



24 RANSOM AVENUE NE GRAND RAPIDS, MI 49503  
www.scmc-online.org

# ADULT ENSEMBLES HANDBOOK 2016-2017

## CONTACT INFORMATION:

**Rebecca Steinke, Education Director Assistant**

Phone: 616-459-2224 x209

[Rebecca@scmc-online.org](mailto:Rebecca@scmc-online.org)

**Martha L. Cudlipp, Education Director**

Phone: 616-459-2224 x206 Fax: 616-459-6445

(After 5:00 p.m., extension 206 voicemail)

[Martha@scmc-online.org](mailto:Martha@scmc-online.org)

**Grand Band**

Mondays 9:30 to 11:30

**Grand String Orchestra**

Wednesdays 5:15 to 6:45 p.m.

## General Information

### PARKING

Parking is available starting at 9:00 am, *but not guaranteed*, in the lot adjacent to the south of the building. If the gate arm is down, press the white button on the speaker. This signals the receptionist at the front desk. Speak loudly and clearly into the speaker when the receptionist responds to your buzz. State that you are here for Grand Band rehearsals and the gate arm will be raised to allow your entrance into the parking lot. If the St. Cecilia parking lot is full, there will be 10 parking spots available to Grand Band at Park Church across from St. Cecilia. Press their call button and state that you are here for Grand Band.

### CAR POOL

Car Pooling is recommended due to the very limited number of parking spaces available. If you are interested in carpooling, please call the education office to find other folks who live in your area.



- |                                   |                         |
|-----------------------------------|-------------------------|
| 1. St. Cecilia Music Center       | 6. Ellis Parking        |
| 2. Park Church                    | 7. Pearl Ionia Ramp     |
| 3. First United Methodist Church  | 8. Monroe Center 2 Ramp |
| 4. Grand Rapids Public Library    | 9. Ottawa Fulton Ramp   |
| 5. Grand Rapids Community College |                         |

E-mail is our main form of communication. Please confirm any e-mail changes with us. This is how we contact you for registrations, class changes, updates and cancellations. Please check your e-mail!!!

## Building Policy

We take pride in our **133-year-old building** and hope that those entering and using it do so as well.

### FOOD & BEVERAGES

Food and beverages are **not allowed** in any carpeted areas of the building at any time, including Royce Auditorium or the stage. If you need to eat please do so in the Presidents Room or the kitchen downstairs off of the Terryberry Gallery. Snacks may be allowed during breaks only in designated uncarpeted areas. There is absolutely no gum chewing allowed in the building.

## Security

Your safety is very important to us. Because St. Cecilia is located in the heart of downtown Grand Rapids, we occasionally have visitors from the Heartside neighborhood. Many of our Heartside Neighbors have very convincing stories and we are always tempted to help out. Please politely say “NO” if you are approached for money or food. There are resources to help these people. If you feel threatened please notify our front desk as soon as possible so that we can call the police.

## Inclement Weather

In the event of inclement weather, the center will make a decision to cancel a rehearsal BY 2:00 PM on the day in question. Notification of a cancellation will immediately be publicized on local radio/TV stations. E-mails will be sent to all ensemble families, notice will be posted on the SOM Facebook page and on the website. Families will also have the option to sign up for text message notifications through Remind.com.

*An orchestra or band is a team made up of individual players. Like any team, the individuals in an orchestra or band must cooperate to produce good music. Participating in a St. Cecilia Ensemble is a commitment to a team. When a musician is not present at practice, their absence is strongly noticed. Please be considerate of the entire team.*

## Rehearsal Reminders

- **Be on time.** Please be in your seat with your music ready and be prepared to play at the start of rehearsal.
- **Be prepared.** Have your instrument, music folder and a pencil for marking music with you at every rehearsal.
- **Take good care of your music.** There is a \$10 fine for each piece of music that is damaged beyond use, lost or marked with anything other than pencil
- **Sign In!** Sign the attendance sheet next to your name so you will be marked present. Attendance sheets will be in the Presidents Room during break.

**If you will miss rehearsal please call or email:**

**MARTHA CUDLIPP, EDUCATION DIRECTOR,** (616) 459-2224, ext. 206, [Martha@scmc-online.org](mailto:Martha@scmc-online.org)  
**REBECCA STEINKE, EDUCATION ASSISTANT,** (616) 459-2224, ext. 209, [Rebecca@scmc-online.org](mailto:Rebecca@scmc-online.org)

## PLEASE NOTE:

There are **NO REHEARSALS** the weeks of

**THANKSGIVING, CHRISTMAS BREAK AND SPRING BREAK!!**

## Concert Schedule for Grand Band and Grand String Orchestra Combined

**SUNDAY December 11, 2016 3:00 pm / SUNDAY May 7, 2017 3:00 pm**

## Complimentary Tickets to SCMC Jazz, Chamber or Acoustic Café Series

Students enrolled in a full year of orchestra or band at St. Cecilia Music Center are entitled to 2 complimentary tickets to any ONE concert in our Jazz, Chamber or Acoustic Café Series.

## Concert Dress Policy

Adult ensembles are to wear solid black tops, pants or skirts and black shoes. Seasonal accessories can be added at the director's request.

## FINANCIAL POLICY

### ***TUITION***

Tuition is \$250 per season. (September through May.)

Tuition is \$100 for an additional adult student from the same family.

Tuition payments may be made in full, by semester, or by the month (9 payments September through May).

**NOTE:** Students with the previous season's tuition not paid in full by August 31, 2016, **MUST MAKE ARRANGEMENTS** with Martha Cudlipp, Education Director before registration can be completed.

### **MID-SEASON ADDS**

Students joining mid-season will be responsible for tuition beginning the month they join and are responsible for full payment of that and remaining months.

**FINANCIAL ASSISTANCE:** If you are in need of financial assistance, please contact Martha Cudlipp, Education Director, at (616) 459-2224 for available financial aid opportunities. Or download a financial aid form which can be found at the bottom of the registration page on our website.

## Drop and Refund Policy

Students dropping the program before the mid-semester date, will receive a 50% refund for that semester. Students dropping after mid-semester will not receive a refund for that or previous semesters, if applicable. A **Drop Form** must be in the St. Cecilia Office by mid-semester date or the full tuition will be due regardless of the date the student dropped. Drop forms can be obtained by calling the Education Director in the St. Cecilia Office at (616) 459-2224.

### **Mid-Semester Dates:**

Fall Semester – November 15, 2016

Spring Semester – March 15, 2017