

American Festival for the Arts

AFA Academy



Chamber Music

Fall/Winter 2011 Handbook

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WELCOME

Welcome to the American Festival for the Arts Academy Chamber Music program! We are pleased that you will be joining us for an exciting semester of learning and performing. The information in this package is designed to help you learn about AFA, understand our policies and enroll in the AFA Academy's Chamber Music program.

Please read through the enclosed enrollment materials carefully, noting the following:

- **The AFA Academy Chamber Music Handbook** contains *general information* about the Academy and its policies. Please keep these materials; they will guide you throughout the year.
- **The AFA Academy Chamber Music Enrollment Materials** contain *mandatory* forms that must be filled out and returned to AFA in order to participate in the Academy. All forms must be turned in to AFA **before** your first rehearsal on September 24 (students receiving forms after September 15 may turn in materials at rehearsal).

HOW TO ENROLL

- Print the forms on pages 5-7; please contact AFA if you are unable to print the forms. We strongly recommend that you keep copies of any submitted forms.
- All enrollment forms and tuition must be mailed (*no certified or registered mail please!*) to the AFA offices at 1718A Lubbock Street, Houston, Texas 77007. Forms and payments may also be dropped off in person at the same address (or through the mail slot in the front door).
- Enrollment forms and tuition payments are due **before your first rehearsal on September 24, 2011**, meaning they should be in our offices no later than September 23. Students who have not completed their enrollment forms and/or who have not paid any tuition due will not be allowed to attend rehearsal and may lose their place in their chamber music group.
- If you are not able to make full payment of your tuition due using the options on your tuition payment form by September 23, please contact AFA as soon as possible.

PARENT INFORMATION MEETING

Every member of the AFA Academy must have a parent or guardian attend an information meeting on the day of your first rehearsal; sessions will be held during the first and last 30 minutes of the rehearsal time (only attend one). This meeting will cover the policies and procedures of the AFA Academy, as well as the semester's schedule and other pertinent information. It is also a great time to meet the AFA Academy personnel, and ask any questions you may have about the upcoming session.

TUITION PAYMENT POLICIES

Scholarship Reconsideration Policy: If the applicant would like to be reconsidered for additional scholarship funding, please contact AFA Associate Director, Amanda Heathco, to explain any additional circumstances that should be brought to the attention of the Scholarship Committee.

Tuition Refund Policy: The decision to offer refunds lies in the sole discretion of AFA and will not be offered unless there is due cause such as medical emergency.

CONTACT INFORMATION

Mailing Address and Year Round Office
1718A Lubbock Street • Houston, Texas 77007

Phone 713-522-9699

Fax 713-522-9631

Email AmandaH@afatexas.org

PERSONNEL

AFA Executive and Artistic Director: Michael Remson

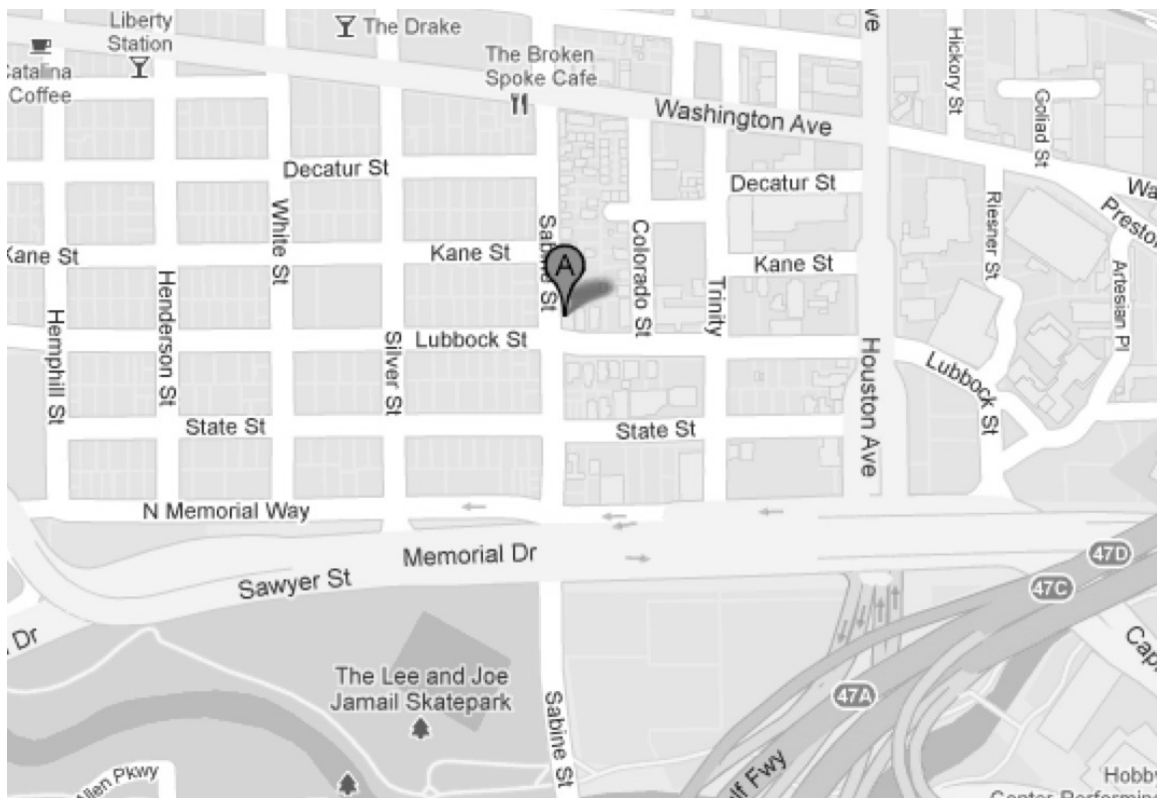
AFA General Manager: Amanda Fisher

AFA Associate Director: Amanda Heathco

For questions regarding enrollment, schedule, or procedures, please contact Amanda Heathco at AmandaH@afatexas.org. Questions regarding tuition payment may be directed to Amanda Kepke Fisher at Amanda@afatexas.org.

LOCATION

The AFA office and rehearsal space is located at 1718A Lubbock Street, just outside of downtown Houston in the historic Old Sixth Ward. Our building is at the corner of Lubbock and Sabine Streets, with parking available behind the building (entrance on Sabine Street). Please be aware that the entrance to our parking lot is narrow and can be difficult for large trucks and SUVs to navigate; families with larger vehicles may want to use available street parking on Lubbock Street instead.



FALL/WINTER 2011 SCHEDULE

SATURDAYS

September

24 Rehearsal, 11-1:00/1-3:00

October

1 Rehearsal, 11-1:00/1-3:00

8 Rehearsal, 11-1:00/1-3:00

15 Rehearsal, 11-1:00/1-3:00

22 Rehearsal, 11-1:00/1-3:00

29 Rehearsal, 11-1:00/1-3:00

November

5 Rehearsal, 11-1:00/1-3:00

12 Rehearsal, 11-1:00/1-3:00

19 Rehearsal, 11-1:00/1-3:00

December

3 Rehearsal, 11-1:00/1-3:00

10 Rehearsal, 11-1:00/1-3:00

Holiday Break

January

7 Rehearsal, 11-1:00/1-3:00

14 *Recital, Time TBA*

AFA ACADEMY CHAMBER MUSIC ATTENDANCE POLICY

AFA strives to provide the highest level of musical training possible in a supportive and nurturing environment that emphasizes responsible teamwork. Your child's attendance and punctual arrival for ALL rehearsals/performances supports our ability to present a successful program, especially as each child is a member of a very small ensemble. Any time one member of the group is absent or tardy is of great significance.

Attendance at all rehearsals and performances is mandatory. There are two types of absences:

- **Excused Absences** An absence is excused for planned, school-related events or due to sickness ONLY. If a student has a planned, school-related event the same day and time as an AFA rehearsal, AFA must be notified at least a week ahead of the rehearsal. Please call AFA at 713-522-9699 if a student will be absent or late.
- **Unexcused Absences** An absence due to scheduling mistakes, transportation issues, or anything other than a mandatory school event or sickness is unexcused. On the occasion of a third unexcused absence, parents will be called to discuss the student's future enrollment in the program.
- If a student misses a dress rehearsal, he or she is not eligible to perform on the concert without approval from the Executive Director.

DRESS CODE

Clothes should be casual, yet neat, orderly and in good repair. Shorts are permitted, but the length must be no shorter than six inches above the knee. Any clothing that bares the midriff or that is extremely tight or low cut is not permitted.

Personal Possessions: AFA is not responsible for the loss or theft of personal possessions. AFA strongly recommends that students not bring valuables to rehearsals or events (including iPods, cameras, and electronic devices). Students should not leave belongings unattended at any time. Cell phones are allowed, but must be turned OFF during all classes and rehearsals. Students caught texting or talking on cell phones during rehearsal will have their phone confiscated.

AFA CODE OF CONDUCT

One of the primary advantages of a small, independent music program is the close relationship between individual faculty members and students, an advantage we wish to maintain and strengthen. Respect for all faculty, students and staff is expected. The use of proper terms (Mr., Mrs., Dr., Ms., Ma'am, or Sir) when addressing adults is expected.

An AFA Academy student is assumed to be honorable and trustworthy, exemplifying traits that deserve the respect of the community. Dishonorable behavior that breaks this trust is regarded as a serious breach of rules and grounds for immediate disciplinary action. Serious or multiple offenses will jeopardize a student's membership in this unique community. These infractions include but are not limited to:

- Theft or unauthorized removal of property; Unauthorized copying and/or removal of documents related to AFA
- Attending under the influence of alcohol or illegal drugs; Possession, distribution, sale, transfer or use of alcohol or illegal drugs
- Fighting or threatening violence; Disruptive and inconsiderate behavior such as rudeness and foul language; Sexual aggression or harassment of any kind
- Intentional or negligent conduct leading to the damage of property
- Insubordination or refusal to perform assigned duties; Disregard for the rights of others
- Violation of health or safety rules
- Possession of food and drink in areas not defined for their use
- Littering
- Chronic or patterned absenteeism and/or poor punctuality
- Failure to cooperate with, or otherwise obstructing, any investigation into an alleged violation of procedure or policy
- Lying, cheating, or dishonesty of any kind
- Discrimination of others based on race, age, gender, sexual orientation, etc.
- Loitering at unauthorized times in corridors, parking areas or other grounds

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Chamber Music

Fall/Winter 2011 Enrollment Materials

HOW TO ENROLL

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2011-2012 AFA ACADEMY CHAMBER MUSIC MEMBER INFORMATION

Please Type or Print Clearly

Personal Information

Last Name *First Name* *Middle Initial*

Mailing Address *City* *State* *Zip Code*

Student Home Phone *Student Cell Phone (if applicable)*

E-Mail Address: This address will be used for all communication during the year. You may list more than one e-mail if desired- AFA recommends using the student's email and one parent or guardian's email (as appropriate)

School *Grade*

Parent/Guardian Information

Father/Guardian Name

Mother/Guardian Name

Father/Guardian Best Daytime Phone

Mother/Guardian Best Daytime Phone

Father/Guardian Best Evening Phone

Mother/Guardian Best Evening Phone

Father/Guardian Employer & Job Title

Mother/Guardian Employer & Job Title

Father/Guardian Email Address

Mother/Guardian Email Address

Emergency Contact Phone Number

Emergency Contact Name and Relationship (other than parent/guardian listed above)

AUTHORIZATIONS AND PERMISSIONS

Please Type or Print Clearly

Authorization to Consent to Medical Treatment

No medications of any kind, including Tylenol, are given to or taken by a student without written permission from the parent/guardian. If a student is injured or ill, her parents/guardians are contacted immediately. If it is necessary for a student to leave due to illness, she is kept under supervision until a parent or person designated by a parent comes for him/her. If emergency care is required, the student will be transported to the nearest medical facility accompanied by a member of the AFA staff.

I am the parent/legal guardian of the student named below. I give authority to American Festival for the Arts to consent to medical treatment for my child in the event I cannot be reached.

Parent Printed Name

Parent Signature

My child is allergic to the following medication(s) and/or food(s):

My child is taking the following prescribed medication(s):

Physician Name and Phone

Insurance Company & Policy Number

Waiver/Press Release

In consideration of my child's enrollment in the AFA Academy, I agree to release American Festival for the Arts, Da Camera of Houston and any officers, directors, employees, agents, or representatives of AFA and Da Camera of Houston from any claims that may arise from and result in any expenses, personal injury, loss or damages incurred by myself or my child during participation in and association with AFA Academy.

I also grant permission for AFA, its agents or sponsors, to use any written evaluation comments, photos, film, videos, or recordings of me for the promotion of the AFA Academy program.

Student Printed Name

Student Signature

Parent Printed Name

Parent Signature

AUTHORIZATIONS AND PERMISSIONS

Required Form - Please Type or Print Clearly

Code of Conduct

In consideration of my enrollment in the AFA Academy Chamber Music program, I have read and fully understand the Code of Conduct governing student behavior. My signature below indicates my commitment to abide by the terms of this code and to actively promote this code as part of my attendance at AFA. Should I be the cause of an infraction of any of the guidelines provided, I agree to hold AFA harmless for any disciplinary action taken against me up to and including suspension from the Conservatory.

Student Printed Name

Student Signature

Parent Printed Name

Parent Signature

Attendance Policy

AFA strives to provide the highest level of musical training possible in a supportive and nurturing environment that emphasizes responsible teamwork. Your child's attendance and punctual arrival for ALL rehearsals/performances supports our ability to present a successful program, especially as each child is a member of a very small ensemble. Any time one member of the group is absent or tardy is of great significance.

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- If a student misses a dress rehearsal, he or she is not eligible to perform on the concert without approval from the Executive Director.

In consideration of my enrollment in the AFA Academy Chamber Music program, I have read and fully understand the above Attendance Policy. My signature below indicates my commitment to abide by the terms of these policies as part of my attendance. Should I be the cause of an infraction of any of the guidelines provided, I agree to hold AFA harmless for any disciplinary action taken against me up to and including dismissal or suspension from the AFA Academy.

Student Printed Name

Student Signature

Parent Printed Name

Parent Signature