



**Student and Family Handbook
2022-2023**

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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 supports 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 realities 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/family.

Contact Information

Play On Philly Staff

Jessica Zweig
Director of Educational Programming
jessica@playonphilly.org

Andrés González
Music Director
andres@playonphilly.org

Davielle Keiser
Program Manager
davi@playonphilly.org

Laura Kirk
Operations Manager
laura@playonphilly.org

Dr. Anna Meyer
Anderson Artist Manager
anna@playonphilly.org

Allison Mion
Program Coordinator – St. Francis de Sales
allison@playonphilly.org

Anna Negron
Program Coordinator – ICSW
anegron@playonphilly.org

Sarah Barnaby
Program Coordinator – St. Rose of Lima
sarah@playonphilly.org

Main Office Phone Number: (215) 729-1863

Program Text Line: (267) 589-8226

Program Locations

St. Francis de Sales School
917 S. 47th Street
Philadelphia, PA 19143

Independence Charter School West
5600 Chester Avenue
Philadelphia, PA 19143

St. Rose of Lima School
1522 N. Wannamaker Street
Philadelphia, PA 19131

Roman Catholic High School
1212 Wood Street
Philadelphia, PA 19107

KenCrest West
5900 Elmwood Avenue
Philadelphia, PA 19143

POP Programs

POP Music Centers (Grades K – 8)

Offers each student 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 2022–2023-year POP will serve students and families at five Music Centers in West Philadelphia and Center City.

POP Upper-Intermediate and Advanced Programming (Grades 7 – 12)

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 Camp (Grades K-12)

An opportunity for students from around Philadelphia, including those who participate in POP programming during the year, to engage in full day music and arts programming. Over six weeks, students participate in ensemble, studio classes and arts exploration. High School students develop leadership skills as Junior Teaching Artists.

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

The Anderson Artist Program serves 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 Children's Orchestra (all instrumental students)

Starting during the 2021 school 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.



Programmatic Continuum

*Select students

Music Center Staff

Program Coordinator

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 all sessions end with performances. The jury and performance celebrate a student's progress and help POP teachers and staff ensure programmatic goals are being met. Each jury is accompanied by a citizenship report detailing a student's work as a member of the larger POP community.

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 after school, 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, students spend most of their time working in ensembles and chamber groups. These students have gained enough skills in their instruments that they can focus on challenging repertoire (music selection) and begin to rehearse independently of Teaching Artists.

***During the 2022-23 school year, Play On Philly will pilot some Saturday rehearsal schedules. These rehearsals will be posted months 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 Evaluation Work

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. 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

POP is proud to be the home of the **Children's Orchestra**, which is a full symphony orchestra, comprised of all our instrumentalists across all POP music centers. Throughout the year, students at our music centers learn the same music and practice the same techniques. The Children's Orchestra combines all these students into one ensemble. This is a thrilling occasion for our students to come together in such large numbers. The Children's Orchestra currently has two levels depending on the experience of the players.

Throughout the year, POP students commit to performing at three main concerts which occur in December, March, and May. These concerts are mandatory for ALL STUDENTS. Our concert in May combines all the instrumentalists into one large Children's Orchestra. Many students 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 – chances 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 musicmaking culminating in a day with a professional Guest Artist.

Special Partnerships – Philadelphia is a city recognized for its exception 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, musicians who are in Philadelphia to perform will visit POP to work with our young musicians. In the past, POP musicians have had the chance to work 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, or to go to instrument-specific music camps and seminars.

Concert Transportation

POP uses a combination of public transportation, school buses, private vehicles, and family 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 in order to ensure all students and families have the best experience at POP.

Daily Attendance

POP students are required to attend program every day POP is in session. POP will communicate with advanced notice when program is not in session.

If a student must miss program, families should provide advanced notice to site staff by noon on the day of the absence. We understand that absences due to illness, family emergencies, and doctor's appointments may arise. An absence is excused if it meets one of the following criteria:

- There is a family or medical emergency.
- A student has a doctor/dentist appointment (with a note).
- A student has a mandatory school function.
- A student is involved in another similar music organization, pre-approved by POP staff.
- The student has an excused absence from school.

Doctor's notes must come from the doctor's office directly.

If a student's absence does not fit one of these criteria, it will be considered unexcused. Students are allotted 10 unexcused absences per year. Students who exceed their maximum number of absences will no longer be allowed to participate in the program that year.

Early Pick-Up

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

Late Pick-Up

Parent/guardian(s) are responsible for picking-up student(s) promptly after 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 remitted to the music center's front desk staff or paid online at www.playonphilly.org/pay within two (2) business days. 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 program.

If a student has 3 late pickups per session, they will be unable to return to POP programming. **Students not picked up 45 minutes after dismissal or later will automatically be dismissed 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 your child. 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 kept on silent. We know that sometimes families need to get in contact with their student; please call the Program Coordinator. The staff will get you directly in contact with your student. If a student

absolutely needs to make a phone call, they must first check in with a teacher or a staff member first.

Students may bring cell phones on off-site field trips. However, cell phones should 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 when they are dismissed.
2. The second time, the Program Coordinator will make a phone call home.
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 sweatshirts, hoodies or jackets during program time.

Concert Attire

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

- **Children's Orchestra 1:** Black shoes, black socks, black pants or black skirt past the knee, white plain dress shirt or blouse
- **Children's Orchestra 2:** Black shoes, black socks, black pants or black skirt past the knee, white plain dress shirt or blouse
- **Chamber Students:** Black shoes, black socks, black pants or black skirt past the knee, black plain dress shirt or blouse

Students will be given a POP T-Shirt which, on occasion, will be worn for concerts. Please read your Music Center's weekly newsletter for which concert uniform is appropriate for a specific concert.

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

Students receive snack free of charge each day before program begins. Students are welcome to pack additional food and beverage for snack time. Please be advised, POP is a tree nut-free program.

Emergency Information

All families must return a signed Medical and Emergency Contact form before the first day of program. All relevant TAs and staff will be made aware of their students' medical information, including medication administration, before 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 Emergency Contact/Medical 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 host 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. Without this express consent, POP staff will not let a student leave the building. POP staff CANNOT allow students to meet parent/guardians at the curb without express written consent.

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.

Instrument Loans

Instruments are loaned to students as needed. They 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 due to clear negligence or misconduct by the POP student.

Students must abide by these 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 damages.

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 and field trip opportunities. 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. Field 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 and for all of our students to receive the maximum benefits from being involved with POP, we need to be able to contact families quickly and share a lot of information. POP communicates in many formats to ensure that information is shared with everyone and quickly.

We use e-newsletters, sent to parents/guardians, to share information about upcoming events, no-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 no-POP days, overdue permission slips, behavior issues and special event reminders.

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.

Volunteer Opportunities

There are many opportunities to assist in the day-to-day operations and special events at Play On Philly. If you would like to volunteer your time you can help by:

1. **Helping with Program Set Up** - This task is for those who can help at the same time every day to set-up snack, watch students while on break, or assist with dismissal.

2. **Coordinating a Concert Clothing Drive** - This opportunity is seasonal and requires someone to communicate the times and dates of the drive and organize volunteers to help with clothing drop-off.
3. **Coordinating Concert Receptions** - During site concerts (December and March), parents gather to organize after-concert food and beverages. Volunteers are needed to organize food drop-off, food service, and clean-up.

The state requires that all volunteers who work with children complete the following three clearances. These clearances are due no later than one week prior to your start date.

1. PA Child Abuse History Clearance
2. PA State Police Criminal Record Check
3. FBI Criminal Background Check

Please email your Program Coordinator if you'd like more details about how to complete clearances and are interested in getting started.

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

- Student cannot chew gum or bring food or drink (except water) with them to classes or rehearsals.
- Students are expected to adhere to their school's dress code. Students are not permitted to wear hoodies, 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. 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 field 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. While each Program Coordinator may choose to celebrate these role models differently, each Music Center selects up to two Students of the Month by awarding them a certificate and tickets to an upcoming professional concert. 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 Infraction:

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 Infraction:

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 family meet with Program Coordinator before the student can return to program.

Third Infraction:

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

Fourth and Final Infraction:

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 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
- 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 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 participation fees by the assigned deadlines or according to the outlined payment plan.

Participation 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, six-weeks of 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. For a child in Philadelphia to access these experiences costs upwards of \$10,000.

Parents are required to pay a non-refundable participation fee (fees will not be returned due to removal from program). Participation fees can be paid by check, money order, or credit card – NO CASH.

The participation 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 enrolled in POP if we have not received all enrollment forms and payment towards the participation fee.

Payment Plan Due Dates

	DUE DATE
Installment One (\$45)	Friday, Sept. 23 rd
Installment Two (\$35)	Friday, Oct 21 st
Installment Three (\$35)	Friday, December 2 nd

Please communicate with the POP staff if there are extenuating circumstances which make this timeline challenging. If you have not communicated in a timely fashion, your child will be removed from POP programming until payment is received.