



Play On Philly

Student and Family Handbook
Summer 2024

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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

General Contact Information

Email: POPsummer@playonphilly.org

Phone:

Summer Camp Primary Staff

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Program Coordinator

Play On Philly Staff

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POP Summer Program Overview for Rising 1-12th Grades & High School Graduates

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 recent high school graduates. Year-round POP students, as well as young musicians across Philadelphia, are eligible to join.

Past summer offerings have included:

Exploratory Division	Developing Division	Advanced Division
<ul style="list-style-type: none"> • Exploratory Music Class • Instrumental Group Lessons • Choir • Art • Dance • Gym 	<ul style="list-style-type: none"> • Instrumental Group Lessons • Wind Ensemble • String Ensemble • Choir • Playwriting • Gym • Dance 	<ul style="list-style-type: none"> • Chamber Ensembles (small groups) • Music Theory • Composition • Junior Teaching Artist program

Program Dates

Summer Program: July 8-26

	Exploratory (PCO)	Developing (CO1 & CO2)	Advanced (Chamber)
Drop Off	8-8:30am	8-8:30am	9-9:30am
Pick Up	3pm	5pm	1pm

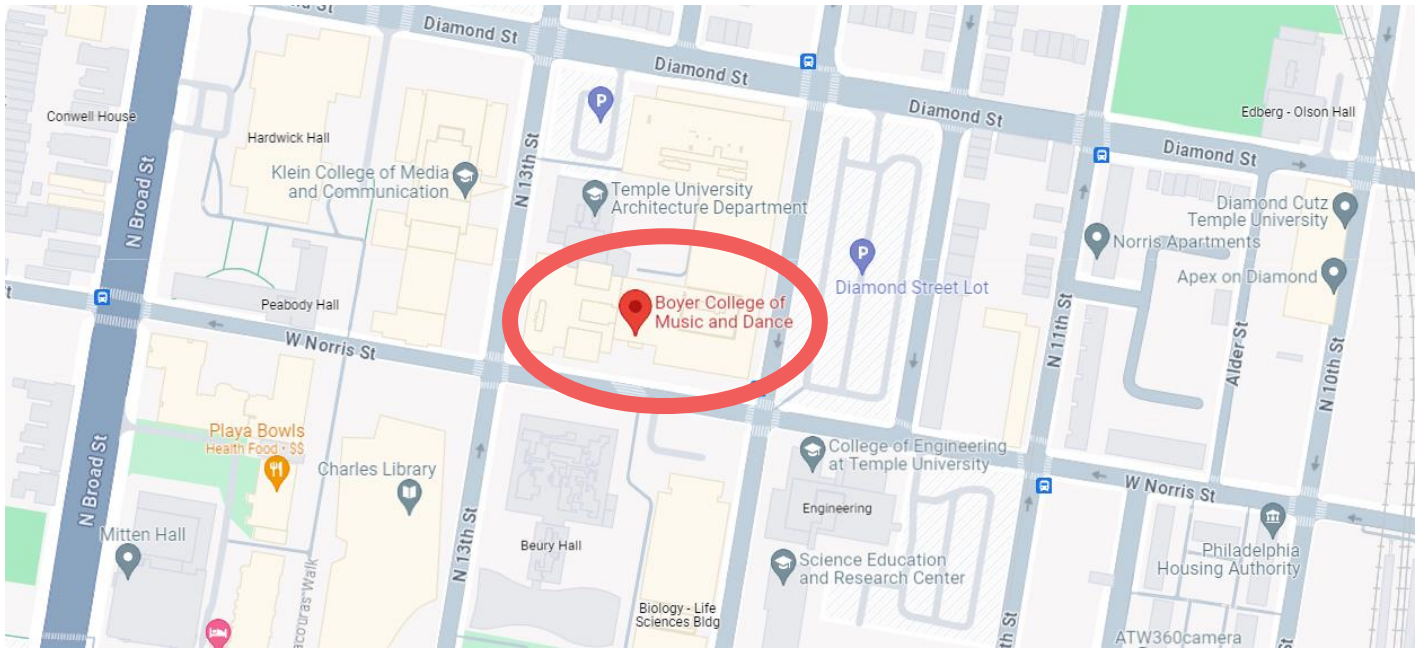
Program Location

Boyer College of Music and Dance

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

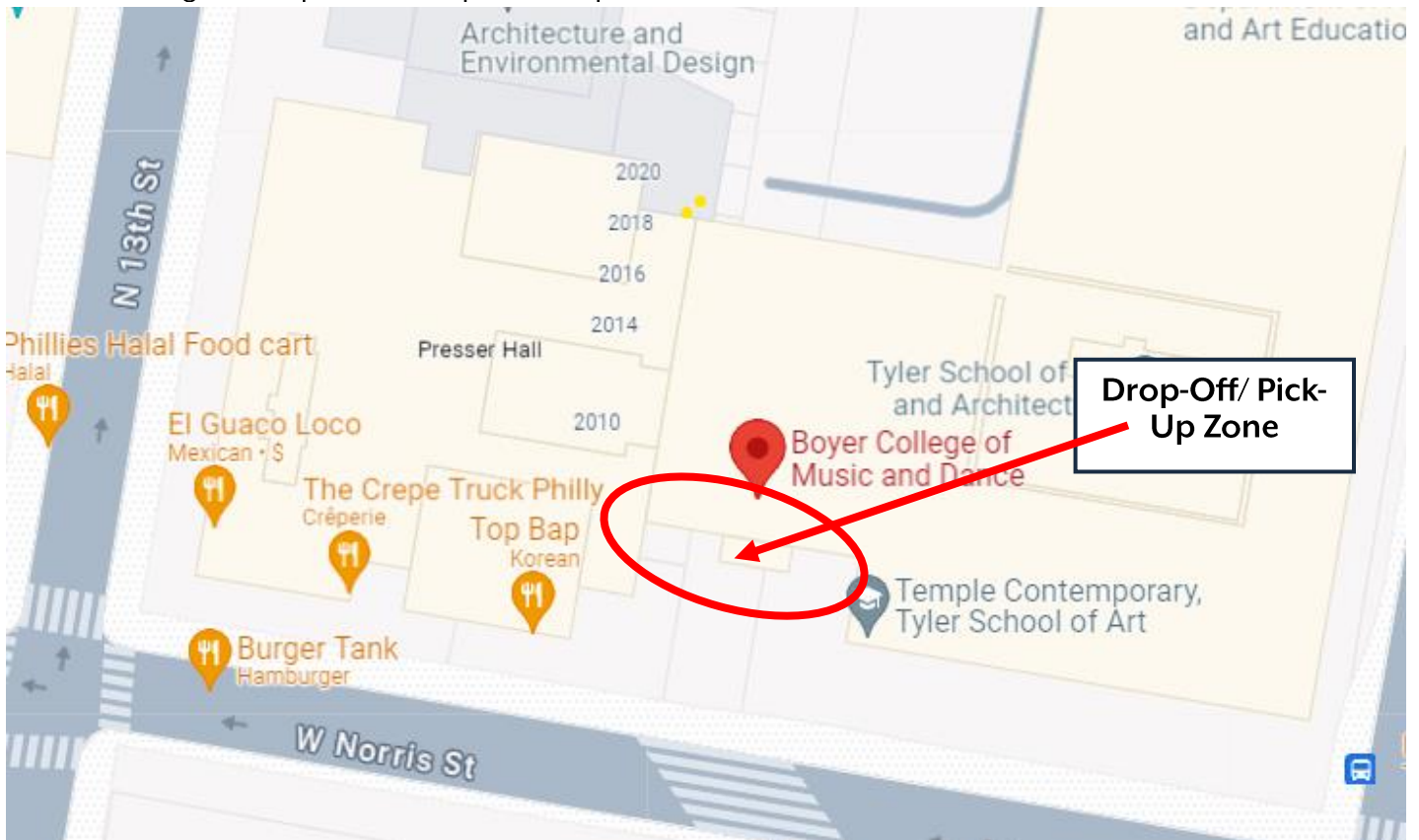
Map & Directions

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.



Pick-up and Drop-off

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. See map below for specific drop-off location:



Policies and Procedures

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.

Summer Attendance Policy

All participants should strive to attend the entire Summer Program, missing as few days as possible. 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.

If an absence is unavoidable, families should notify POP with as much heads-up as possible as a student's absence will have an impact on their studio and ensembles performances.

If a student misses more than two days, 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 in writing either via text or by emailing popsummer@playonphilly.org.

Lateness

Students are marked as late if they report to program after 8:15 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 and Directions* section for details). A POP Staff member will be at Boyer by 8:00am each day to receive students outside of the building. 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 their adult. They will be checked in at the front desk and will be directed on where to join their peers.

Dismissal

Students will be picked up from inside Boyer Hall at their dismissal time.

- Students who have permission to leave on their own ("Leaves Alone") 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.
- You will choose to opt in or out on the application form. If you need to change your child's status during program, please email popsummer@playonphilly.org.
- 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.
- Early Dismissal: We require that you inform the Summer Program Coordinator in writing 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.
 - We do not allow for any pick-ups a half hour before dismissal time.

Late Pick-Up Policy

If a parent or guardian is late picking up a student (after the 15 minute grace period), 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 by the next program day.
- If you have not made payment by that time, the student will not be admitted into program until payment has been received.

If a student has three late pickups, they may be unable to return to program. Any pick-ups more than 30 minutes late may lead to the students' removal from the program. If we are unable to communicate with parents/guardians, nor any other individuals listed as emergency contacts, the appropriate authorities may be contacted.

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. Students should not:

- Wear clothing that contains obscene language, profanity, or unacceptable images
 - A student may be asked to change when, in the organization's opinion, the student is not appropriately dressed.
- Wear tops that do not fully cover from the shoulders to the waist
- Use sunglasses inside the building
- Have bare feet at any time

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 no 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 application and notify the Summer Program staff so that we can make accommodations.

Instrument Loans

Instruments are loaned to students as needed. If students are borrowing a POP instrument, they are not allowed to be taken home during the summer. Any damage to the instrument must be reported to their teacher immediately.

Depending on the situation, it is possible that families 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.

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 7th. 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 send e-newsletters to parents/guardians to share information about upcoming events, POP news, and programming updates.

We use texts, emails, and calls to parents/guardians to communicate about individual student updates, late arrivals and pick-ups, behavior issues, and special event reminders.

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

Citizenship Program

POP holds all students, teachers, and staff members to the highest standards of integrity and citizenship. In order to be contributing members of their groups, activities, and the greater POP community, all POP musicians should strive to be:

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

Citizenship Infractions

At some point, students may struggle to meet POP's citizenship standards. POP has a program-wide system which allows for the student, the family, The TAs, and the POP staff to be clear on expectations and consequences. More specific information will be included as part of the family's onboarding.

Zero-Tolerance

The following behaviors have zero-tolerance at POP Summer Program and will result in immediate suspension or expulsion:

- Threatening violence
- Fighting/unwelcome physical contact
- Leaving the designated POP Program area without permission
- Inappropriate language
- Sexual harassment
- Instrument damage due to neglect
- Stealing (if proven)
- Bullying

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