

Student and Family Handbook
2026-2027

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About Play on Philly

Mission

Play On Philly provides underserved children in Philadelphia a transformative music education experience that develops and inspires the behaviors and personal skills needed for a successful life.

Vision

A Philadelphia where children and youth aspire to achieve success, realize their potential for growth, and are instruments of change in our city.

Values

- Equity and Inclusion
- Passion and Excellence
- Commitment and Accountability
- Community

History

Play On Philly (POP) was originally inspired by Venezuela's hugely successful El Sistema program that believes in equal access to music education as a social preparedness tool. Since its 1975 founding, El Sistema has served over one million youth in free orchestra programs across the country, proving that music education has a positive impact on academic and social skills, regardless of income level. Deeply inspired by El Sistema, Curtis Institute of Music graduate Stanford Thompson brought this unique and proven approach to underserved youth in Philadelphia in 2011 to help encourage successful students, citizens, and musicians.

Thompson founded POP with two guiding principles:

- regardless of economic circumstance, every student deserves access to music education
- music education is a powerful tool to change lives and uplift communities

Commitment to Cultural Equity and Anti-Racism

We are Play On Philly, an inclusive and equitable organization where all staff and stakeholders are valued and respected. Our community includes young musicians, their families, Teaching Artists, administrators, Board members, and volunteers, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education, or disability. We prioritize equity, acceptance, and empowerment as core tenets of our work. We commit to providing equal support and opportunities and facilitating meaningful participation in all programs and across the organization. We respect and value diverse life experiences and heritage and how that impacts learning. We are committed to maintaining a safe learning environment in which our participants find unconditional positive regard and honoring of their contributions to the Play On Philly musical community.

We are committed to recognizing the ways in which racism, devaluation, marginalization, and disenfranchisement of Philadelphia's communities has created the context in which we do our work. We are committed to doing our part to dismantle these systems toward the goal of equity and we commit to modeling anti-racist principles for the entire nonprofit arts and education sector.

Play On Philly commits to:

- Increase accountability and intention to our role and responsibility in dismantling the historic and present realties of racism affecting the community we serve.
- See diversity, inclusion, and equity as mission-critical, to ensure the well-being of our participant families, staff, and the communities.
- Acknowledge and dismantle identified inequities within our policies, systems, programs, and services, and continually update and report organization progress.

- Actively combat the legacy and impact of racism on members of the POP Community.
- Practice and encourage transparency in our storytelling and communication so as to identify and eradicate coded language, saviorism, and devaluation of our community.
- Support board-level thinking about how systemic inequities impact Play On Philly's work, and how best to address that in a way that is consistent with our mission.
- Commit time and resources to expand more diverse leadership within our board, committees, staff and Teaching Artists.
- Lead with respect and acceptance. We expect all employees to embrace this notion and to express it in workplace interactions and through everyday practices.

To read the full statement, including the ways in which Play On Philly is working to realize this commitment, please visit playonphilly.org.

Contact Information

Program Locations

St. Francis de Sales School 917 S. 47th Street Philadelphia, PA 19143 POP at SFDS: 267-807-3291	**Impact Charter School West** 5600 Chester Avenue Philadelphia, PA 19143 POP at ICSW: 267-807-3292
Roman Catholic High School 1212 Wood Street Philadelphia, PA 19107 POP at Chamber: 267-807-3293	**KenCrest West** 5900 Elmwood Avenue Philadelphia, PA 19143
Universal Alcorn Charter School 3200 Dickinson Street Philadelphia, PA 19146	

Key Play On Philly Staff

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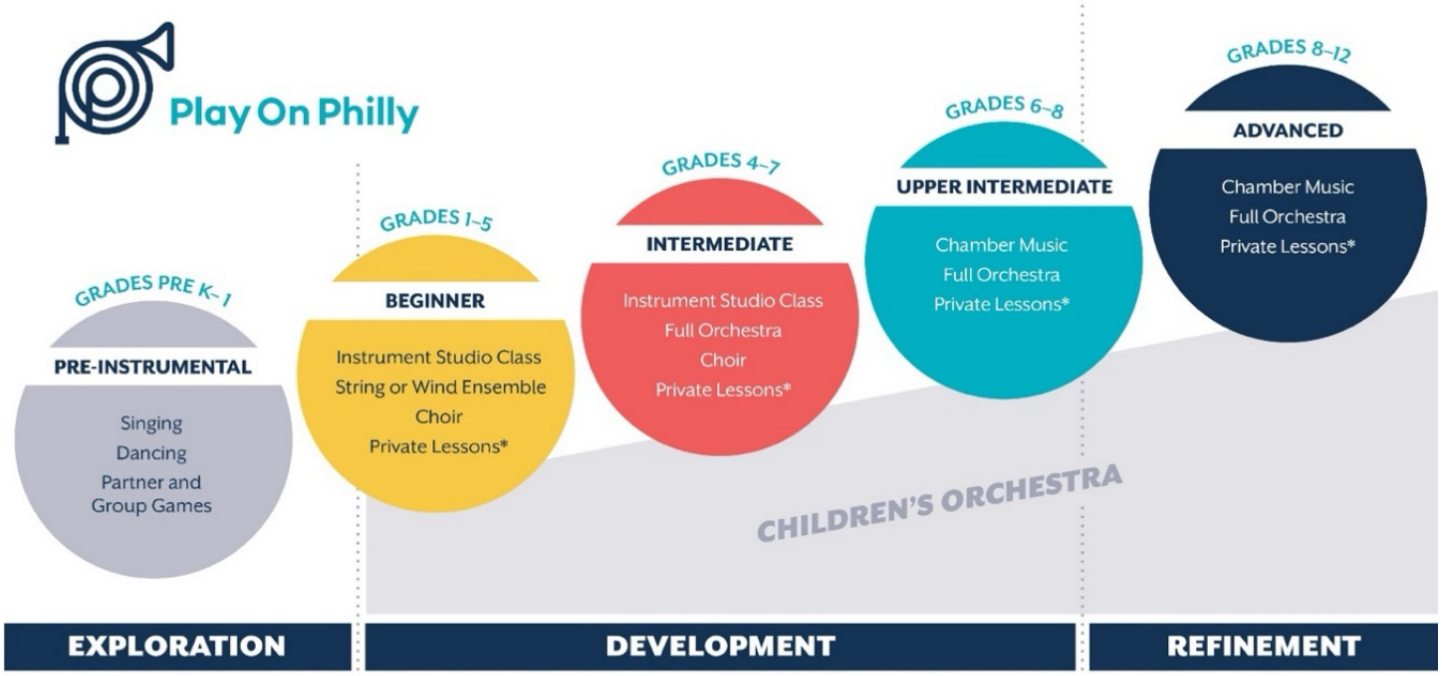
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POP Programs



Programmatic Continuum

*Select students

POP Music Centers (Grades K – 8)

Students in the exploration and development stages receive about 8 hours of group instruction each week throughout the school year. Students are loaned, at no cost, one of fourteen standard orchestral instruments and receive approximately 450 hours of musical training and performance opportunities throughout the year. During the year POP serves students and families at four Music Centers in West Philadelphia and Center City.

POP Upper-Intermediate and Advanced Programming (Grades 8 – 12)

During the development and refinement stages, students who have reached a musical and technical proficiency on their instrument begin to play chamber music (music in small groups) and become section leaders in the Children's Orchestra. Students at this level play challenging repertoire and learn leadership skills.

POP Summer Program (Grades K-12)

Students at all levels of the programmatic continuum from across Philadelphia, including those who participate in POP programming during the year, engage in full day music and arts programming at Temple University's Boyer College of Music. Students participate in ensemble, studio classes, additional arts exploration, and physical activity.

Marian Anderson Young Artist Program (Rising 4th – 12th Graders)

The Anderson Artist Program identifies talented and motivated students from communities that have historically been excluded from the highest levels of musical excellence due to structural barriers in our country. Anderson Artists and their families commit themselves to the dedication necessary to excel in the fields of classical and jazz music and are focused on achieving the highest levels of musical excellence.

Students are supported in their musical studies through private lessons, individual advisement, instrument loans, and college and career counseling.

Play On Philly Terminology

At Play On Philly, student musicians learn in a variety of ensemble structures which support their individual and group growth. Read on to learn more about the terms you will hear as you support your young musician.

CO = Play On Philly Children's Orchestra (all instrumental students)

Several times per year, students participate in a multi-level and multi-site ensemble called the Play On Philly Children's Orchestra. The Children's Orchestra is an opportunity for seasoned POP musicians to serve as section leaders and for younger students to push their musical limits in a supportive, communal endeavor.

Pre-Children's Orchestra (PCO) or Exploratory Students

Kindergarten and 1st grade students start their Play On Philly journey in the exploratory class where they explore music through rhythm games, solfege (do-re-mi), group and partner dances, etc. These are our youngest students, typically in kindergarten or first grade. These students are considered Pre-Children's Orchestra because they do not learn a formal orchestra instrument at this stage but are learning skills and mindsets necessary to start in the following years.

Children's Orchestra 1 (CO1) Students

Children's Orchestra 1 (CO1) is an ensemble for students in the beginner to intermediate stages of programmatic continuum. Students typically remain in CO1 for multiple years (approximately 1-3 years). At this stage, students are learning the fundamentals of their instrument, practice being in an orchestra, and are learning the fundamentals of reading music.

Children's Orchestra 2 (CO2) Students

Students in the intermediate and upper intermediate parts of the programmatic continuum enter the Children's Orchestra 2. At this stage (typically 2-3 years), young musicians know the basics of instrumental technique, can read music proficiently, and are playing more challenging repertoire. In addition to studios and string and wind ensembles, CO2 musicians participate in full orchestra.

Select students who play in CO2 may also be invited to play in the Chamber Orchestra once a week. Students who participate in Chamber have opportunities to advance their skills, perform in special concerts, and work with renowned guest artists.

Chamber Students

Students in the Chamber program are upper-intermediate and advanced students who are refining their technique and musician skills. Students at this level play advanced repertoire and participate in full orchestra as well as small chamber ensembles. Chamber participants come from across Philadelphia to rehearse together and perform at venues throughout the region and beyond.

Music Center Staff

Program Coordinator (PC)

Each POP Music Center is managed by a Program Coordinator who oversees all aspects of program management, from classroom assignments to payment processing, from the citizenship program to permission slips. Any questions you have about the daily operations of your child's Music Center should be directed to the Program Coordinator.

Teaching Artist (TA)

The Play On Philly Teaching Artists (TAs) are highly trained musicians on their instruments who are deeply committed to the idea that intensive music education can be a vehicle for building life skills. Many of our TAs have studied at the nation's top music schools and bring high expectations and standards to the POP students. Each Teaching Artist engages in many hours of training throughout the year to ensure they are teaching to the highest POP standard.

The POP Experience

Day in the Life

At Music Centers, POP students learn their chosen instrument through group instruction and ensemble work. The year is broken into four sessions (fall, winter, spring, and summer). Fall and Spring sessions culminate in an evaluation, also called a musical jury, and each session ends with a formal performance. The jury and performance celebrate a student's progress and help POP teachers and staff ensure programmatic goals are being met. For more information about juries and progress reports, see POP to the TOP above.

During a typical week at Play On Philly, students will split their time between instrument specific classes, also called studio classes, and ensemble rehearsals (on their instruments and in choir). In studio class, students learn the intricacies of playing their instruments. They learn to read music notation, master incrementally challenging techniques, and focus on learning core musical concepts. In ensemble, students practice playing as a larger unit to prepare for the many concerts which occur throughout the year. Students learn collaboration, compromise, and persistence as they play as a community and strive toward the larger goal of creating beautiful music.

If your student attends POP at a K-8 site, they will receive a snack and a moment to take a break after the school day before beginning their musical studies. See your site-specific schedule for details about classes and dismissal procedures.

As students progress to upper-intermediate and advanced levels, they spend more of their time working in ensembles and chamber groups. These students have gained enough skills on their instrument, and they can focus on challenging repertoire (music selection) and begin to rehearse independently of Teaching Artists.

During the school year, Play On Philly will incorporate cross-site combined rehearsals. These rehearsals will be posted in advance and are an opportunity for young musicians from all Music Centers to rehearse together in the POP Children's Orchestra.

Play On Philly Internal Evaluation

Play On Philly evaluates our students' growth and progress in a variety of ways. In collaboration with WolfBrown arts consultants, we analyze de-identified information gathered from surveys and skills evaluations to further hone what we offer to our students. School partners also help to provide de-identified information about students' school progress to better understand the benefits of Play On Philly on young people's growth and success. Evaluation work ensures POP continues to improve its practice both

to benefit our community and to support the efforts of other organizations who aim to provide high quality and accessible music education.

Concerts and Events

Throughout the year, POP students commit to performing in three main concerts which typically occur in December, March, and May. These concerts are mandatory for all students.

Our concert in May combines all instrumentalists into one large Children's Orchestra. Many students also participate in several other performance opportunities which may include:

> Musicales – on-site performances at the conclusion of the POP day. Musicales are an opportunity for students of all ages and abilities to practice performing in a low-stakes environment, in front of supportive peers and Teaching Artists.
>
> Community Performances – opportunities for smaller groups of POP students to play music and engage the community that they live in. Past performances have included trips to senior centers, SEPTA Music and Moves, Fairmount Park, and day-care centers.
>
> Cultivation Events – performance opportunities with Play On Philly's partners, supporters and donors. We find that POP students are their own best advocates and can express why POP is so meaningful to them.
>
> Instrument Family Festivals – a chance for POP to celebrate a specific family of the orchestra. Across multiple Music Centers, POP students engage in several days of music-making culminating in a day with a professional Guest Artist.
>
> Special Partnerships – Philadelphia is a city recognized for its exceptional performing arts institutions including the Philadelphia Orchestra and Philadelphia Chamber Music Society, in addition to world-renowned training institutions like the Curtis Institute of Music. Oftentimes, touring musicians who stop in Philadelphia to perform, will visit Play On Philly to work with our young musicians. In the past, POP musicians have worked with notable artists such as Tommy Mesa, Imani Winds, Hillary Hahn, Simon Rattle and the Philadelphia Orchestra's Music Director, Yannick Nézet-Séguin.

Additional Opportunities may arise throughout the year for students to participate in more select ensembles. In the past, POP students have won auditions to participate in the YOLA National Festival in Los Angeles and to go to instrument-specific music camps and seminars.

Concert Transportation

POP uses a combination of public transportation, school buses, private vehicles, and family organized carpools to get students to their performances and field trips. POP permission slips will indicate which type of transportation will be used for a specific event.

Policies and Procedures

Prior to the start of programming, please ensure that you and your child have read and understand all POP guidelines and procedures. We take these policies seriously to ensure all students and families have the best experience at POP.

Daily Attendance

POP students are required to attend program each day POP is in session. POP will communicate with advanced notice when the program is not in session. You can also find general date information when you log into the Family Portal.

Absences

Students are allotted 4 absences per session. Students who exceed their maximum number of unexcused absences may not be allowed to participate in specific performances or continue in program for that year.

Early Pick Up

If a child must be picked up early, parents must notify the Program Coordinator at least 24 hours in advance. No early pick-ups are permitted during the last 30 minutes of program each day. If a child is picked up more than 30 minutes before the program ends, this will be counted as an absence.

Late Pick-Up

Parent/guardian(s) are responsible for picking-up student(s) promptly at the end of program.

If a parent or guardian is late picking up a student (15 minutes or more after program ends), they will be charged a **late fee of $1 per minute**. Payment of late fees must be paid online at www.playonphilly.org/pay within two (2) business days or by money order to the Program Coordinator. Failure to pay the late fees on time will result in a student's temporary suspension from POP. Upon remittance of payment, a student may return to the program.

If a student has more than 3 late pickups per session, they will be unable to return to POP programming. **Students who are picked up 45 minutes after dismissal or later are in danger of being removed from the program.**

Pick-ups by Non-Preapproved Adults

At the start of the school year parents/guardians are required to inform POP staff which individuals have permission to pick-up their child(ren). If none of the individuals whose information you have provided in advance are available to pick-up your child, you must first call the Program Coordinator to inform them of the change, then send a follow-up email with the name and DOB of the individual who will be picking up your child. When that person arrives, they will be asked to provide a photo ID with their name and DOB, which will be recorded by the Program Coordinator, before they depart.

Cell Phones & Electronics

We know that everyone has an electronic device these days, however POP is a time for students to disconnect from their devices and to get to know the people around them. Cell phones and electronics are strictly prohibited during POP time; electronics must be put away and be switched to silent.

We know that sometimes families need to contact their student; if you find yourself needing to contact your student, you must call the Program Coordinator. The staff will get you directly in contact with your student when appropriate.

Students may bring cell phones on off-site field trips. However, cell phones are required to be kept in backpacks except to coordinate pick-up/drop-off and emergencies.

Consequences:

1. If a student is caught using their electronic device during program, the device will be taken away and given to the Program Coordinator. The student will get their device back at dismissal.
2. The second time, the Program Coordinator will make a phone call home or speak to the family at dismissal.
3. If this is a recurring issue, a phone call will be made home to make arrangements for the student to drop off the phone or electronics to the Program Coordinator daily before program and to get it returned at the end of the day.

Program Attire

During program time, students will adhere to the dress code and uniform of their site. Students are not permitted to wear jackets during program time.

Your Music Center's Program Coordinator and/or Teaching Artist will have a designated spot for their students' backpacks. Students are not permitted to wear backpacks while engaged in music making.

Concert Attire

All POP students wear a uniform for their performance. Concert dress code is:

- **Children's Orchestra**: White on top, black on bottom.
    - ex: Black shoes, black socks, black pants or black skirt past the knee, white plain dress shirt or blouse
- **Chamber Students**: All Black
    - ex: Black shoes, black socks, black pants or black skirt past the knee, black plain dress shirt or blouse

NOT PERMITTED: T-shirts, jeans, denim skirts or jackets, sneakers, leggings, clothing with prints or designs, clothing with words or logos, skirts or dresses that stop above the knee, tank tops/sleeveless shirts/dresses.

Students wearing clothes other than those outlined will be asked to change or they cannot participate. Please inform our Program Coordinators if you need assistance with obtaining proper concert clothes; we are happy to help!

Concert Attire Donations and Loans

Many of our young musicians can only wear their concert clothes once or twice before they outgrow them. Once or twice a year, POP Music Centers will ask for concert clothing donations. These clothing items are available to parents throughout the year by contacting your Program Coordinator. If a student shows up on concert day inappropriately dressed, the POP staff will make every effort to use the donated clothes to ensure your student can perform.

Snacks

If a student is with POP in the afternoon, then they will receive snacks free of charge each day before the program begins. Students are welcome to pack additional food and beverage for snack time, however, food may only be eaten during snack time and in designated areas and never when playing instruments.

Please be advised, POP is a tree nut-free program.

Emergency Information

All families must fill out emergency Contact and student medical information as part of the enrollment form each year. All relevant TAs and staff will be made aware of their students' medical information, including

medication administration, before the program begins. Staff will review the information carefully to anticipate any needs their students might have.

Illness: If a student falls ill during program, POP staff will call all points of contact in a student's file until a parent/guardian is reached. In the unlikely occurrence that a child requires medical assistance, the staff will call 911 and the emergency contacts. A POP staff member will accompany the child while they receive medical services until such time that a parent/guardian can arrive.

Medication: For those students who can self-administer necessary medications, we require that you provide information concerning medication type, any dosage recommendations, and any storage requirements on the Student Medication Information form which should be updated as needed and reviewed at least once per year.

Emergency Plans: Play On Philly follows all the shelter-in-place and emergency plans recommended by our partner schools. For more details for your specific Music Center, please reach out to your Program Coordinator.

Permission to Leave Alone

With the written consent of the parent/guardian, a student may leave the premises at the end of program by themselves – students who have this permission are referred to as "Leaves Alone". **If a student is "leaves alone", this means POP staff will not be escorting your child to their mode of transportation going home, whether that means walking outside to your vehicle or traveling to different location, including their residence.**

NOTE: Staff regularly checks to see that our leaves alone students have properly left the property. If we notice that a leaves alone student is still waiting to be picked up and there are concerns that force a staff member to wait until the student has left safely, late policy and fees will apply.

You can adjust your consent to this policy at any time during the program, but the PC ***must*** have it writing that the change is being made.

If a student does not have this permission, someone must come inside the building and sign the student out to pick them up from the program.

Student Leave of Absence

Since learning an instrument takes consistent time and dedication, POP is a year-round activity. If a student in 5th -8th grade who has good attendance wishes to participate in another extracurricular activity (sports, textile club, homework club, dance, etc.) during program hours, they may request a Leave of Absence during one full POP Session. We strongly encourage that students continue to practice their instrument on their own to avoid falling too far behind.

To complete this process:

1. The family must reach out and discuss their plans with the Program Coordinator.
    a. If the leave will be during the fall session, the family should still complete the enrollment form.
    b. If it is during the winter or spring sessions, the family does not need to complete a new enrollment form upon returning to the program.
2. When the family enrolls their child, the full registration fee must be paid, either in a lump sum or installments. There is no discount for part-year enrollment, as this is a registration fee not tuition.

Instrument Loans

Instruments are loaned to students as needed. Students may bring them home at the discretion of their studio teachers. Any damage to the instrument must be reported to their teacher immediately.

Parent/guardians are responsible for supervising the care of the instrument at home and will be held financially responsible for damage.

Students must abide by the following rules:

- The POP student is the only person allowed to play their assigned instrument.
- The instrument must remain secured in the case and in a safe place when not being played. Instruments should not, for example, be stored in cars/trunks beyond travel time or in places with extreme temperatures. These conditions may damage the instrument.
- All damage must be reported to POP staff immediately along with any information that can help assess the nature of the damage.

Respecting Spaces/Vandalism

The spaces we occupy are rooms that are loaned to us by our partner schools. Students are expected to always leave spaces neater and cleaner than they found them. This includes:

- Trash disposal at appropriate locations
- Keeping classrooms, walls, music stands, and all other property free of damage and destruction
- Returning shared materials to their proper place and in good condition
- Cleaning up spaces after meals

Students who intentionally destroy property including, but not limited to loaned instruments, equipment, music stands, facilities and bathrooms etc., will be held responsible for the payment of the damaged property and will be dismissed immediately.

Off-Campus Trips and Performances

Occasionally, students will have the opportunity to leave the campus for community engagement performances. We feel that it is important for our students to perform more often in various settings to learn how to engage their community in their craft. Off-site trips will always be supervised by a chaperone. As a reminder, students on off-site trips are representatives of POP and themselves, thus all expectations will apply while out in the community.

Students will always be required to have signed permission slips for any off-site trips. We will send these permission slips out to families through Airtable and will have paper copies available, if requested.

Family Communication

POP has an ambitious schedule of activities. For students to receive the maximum benefits of POP, we require swift contact with families to share information. POP communicates in many formats to ensure that information is disseminated and received quickly.

We use **e-newsletters**, sent weekly to parents/guardians, to share information about upcoming events, non-program days, and special schedules related to concerts and juries. We also share exciting POP news and updates.

We **use texts, emails, and calls** to parents/guardians to remind families about non-POP days, overdue permission slips, behavior issues and special event reminders.

Music Center Phone Numbers

This year each POP Program has a new dedicated phone number! Please use these numbers to reach our staff directly. These numbers are monitored by our Program Coordinators, Site Assistants, and anyone who is the person in charge on site if our usual team member is out. Since programming occurs at different times of day depending on the music center, we have determined hours of operation for each. If you reach out before or after these timeframes, you will be contacted during the next business day.

Location	Office Hours	Phone Number
SFDS	10:00am – 6:00pm	267-807-3291
ICSW	7:00am – 5:00pm	267-807-3292
Chamber	10:00am – 6:00pm	267-807-3293
Main POP Number	9:00am – 5:00pm	215-729-1863

Communicating with Older Students

Beginning in 9th grade, we want to instill independence and responsibility in our young musicians. As such, we expect them to manage their own schedules and will send them communication regarding rehearsals, repertoire, special events, etc. Parents and guardians will be copied on many of these communications, but we expect your student to respond on their own behalf.

If any contact information changes, the family must proactively contact their PC to provide the new information.

Family Engagement Opportunities

Aside from attending our three major concerts of the year, we are always looking for ways to engage families so you can be as informed about your students' music education as possible. At the start of each program year, families are asked to complete a Family Engagement Survey so program staff can gauge interest and availability from as many of our community members as possible.

Previous family engagement opportunities have included attending informational sessions, contributing food and drinks at events, assisting with event set-up/breakdown, and chaperoning students during large rehearsals.

This year, we are hoping to have more opportunities for families to come in during regular POP programing as well with at least one additional event during each concert cycle. All important family engagement opportunities and events will be communicated through weekly newsletters sent out by our Program Coordinators.

We are in the process of starting family committees across our various Music Centers for those who are interested in regularly working with our Program Coordinators and other family representatives to help plan and execute these family engagement opportunities. If you are interested and willing to volunteer your time, please contact our Community and Teacher Engagement Manager directly.

Citizenship Program

The citizenship program is the Play On Philly standards and code of conduct to which students, families, staff and Teaching Artists are held. To ensure our community is a place where everyone can learn and grow, we hold students to the highest standards of integrity and citizenship. These expectations are in addition to your school's code of conduct.

General Guidelines

- Students cannot chew gum or bring food or drink (except water) with them into classes or rehearsals.
- Students are expected to adhere to their school's dress code. Students are not permitted to wear winter hats, gloves, and coats during class time.
- Personal belongings should be neatly put away in the designated secure location and will remain there until dismissal. No personal belongings should follow students to their studio or ensemble classes.
- Cell phones are strictly prohibited during POP time and must be stored in a student's backpack on silent. During dismissal, a student may use their cell phone to communicate with a parent/guardian only after asking for permission from a POP staff member, after which it must be stowed away.
- Students are expected to follow all POP rules during off-site performances and trips.
- Students are expected to show their fellow musicians respect during all performances by sitting quietly and attentively and acknowledging their performance at the end!

Citizenship Recognition

POP celebrates students who adhere to the POP code of conduct and who demonstrate preparedness, collaboration with others and helpful initiative. POP is proud to recognize students who model qualities such as leadership, sharing, helpfulness and empathy.

Citizenship Process

At some point, students may struggle to meet POP's citizenship standards. In the case of minor issues such as repeated disruptive behavior in the classroom or failure to follow directions after three warnings, the first step will be the completion of a reflection sheet. The reflection sheet tool allows students of all ages to think through their actions/words and decide how they might approach a situation differently in the future. For those students who are old enough, we ask that they complete the first section outlining their behavior, independently. If the situation requires, a student may be removed from the classroom. These documents help POP students, families and staff understand and agree on what was problematic and what can be corrected for the future. In most circumstances, students will be given opportunities to correct their behaviors.

First Incident:

1. Reflection Sheet is issued.
2. Teaching Artist and Program Coordinator will call parents/guardians.
3. Reflection sheet is signed and returned the following school day for the student to return to program.

Second Incident:

1. Reflection Sheet is issued.
2. Teaching Artist and Program Coordinator will call parents/guardians to request a meeting.
3. Reflection sheet is signed and returned.
4. Student and their family meet with Program Coordinator before the student can return to program.

Third Incident:

1. Reflection Sheet is issued.
2. Program Coordinator will call parents/guardians to request a meeting.
3. Reflection sheet is signed and returned.
4. Student is placed on a two-day suspension.

5. Student and their family meet with Program Coordinator to write a citizenship contract before the student can return to program.

Fourth and Final Incident:
If a student breaks their behavior contract for a fourth time, they will earn a fourth reflection sheet and will be suspended for the duration of the session. The Program Coordinator will determine whether the student should return to the program in the following session. They will communicate their decision at least two weeks in advance of the start of the session.

Zero-Tolerance

As a community of families, students, Teaching Artists and administrators, we are committed to an environment of physical and emotional safety. The following behaviors from any member of our community has zero-tolerance at Play On Philly and will result in immediate consequences, up to and including suspension or removal from program:

- Threatening violence
- Fighting/unwelcome physical contact
- Leaving school buildings without permission
- Inappropriate language
- Sexual harassment
- Instrument damage due to neglect
- Stealing (from other students, classrooms, or adults)
- Bullying

These policies and procedures are in place to ensure the safety and well-being of all families, students, Teaching Artists and staff.

The POP Student and Family Commitment

POP holds its administrators, teachers, board members, students, and families to high expectations because we know that together we can achieve big goals. Please note that in addition to POP's guidelines, all school rules apply during POP hours. Below is a list of expectations to ensure that students and families receive the maximum benefits of the Play On Philly program:

Students will…

- Come prepared to learn with necessary materials including sheet music, instrument, pencil, and necessary instrument-specific supplies for program each day. A POP student comes to the program with a can-do attitude and is ready to be the best musician they can be.
- Practice and review materials at home.
- Attend all mandatory concerts to celebrate the hard work and achievement of each musician.
- Follow POP's guidelines for concert dress so that ensembles look clean and professional, and the music can shine above all else.
- Adhere to all POP Citizenship guidelines to create a safe and nurturing music environment.
- Care for their instrument and supplies.
- Abide by our general attendance policy.

Families will…

- Encourage practice at home and ensure that students are caring for their POP-loaned instrument correctly.

- Take responsibility for any damage or negligence to a POP-loaned instrument due to their student's misconduct.
- Ensure students are properly prepared for concerts with their instrument, sheet music, and proper uniform.
- Encourage their student(s) to follow POP citizenship expectations and accept any consequences for negative actions.
- Submit registration fees by the assigned deadlines or according to the outlined payment plan.

Registration Fees

At POP, we believe that intensive, high quality music education should be afforded to all students, no matter their circumstance. The scholarship that POP provides to each student includes eight hours of instruction per week, full-day summer camp, instrument loan, repair and supplies, access to orchestral training, and additional opportunities to enhance your child's education. POP makes a long-term investment in its students and families because we know that music changes lives. **Each Play On Philly student is awarded a scholarship valued at $10,000.**

Parents are required to pay a non-refundable registration fee of $130 per child each year; fees will not be returned if the child is removed from the program. Registration fees may be paid by check, money order, or online with a credit card – NO CASH will be accepted by our staff.

The registration fee must be paid in full, or a payment plan must be arranged on or before the first day of POP. Your child is not considered enrolled in POP if we have not received their completed enrollment forms and payment towards the registration fee.

Please communicate with POP's Senior Operations Manager (laura@playonphilly.org) if there are extenuating circumstances which make this payment challenging. If you have not communicated in a timely fashion, your child will be removed from POP programming until the registration fee is received.