



BROOKLYN
MUSIC SCHOOL
— discover the joy of music —

Summer Institute 2024
Parent Handbook

Hello Parents!

Welcome to The Brooklyn Music School's Summer Institute 2024!
We are looking forward to a summer of music, dance, and fun activities.
Exciting experiences, caring staff, and new friends await.

Thank you for joining us!

CONTACT INFORMATION:

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SCHEDULE OVERVIEW

Students are grouped by age. Classes occur in the morning, followed by lunch and then fun activities for afternoon recess.

Upon arrival at drop-off, students will be escorted by a counselor into one of our homerooms, where they will wait with their groups, followed by their morning of classes.

SESSION ONE: Weeks 1-2, July 8th - July 19th

SUMMER INSTITUTE: Ages 5-8 (Groups A, B, C, & D)

The younger students move between classes from 9am - 1pm, with a snack break midmorning. Each class is taught by a different teaching artist. The students are accompanied between classes by the counselors.

-Group A (Age 5-6) -Group B (Age 5-6)	- Group C (Age 7-8) - Group D (Age 7-8)
<ul style="list-style-type: none"> - Group Piano - Loog Guitar - Musical Theatre - World Percussion 	<ul style="list-style-type: none"> - Musical Theatre - World Percussion - Loog Guitar - Group Piano

SUMMER INTENSIVE: Ages 9-12

The intensive students do a deep dive into one area of performance, each hour covering a different component of the area of study. They remain with the same instructor, in the same classroom, throughout the morning.

Dance Intensive	Rock Band Intensive	Orchestra Intensive (Weeks 2-4)	Music Production/ Songwriting Intensive
<ul style="list-style-type: none"> - Contemporary - Hip Hop - Jazz Dance - Tap - Ballet 	<ul style="list-style-type: none"> - Rock History - Chords and Harmony - Band (2 periods) 	<ul style="list-style-type: none"> - Orchestra Rehearsal - Music Theory - Exploring Arrangements 	<ul style="list-style-type: none"> - Music composition - Music theory - Ear training - Creating beats/making a song!

SESSION TWO: Weeks 3-4, July 22nd - July 26th

SUMMER INSTITUTE: Ages 5-8 (Groups A, B, C, & D)

The younger students move between classes from 9am - 1pm, with a snack break midmorning. Each class is taught by a different teaching artist. The students are accompanied between classes by the counselors.

-Group <u>A</u> (Age 5-6) -Group <u>B</u> (Age 5-6)	-Group <u>C</u> (Age 7-8) -Group <u>D</u> (Age 7-8)
<ul style="list-style-type: none"> - Drum Kids - Ukulele - Contemporary Dance - Group Piano 	<ul style="list-style-type: none"> - Contemporary Dance - Group Piano - Ukulele - Drum Kids

SUMMER INTENSIVE: Ages 9-12

The intensive students do a deep dive into one area of performance, each hour covering a different component of the area of study. They remain with the same instructor, in the same classroom, throughout the morning.

Rock Band Intensive	Music Theatre Intensive	Dance Intensive	Music Production/Songwriting Intensive
<ul style="list-style-type: none"> -Rock History -Chords and Harmony -Band (2 periods) 	<ul style="list-style-type: none"> -Singing -Dancing -Acting -Stage presence 	<ul style="list-style-type: none"> - Contemporary - Hip Hop - Jazz Dance - Tap - Ballet 	<ul style="list-style-type: none"> - Music composition - - Music theory - - Ear training - - Creating beats/making a song!

SESSION THREE: Weeks 5-6, August 5th - August 16th

SUMMER INSTITUTE: Ages 5-8 (Groups A, B, C, & D)

The younger students move between classes from 9am - 1pm, with a snack break midmorning. Each class is taught by a different teaching artist. The students are accompanied between classes by the counselors.

-Group <u>A</u> (Age 5-6) -Group <u>B</u> (Age 5-6)	-Group <u>C</u> (Age 7-8) -Group <u>D</u> (Age 7-8)
<ul style="list-style-type: none"> - Drama Games - Drum Kids - Ballet - Group Piano 	<ul style="list-style-type: none"> - Group Piano - Ballet - Drama Games - Drum Kids

SUMMER INTENSIVE: Ages 9-12

The intensive students do a deep dive into one area of performance, each hour covering a different component of the area of study. They remain with the same instructor, in the same classroom, throughout the morning.

Rock Band Intensive	Music Theatre Intensive	Jazz Intensive
<ul style="list-style-type: none"> - Rock History - Chords and Harmony - Band (2 periods) 	<ul style="list-style-type: none"> - Singing - Dancing - Acting - Stage presence 	<ul style="list-style-type: none"> - Jazz Rhythms - Jazz Band Rehearsal & Sectionals - Jazz Harmony and Improv

SESSION FOUR: Week 7, August 19th - August 23rd

SUMMER INSTITUTE: Ages 5-8 (Groups A, B, C, & D)

The younger students move between classes from 9am - 1pm, with a snack break midmorning. Each class is taught by a different teaching artist. The students are accompanied between classes by the counselors.

-Group A (Age 5-6)	-Group C (Age 7-8)
-Group B (Age 5-6)	-Group D (Age 7-8)
<ul style="list-style-type: none"> - Drum Kids - Group Piano - Drama Games - Ukulele 	<ul style="list-style-type: none"> - Ukulele - Drama Games - Drum Kids - Group Piano

TEEN WEEK: Ages 13-18

Designed for high school students, this exciting new Summer Performing Arts Lab will take place August 19th -23rd. The Lab runs from 10:30am - 3:30pm, consisting of four periods focusing on their area of the arts including rehearsal time, skill building, collaboration, and advanced concepts. There is a 40 minute lunch break (students need to bring their own food or can purchase food off-site). On Friday, August 23rd, students will have the opportunity to showcase what they have created and worked on during the week, in a family and friends concert at 3:30pm in the BMS Playhouse.

Rock Band All Star Workshop	Music Theatre Audition Workshop	Chamber Ensemble Workshop	Indie Artist Workshop	Music Production & Recording Workshop
<ul style="list-style-type: none"> -Rock History -Chords and Harmony -Band (2 periods) 	<ul style="list-style-type: none"> -Singing & Dancing -Audition Techniques - Monologue and Scene Prep - Mock Auditions 	<ul style="list-style-type: none"> - Rehearsal & Sectionals - Arrangement work - Exploring Repertoire from baroque to today's hits 	<ul style="list-style-type: none"> - Songwriting Sessions - Building an artist website - Recording a live band session 	<ul style="list-style-type: none"> - Music composition - Music theory - Ear training - Digital Audio Workstation (DAW) - Overdubbing and creating mixes

RECITALS:

The BMS Summer Program is organized into two sessions. At the end of each session, students will have the opportunity to perform for their friends and family. Recital dates are listed below. **Students are asked to wear their camp T-shirts (unless given a specific dress code by their teachers).**

Please keep in mind that although our curriculum is suited for beginners, every child learns at a different pace. Recitals will be based on class preparedness. Although not every student may perform for every class, we structure our program to include the students in at least one of their class performances.

Friday July 19th : Summer Session One Recital

Brooklyn Music School Theater, 1pm (Groups A-D) & 4pm (Intensives)

Friday August 2nd : Summer Session Two Recital

Brooklyn Music School Theater, 1pm (Groups A-D) & 4pm (Intensives)

Friday August 16th: Summer Session Three Recital

Brooklyn Music School Theater, 1pm (Groups A-D) & 4pm (Intensives)

Friday August 23rd: Summer Session Four Recital

Brooklyn Music School Theater, 1pm (Groups A-D) & 4pm (Workshops)

DROP-OFF & PICK-UP

Student drop-off and pick-up is at our **THEATER**. Bubbles mark the spot! :)

Drop-off: Between 8am - 9am

- Staff will check in your child at the table and then escort them to their designated Homeroom. Parents may go with their child if they'd like.
- If you're dropping off your child after 9am, you'll ring the doorbell and enter through the main building entrance. Inform the registrar that you are here for a late drop-off, and a staff member will come to check-in your child and escort them to their class.

Pick-up: 3:30 to 4:00pm

- When you arrive for pick up, open the Pikmykid app, click "pick-up" at the bottom of the screen, then click the green "announce" button. This will allow counselors to know you arrived, and they will send out your student. You will then confirm their student's ID number with the staff, and staff will dismiss the student.
- If you have arranged to have someone else pick up your student, they must download the Pikmykid app, and you can assign them as a "delegate" in the app. (Parent User guide on how to assign delegates [here](#).) Please make sure delegates have the child's ID number.

Extended day takes place from 4:00pm to 6:00pm

*** Please Note: Excessive lateness will result in a charge of \$20 after 4:15 & 6:15 PM. Every ADDITIONAL 5 minutes will RESULT in a \$5 charge.**

SNACK & LUNCH

All students are required to pack a daily snack and lunch. Lunch is not provided for the students.

Lunch tips:

- Limit the amount of food requiring refrigeration or heating.
(We have one microwave and this could delay the scheduled snack and lunchtime).
- Students who are registered for an extended day should pack an extra snack
- Provide students with their own utensils if needed
- Bring a water bottle. Water will be provided.
- No glass bottles!
- **PLEASE NOTE: WE ARE A PEANUT FREE SCHOOL.**

WHAT TO BRING: Daily Checklist

- Comfortable clothing
- Water bottle
- Packed lunch and snacks
- 1 Backpack (with two straps)
- Great attitude :)

ACTIVITY LIST

There will be a daily recess from 1:30 pm - 3:00 pm. If weather allows, we will escort students to a nearby park for outdoor free play. (Fort Greene Park)

If inclement weather prevents us from going outdoors, we have the following indoor activities planned:

- Arts and Crafts (coloring, painting, jewelry making, etc.)
- Balloon Volleyball (in larger studios)
- Board games + card games
- Dance Party (in larger studios)
- Jam Sessions (rock band spaces)
- Quiet, reading/relaxation room (classrooms)
- Movie day with educational discussion and activities (Parent approved movie list ONLY)
- Student and Faculty Talent Show (BMS theater)
- Faculty and Guest Artists Performances (BMS theater)

FIELD TRIPS

On Friday July 12th, July 26th, and August 9th, instead of usual music classes, we will take the students on educational field trips. All parents must sign and return a permission slip, which will be emailed to you a week prior to the field trip.

Friday, July 12th- Central Park Zoo

Friday, July 26th– New York Aquarium

Friday, August 9th– American Museum of Natural History

EXTENDED DAY & LATE PICK-UP FEES:

Extended day occurs from 4:00pm-6:00pm, Monday - Friday for an additional \$175 per week. Children will have a mix of free time and an additional Mixed Media class. Unless the director or assistant director is notified at least 5 minutes past the pick-up time, Children who are picked up late will be charged a late fee. Late fees are due at the time of pick-up.

- **Summer Institute Late Pick-Up:** *A late fee of \$20.00 will be charged for children who are picked up after 4:15 p.m. Every additional 5 minutes will incur an extra \$5.*
- **Extended Day Late Pick-up:** *A late fee of \$20.00 will be charged for children who are picked up after 6:15 pm. Every additional 5 minutes will incur an extra \$5.*

CODE OF CONDUCT

Please review the Code of Conduct with your child prior to the start of the Summer Institute. It is expected that all students will abide by the Code of Conduct.

- Listen to and follow instructions at all times from counselors and adults
- Maintain peaceful behavior & abstain from aggressive actions
- Speak respectfully to others and abstain from the use of hostile language
- Electronic games or toys are not allowed in the program (unless discussed with the director or assistant director)
- Refrain from use of cellular phones during program hours

Failure to adhere to this Code may lead to suspension or complete dismissal from the school.

REFUND POLICY

Refunds for the Summer Program cannot be given after July 1st.

All refund requests must be submitted in writing to the Registrar's Office at registrar@brooklynmusicschool.org. Registration fees are non refundable. Refunds or credits will be issued upon written notice of withdrawal, based upon the following terms:

For withdrawals before the first class, a processing fee of 30% of the total tuition will be deducted.

For withdrawals after the first class, there will be no refund. All BMS credit is transferable to other parties. Credit is valid 365 days after the original date of processing. Credit cannot be redeemed for cash.

PERSONAL PROPERTY/ LOST & FOUND

BMS is not responsible for personal property lost or damaged on our premises. A Lost & Found collection area is maintained with the registration staff. Items remaining in the Lost & Found for more than one month will be discarded.

REMINDERS

- Drop-Off: 8:00 am - 9:00 am
- Dismissal: 3:30pm-4:00pm (Extended Day dismissal 6:00pm)
- **Please be sure to notify us if you are running late for drop-off or pick up**
- Pack water bottle, lunch & snacks!
- Label all items with your child's name!
- Announcements will be made via email. Please check your email regularly.

SUMMER INSTITUTE FAQs:

1. How are disciplinary issues handled?

Disciplinary issues are always handled in a calm and fair manner. We encourage every parent to go over the BMS Code of Conduct with their child prior to starting the Summer Institute. In the case that a student is not adhering to the code of conduct, there is a three-strike policy. All disciplinary issues are documented for our record. The issue will first be discussed with the student(s) and all parties involved. Parents will also be notified of any issue that occurs within the day. The first time a student fails to follow the BMS Code of Conduct, a warning slip (green slip) will be handed to the parent. The second time an incident occurs; the student will be suspended for the following instructional day (yellow slip). In the case that a student continues to disobey the Code of Conduct, the student will then be expelled from the Summer Institute for the remainder of the summer (red slip). If your child is suspended or expelled from the program, a refund will not be given.

2. Will my child be behind in class if he/she begins in the middle of summer?

No. Our curriculum is organized so that any students registered to begin in the middle of Summer will have a smooth transition. Each week students learn new material to build upon anything taught in the previous weeks.

3. How late can I register for extended day?

It is recommended to register for extended day 2 weeks prior to the start of camp.

4. Does my child have to bring his/her own instruments?

Students are not required to bring their own instruments. We supply instruments for students to use while here.

5. Will there be air conditioning in the building?

Every classroom will be equipped with air conditioning.