

Dear Browning Parents,

My name is Lucy Warner, the Director of After School Music at Browning. I hope all of you and your families have been enjoying a great summer!

I'm writing to introduce myself to all our new Browning parents and to reconnect with all of the parents and boys who are returning to Browning. This letter concerns private music instrumental lessons available after school at Browning for the 2015-2016 school year. If you are interested in your son taking lessons, here is important information concerning after-school music lessons at The Browning School:

**INDIVIDUAL LESSONS:**

After School lessons are for students interested in beginning or continuing study of one of the following instruments:

PIANO (All grades)

VIOLIN (All grades)

VIOLA (all grades)

CELLO (Grade 1 and up)

BASS (Grade 4 and up)

GUITAR (Grade 3 and up)

MANDOLIN (Grade 3 and up)

SAXOPHONE (Grade 4 and up)

CLARINET, OBOE, FLUTE, TRUMPET, TROMBONE (Grade 4 and up) - pending sufficient number of students enrolling

A. To participate in taking lessons after school at Browning, students who exhibit interest are expected to meet these requirements:

1. Have a quality musical instrument at home for practice. For students taking piano, this means an acoustic ('real') grand or upright or spinet - OR - a full 88-key digital (electronic) keyboard with weighted keys (i.e., touch-sensitive keys). For all others who are beginning on an instrument, the first lesson will include the teacher's guidance on what size instrument to buy or rent.
2. Have a practice space or area that is conducive to the student having a fruitful and satisfying playing/practice experience at home
3. Practice faithfully during the week as much as possible, between lessons, so that the student and teacher will see progress in the student's instrument-playing skills.

B. For lesson scheduling, please note that returning Browning students will be matched to their previous teachers as much as possible. In the event the student's or teacher's schedule does not make this do-able, the student will be assigned to another teacher on our after-school staff, schedules permitting.

C. Please keep in mind that many Browning students of all levels and ages take private lessons at home. If this is your preference - or if we are unable to accommodate you due to the high demand for lessons at Browning after school, I will be happy to recommend one of our music instructors who can teach your child in your home.

D. For younger beginning violin students, lessons might be in small groups (two, three, or four students) according to the skill and needs of the student.

E. TO APPLY TO HAVE YOUR CHILD PARTICIPATE IN OUR AFTER-SCHOOL 'PRIVATE LESSONS' PROGRAM, PLEASE E-MAIL ME THE FOLLOWING BY NO LATER THAN FRIDAY, AUGUST 28:

1. Your child's name.
2. Your child's Grade and Homeroom Teacher's name
3. Name of instrument.
4. If returning student - name of your child's after-school music teacher at Browning last year
5. Parent name.
6. Parent cell phone #
- 7 Parent home or business telephone #
8. YOUR CHOICE OF LESSON TIMES - See Below for Periods and times. Please indicate your TOP 3 CHOICES, IN ORDER OF PREFERENCE. NOTE: LESSONS WILL BE OFFERED ON MONDAYS, TUESDAYS, AND THURSDAYS.

First choice:

Second choice:

Third choice:

\*\*\*\*\*

- Period 1 = 3:20 - 3:50PM
- Period 2 = 3:55- 4:25
- Period 3 = 4:30 – 5:00 (available for Grade 3 and higher only)

(Note: for more advanced returning students who are taking 45-minute lessons, periods will be adjusted.)

There are no lessons on Wednesdays or Fridays.

(Note: In a limited number of cases, for Grades Pre-Primary and First Grade and Second Grade only, lessons may be offered from 2:50-3:20PM, depending on room availability and the permission of the student's homeroom teacher. These lesson periods will be assigned after your scheduling choices for Periods 1, 2, and 3 have been received.)

**\*\*\* IF YOUR SON IS INTERESTED IN TAKING LESSONS ON A MUSICAL INSTRUMENT AFTER SCHOOL THIS YEAR AT BROWNING, PLEASE E-MAIL ME YOUR TOP THREE "DAY and TIME" CHOICES by FRIDAY, AUG. 28. Please note that, in most cases, earlier times (starting at 2:50Pm and starting at 3:20PM) are given to PP, First, and Second Grade boys only.**

You will be notified of your child's teacher, and his lesson day and time, by 8:00PM on TUESDAY, SEPT. 8.

**Lessons begin on TUESDAY, SEPT. 15.**

F. MAKE-UP LESSON POLICY:

- If a teacher misses a lesson (this is rare), the student will receive a complimentary make-up lesson at a convenient day and time mutually arranged by the teacher and the parent.
- If a student misses a lesson, (for any reason, including illness), no complimentary make-up lesson will be given.
- No lessons will be given on days marked "No Encore" on the school calendar and on holidays.

- Please refer to the Browning School Calendar for all event information. 'No Encore' on the calendar also means 'No Music Lessons' for that day.

G. PRICING:

**MUSIC LESSONS TERM 1 - SEPTEMBER THROUGH DECEMBER:**

\*\* For 30-minute lessons once/week (=most students), September - December 2015:

\$215/month x 3 months (for Oct., Nov., Dec.) = \$645.00 due by THURSDAY, SEPT. 10

\*\* For 45-minute lessons once/week (= more advanced returning students only),

September - December 2014:

\$305/month x 3 months (for Oct., Nov., Dec.) = \$915.00 due by THURSDAY, SEPT. 10.

Note: The SEPTEMBER music lessons after school at Browning are complimentary. This is to help offset holidays and "No Encore" days throughout the school year. After School Music scheduling follows the "Encore" schedule. Do not write any checks until your child has been confirmed and you know his teacher's name. Checks need to be made out to your child's instructor, so please wait until you know your son has been accepted into the After School Music Program and has been assigned his music teacher. After you have received notice that your son has been accepted and has been assigned his day and time, checks made out to your son's private music lesson teacher can be put in an envelope and left at the front desk starting in September. Make sure the words "LUCY WARNER – AFTER SCHOOL MUSIC" are on the envelope. All 'First Term' checks (= for lessons Sept. through Dec.) are due by Sept. 10. Reminder: your check should be made out to your son's private lesson teacher.

For qualifying continuing students and for new music students starting in January 2016:

MUSIC LESSONS TERM 2 - JANUARY THROUGH MAY:

\*\* For 30-minute lessons once/week (=most students), January - May 2016:

\$215/month x 5 months = \$1,075.00 due by TUESDAY, DEC. 8

\*\* For 45-minute lessons once/week (only for qualifying, more advanced students), January - May 2016:

\$305/month x 5 months = \$1,525.00 due by TUESDAY, DEC. 8

H. AFTER SCHOOL INFO - BEFORE THE LESSON BEGINS

Lower School music students are welcome to have a snack before their lesson at our 'Music Table' in the Cafeteria at dismissal. Snacks are provided for your son. If your child's lesson is in Period 1 (starting at 3:15 or 3:20), he will be escorted from his homeroom and will be given a snack in the Cafeteria at the 'Music Table' with other music students at regular dismissal.

He will then be escorted to his lesson. If your child's lesson is later in the afternoon, he will need to be picked up by a parent or caregiver at dismissal and brought back to school for his lesson, or - you can apply to enroll him in a Browning Encore class until his lesson begins. Adjustments for Encore pricing can be requested in the event your son is only attending a partial Encore class due to music lessons. If your son is enrolled in a partial

Encore class before or after his music lesson, he will be escorted to the snack table at dismissal and will also be escorted to and from his lesson as needed.

For students who leave the school at dismissal and then return for their lesson, please wait in the lobby upon your return.

Your son's music teacher will meet your son in the lobby and take him to his lesson.

All parents and caregivers who are picking up students after lessons are asked to wait in the lobby. I.e., after your son's lesson, his music teacher will bring him to the lobby for pick-up.

#### I. FINANCIAL AID

Scholarship monies are available for music lessons. Please contact Ms. Janet Lien ([jl原因@browning.edu](mailto:jl原因@browning.edu)) if you wish to apply for scholarship funds concerning your son's lessons.

I look forward to hearing from you soon- and I look forward to seeing you and your sons in September!

With best regards,  
Lucy A. Warner  
Lower School Music Specialist  
Director of After School Music  
[212-838-6280](tel:212-838-6280)