



Play On Philly

**Student and Family Handbook
Summer 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.

POP Summer Program Overview (Grades K-12)

Summers at POP are an opportunity for musical and social-emotional growth through ensemble playing and intensive group lessons. Students also spend part of their day focused on other forms of creativity and expression including dance, physical fitness, and art.

The Play On Philly Summer Program is held each summer for students in rising grades 1-12 and rising college freshman. Year-round POP students, as well as young musicians across Philadelphia, are eligible to join. Our classes may include:

Beginning and Intermediate Classes
 Choir
 Instrumental Group Lessons
 String and Wind Ensembles
 Exploratory Class

Advanced Classes
 Chamber Ensembles
 Music Composition
 Community Engagement
 Junior Teaching Artist Program

Contact Information

Summer Camp Primary Staff

Ian Taylor
 Summer Program Coordinator
popsummer@playonphilly.org

Sarah Barnaby
 Program Coordinator
sarah@playonphilly.org

Anna Negron
 Internship and Apprenticeship Coordinator
Anegron@playonphilly.org

Allie Mion
 Program Coordinator
allison@playonphilly.org

Summer Phone Number: (267) 807-3301
Summer Text Line: (267) 589-8226

Play On Philly Staff

Jessica Zweig
Director of Educational Programming
jessica@playonphilly.org

Elizabeth Kubiak
Associate Director
elizabeth@playonphilly.org

Anna Meyer
Anderson Artist Manager
anna@playonphilly.org

Andrés González
Music Director
andres@playonphilly.org

Davi Keiser
Program Manager
davi@playonphilly.org

Laura Kirk
Operations Manager
laura@playonphilly.org

Patty Delany
Office Manager
patty@playonphilly.org

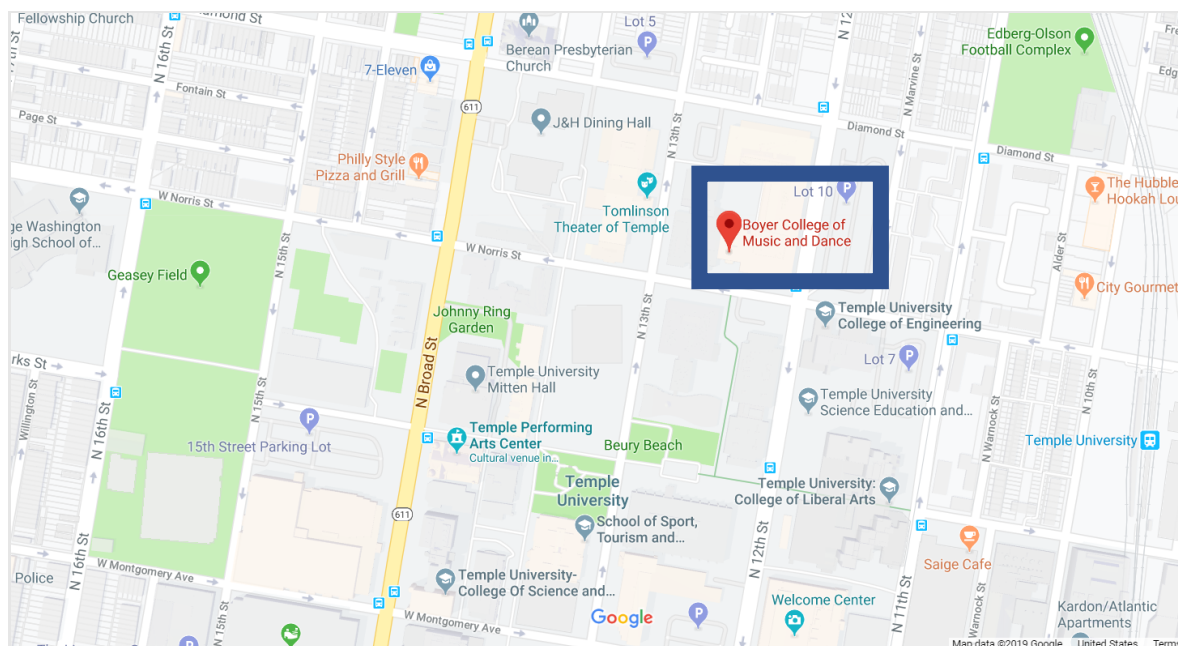
Program Location

Boyer College of Music and Dance

Presser Hall
2001 N. 13th Street
Philadelphia, PA 19122

Map & Directions

Boyer College of Music and Dance, in Presser Hall, is located on Temple University's main campus in Philadelphia, PA. The main campus is accessible by SEPTA Broad Street Line, regional rail trains, and multiple bus routes. The SEPTA subway stop is Temple University/Cecil B. Moore. The regional rail station is the Temple University stop, accessible on several rail lines. Parking is limited in and around the Temple Campus. However, you can find free parking a block or two away in the residential neighborhoods.



If you plan to drop-off and pick-up your students curbside, please plan to pull-up on Norris Street, between 12th and 13th Street. Play On Philly staff will meet students outside from 8-8:30am each morning and 5-5:30pm each afternoon. See map below for specific drop-off location:



NOTE: There will be no program on June 19th or July 4th.

Prior to the start of summer program, 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 Summer Program.

Students are expected to maintain consistent attendance during any Summer Program session for which they are enrolled. Because students are engaged in long-term group projects and performance preparations, unplanned absences make it difficult for a student and their peers to make consistent progress.

We understand that there might be a day or two that a student will need to miss program for an inflexible commitment such as a doctor's appointment; unanticipated absences may also occur (i.e. student illness). In both instances, parents/guardians must notify POP in advance of their absence so that Teaching Artists can plan their classes accordingly.

If a student misses more than two days in one session, they might not be able to participate in the end-of-session showcase. Participation will be determined by POP staff on a case-by-case basis, depending on whether the student is adequately prepared to perform.

If your student will be out, you must inform POP by emailing popsummer@playonphilly.org.

Lateness

Students are marked as late if they report to program after 9:15 am. Three (3) late arrivals without prior notice will count as one (1) absence. If you are running late, please call or text ahead to let us know.

Arrival

Students should be dropped off and picked up at the front entrance of Boyer, located on the Norris Street side (see map on page 6 for details). A POP Staff member will be at Boyer by 8:00am each day to receive students outside of the building. POP staff will be stationed at the curb to help guide people. Students will proceed to the lobby for check-in, after which they should report immediately to the cafeteria for breakfast and morning announcements. Students who arrive after 8:15am will not receive breakfast. All students should arrive to program no later than 8:30am so that they will be prepared to begin the day with their peers.

Please note that there is no parking at the front entrance. If you would like to escort your student inside, you will be able to find free street parking a couple of blocks away from the building in the residential section of the neighborhood.

Late Arrival: Students who arrive after 8:30am must be walked into Presser Hall by an adult. They will be checked in at the front desk and will be directed to their first class of the day.

Dismissal

All students will be dismissed between 5:00pm and 5:15pm.

- Students who have permission to leave on their own will be free to go after checking out with the front desk. For POP Summer, "leave alone" means that POP staff will not be escorting your child to their mode of transportation going home, whether that involves walking outside to your vehicle or traveling to a SEPTA location. If you do not give permission for your child to leave alone, someone must come inside the building to pick them up from program.
- Students who are picked up by parents/guardians must stay in the café until they are picked up. Parents/guardians must walk inside Presser Hall and formally check out their student from the designated dismissal person at the lobby desk.
 - Students who are not picked up by 5:15pm will wait inside the lobby to be picked up.
- **Early Dismissal:** We require that you inform the Summer Program Coordinator if your child will need to leave early from program no later than the morning of; 24 hours' notice is preferred. This will allow us to inform the teachers of their absence for the day.

Late Pick-Up Policy: If a parent or guardian is late picking up a student (after 5:15pm), they will be charged a late fee of \$1 per minute. Payment of late fees must be remitted to the Summer Program front desk staff or paid online at www.playonphilly.org/pay within two (2) business days. After 2 days, if you have not made payment, the student will not be admitted into program until payment has been received.

If a student has 3 late pickups, they will be unable to return to program. **Students picked up at 6:00pm or later will automatically be removed from the program.**

Pick-ups by Other Adults

If none of the individuals whose information you have provided on the enrollment form are available to pick-up your child, you must first call the Summer 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 verified by the designated dismissal person.

ID Lanyards

Every student will be given an identification badge and lanyard on their first day of camp. Badges will include the Play On Philly logo, the student's name, and emergency contact information on the back of the badge. Students must wear their lanyard at all times while at program (including off-campus trips) for safety and identification.

When dismissing for the day, students should leave their lanyard at the front desk for safe keeping.

Cell Phones & Electronics

We know that everyone has an electronic device these days. However, program 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 Summer Staff phone number (contact information on Page 4). 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.

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

Students who repeatedly violate this policy may incur consequences which will be discussed with the parents/guardians.

Daily Attire

Dress attire for summer should be seasonally appropriate. The same rules that apply during school dress down days apply for POP summer programming. Prohibited items include:

- Clothing that contains obscene language, profanity, or unacceptable images
- Tops that do not fully cover from the shoulders to the waist
- Sunglasses inside the building

Showcase Attire

All students should wear their POP Summer t-shirt on showcase days.

Meal & Snack Times

Breakfast, lunch, and a light snack are provided by POP on program days. Your child is more than welcome to bring their own meals; however, there is not refrigeration or heating available to them. **Every student should bring a labeled water bottle with them to program every day.** If the water bottle is not labeled, POP staff may label it at their discretion.

Meals will be served during the following times:

- Breakfast upon arrival in the morning
- Lunch around noon
- Snack in the mid-afternoon

POP Summer Program is a peanut-free environment. If your student plans to bring a meal or snack, make sure the food does not contain peanut butter, peanuts, or peanut oil.

Food/Drink and Bathroom Use

Students will not be allowed to eat food in the lobby or the classrooms of Boyer at any time –eating is reserved for breakfast, lunch, and snack time in the cafeteria or patio areas only. Bathroom and water breaks should be taken during meals/recess. If your child has a medical condition that may impact their need for the bathroom or for food, please indicate so on the enrollment form and notify the Summer Program Coordinator so that we can make accommodations.

Instrument Loans

Instruments are loaned to students as needed. Students may bring instruments 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 long-term in cars/trunks 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.

Instrument Storage

With the exception of percussion equipment, students should leave their instrument in the designated storage area at Summer Program. We welcome students to take their instruments home, but they must bring them back the following program day.

Students who bring their own instrument instead of borrowing one from POP are responsible for the care of their instrument. Such students should bring their instrument home with them at the end of each day; POP will not be responsible for storing personally-owned instruments overnight.

Respecting Spaces/Vandalism

The spaces we will be occupying in Boyer and the greater Temple Campus are rooms that are loaned to us by Temple. As guests at a college, 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, Temple's furniture, 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-campus trips will always be supervised by a chaperone. As a reminder, students on off-campus 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-campus trips. We will send these permission slips out to families digitally and will have paper copies available, if requested.

Medical Information

Families who indicated in their enrollment form that their child has any special medical needs must return a completed Student Medication Information form by June 9th. 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.

If you have indicated that your child has any emergency medication, it must be brought in a clear bag that is labeled with their first and last name. A POP staff member will take the medication and ensure that it is stored properly. Students cannot attend program if they do not bring their emergency medication.

We have staff members on site who are certified to administer CPR and First Aid and can use the AED machines.

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 Information

As part of the enrollment form, all families provide emergency contact information. If there are any changes to that contact information between the completion of that form and the start of summer program, you are solely responsible for communicating those changes to the Summer Program Coordinator.

Emergency Plans: Play On Philly follows all the shelter-in-place and emergency plans recommended by Temple University's Boyer College of Music and Dance. For more details, you can reach out to our Summer Program Coordinator.

Family Communication

POP has an ambitious schedule of activities. 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 to share a lot of information. POP communicates in many formats to ensure that information is shared with everyone in a timely manner.

We use e-newsletters, sent to parents/guardians, to share information about upcoming events, POP news, and programming updates.

We use texts, emails, and calls to parents/guardians to remind families to communicate about overdue permission slips, behavior issues, and special event reminders.

As is indicated on the enrollment form, high schoolers enrolled in POP's summer camp have the opportunity to purchase lunch at one of the food trucks/establishments on campus at their own cost. If they choose to, students can check out with a POP staff member at the lunch hour and walk to the food establishment of their choice. We want to instill independence and responsibility in our young musicians. As such, we expect them to manage their own schedules and will contact them directly as needed, for example if they are delayed in returning from lunch.

Please reach out to Summer Staff with any questions or concerns.

Citizenship Program

POP holds all students, Teaching Artists, and staff members to the highest standards of integrity and citizenship. In order to be contributing members of their studio classes, ensembles, and the greater POP community, all musicians should strive to be:

- Good citizens for themselves, their peers, and the Summer Program community.
- Prepared every day with their instrument, instrument accessories, and a positive attitude so that program can be an opportunity for children to learn, try their best, and have fun!

Citizenship Recognition

POP celebrates students who adhere to the POP code of conduct and who demonstrate preparedness, collaboration with others, and helpful initiative. Students who are outstanding with these positive behaviors are recognized with Shout-Outs and Student of the Session awards.

Citizenship Infractions

Sometimes, students may struggle to meet POP's citizenship standards. A student who engages in repeated disruptive behavior in the classroom or failure to follow directions may be led through a process of guided reflection. This process is designed to help POP students, families, and staff understand and agree on what was problematic, what can be improved for the future, and help to create a positive, safe program climate. In most circumstances, students are given opportunities to right their wrongs. In situations in which a student's actions severely jeopardize the safety and well-being of themselves or those around them, the student may be dismissed from the Summer Program.

These policies and procedures are in place to ensure the safety and well-being of all students while in our care.

Summer 2023 COVID-19 Quarantine Protocols and Hygiene Measures

POP's COVID-19 protocols are aligned with guidelines from the CDC, the Philadelphia Department of Health, and Temple University. We will update these policies as new information emerges.

Vaccination

During Summer 2023, vaccinations are optional for all students, staff and teaching artists.

Masking

- Masking is optional in indoor and outdoor spaces.
- If anyone feels more comfortable when wearing a facemask, they are encouraged to do so.

Hygiene

- Students, TAs, and staff must wash their hands with soap and water for at least 20 seconds after eating or drinking and after using the bathroom.
- Hand sanitizer will be available throughout the site for convenience and may be used as a substitute for hand washing. Students and staff are encouraged to cover coughs or sneezes with a tissue. Used tissues will be placed directly in the trash.

Showing Symptoms of COVID-19

All students, staff and TAs must self-report any symptoms associated with COVID-19 to a POP staff member if they experience them during POP programming. Additionally, TAs will investigate if students appear to exhibit symptoms. POP reserves the right to refuse entrance to program or to send a participant home for if they are experiencing symptoms.

Symptoms of COVID-19 include:

Fever or chills	Headache	Cough
Shortness of breath	Difficulty breathing	New loss of taste or smell
Sore throat	Fatigue	Congestion or runny nose
Nausea/Vomiting	Diarrhea	Muscle or body aches

Suspected Case of COVID-19

If a student is exhibiting or experiencing symptoms, that student must wear a mask, be brought to a designated area, and have a family member pick them up. Likewise, if a TA or staff member is exhibiting or experiencing symptoms, they must leave the site immediately and be tested as soon as possible.

If a student exhibits or experiences symptoms outside of POP time, that student's family should communicate with the Summer Staff directly. If a TA or staff member experiences symptoms outside of POP time, they must inform their supervisor and be tested before coming to POP.

In both cases, individuals may return to POP if test negative for COVID-19.

Positive Case of COVID-19

If any teacher, staff member or student at POP is positively diagnosed with COVID-19, they must isolate until all the following are met:

- At least 5 days have passed since symptoms first appeared, AND
- At least 24 hours have passed without a fever, without the use of fever-reducing medication, AND
- Other symptoms of COVID-19 are improving.

Calculating Quarantine

Day 0 is your first day of symptoms or the date you had a positive test. *Day 1 is the first full day after your symptoms developed or your test was done.*