

1-18-57

PALAMA SETTLEMENT MUSIC SCHOOL

GENERAL INFORMATION
AND
POLICIES

PHONE 879525

1/18/57.

PHILOSOPHY

Many children gain through the study of music and the attainment of instrumental skills the same values that others acquire through sports, crafts, club activities, and other skill programs. Once out of kindergarten a child needs to begin developing at least one interest in which he acquires a superior physical skill that will lead him into healthy associations with other children where he senses his own progress and growth.

The music program at Palama Settlement provides these opportunities for about 300 children. Many Palama Music students have developed their skill and understanding into a strong and lasting interest which will help to carry them confidently forward into a happy and well rounded adult life.

The Palama Settlement Music School is an integral part of the coordinated program of athletic, pre-school, group work and club activities offered by the Settlement as a neighborhood center. Palama Settlement, a Community Chest Agency, is unique among similar agencies in the United States for the scope of its program and its open and extensive facilities.

PROGRAM

The Palama Settlement Music School offers studies in all the band and orchestral instruments, piano and voice. In addition to the semi-private instrumental lessons, classes in music theory and music appreciation, band, chorus and string ensembles are provided to offer regular performing opportunities in the community as well as necessary ensemble experience.

ENROLLMENT AND REGISTRATION

Registration takes place in the first week of September each year with a limited number accepted at other times during the year to fill vacancies. Enrollment is for an entire semester at a time. With certain exceptions listed elsewhere, students should only drop at the end of a semester giving the school registrar a one week's notice.

LESSON AND CLASS SCHEDULE

Instrumental lessons are scheduled according to the convenience of the student whenever possible. The music appreciation and theory classes, band, chorus and string ensemble times are fixed and it is expected that students will adjust their personal schedules to avoid conflicts. Parents and students are requested to be understanding of occasional changes in lesson times due to the nature of the group plan or changes needed to accomodate other students.

Instrumental lessons are of 30 minutes duration, and when the teacher's schedule permits, a second supervised practice session per week is scheduled for young beginners.

MUSIC THEORY AND APPRECIATION

Music appreciation and theory classes provide the student with knowledge and information conveniently covered in the instrumental lessons. Although not compulsory, students are urged to attend their assigned music class. These classes cover notation, nomenclature, easy rhythm patterns, elementary melodic and harmonic analysis, music listening, music scrapbook and some history.

THE CHILDREN'S CHORUS

A fine Children's Chorus of 50 voices is open to all students and their friends. The chorus rehearses at 9 a.m. Saturday mornings for an hour and a half with juice provided at the break time. The Chorus, which has a fine reputation in the community, sings both classical and folk music of many nations with the emphasis placed upon balanced programs of Oriental and Western Ballads.

PALAMA-KIWANIS BAND

All students of band instruments are eligible to join the Beginners Band or the Advanced Band depending upon performing ability. This popular Palama-Kiwanis Band, with its maroon and white uniforms, performs frequently at Palama games, sports activities and community concerts. There is no additional fee for band membership and parents are invited to join the parents' organization of the Band.

STRING ENSEMBLE

As soon as the fundamentals are acquired by beginning string students they are placed in string ensemble classes leading eventually to a string orchestra. There is no additional fee for these classes.

FEES AND BILLING PROCEDURES

The fee for all beginning students in group instrumental and piano classes, except adults, is \$25 for each of the 17 week fall semester and 17 week spring semester and \$10 for the 7 week summer session. The fees may be paid in one lump sum or one or more monthly payments. Bills are sent out monthly for the amount owed for the rest of the semester. All fees must be paid by the end of each semester to entitle a student to continue. Fee payments are accepted at the Palama Settlement Business Office by check or cash, mailed or in person.

The \$25 semester fee covers instrumental study under the Group Plan. In the group plan a student is placed in a group of not more than 4 students of similar age for a semester of study. After this beginning period the groups are divided into two students per half-hour lesson until the end of the second year of study. If a student needs private attention either due to his unusual talent or due to difficulties during the first 2 years, he will receive private lessons. The fee in this case becomes \$35 per semester and \$16 for the summer session, effective at the beginning of the semester following the change to private lessons.

After two years of study all students in group classes are given private lessons and the fee then changes to \$35 per semester and \$16 for the summer session.

The fee for adult lessons is \$35 per semester and \$16 for the summer session.

It should be understood that the Palama Settlement Music Department is partially supported by both the Honolulu Community Chest and the scholarship program of the Music School which helps to keep your fees as low as they are. The Palama Music School semester fees are the lowest in Honolulu for the services rendered and are designed to offer the best in qualified instruction.

MAKE-UP LESSONS

Make-up lessons will be given for a child's absence if the teacher is notified. No make-up lessons are given if notice is not given.

Teacher should be notified ONE WEEK IN ADVANCE for school outings, trips to country, school functions - plays, speeches, etc., and employment.

Teacher should be notified ONE DAY IN ADVANCE OR AS SOON AS POSSIBLE BEFORE THE LESSON FOR illnesses, colds, headaches, injuries, etc.

Teacher should be notified AS SOON AS POSSIBLE for accidents or emergencies.

One make-up lesson will be given if any two Settlement Holidays (see list below) fall on the same week-day in any calendar year.

Make-up lessons will be given for lessons missed due to a teacher's illness.

HOLIDAYS AND VACATIONS

No lessons or classes are scheduled during the two week Christmas Vacation or one week Easter Vacation or on the following settlement holidays:

President's Day	Kamehameha Day
Memorial Day	Independence Day
Thanksgiving Day	

CREDITS AND REFUNDS

Credits and refunds will be made only for the following reasons:

- a. Drop due to department recommendation.
- b. Serious illness (three or more lessons) missed due to the same illness.)
- c. Departure from Honolulu.
- d. A teacher's illness extending more than one week cumulative in one semester.

RENTAL OF INSTRUMENTS

A limited number of band and orchestral instruments are available for rental from Palama Music School at the rate of \$5 per semester and \$2 for the summer session. The House of Music in Waikiki has a very reasonable rental plan for new instruments of \$1.25 per month (for violins.) If the instrument is purchased later, the entire rental paid is deducted from the purchase price. (See Registrar for rental fees of Band instruments.)

SCHOLARSHIP PROGRAM

For those who may experience difficulty continuing their child's music study for financial reasons, there is a Scholarship Fund. Money for this Fund is earned by the Music Teachers through the Annual Palama Concerts. Additional funds are given by interested individuals and foundations.

PALAMA MEMBERSHIP

Every music student is required to take out a Palama Membership Card which entitles the owner to swimming, sports, clubs and many other valuable activities. Adults may pay \$2 registration fee in lieu of the membership fee.

The membership fees per year are:

<u>Age</u>	<u>Fees</u>
Pre-School	\$1.25
6-11 years old	\$1.25
12-14 years old	\$2.25
15-18 years old	\$3.75
19-24 years old	\$5.00
25 and over	\$6.25

MUSIC LIBRARY

A circulating library of 78 rpm records including piano, vocal, orchestral, operatic, classics and light music is available to all music students without charge. The library includes books on music theory, song books, music history and other reading material.

RECITALS AND CONCERTS

The Palama Music School presents three Student Concerts a year, one during each semester, in the Music School Auditorium. These present performing opportunities for outstanding students selected from the entire school. More frequent recitals of an informal nature take place to provide all students with the opportunity to hear and enjoy each other's work. Parents are strongly urged to attend these Student Concerts and Recitals.

PARENT-TEACHER RELATIONS

Parents are invited to attend any classes and lessons for observation and to have frequent contact with the teachers concerning the progress of their children.

NEW PARENTS' NITE

At least one parent of any new student is required to attend the New Parents' Nite which occurs early in the fall and spring semester. This is your opportunity to meet your child's teacher, to become informed about the total program and to learn how you may assist in making your child's study a success.

Director - Music School

John M. Kelly Jr.

Director - Palama Settlement

Walter H. Ehlers