children's Choir is based on the Kodaly Concept as outlined by the Organization of American Kodaly Educators (OAKE) and the Choral Standards of the American Choral Director Association (ACDA).

#### **What is the Kodály Concept (from the Organization of American Kodaly Educators, OAKE)**

- It is a philosophy of education and a concept of teaching.
- It is a comprehensive program to train basic musical skills and teach the reading and writing of music.
- It is an integration of many of the best ideas, techniques, and approaches to music education.
- It is an experience-based approach to teaching and learning.

#### **Singing is one of the Essential and Key Elements of the Kodály Concept**

- We should first learn to love music as human sound and as an experience that enriches life.
- The voice is the most natural instrument and one which every person possesses.
- Kodály called singing "the essence" of this concept.
- Singing is a powerful means of musical expression.
- What we produce by ourselves is better learned; and there is a stronger feeling of success and accomplishment.
- Learning through singing should precede instrumental training.
- It is in the child's best interest to understand the basics of reading music before beginning the difficult task of learning the technique of an instrument.

#### **What do we sing?**

- Folk songs and games of the American Culture
- Traditional children's songs and games
- Folk songs of other cultures
- Music of the masters from all ages
- Pedagogical exercises written by master composers

## What is Folk Music?

- Folk music is the music of the people. There can be no better material for singing than the songs and games used by children for centuries.
- Folk Music has all the basic characteristics needed to teach the foundations of music and to develop a love of music -- a love that will last a life time.
- Folk music is the classical music of the people, and, as such, is a perfect bridge leading to and working hand-in-hand with-art music.

## What is Solfège?

Solfège is an effective tool for developing the inner ear and teaching musical literacy. Students learn how to read music notation by singing with Solfège syllables. (Do, Re, Mi, Fa, Sol, La Ti, Do)

Children's Choir on-line registration is at

<https://campscui.active.com/orgs/HolyFamilyConservatoryofMusic#/selectSessions/2665714>



## STUDIO USE

No food or drink is permitted in studios, with the exception of bottled water. Please help us by disposing of any food or drink in a trash can or recycling bin in the common areas of the Conservatory. Please do not place any items other than sheet music on pianos or keyboards. Students and artists flourish in a quiet environment. Please be mindful that there may be several other lessons, rehearsals or performances going on at the Conservatory during your lesson/class. We ask that you give them the courtesy of being quiet while in the building. Studios are reserved for the Conservatory teachers and their enrolled students.

## SECURITY & CAREGIVERS POLICY

The conservatory assumes no liability for students before or after a scheduled class. A parent or caregiver must accompany students under the age of 15 at all times prior to and following a scheduled class or lesson.

## PARKING

Free parking is available in the parking area to the north of the Franciscan Music building as well as in the west parking lot. No parking in the fire lanes.

### **NON-DISCRIMINATION POLICY**

The Conservatory admits students of any race, color, sex, age, sexual orientation, gender identity, physical ability, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, age, sexual orientation, gender identity, physical ability, religion, national and ethnic origin in its hiring of faculty or staff.

### **INCLEMENT WEATHER AND EMERGENCY ALERT SYSTEM**

Severe weather conditions often prompt area schools to close. Holy Family Conservatory private lessons are not automatically canceled because of weather. If lessons are canceled you will be notified. We encourage students and families to use their best judgment regarding travel conditions and to let their teacher know if they will not be attending.

**If the emergency alert system is initiated at any time, all Holy Family Conservatory students and faculty must follow emergency protocol. This includes instances of fire, tornado, or other severe storms, or any other type of emergency.**

### **DRESS CODE WHEN IN HOLY FAMILY CONSERVATORY**

All students and parents are asked to come dressed appropriately. The conservatory is an educational learning environment, so the wearing of proper attire is expected of everyone. If you have any questions or concerns regarding this, please contact Sister Carol Ann Gambsky, Administrator of Holy Family Conservatory. Shoes must be worn in the Conservatory. However, students and parents, please remove boots if wet or muddy and bring other shoes to wear while in the Conservatory.

### **EXPLORING MUSICAL EXPERIENCES**

All students are encouraged to attend concerts and to listen to classical music on T.V., public radio, C.D.'s and other electronic devices. These all help you to grow musically. Your attendance at concerts and listening to classical music is an excellent example to your friends and family members.

### **OTHER PERFORMANCE OPPORTUNITIES**

Please consult your Holy Family Conservatory music teacher when you are asked to play in public; You represent Holy Family Conservatory and we want to be proud of you. You are encouraged to perform at school, nursing homes, church and other occasions. Your Conservatory teacher/director should know what, when and where so she/he can help you to prepare.

### **TIPS FOR AUDIENCE CONCERT ETIQUETTE**

The audience is asked to show respect and support of the performer(s). Remain for the entire concert to enable all of the students to have the value of a full audience. For this reason, we will try to limit the concert length to one hour and fifteen minutes. Keep small children near you and quiet. Please only enter or leave the hall during the applause. Avoid unnecessary moving, talking, and whispering while others perform. Even the quietest whispers can be heard in the concert hall and can prove to be a distraction to the audience and musicians alike.

### **FOOD AND BEVERAGES IN THE CONSERVATORY**

Food and beverages are not allowed in the Conservatory. There are tables in the Ariens Atrium where students and family members may drink beverages or eat a snack. Please dispose of all your trash in the waste baskets provided. We ask that students and parents do not chew gum in the Conservatory.

### **NO FOOD OR BEVERAGES IN THE ENDRIES PERFORMANCE HALL**

No gum, candy, food or beverages should be consumed during any performance. This is also distracting to the performer(s). Cell phones, watch alarms, pagers, cameras, and other electronic devices should be turned off prior to performances in the concert hall. These devices could cause a disturbance and are a distraction to musicians and other audience members.



### **DAILY PRACTICE**

For those who take lessons or group classes there are numerous ways in which to set up a practice schedule, but it is most important that the student makes practice a part of the daily routine. Good practice means concentration and it develops a self-discipline that will carry over into many facets of life.

### **DISCOUNT PROGRAM, "BRING A FRIEND"**

Discounts are available for Children/Adult Group Classes or Lessons. When you bring a friend and the friend signs for lessons or group classes you are eligible for a discount on the cost of your group class or lessons. Please contact Dr. Varshavski to discuss this benefit at 920-45-6565 or Sister Carol Ann Gambsky at 920-645-6564

### **HOLY FAMILY CONSERVATORY OF MUSIC AGREEMENT TO POLICIES**

Please be aware that by registering on-line and signing a Student Registration Form for any type of lesson or class, you are indicating you have read and agree to these terms as stated on behalf of your child(ren)/ward(s) and/or yourself.

### **CONSERVATORY RECITAL SCHEDULE FALL 2021**

Endries performance Hall on Sundays at 2:00 pm

October 24

November 7

November 21

December 12

### **INSTRUMENTAL RENTAL**

- Harp \$ 60.00 per year
- Violin \$ 80.00 per year
- Cello \$ 90.00 per year

### **PRIVATE LESSONS TUITION**

- Seven 30-minute lessons \$154.00
- Seven 45-minute lessons \$231.00
- Seven 60-minute lessons \$308.00

### **CHILDREN'S CHOIR (GRADE 4-7)**

- Current Students of the Conservatory \$15.00
- Students who do not take other lessons/classes at the Conservatory \$30.00

### **CONSERVATORY CHORALE (GRADE 8-ADULTS)**

- Current Students of the Conservatory \$22.50
- Students who do not take other lessons/classes at the Conservatory \$45.00

### **GROUP CLASSES**

- Handbell Lakeshore Ringers (Beginners) seven 45-minute classes \$60.00
- Handbell Conservatory Ringers (Advanced) seven 90-minute classes Advanced \$70.00
- Piano seven 45-minute classes \$119.00
- Violin seven 45-minute classes \$119.00
- Violin Ensemble for CURRENT STUDENTS ONLY \$49.00

### **MUSIC FOR TOTS™**

- Ten 30-minute classes \$80.00
- Ten 40-minute classes \$90.00

### **PAYMENT DEADLINES FOR MUSIC PROGRAMS**

- Group Classes, Private Lessons, Children's Choir and Adult Choir  
On-line payment is required before each seven-week session begins.
- Music For Tots™ On-line payment is required before each (10 week) semester of classes begin.

<b>PAYMENT SCHEDULE FOR LESSONS AND CLASSES 2021-2022</b>	
<b>SESSION TO BE PAID</b>	<b>PAYMENT DUE DATE</b>
Fall Session I (Sept 7-Oct.23)	No later than Sept. 6, 2021
Fall Session II (Oct. 25-Dec. 20)	No later than Oct. 24, 2021
Spring Session I (Jan. 3-Feb. 14)	No later than Jan. 2, 2022
Spring Session II (Feb. 21-Apr. 9)	No later than Feb. 20, 2022
Summer Session I (April 18-June 4)	No later than Apr. 17, 2022
Summer Session II (June 6-Aug. 1)	No later than June 5, 2022

To Enroll for any of our programs please register at:



website: <https://www.hfconservatory.org/>

If unique circumstances pertain to an individual situation regarding payment for children's programs, please do not hesitate to call the Conservatory Administrator Sister Carol Ann Gambsky at (920) 645-6564

All students should register for each session of the semester. If the student is registered once it doesn't mean they are registered forever.

Please note that there is no refund for online payments should the student(s) discontinue Music for Tots™ (10-week session), Group Classes (7-week session), Private Lessons (7week session) or Children's Choir (15-week session) during the respective session.

**Watch for EARLY BIRD DISCOUNTS as they will often be made available prior to payment deadlines.** Notifications of early bird discounts will be e-mailed to you.

DEPT/ROLE	TEACHERS/STAFF
Administrator	Sister Carol Ann Gambsky
Director of Education	Stanislava Varshavski Dr.
Event Coordinator	
Assistant	Lorna Zemke Dr. (Sister)
Housekeeping	Veronica Schad (Sister)
Piano	Beth Schulz
Piano	Bonnie Shimulunas
Piano	Carol Ann Gambsky (Sister)
Piano	Diana Shapiro Dr.
Piano	Mary Carol Kopecky (Sister)
Piano	Rosaire Pigeon (Sister)
Piano	Stanislava Varshavski Dr.
Piano/Choirs/Voice	Rissel Peguero
Violin/Cello	Heidi Barker
Harp	Katherine Ray
Guitar	Steve Proszenyak
Handbells	Sandra Eithun
Trumpet	Allyson Wasmer
Clarinet/Saxophone	Kimberly Plautz
Music for Tots™	Donna Schwinn-Roble
Music for Tots™	Julie Koenig
Music for Tots™	Laurie Homuth