Utah State University

Youth Conservatory

HANDBOOK

usu.edu/ycpiano | (435) 797-3018
Study Options

Tuition for any option includes participation in YC Recitals, Group Musicianship classes, the Halloween Recital event, Christmas Recital event, and the YC Graduation in the USU Russell/Wanlass Performance Hall.

Option A: Young Musicians (Ages 2-5)
Tuition: $112/semester
Young Musicians I (ages 2-3)
Young Musicians II (ages 4-5)
*Tuition includes 13 classes each semester. This is a course for children and their parents that serves as a fun and age-appropriate introduction to the mechanics of music, deeply rooted in the proven methods of Orff and Kodaly music training. Areas of focus include singing, rhythm, and motion. No at-home piano required for participation.

Option B: Group Piano Class
Tuition: $145/semester
*Tuition includes 10 weekly group piano lessons (45-minutes in length), 3 musicianship classes (45-minutes) as well as course materials.

Option C: Private Lessons & Musicianship Class
Teachers are assigned a tier based on their experience and success teaching.
Bronze Level: $125/semester
Silver Level: $150/semester
Gold Level: $180/semester
Graduate Level: $203/semester
Faculty Level Rates vary by teacher
(private lesson fees paid directly to the faculty teacher)

*Tuition includes 10 private lessons (30-minutes in length) and 3 group musicianship class (45-minutes). In group musicianship classes students will have the opportunity practice performing for one another in a masterclass environment, explore new music, learn about composers/music history, practice improv/aural skills, and play music theory games.
YC Parent Guardian: Tuition Policy

Tuition covers thirteen weeks of instruction during the specified period, exclusive of holidays and is due in full by the second Thursday of each semester. Payment options are available upon request through signed contract at the discretion of the Youth Conservatory. Please contact the YC office for more information. A late payment fee of $25 per enrolled student will be assessed on accounts that are two weeks or more in arrears, and lessons and classes will be suspended until payment is received. Accounts may be referred to outside collection agencies, including small claims courts, if they are delinquent over 50 days. Further, the parent or legal guardian is responsible for any legal charges incurred by the YC when pursuing delinquent payments.

We accept payments via check, Paypal (online) and Visa (in person during YC office hours).

Tuition refunds will be issued in accordance with the following policy:

| Before classes begin: | 100% |
| After 1st week:       | 75%  |
| After 2nd week:       | 50%  |
| After 3rd week:       | 0%   |

No tuition refunds are offered after the 3rd week, and families paying their tuition in payments will still be expected to pay the remainder of their tuition, even if their child discontinues lessons. If a child discontinues lessons, parents are requested to notify the office prior to doing so.

Families enrolling 2 or more children in the Youth Conservatory are eligible for a family discount of 2.5% off their total tuition. Families enrolling 3 or more children will receive 5% off their total tuition.

The Youth Conservatory reserves the right to terminate a child’s enrollment at any time for reasons consistent with the best interest of the YC. In such a case, a pro rata portion of the tuition is refunded.

For the safety of children enrolled in the program, all students under the age of 16 must be accompanied by an adult while participating in any Youth Conservatory activity on the Utah State University campus. Additionally, parental involvement in the student’s lessons and at-home practicing is critical to the success of the training.

If student is beginning private lessons with a new teacher, parents are required to observe the first piano lesson. Teachers may ask for parents to continue observing lessons, but this will be established by the teacher on a need-by-need basis.

Class scheduling is subject to change. The Youth Conservatory reserves the right to cancel any class due to insufficient enrollment.

Private lessons missed by the student will not be rescheduled. Lessons canceled due to snow days or instructor absence will be rescheduled.

All Youth Conservatory participants are requested to read the YC Handbook provided at Fall orientation.

YC Parent/Guardian: Parking/Make-up Lessons

Parking lots around the Fine Arts building will be closed to the public prior to 5 pm, Monday-Friday.

Students with a lesson or class scheduled prior to 5 pm can pay for a parking permit allowing them to park in the orange lot during the time of their scheduled activities only. These special use parking passes provided by USU Parking Services can be purchased in the YC office.

Because of parking conflicts, instructors are encouraged to schedule make-up lessons after 5 pm, or on Saturdays.

Instructors are required to reschedule lessons which they cancel, but are not required to schedule lessons that are not canceled or missed by the student.
YC Student Files

The purpose of a student file is to document student’s activities and progress during their Youth Conservatory enrollment.

Student files must remain up to date, all information is entered to instructors individual YC Student File Spreadsheet on Box. Each teacher has an individual spreadsheet to track studio progress.

Student files, faculty observations, and parental feedback will be the primary considerations for teachers continued participation in the Youth Conservatory.

All YC Instructors should make sure their students:

- Attend Group Musicianship Class (3/semester)
- Have an appropriately leveled technic chart/book, and complete at least one level per year
- Perform in 2 monthly YC recitals each academic year
- Participate in all 4 annual YC events (Halloween Recital, Christmas Recital, Monster Concert, Piano Festival)

Students who meet that above criteria will be recognized at the Youth Conservatory Graduation with an “Outstanding YC Student Award”.

Information recorded in student files include:

- Student Age/Grade
- Year of lessons
- Technic level
- Record of Musicianship Class participation
- YC Recital/YC Event participation (Monster Concert, Piano Festival, etc.)
- Lesson book in September and April
- Total amount of lessons received in Fall and Spring semester

Weekly Lesson Sheets

Parents/guardians of YC students should receive a lesson sheet after every lesson (digital format through email is okay). Lesson sheets and other student notebook materials are available to all Instructors in the YC office (hard copies) and on Box (digital copies).

Technic Level

All Youth Conservatory students should be assigned a Piano Adventure or Keyboard Gymnastic technic chart or technic level (other methods okay too, must be a trackable method) by their instructor.

Older beginners or students with previous lessons do not necessarily need to begin with Chart A or Level 1.

If an instructor is unsure about the correct level for their student, they should consult the YC coordinator, or the YC director, or their practicum advisor.

Every student is expected to complete at least one chart or level per year. Progress should be documented on the Student File kept by YC Instructors.

In order to “Pass” a level, students must score at least 7.5 (out of 10) on the technic test, given by the coordinator in the YC office.

Correct notes, fingerings, rhythms, and playing with the metronome will all be considered when determining a student’s score.
YC Events

Monthly Recitals
Held in FAC room 214, recitals are offered monthly for any student participating in the YC program. Lasting about 30-minutes, this is a great chance for students to gain experience in performing and for parents to see their child’s pianistic growth.

Halloween Recital
Students should plan to perform in costume! After the recital, everybody can enjoy treats with the YC Monster Mascot. Recitals are held in FAC 214, 218, 220, and 222. Teachers sign students up for events three weeks prior.

Christmas Recitals
Festive Christmas repertoire is encouraged at this event. And don’t forget to dress up if you are performer! This is a formal and festive recital held in FAC 214, 218, 220, and 222. Cookies to follow.

Community Christmas Concert
All community members and YC students are encouraged to audition for this festive concert held in the USU Russell/Wanlass Performance Hall. To find out when auditions are, visit the calendar on the YC website.

Monster Concert
A longstanding Youth Conservatory tradition, Monster Concert may be the biggest event of the year. With 10 pianos on stage and at least 2 students per piano, the musical experience is unique and fun for both the participants and audience alike. This event is held in the Daines Concert Hall. Teachers sign students up in November.

USU Spring Piano Festival
This event, sponsored by the USU Piano Program, is a piano competition that attracts young pianists from all around Utah. All participants receive judges’ comments and a certificate, while division winners receive cash prizes or a medal. Nothing encourages practicing quite like a piano competition! Applications are due one month before the event. See YC Calendar online.

Graduation
This end of year event held in the Russell/Wanlass Performance Hall is a chance to celebrate the teachers and students in the Youth Conservatory. Several awards are given to both YC students and teachers.
Monthly Recitals

During Fall and Spring semesters, the Youth Conservatory will hold monthly recitals on Tuesday at 7 pm or Thursday at 6 pm in Room 214. At least 6 students must be signed-up to perform in order for the recital to run. Visit the calendar on the YC website (www.usu.edu/ycpiano) to see the recital schedule.

Teachers sign students up by filling out the information in the Recital Spreadsheet (available on Box) by 5:00 pm the preceding Friday. A proof-copy of the program will be posted on the piano major board and on Box by 6 pm Monday. Corrections must be made by noon, Tuesday. Piano majors and other teachers may perform in these recitals if they receive permission from their private instructor and the YC director.

Teachers are responsible for notifying students and parents/guardians of performance time and location, appropriate attire (best dress) and recital etiquette.

Recital Etiquette

- Be seated 5 minutes prior recital time
- Performers should wear best dress
- Children under 5 are not permitted
- Cell phones and beeping devices should be silenced
- Refrain from speaking, paper ruffling, or distracting noises
- Unless playing a duet, **ALL music must be memorized**
- Performers should bow at the conclusion of their performances
- All performers should stay for the entire recital

Expectations

In support of a successful experience for all involved, parents/guardians in the Youth Conservatory agree to:

- Attend Fall orientation
- Make sure student arrives to lessons on time prepared with materials
- Help establish a practice routine for the student in the agreed upon amount determined by your private instructor (a typical and effective practice amount is 30-minutes five days a week)
- Observe the first lesson with a new instructor with a willingness to continue observation if instructor requests you to do so
- If illness or emergency causes the need for a cancelation, kindly give us 24 hours-notice whenever possible
- Plan to have your child participate in all annual Youth Conservatory events
- Pay tuition on time, as outlined in the Tuition Policy
- Frequently communicate with instructor, addressing any concerns that may arise
- Show respect for facility schedule and equipment
- Contact the director with any questions or concerns

Students in the Youth Conservatory agree to:

- Come to lessons/musicianship classes with all necessary music/materials
- Meet your instructors practice expectation (a typical and effective practice amount is 30-minutes five days a week)
- Listen to the instructor and treat them with respect
- Address any concerns/requests with your instructor to help them know how to best guide you towards your goals
- Participate in Youth Conservatory events
- Show respect for facility and equipment
- Contact the director with any questions or concerns

Not adhering to the expectations outlined above may result in dismissal from the program.
Participant Behavioral Code of Conduct

- The possession or use of alcohol, tobacco, and other drugs is prohibited.
- The possession or use of fireworks, guns, and other weapons is prohibited.
- The operation of a motor vehicle by Minors is prohibited while attending and participating in the program.
- No violence, including sexual abuse or harassment, will be tolerated.
- Hazing of any kind is prohibited.
- Bullying including verbal, physical, and cyber bullying is prohibited.
- Theft of property is prohibited.
- Misuse or damage of University property is prohibited. Charges will be assessed against those participants who are responsible for damage or misuse of University property.
- The inappropriate use of cameras, imaging, and digital devices is prohibited, including use of such devices in showers, restrooms, or other areas where privacy is expected by participants.

Violation of the code of conduct may result in immediate dismissal from the program.

All Youth Conservatory participants (teachers, parents, and students) must sign a form that states they have read and understand the Handbook, and agree to adhere to the policies within.

Risk Management Plan

The YC office (FAC 200) is open during operating hours, M-Th from 4-6 pm. Parents, students, and teachers should go here to receive help from the YC Office Assistant.

The YC Office Assistant will serve as the authorized adult on site, and will take the following safety measures:

- Receive specialized training in identifying and reporting safety risks
- Conduct 2-3 safety checks (walk around the practice room and musicianship class areas to make sure everything is okay)
- Immediately report any concerns with Campus Police and YC Director

All Youth Conservatory Instructors are required to:

- Attend Fall Orientation
- Pass a background check
- Receive Sexual Harassment Prevention Training

All Youth Conservatory parents/guardians are expected to:

- Attend Fall Orientation, or send someone on their behalf
- Observe the first lesson with a new instructor

Parent/guardian concerns should be reported to the YC Director

Teacher concerns should be reported to the YC Director

Standard operating procedure if you see or suspect anything unsafe: Report to USU Police and the YC Director. The YC Risk Mitigation Plan is developed yearly and kept on file.

Parents are always welcome to observe lessons or classes

For students own safety, we do not want children alone in the building. In the even that your child is old enough to be dropped off, please plan to drop off no more than ten minutes before or after the lesson/class ends.