



Student and Family Handbook

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General Information

The Oklahoma Youth Orchestras serves students from all over our state. Below, please find information regarding our main office and rehearsal spaces.

Office and Contact Information

To keep tuition costs low to our students, the Oklahoma Youth Orchestras operates with a very limited full-time administrative staff. Our staff takes on many roles to bring our programs to the community and is often out of the office helping further our mission. Please call ahead before stopping in so we can be certain someone is available to meet you. When calling, you may likely get our voicemail as we are often out meeting with community partners and teachers. Please be sure to leave a message so we can return your call as soon as possible. Email is always the quickest way to contact our staff.

Phone: 405-232-1199

Email: info@oyomusic.org

Website: www.oyomusic.org

Main Office: McAlpine Center - 428 W. California Ave, Ste. 200 - Oklahoma City, OK 73102

Office Hours are Monday thru Thursday, 8am-5pm – please call ahead before visiting.

Staff/volunteers are also available on Monday evenings from 5:30pm-9:00pm in the concession stand at the OCU Wanda L. Bass School of Music. There is no phone number available to contact staff during Monday evening rehearsals.

Communication Policy

The Oklahoma Youth Orchestras staff communicates with students and parents primarily via email. This includes all concert information and tuition billing/statements. All weekly updates are also added to our website. Please be sure to keep the Oklahoma Youth Orchestras Office updated with any email address changes. If you feel you are not receiving regular communications from our office, please be sure to check your junk/spam email and add us to your safe sender list.



Staff and Organization Information

Administrative and Artistic Staff

Jason Edward Grife
Executive Director
jgrife@oyomusic.org

Karina Fisher
Program Manager
kfisher@oyomusic.org

Dr. Eric Garcia
Artistic Director, Conductor
Oklahoma Youth Orchestra (OYO)

TBD
Conductor
Oklahoma Youth Philharmonic (OYP)

Dr. Matthew Mailman
Conductor
Oklahoma Youth Winds (OYW)

Ms. Sarah Neely
Associate Conductor
Oklahoma Youth Winds (OYW)

Ms. Dawn Thrailkill
Conductor
Chamber Orchestra

Mrs. Gena Alexander
Conductor
Sinfonia

Mrs. Christy Fine
Asst Conductor and Sectionals Coach
OYP, Chamber Orch, Sinfonia

Ms. Jessica Stephens
Conductor
Festival Strings OKC

Mr. Mark Osborn
Conductor
Festival Strings Norman

Mrs. Kristin Geist
Conductor
Festival Strings Edmond

Ms. Shaemon' Fuston
Conductor
Festival Strings Mid-Del

Mrs. Karina Fisher
Conductor
Rockin' Strings Program

Corie Melaugh
Monday Evening Ensemble Mgr
cmelaugh@oyomusic.org

To reach any of our artistic staff members, please email info@oyomusic.org and we will be happy to share your message.

History

The Oklahoma Youth Orchestras, founded in 1977 as the Guy Fraser Harrison Academy for the Performing Arts, provides advanced orchestral education and performance opportunities for talented student musicians. The Oklahoma Youth Orchestras seeks to strengthen already existing school instrumental music programs, and to supplement instrumental music programs that do not include orchestra. We provide the opportunity for young musicians from many different schools to work together to challenge their performance skills under the direction of respected conductors and music educators.

Since its inception, the organization has grown to comprise of ten ensembles and over 350 students. International concert tours have been a feature of the Oklahoma Youth Orchestras experience from the beginning. The orchestras have performed before audiences in countries as diverse as China, Germany, the Czech Republic, Hungary, New Zealand, Australia, Scandinavia, Mexico, Italy, France, Wales, England, Austria, Switzerland, and Scotland.

Mission

Through quality instrumental music education programs for students and accessible cultural offerings for the community, Oklahoma Youth Orchestras provides opportunities for artistic excellence to central and western Oklahoma.

Our organization is a registered 501(c)(3) nonprofit supported by a combination of sources including tuition, volunteerism, concert admission, grants, special projects and donations.

Rehearsal Locations and Concert Facilities

Wanda L. Bass School of Music at Oklahoma City University

OYO, OYW, OYP, Sinfonia and Chamber Orchestra Rehearsal Location and Concert Location

Oklahoma City University

Wanda L. Bass School of Music

Located at NW 25th and Blackwelder

(Search 2521 N Blackwelder on google maps for the building)

Oklahoma City, OK 73106

All students must check in at the concession stand before proceeding to rehearsal. Parents and Volunteers can meet with staff at the concession stand as well.

Parking and Drop Off/Pick Up at OCU

Parking is available on campus with a guest parking pass provided to families at the First Rehearsal Meeting. This pass allows for parking in any regular parking spot. There is NO PARKING on curbs throughout campus. Families should be sure to use a traditional parking spot to avoid a ticket – this may mean parking further from the building than desired. Please observe all parking signs and markings in lots. Oklahoma Youth Orchestras, Inc assumes no responsibility for parking tickets you may receive. Parking is provided as a courtesy of Oklahoma City University Police Department. Questions regarding parking citations should be directed to them at 405-208-5001.

Monday evenings are very busy at OCU. Please make meeting arrangements with your child in advance for pick-up. Oklahoma Youth Orchestras, Inc cannot be responsible for student musicians who remain more than 15 minutes after the conclusion of their rehearsal.

Festival Strings and Rockin' Strings Rehearsal Locations

Please refer to the website at www.oyomusic.org for updated locations



Ensembles and Programs

The Oklahoma Youth Orchestra (OYO)

The Oklahoma Youth Orchestra (OYO), the flagship orchestra of Oklahoma Youth Orchestras, is comprised of the most advanced high school orchestral musicians who perform standard repertoire as well as music from contemporary composers. OYO Students who are seniors may audition for the concerto competition and, if selected, perform with the OYO.

Oklahoma Youth Philharmonic (OYP)

The Oklahoma Youth Philharmonic is an 80-member introductory full orchestra ensemble consisting of mostly high school students that form string, wind, and percussion sections. Repertoire includes many standard masterworks expertly arranged for educational ensembles, as well as many original compositions, contemporary works, and popular music straight from the movies. The OYP has also participated in an exciting exchange program with the Youth Symphonies of Kansas City and has collaborated with other arts organizations such as the Canterbury Youth Choruses.

Oklahoma Youth Winds (OYW)

Founded in 2004, the Oklahoma Youth Winds is comprised mostly of talented high school wind and percussion students providing an experience similar to a weekly honor band. This unique ensemble provides experience with literature, preparation, and performance that the students can take back to their own high school band programs and exposes students to literature they may not normally play.

Chamber Orchestra

The Chamber Orchestra is an auditioned string ensemble. Literature rehearsed and performed utilizes position work, advanced rhythms, keys, bowing techniques, articulations, and development of expression. Student musicians will demonstrate knowledge and performance of these skills in addition to vibrato, upper position work, and musicality. Individual practice and attendance at rehearsals and concerts is important to the development and success of both the student and the ensemble.

Sinfonia

The Sinfonia is an auditioned group comprised of developing string players. Musicians focus on learning new literature, tone development, expanding bow techniques, and ensemble playing. On occasion, pieces utilize shifting throughout sections. Musicians spend time working on music outside of rehearsal and are asked come prepared to learn new techniques and music each week.

Festival Strings Program

The Festival Strings are non-auditioned ensembles designed mostly for late elementary and middle school students who have had one or two years of instruction. Younger students may participate if approved by the conductor. The conductors are Mr. Mark Osborn (Festival Stings Norman - Whittier Middle School), Mrs. Kristin Geist (Festival Strings Edmond - Cheyenne Middle School), Ms. Jessica Stephens (Festival Strings OKC - Wesley United Methodist Church), and a Ms. **Shaemon' Fuston** (Festival Strings Mid-Del – location TBD).

Rockin' Strings Program

Created as a pop and rock string orchestra, Rockin' Strings explores everything from Katy Perry to Led Zepplin and famous movie music to today's top hits! Students will still explore proper technique and challenge their musicianship while preparing for their fun and unique concerts. This program does not require an audition and is open to high school and middle school students with at least two years of ensemble experience. The ensemble was created in 2014 and rehearses on Thursday evenings at Welsey United Methodist Church. It is recommended that students also participate in one of our auditioned ensembles.

Summer Symphony Strings Camp

Designed for students in grades 5 through 8, this week-long day camp provides both a fun and challenging opportunity for young string players. The Oklahoma Youth Orchestras welcomes nationally renowned guest conductors to work with students in advancing their musicianship, learning new techniques and making new friends. The camp takes place the second-to-last week of June each year and registration opens the February prior to camp. More information can be found online at www.oyomusic.org/programs/summer.

OKC Philharmonic Side-by-Side and other community partnerships

A variety of community partnerships become available each year including the annual OKC Philharmonic Side-by-Side Concert. Each of these programs has its own standards for selecting students and different needs based on repertoire, venue, etc. While we hope to accommodate all students, enrollment in a specific ensemble does not guarantee participation in these programs. Placement is based on seating, availability and the conductor's discretion.

Oklahoma Youth Orchestras Student Advisory Board

The Student Advisory Board meets four to six times during the season to talk about their experiences in the Oklahoma Youth Orchestras, meet with Board Members of the Oklahoma Youth Orchestras, provide ideas to recruit new students, help plan social events for students and families, and provide crucial feedback to help our organization continue to grow. Members of the Student Advisory Board need to maintain a 3.0 cumulative GPA and provide a statement as to why they wish to participate. An application can be found on our website and is each spring for the following season. Current Advisory Board members retain their position each year until graduation.

The Dr. John E. Clinton Scholarship for Musical Excellence

Dr. John E. Clinton gave vision and leadership to the Oklahoma Youth Orchestras for over 21 years by providing a quality music education experience to hundreds of students. In his honor, the Oklahoma Youth Orchestras is pleased to offer one (1) college freshman majoring in the field of music (education, performance, composition, history, therapy, etc.) a one (1) year scholarship in the amount of \$2,000 toward tuition and fees. Scholarship applications are made online via the organization's website.

Eligibility Requirements

All public, parochial, private and homeschool students are eligible to participate in the Oklahoma Youth Orchestras. Members are required to participate in their school's instrumental music program, if available. The Oklahoma Youth Orchestras is not a substitute for the school music experience and we work with local directors to be certain this requirement is fulfilled. Exceptions due to school scheduling conflicts will be considered on a case-by-case basis by **Oklahoma Youth Orchestras staff in communication with the school's ensemble director**. Students who are concurrently enrolled in their high school and a local college/university are required to participate in an instrumental music ensemble at either institution, if available. It is strongly encouraged that concurrently enrolled students continue with their high school ensemble unless an unavoidable scheduling conflict occurs. Dismissal or suspension from any public or private school music program will be viewed as a failure to participate in a school music program and will result in dismissal from the Oklahoma Youth Orchestras. Students may not participate in the Oklahoma Youth Orchestras for more than four years as a High School student, or after their 19th birthday, whichever comes first. A family's account must also be in good financial standing before enrolling.

Acceptance of your placement in the Oklahoma Youth Orchestras is a season-long commitment (August thru May). All rehearsals and performances are mandatory. Additional performances may be added throughout the season with significant notification. Reasons for any student's decision to terminate their membership mid-season will be reviewed by the Staff on a case-by-case basis and may result in ineligibility to re-audition for the following year. All tuition paid is non-refundable. Parents should talk with students regarding both the time and financial commitment the family is making to the Oklahoma Youth Orchestras.



Audition Process and Ensemble Seating

Formal auditions are held each May for the following season. Students must prepare materials as requested. String and percussion students audition for a live panel comprised of conductors, section coaches and other music educators from the community. Woodwind/Brass student auditions are taped by a staff member to be viewed directly by the conductors.

All audition placements are final and there are no re-auditions during the season. A student's placement is for the entire season. This also applies to students who enroll in the Festival Strings Program. Festival Strings students can only be moved to an auditioned ensemble based on the rare recommendation of their Festival String's conductor. Audition commentary is available upon request and provided to families via email.

The Oklahoma Youth Orchestras does allow for rolling admissions to accommodate NEW students. These auditions should be scheduled by calling 405-232-1199 or emailing info@oyomusic.org. Students will audition for remaining seats available after May audition placements. Should a student enroll after the season has started, a pro-rated tuition may be available based on the number of concerts already completed.

Ensemble Seating

Ensemble seating is at the discretion of each conductor. Some ensembles rotate students to allow for the best educational experience possible. Students should address any seating questions with their conductor. If concerns still remain after this conversation, parents are asked to call the office. Please do not contact the office without first speaking to the conductor.

Concerto Competition Auditions

The OYO Concerto Competition is held during the formal audition period in May each year. Students enrolled in OYO who will be seniors during the following school year are eligible to audition. The organization may select up to four (4) winners and one (1) alternate. Requirements and the audition process are available online.

Non-Audition Ensemble Opportunities

The Oklahoma Youth Orchestras offers two non-auditioned ensemble opportunities. The Festival Strings Program is designed for late elementary and early middle school string musicians with satellite locations in Oklahoma City, Edmond, **Norman and Midwest City/Del City. The Rockin' Strings Program is designed for string musicians looking to explore non-traditional orchestral music including rock and pop.**

Code of Conduct

All participants of the Oklahoma Youth Orchestras, both students and families alike, represent the organization through their behavior and actions. It is important to respect the rights and property of others. We look to each student to use common sense in avoiding situations and behavior that would put themselves or others at risk. The following expectations are required of all students and families participating in the Oklahoma Youth Orchestras. Violation of this Code of Conduct will result in disciplinary action including, but not limited to, financial responsibility for misconduct resulting in damage, immediate removal from a rehearsal, ineligibility to perform on a concert, reseating within the section, expulsion from the organization and/or inability to re-audition for the organization in the future.

Behavioral Expectations

1. Students will treat all staff, volunteers, visitors and other students/families with respect. All accusations of harassment and bullying will be investigated.
2. Students will follow all verbal, posted and written instructions given by staff and volunteers. Failure to follow instructions will be considered insubordination.
3. Students will turn off and put away all electronic devices during rehearsals. The Oklahoma Youth Orchestras reserves the right for staff to confiscate electronic devices that are being used improperly and return them at the end of rehearsal.
4. Students will respect and treat with care all property of the Oklahoma Youth Orchestras and its partners used during rehearsals and performances. If a student intentionally or willfully damages or steals any property of the Oklahoma Youth Orchestras or its partners, the organization will seek restitution from the student and parent/guardian for such property.
5. Students found to be using, selling or in the possession of tobacco, alcohol or controlled substances will be immediately removed from rehearsal, expelled from the organization without refund and turned over to the proper authorities.
6. Any threat or act of physical harm toward any staff, volunteers, visitors or other students will result in immediate removal from rehearsal and expulsion from the organization without refund. If necessary, the proper authorities will be contacted.
7. Any harassment by the family of a student toward staff, volunteers or other families will result in the dismissal of the student from the organization without refund.
8. Violation of any local, state or federal law will result in immediate removal from rehearsal or performance, expulsion from the organization without refund and turned over to the proper authorities.

Attendance Policy and Check-In

Season-long membership in the Oklahoma Youth Orchestras is both a privilege and a responsibility. Regular attendance by all musicians is extremely important to the educational experience and quality of performance. When members of the team are missing, the whole ensemble receives a less than perfect experience. Attendance at all scheduled rehearsals, dress rehearsals and concerts is mandatory. Families should refer to this schedule before making any travel or vacation plans. Conflicts with school music activities and religious commitments will be excused if the office is notified at least 1 WEEK in advance. In VERY rare cases will a request be considered for absence from a concert/performance or the rehearsal prior to a concert or a performance. All requests should be submitted to the Program Manager as stated in "Reporting an Absence" below and verbally discussed with the conductor. School music activities, religious commitments and illness/family emergencies are the ONLY excused absences*

Attendance Policy

- Students are allowed one (1) excused absences per concert series. A concert series is defined as the rehearsal period leading up to and including the concert (typically a 5-7 week period). An excused absence is defined as an absence that has been submitted and approved at least 1 WEEK in ADVANCE or an absence due to illness/family emergency notified the day of the rehearsal. A parent note may also be required to excuse the absence due to illness/family emergency.
- Any absences beyond the one (1) excused absences per concert series will be considered UNEXCUSED. A student with one (1) UNEXCUSED absence during a concert series MAY be under review by the conductor for reseating within the section or ability to perform on the concert.
- **Excessive unexcused absences during the season may affect the student's ability** to continue in the program and/or ability to re-audition for the program the following year. Excessive tardiness, late arrivals and/or early departures are subject to the same review by staff.

Reporting an Absence

Students are required to submit an Absence Form to report any scheduled absences, late arrivals or early departures at least 1 week in advance. An Absence Form can be found under the "Form" section of the Oklahoma Youth Orchestras website at www.oyomusic.org or picked-up from the concession stand. This form must be presented by the student to the conductor for his/her signature approval and turned into the concession stand (Festival Strings/Rockin' Strings students will turn in their forms to their conductor). Please note that verbal approval from either the conductor or any staff person/volunteer is NOT sufficient. You must submit an Absence Form in all cases.

Emergency or last minute illness absences should be reported by 4PM by leaving a voicemail on the office answering machine. Calls will only be returned by the office if more information is needed.

**We understand that school music events are a top priority for our students. These planned absences must complete an Absence Form. We recommend completing these forms as soon as possible when the family becomes aware of such conflicts. We also understand that school schedules can suddenly change. Please make every effort to contact the office IMMEDIATELY if this will affect a rehearsal. Remember, in VERY rare cases will a request be considered for absence from a concert/performance or the rehearsal prior to a concert or a performance. While we respect that many additional extracurricular opportunities for students, they are not considered as excused absences from our rehearsals and concerts.*

Student Check-In

Students participating in OYO, OYP, OYW, Chamber Orchestra and Sinfonia are required to check-in before each rehearsal at the concession stand located outside Petree Recital Hall in the Wanda L. Bass School of Music at Oklahoma City University. Failure to check-in **will be considered an unexcused absence regardless of the student's presence in rehearsal.** Checking-in and skipping rehearsal is an automatic dismissal from the program and inability to audition in future years – this is a zero tolerance policy.

Students participating in the Festival Strings and other programs of the Oklahoma Youth Orchestras will check-in with their teacher or a volunteer at rehearsal.

What to Bring to Rehearsals

1. Your instrument and all necessary accessories such as mutes, rockstops, mouth pieces and percussion mallets.
2. A pencil with eraser. All music has been loaned to you and must be returned in the manner in which it was received. Fees may be charged for music that is lost or not returned.
3. Folding Music Stand. Because of the multitude of other groups who utilize the spaces we rent, all students should bring a folding stand to each rehearsal in case access to music stands is limited. We do not guarantee access to a music stand each week.
4. A BLACK music folder with all of your music. Do not rely on your stand partner to be at every rehearsal. Keep your music in the folder labeled with your name.
5. Emergency Repair Items such as extra strings and reeds.
6. A snack and bottled water for consumption during breaks. Food and beverages may NOT be consumed in the rehearsal hall as per our facility agreement(s). Please use lobby areas.
7. A positive attitude and excitement to be part of a select group of student musicians. The Oklahoma Youth Orchestras exist to serve our students and in turn we ask our students to come prepared and ready to learn.

Regular Season Ensemble Tuition

Participation in the Oklahoma Youth Orchestras is a season-long commitment (August thru May). We do not allow families to pay-per-semester. We encourage you to talk as a family about this commitment as tuition refunds are not available to students who chose to not complete the year. Please evaluate your yearly schedule in order to be sure that you will be able to fulfill this time commitment. In very rare cases will a refund of tuition paid be granted to families withdrawing from the program. Pro-rated tuition may be offered to students who enroll after the season has started based on concerts completed. Tuition for each ensemble for the full season is as follows:

Tuition

Oklahoma Youth Orchestras Ensembles:

Oklahoma Youth Orchestra (OYO): \$525

Oklahoma Youth Philharmonic (OYP): \$425

Oklahoma Youth Winds (OYW): \$425

Chamber Orchestra: \$375

Sinfonia: \$375

Percussion: \$525

Festival Strings: \$300

Rockin' Strings Program: \$350 (or \$300 for students enrolled in an additional ensemble)

Payment Plans

Traditional Payment

Tuition can be paid in full by September 1st or at the time of enrollment for those joining later. Festival Strings and Rockin' Strings must complete registration and tuition is due by October 1st. Failure to complete registration will result in inability to attend rehearsal.

Flex Pay

Three equal payments made by September 1st (Festival Strings, Rockin' **Strings Full Season** - October 1st), December 1st and March 1st. Payments received after the 15th of the month will be charged a \$20 late fee per occurrence. Payments not received by the end of the month will be considered delinquent and the family is subject to removal from the program. Families also have the opportunity to enroll in auto pay with a credit or debit card authorization form. Flex Pay is a FREE payment plan offered to help families with the costs of the program.

Monthly Payment Plan

For a one-time fee of \$30*, families can make eight (8) monthly payments beginning September 1st and ending April 1st. Families **MUST** make payment through automatic billing of your credit/debit card. A form is available under "Forms" on our website to sign-up. **Festival Strings and Rockin' Strings Full Season families may make six (6) monthly payments** beginning October 1st and ending March 1st.

* Fees associated with payment plans are due in full with the first payment.

Making a Payment

All payments should be received by the 1st of the month in which they are due. Payments received after the 15th are subject to a \$20 late fee per occurrence. Payments not received by the end of the month will be considered delinquent and the family is subject to removal from the program.

Billing Statement

All families are provided an initial tuition bill via email upon the completion of their acceptance paperwork. The first payment or payment plan authorization form is due September 1st unless otherwise noted. If a family chooses to make a traditional payment or initial flex plan payment, they may do so online, by phone or mail in payment. Families who chose to participate in the flex payment plan will then receive their billing statements at least 15 days prior to the next due date via e-mail.

Pay Online

Once you have received your bill, you can pay online at www.oyomusic.org/pay. Our securely hosted online payment site requires you to enter your Student ID and Payment Amount both found on your billing statement.

Pay by Phone

You can make a payment by credit card Monday through Thursday by calling our office at 405-232-1199. Please have your most recent billing information available.

Pay by Mail

You can mail your check or money order to: Oklahoma Youth Orchestras – 428 W. California, Ste. 200 – Oklahoma City, OK 73102. Your payment must be postmarked by the due date to avoid any late charges. Please be certain to include your Student ID in the memo line of your payment.

Discounts**

Multiple Students: Families with more than one student participating in the Oklahoma Youth Orchestras ensembles receive a 15% discount for each additional student. The discount will be taken from the less expensive tuition(s). This discount does not apply to an individual student participating in multiple ensembles.

Multiple Ensembles: A student participating in multiple auditioned ensembles on the same instrument at the request of the organization will be charged tuition only for the most expensive ensemble. Students participating in multiple ensembles such as Sinfonia and Rockin' Strings are advertised at a rate that already take into account multiple ensemble enrollments.

***additional programs made available are not subject to these discounts. Additional fees, rentals and purchases such as tuxedos, CDs and merchandise must be paid in full at the time of rental/purchase. Students receiving financial aid are not extended these additional discounts. Multiple students and multiple ensembles are taken into consideration when awarding financial aid.*

Policies

Check Policy

The Oklahoma Youth Orchestras does not hold or accept post-dated checks. Checks received during business hours will be deposited by the end of the business day. Checks received after business hours will be deposited the next day.

Credit Card Policy

A credit card number, expiration date, security code and billing address are required for each transaction. The Oklahoma Youth Orchestras works hard to protect sensitive information. For this reason, credit card information will NOT be kept on file with our office UNLESS an auto debit authorization form is signed and completed.

A delay in payment due to your credit card information being declined or incorrect will affect your payment deadlines. Please be certain to respond to staff requests for updated information in a timely manner to avoid a late fee.

Tuition Refunds for Extenuating Circumstance

The Oklahoma Youth Orchestras are a season-long commitment (August thru May). A family's decision to terminate their membership must be submitted in writing to the Executive Director should they feel there are extenuating circumstances which may warrant a refund. These circumstances often include medical issues or family relocation. Requests for tuition refunds will be reviewed by Staff and members of the Board of Directors. It may take up to 60 days from receipt of the request to receive a reply and/or refund. Tuition refunds are prorated based on a variety of factors.

Delinquent Accounts

Families with delinquent accounts are subject to collection after a reasonable number of attempts are made by staff to contact the family to collect payment. Families with delinquent accounts may not enroll in future seasons until the remaining balance is paid in full.



Planning for the First Rehearsal

Required Family Meeting

All families enrolled in the auditioned ensembles of the Oklahoma Youth Orchestras are REQUIRED to attend a "First Rehearsal Family Meeting" held on the first Monday night rehearsal of the regular season. Both students and parents will participate in the first part of the meeting and students will then be dismissed to attend rehearsal. If a parent is unable to attend the meeting, we ask that another adult member of your family (grandparent, aunt, uncle) attends as your proxy. Many important items are discussed at this meeting as well as introductions to the various staff members.

Families who enroll after the start of the season will be asked to complete an introductory meeting via web/phone. Families enrolled in non-auditioned programs such as Rockin' Strings or Festival Strings will receive similar information at their first rehearsals.

What to bring to your first rehearsal

- Your instrument and all necessary accessories and repair items (extra strings)
- A pencil with eraser
- A folding music stand
- A black folder for your music

Please be sure that your required forms and initial payment are turned in to the office NO LATER than September 1st.



Concert Information

The Oklahoma Youth Orchestras provides our students with a variety of performance opportunities throughout the season. We present concerts throughout the Oklahoma City metro, Edmond and Norman to bring our ensembles to a variety of audiences. Families should reference call times and concert dates found on each **ensemble's calendar and** weekly communication updates. Concert venues and call times are subject to change with sufficient notice.

Concert Dress

Please refrain from wearing excessive jewelry as it may get in your way during a performance as well as reflect stage lights causing a distraction. All students should practice good hygiene for performances with properly laundered concert dress. No colognes or perfumes allowed. The Oklahoma Youth Orchestras staff reserve the right to reseat a student, send a student home to change or dismiss a student from a concert should dress code not be properly followed. Dismissal from the concert will be considered an unexcused absence.

Oklahoma Youth Orchestra (OYO), Oklahoma Youth Philharmonic (OYP) and Oklahoma Youth Winds (OYW)
Ladies: Black blouse with sleeves. Black slacks or skirt. Or a black dress with sleeves. All skirts and dresses should be of knee-length or longer WHEN SEATED and worn with pantyhose. Families should choose modest, conservative necklines. No midriffs are allowed. Ladies should also wear black dress shoes.

Gentlemen: Tuxedo*, tuxedo shirt, bow tie, black socks, black dress shoes. Tuxedos can be rented and bow ties and tuxedo shirts purchased through the Oklahoma Youth Orchestras.

*Tuxedo rental is \$75 for the season (pro-rated or partial rentals are NOT available). Failure to return the tuxedo within 30 days of the designated return date will result in a replacement fee of \$125 and a hold on your enrollment status for the following season. Tuxedos are loaned for use ONLY in the Oklahoma Youth Orchestras and MUST be returned by the specified date.

Chamber Orchestra, Sinfonia, Festival Strings and Rockin' Strings

Ladies: White blouse with sleeves. Black slacks or skirt. Or a black dress with sleeves. All skirts and dresses should be of knee-length or longer WHEN SEATED and worn with pantyhose. Families should choose modest, conservative necklines. No midriffs are allowed. Ladies should also wear black dress shoes.

Gentlemen: Black slacks and a white, long-sleeve dress shirt. Black dress shoes and black socks.

Other performances

Performance opportunities not on the regular concert season may require less formal dress. That information will be provided by your conductor in a timely manner prior to the performance.

Tuxedo Rentals

Students wishing to rent a tuxedo through the Oklahoma Youth Orchestras may do so for an additional fee. This fee is not subject to payments plans, discounts or financial aid. This fee is NOT prorated based on the time of rental or portion of rental. Tuxedo fittings take place in September.

Our tuxedos are provided at a greatly reduced cost from an inventory owned by the organization. While we will do our **best to meet your student's needs, we cannot guarantee a perfect fit. Please be sure to properly inspect your rented tuxedo upon receipt** so that any fitting issues can be addressed prior to the first concert.

Tickets

Most concerts of the Oklahoma Youth Orchestras charge admission: \$5 for an individual, \$10 for a Family Pack (up to six (6) persons). Individual student tickets are available for \$2 with a valid ID. Concert admission is just one of the many funding sources necessary to operate the Oklahoma Youth Orchestras.

Merchandise

Concert recordings and other Oklahoma Youth Orchestras merchandise are available for purchase at most performances.

Concert Etiquette

For dress rehearsals, please arrive early and be ready to begin rehearsal at the listed call time. Parents and family members are NOT allowed backstage or in the auditorium during dress rehearsal. Please note that seating is not always available in the lobby during dress rehearsals. We recommend dropping your student off for rehearsal and returning closer to the concert start time. The hall will open one-half-hour prior to concert start time, unless otherwise noted.

We work hard to keep concerts around 90 minutes. Please wait for a moment of applause to enter or exit the performance hall - this includes late arrivals. Our concerts require an attention span that can be difficult for small children. We ask that any young children who become fussy during a concert leave the auditorium for the comfort of all our guests. We ask that all students and families stay for the ENTIRE performance - **even if your specific ensemble's portion of the concert is complete.** Flash photography is prohibited during performances.

Inclement Weather Policy

The safety of our students and families is of utmost importance to the Oklahoma Youth Orchestras. We understand that our students come from all over the state and ask that families use their best judgment when considering traveling to rehearsal based on their specific weather situation. In such cases, families should contact the office regarding their absence.

Guidelines

Rehearsals will likely be cancelled if Oklahoma City University is closed due to inclement weather or if there are district/building closures that impact other ensembles. Families should ALWAYS check the Oklahoma Youth Orchestras website at www.oyomusic.org to confirm the status of rehearsals. It is not uncommon for some rehearsal sites to be closed while others remain open due to specific building closures. No tuition refund will be given for cancelled rehearsals.

Notification

Due to the number of students involved in the Oklahoma Youth Orchestras, individual phone calls will not be made should rehearsals be cancelled. Staff will work to the best of their ability to email all families, post cancellations on the Oklahoma Youth Orchestras website and social media resources, send out mass texts, post on news stations and change the office voicemail to reflect the cancellation.

Concert Make-Up Date

A make-up date is scheduled for each season. Families should hold this date on their calendar should a concert prior to this date be cancelled due to inclement weather.

Instrument and Equipment Liability

Members of the Oklahoma Youth Orchestras and their families are responsible for their instruments. The Oklahoma Youth Orchestras and its staff and volunteers are not liable for lost, stolen or damaged instruments. We strongly encourage all families to have their instrument insured.

Instruments and equipment loaned to a student during their participation in our programs is the responsibility of the student. Any damage should be reported immediately to the conductor. Students and their family are responsible for any damage resulting from apparent neglect or misuse of the loaned instruments and/or equipment and will be charged a fine for its repair and any related servicing and/or labor. Students renting an instrument for personal use from the Oklahoma Youth Orchestras will be required to complete a rental form. Failure to return an instrument will result in billing for a replacement cost and a hold on enrollment for the following season. Individual instruments are loaned for use in the Oklahoma Youth Orchestras ONLY.

Cancellation/Termination Policy

Should the Oklahoma Youth Orchestras need to cancel a program or ensemble for unforeseeable circumstances, all participants will receive a refund for that particular program or ensemble.

Should a student be terminated from the program due to violation of the Code of Conduct, Absence Policy or due to delinquent tuition payments, no refund will be given. Additionally, the student may be ineligible to audition for the program in the future.

Financial Aid

Application Process

A completed application, providing all information requested, must accompany each request for financial aid. Each student seeking assistance will be asked to write a short essay describing his/her musical experiences and ambitions. Additionally, each family must provide a needs statement written by the parent(s)/guardian(s). A list of music teacher references is also required. The Oklahoma Youth Orchestras Financial Aid Committee may request that the application be supplemented by additional written comments or personal interviews.

Applicants will be required to apply each season. Financial Aid for future seasons may be compromised should a family fail to follow the Attendance Policy, fail to adhere to Code of Conduct or become delinquent in payments.

Families applying for financial aid with multiple students in the program should include an additional application for each student, completing ONLY the Students Information and Student Essay for each additional student. Families receiving financial aid will not be extended additional discounts. Multiple students and multiple ensembles are taken into consideration when awarding financial aid.

Criteria for Awarding Financial Aid

Financial aid will be granted based upon availability of funds, demonstrated financial/family need and level of commitment expressed by the student. Assistance will only be given in the form of credit toward tuition. Trip expenses, rentals, merchandise, and fees are not included. Students receiving financial aid totaling more than one-half the original cost of tuition are not eligible for the monthly payment plan.