



## Music Department Frequently Asked Questions

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# PORTLAND METRO ARTS

[www.pdxmetroarts.org](http://www.pdxmetroarts.org)

503-408-0604

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Welcome! By enrolling in this music class you have become part of an exciting arts program. To help you get started, we have listed the answers to the most commonly asked questions. If you need any further assistance, please call us at 503-408-0604. We will be happy to help.

### **What do music students bring to class?**

Lesson books for private music students can be purchased from PMA when needed. The student is also encouraged to bring music they are interested in learning. A plain spiral notebook is helpful for keeping track of lesson assignments. Group Music and Theory students need a 3-ring binder with some lined paper.

### **Where can you get instruments?**

We recommend two local places for instrument rentals: David Kerr Violin Shop, (503) 238-4515 and Portland Music Company Eastside, Division store, (503)760-6881.

### **Where do I park?**

Our parking lot is behind the building, with an entrance/exit onto 90<sup>th</sup> Avenue. Main entrance to the building is also on 90<sup>th</sup> Avenue, midway down the building. Please do not park in the diagonal spaces on 90<sup>th</sup> against the Filipino-American building. That parking space is reserved for them.

### **How early should I arrive before class?**

Please plan on arriving 15 minutes prior to class time to allow for heavy traffic and bathroom visits before class. Remember that we do not provide supervision for children not enrolled in our After School Arts Club before or after classes. Therefore arrange for children twelve and under to be dropped off and picked up not more than 15 minutes before and after their class. PMA is a busy place and we cannot accept responsibility for supervision of children who are not registered in a PMA program.

### **What is the PMA class observation policy?**

We have set aside four weeks a year for class observations. Visitors' weeks are listed on our website calendar. When a parent is in the classroom on a weekly basis, the child has two authority figures in the room. A parent's very presence divides a child's attention and creates a distraction. Please mark your calendars and join us.

### **Can I make-up a missed private lesson?**

Consistent attendance is critical to each student's progress. PMA reserves the right to shorten lesson length of students who come late. We require that students contact our office at least 24 hours in advance of an absence. If you have given our office at least 24 hours' notice in advance of an absence, every effort will be made to work with instructor and student to schedule a make-up lesson. Students are entitled to two make-up lessons during the School Year Term. Missed lessons must be made up within six months of the absence. With less than 24 hours' notice of an absence, no make-up lesson, rescheduling, class credit or refund will be given. In situations of sudden illness, family crisis or other unforeseen circumstance, each student will be granted one instance of grace and a make-up class will be scheduled. Beyond the one exemption, the student will be held financially responsible for the missed lesson. If more than two lessons will be missed or a leave of absence is required, we cannot guarantee that their current instructor, time slot or day will be available upon their return.

### **Can I make-up a missed group class?**

We require that students contact our office at least 24 hours in advance of an absence. If you have given our office at least 24 hours' notice in advance of an absence, every effort will be made to work with instructor and student to schedule make-up time in the 15 minutes after the class' scheduled time, within a month of the absence.

### **What if PMA cancels a lesson/class?**

It is rare, but sometimes an unavoidable situation arises and we will need to cancel a class. When this happens we call and/or email all registered students to let them know as soon as possible. It is important that you have on file with us your most up-to-date contact information. We will then discuss with the students a suitable arrangement to make up the missed class time.

### **What Holidays are observed?**

Classes will not be held on Thanksgiving weekend, Christmas, New Year's Day and Independence Day. On all other holidays whether Federal, State or local, classes will be held. Any exceptions to this will be listed on the class calendar which is updated online every twelve weeks. A two week Winter Break is taken the last of December into early January. A one week Spring Break is taken in March. Holidays and vacation breaks may be used for make-up classes at the mutual convenience of student and instructor.

### **Will our class/lesson time remain the same all year?**

Class and lesson schedules during the School Year Term are set to run from September through mid-June. Summer camps, workshops, classes and private lessons are also offered and are listed online separately. Families are often on a different summer schedule and so are we. Sometimes within a season we do need to make an adjustment in the schedule. However, we do our best to work with the families to create the least disruption. Our goal is to maintain an optimal teacher/student ratio in all classes, which provides students with the best opportunity for successful learning.

### **Who is teaching the class?**

Our instructors are among of the finest anywhere. Their ranks include professional musicians, university graduates in music and individuals with rich and varied teaching experiences. Most instructors have been with PMA for many years and have earned the respect and admiration of students and their families. The instructors will be happy to answer any questions you may have about your musician's progress.

### **Are there any performances?**

Performance is an essential part of any music experience. Every student should avail themselves of as many of the following performance options as possible.

- Friends and family are invited to observe class during **Visitors' Week** which is held three times a year.
- In January we hold our annual **Winter Music Showcase**, in which all students are invited to perform.
- In June we hold our annual **Spring Music Showcase**, in which all students are invited to perform.

### **How much do performance tickets cost?**

All of the following PMA student performances are **free** to students, parents and the public:

- **Little Nutcracker Workshop** performance during Winter Break
- **Winter Theatre, Visual Arts and Music Showcases** held in late January.
- **Choreographers' Showcase** held in late January.
- **Spring Theatre, Visual Arts, Music and Dance Showcases** held in mid-June.
- **Summer Theatre, Visual Arts, Music and Dance Camp and Workshop** performances from mid-June-August.

Additionally, all PMA students receive one free ticket to:

- Metro Dancers' **Dance Mosaic** held in November the weekend before Thanksgiving.
- Metro Dancers' **Full-length ballet** held in the spring.

## **How can parents help ensure a successful experience?**

- *Help your child arrive on time, with their appropriate music, instruments and workbooks.*
- *Attend classes regularly so your child won't fall behind the others.*
- *Remind your student to visit the bathroom prior to class, so class won't be disrupted.*
- *Put your child's name on their music books.*
- *Beginning students should practice at home 15 to 20 minutes a day, 5 days a week. More advanced students should consult the instructor about practice times.*
- *Encourage your child to attend live concerts and performances. You will receive information about performances throughout the year, many of which are low cost, free to registered PMA students or free to all.*

## **Who is Portland Metro Arts?**

*PMA is a nonprofit arts organization with a mission to ensure that everyone, especially children, have the opportunity to learn, perform and experience the arts by providing meaningful access to quality arts education, performance programs and serve as a cultural resource to our community. We began as a Portland Park Bureau program in 1952 and have evolved over the years into an independent nonprofit, overseen by a volunteer Board. The scope and scale of the programs have expanded as well to create the interdisciplinary entity that we are today. We rely on the financial and volunteer support of the community to maintain the excellence of our programs.*

*The PMA sponsored programs include:*

- **PMA School**—*Dance, Music, Theatre and Visual Arts classes for all ages and all levels.*
- **PMA Outreach**—*In-school and after-school programs in area public and private schools.*
- **PMA Performance Companies**—**Metro Dancers**, *3 repertory concerts and 1 full-length ballet each season.*
  - **Once Upon a Time Family Theatre**—*monthly interactive interpretations of fairy tales, the first Saturday of the month at Noon.*
- **PMA Center**—*A bustling facility with studios, meeting spaces, theatre and rehearsal spaces used by community groups, individual artists, families and is home to several resident tenant arts organizations. We welcome rental requests and encourage everyone to make a contribution, whether financial or of their time, to continue the legacy of arts enrichment for generations to come in our community.*