



Holy Family Conservatory  
6835 Calumet Ave.  
Manitowoc, WI 54220

**We Welcome All People**  
of any age, race or religion.

**Mission Statement**

The Franciscan Center for  
Music Education and Performance,  
Sponsored by the  
Franciscan Sisters of Christian Charity  
Transforms the ordinary by  
Fostering the beauty and power of music  
and the arts through:  
Instruction,  
Appreciation of skills,  
Encouragement and  
Performance,  
Nurturing reverence for all persons.

## HOLY FAMILY CONSERVATORY OF MUSIC POLICIES AND GUIDELINES

- + MUSIC FOR TOTS™
- + GROUP CLASSES
- + PRIVATE LESSONS
- + CHOIRS (CHILDREN & ADULT)

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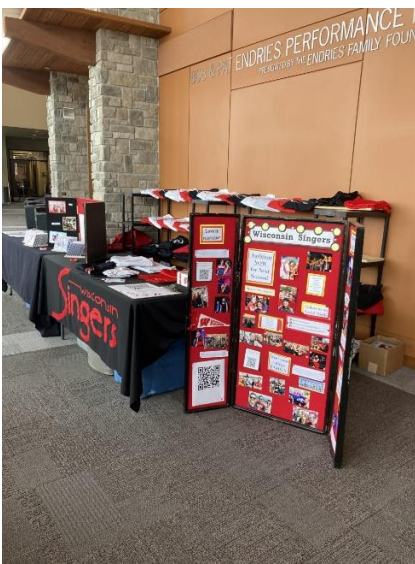
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**Welcome to Holy Family Conservatory of Music!**

**We are happy to have you  
in our MUSICAL FAMILY !**

Founded in 1925, Holy Family Conservatory of Music is a nonprofit music center of learning that seeks to provide outstanding musical opportunities for individuals of all ages of the Lakeshore area of Wisconsin.

We hope this musical endeavor will bring you a lifetime of enjoyment and development of many new skills.

May "the power of music to transform the ordinary" become a deeper reality in your day-to-day life experiences.

Thank you for reading and adhering to these  
Policies and Guidelines for  
Holy Family Conservatory of Music.

Musically Yours,  
Sister Carol Ann Gambsky, Administrator  
Dr. Stanislava Varshavski, Director of Music Education  
and The Music Faculty





## **MUSIC FOR TOTS™ CLASSES**

Welcome to our MUSIC FOR TOTS™ classes. We are happy to have you and your child in our program for our 10-week session. We hope you will be able to attend all of the classes, and that bad weather or sickness will not deter even a single class. We have Tuesday, Wednesday and Thursday classes scheduled this semester in Manitowoc. We hope you have a good session! Please do not hesitate to call if you have any questions or concerns. (920-645-6564)

Music for Tots™ on-line registration is at: <https://www.hfconservatory.org/music-for-tots>

### **HISTORY OF MUSIC FOR TOTS™**

The early childhood music program begun in 1984 as a ten-week program for young children ages 0-5, was designed by Sister Lorna Zemke, the then Professor of Music at Silver Lake/Holy Family College. The program ran continuously since 1984, and as of 2014, Music for Tots™ is offered through Holy Family Conservatory of Music. The program was designed to help improve not only the tonal, listening, coordination and rhythmic skills of the children, but also their verbal and socialization skills, as well as their ability to follow directions, focus attention and share with their peers.

### **WHAT IS MUSIC FOR TOTS™?**

Tots from birth to age five are enrolled in a ten-week program each semester, fall and spring. Children and their parents are enrolled in classes taught by four teachers. Each class is limited to eight children of the same age. Classes are held at the Franciscan Center for Music Education and Performance in Manitowoc.

### **WHO CAN ENROLL AND LENGTH OF THE MUSIC FOR TOTS™ CLASSES**

Music for Tots™ classes are scheduled during the morning and late afternoon/early evening hours. There are 30-minute classes for children from 5 months to three years of age, and 40-minute classes for older threes, fours and five-year olds. Parents participate with their own children in classes for infants and toddlers. In the transition age of three, the children become more independent, and in classes of three and a half to five-year olds, the preschoolers participate in songs, rhythm games and activities independently, with parents present but not actively involved.

### **LOCATIONS OF CLASSES**



Manitowoc Location Music for Tots™ Holy Family Conservatory  
6751 Calumet Ave. Manitowoc, WI 54220

### **MUSIC FOR TOTS™ HELPFUL SUGGESTIONS**

- Please arrive for class approximately 5 minutes ahead of your child's scheduled time in order to get coats, caps, shoes, etc. removed before the class begins. Arriving late is generally a distraction to the entire class and takes away from class time. If you arrive too early, your child could be tired before his/her class begins. Also, please remember to turn off your cell phone before class begins.
- Parents when bringing children, please remember there are offices in the area and also possibly other events in progress. If you bring siblings along to the class, they must remain in the room at all times. Please be sure they are occupied with their own activity, having something constructive to do in the back of the room while the Tots™ class is in progress. They must not disrupt the class. Please note that siblings who are not registered for a class are not to participate or in any way take time from the class, unless specifically invited by the teacher to do so. Such participation is not to be taken for granted, but only at the teacher's request.
- If you know your child will be absent from any given class, please inform the teacher in advance when possible. It is helpful in planning the next class. If an emergency arises, call your teacher as soon as you can so she is informed. Write down your teacher's phone number and call her directly if possible.
- You may bring a recording device to record any class in order that "classes" may be replayed for your child at home and so that you can remember how to assist your child with songs, chants, and games.
- Throughout the semester your teacher will share reasons for certain activities or procedures (such as children not wearing shoes) and the educational significance for each. If you have any questions or concerns, feel free to discuss them with your child's teacher.





## GROUP CLASSES

Holy Family Conservatory of Music offers group classes on **Piano, Handbells, Violin, Guitar, Ukulele, Percussion** classes for children ages 4-12, high school and adults. The goal of all classes is to establish a lifelong love of music and a solid musical foundation that can be applied to any instrument. Classes are held once a week, for 7 weeks. Limit 6-8 students per class depending on the instrument. **New GROUP CLASS students must contact Dr. Varshavski [varshavskidma@fscs-calledtobe.org](mailto:varshavskidma@fscs-calledtobe.org) or call (920) 645-6565**

Registration is considered complete when a payment in-full has been made on-line. Only completed on-line registrations qualify entrance into group classes at Holy Family Conservatory of Music. Attending classes or informing instructors of the intent to register does not constitute registering for classes. All purchased group classes must be completed by the end of the term. Credits or refunds will not be provided after the term ends. Please check with the office if you have questions about starting dates and payments.

### **MAKEUP CLASSES FOR GROUP CLASS**

Group class absences will not be made up for individual students who miss a group class. In the event that a group class is cancelled by the teacher, an additional makeup class will be scheduled at the end of the term.

### **WEATHER CANCELLATIONS FOR GROUP CLASSES**

All delays or closures due to inclement weather will be posted. Individual calls to students and families are not placed if/when the Conservatory is closed; please call 920-645-6564 or check the Conservatory Facebook page regarding winter weather closures. Classes cancelled due to weather will be rescheduled. Instructors reserve the right to make an individual decision to cancel classes due to bad weather; should they do so, they will directly contact students/families.

### **GROUP CLASSES STUDENT CONDUCT/RESPONSIBILITIES**

The study of music can be a joyous and rewarding experience. It offers a unique opportunity to develop one's self-expression, artistry and discipline. In order to make progress, students should:

- Attend group classes regularly and on time.
- Practice every day in a quiet place--quality of practice is as important as quantity.
- Keep instrument in proper working condition and music books in good quality condition. Books must be brought to every lesson.
- Talk to teachers about goals and how to achieve them.

### **OBSERVATION OF GROUP CLASSES**

Parental involvement is paramount to a student's success. Parents are strongly encouraged to observe all classes and to reinforce instructions given to the student.

## **PRIVATE LESSONS**



Private Lesson curriculum provides many opportunities for students, adults and children to develop their talents in whatever direction they may wish to go. Not only performance skill, but comprehensive music knowledge is included in the sequence of courses. Instructors provide lessons on harp, piano, organ, strings, winds, guitar, ukulele and rudimental percussion. Holy Family Conservatory is located in the beautiful Franciscan Center for Music Education and Performance 6835 Calumet Ave., Manitowoc, WI 54220. These guidelines have been established to assist students and teachers to be familiar with and understand the expectations of Holy Family Conservatory. When both parents and teachers encourage students to perform and appreciate skills,

there is a greater opportunity for students to maintain focus. An important lesson for students to learn is to continue projects begun. Please plan to continue lessons for the entire academic year.





## PRIVATE STUDENTS PERFORM IN RECITALS

Our recitals and concerts are excellent opportunities for students and their families to experience and enjoy musical performances of our students.



## DRESS CODE FOR RECITAL

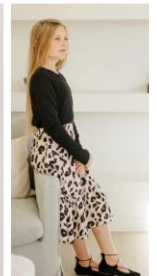
**Boys/Men** (see pictures for examples)

- \*Dress pants
- \*White or other solid colored dress shirt
- \*Shirts must be tucked in-no tails please!
- \*Tie or black bow tie (optional)
- \*Dress shoes



**Girls/Women** (see pictures for examples)

- \*Loose fitting solid black or colored skirt, Ankle length or below the knee length (no slits)
- \*Button up blouse with short or long sleeves
- \*Nylons/tights required (No bare legs please!)
- \*Dress shoes (No boots, sandals or flip flops!)



## ATTENDANCE AND MISSED PRIVATE LESSONS

Conservatory students are required to attend every weekly lesson. Promptness at lessons is expected. Students who are late for lessons, cannot be guaranteed their full lesson times. We expect a 24-hour notice for missed lessons. Unexcused missed lessons will be charged. If a lesson is missed because of illness, please contact your teacher as soon as possible.

- Students are expected to be present for all classes and lessons.
- For an excused absence, private instruction students are allowed **one make-up lesson** during a seven-week session.
- An excused absence requires a 24-hour notice to the teacher.
- Notification of inability to attend a lesson should be made at least 24 hours before a lesson.
- Notification of inability to attend a lesson does not excuse payment for lessons.
- All lessons cancelled by the instructor will be made up at a mutually agreed upon time.
- If a student misses a make-up lesson that lesson cannot be made up.
- Weather related lesson cancellations will be made-up if possible or refunded at the end of a session.
- **No refunds are issued for any missed lessons.**

### **NOTEBOOK AND LESSON MATERIALS**

- The student notebook is an essential part of each private music lesson. Do not come to lessons without it. It will be used for assignments, notes to students and parents, and also to alert you about coming events such as recitals, vacations, etc.
- Bring your notebook as well as theory and all lesson materials to every lesson.
- Parents, please read your child's notebook.
- Please carry notebook and music books in a satchel or case designed to protect music.

### **THREE STAGES OF KNOWING A PIECE OF MUSIC**

- You can perform it well at home. (So, you think-as there is no one present to correct anything) 😊
- You can perform it well for your teacher.
- You can perform it well for anyone, such as a judge, a jury, a small or large audience.

### **STUDENT PROGRESS**

Parent involvement and encouragement are essential to students' progress. Communications between the student, the teacher and parent are critical and vital. We take seriously the communication between all involved. Students are encouraged to remain in close contact with the teacher throughout the year regarding their progress. Teachers are always happy to discuss student progress as well as any other needs or concerns.

### **DISCONTINUING OF PRIVATE LESSONS**

- If you wish to discontinue lessons with a teacher at the Conservatory, please call and make an appointment with your teacher to discuss this.
- It is important to follow an appropriate closure process for student, parent, and teacher.
- You may want to have a trial lesson with a different teacher or on another instrument. Please discuss this with Sister Carol Ann Gambsky or Dr. Stanislava Varshavski.

*"The fact that children can make beautiful music is less significant than the fact that music can make beautiful children." Cheryl Lavender*



# **CHORAL PROGRAM**

## **Children's Choir (Grade 2-7)**

## **Conservatory Chorale (Grade 8-Adults)**

### **THE MISSION OF THE CHOIR and CHORALE**

Participation in the **Children's Choir** and **Grade 8-Adult Chorale** provides excellent instruction in choral music; and provides outstanding performance opportunities, including performances at Holy Family Conservatory Recitals.

### **CHILDREN'S CHOIR**

#### **MEMBERSHIP**

Any child in grades 2-11 with an interest in singing may enroll. No audition is required. High School students are also welcome to join as mentors/ assistants.

#### **REHEARSALS**

Rehearsals are held at the Franciscan Center for Music Education and Performance Mondays 6-7:00 p.m. from September through May.

### **CONSERVATORY CHORALE**

#### **MEMBERSHIP**

Men and women high school grade 8 - adults with an interest in singing may enroll. No audition is required.

#### **REHEARSALS**

Rehearsals are held at the Franciscan Center for Music Education and Performance, date and time TBA.

## **CHOIR PERFORMANCES**

Choirs will perform two times a year at Holy Family Conservatory Recitals (once per semester).

## **HOW TO REPORT A CHOIR REHEARSAL ABSENCE**

We encourage each singer to maintain a perfect attendance record. If a singer needs to miss due to illness or scheduling conflict, an email or phone call to the director is appreciated.

## **PRE-ARRANGED ABSENCE**

In case of a planned absence, notice as far in advance as possible is appreciated.

## **THE RELIGIOUS HOLIDAY POLICY**

Any singer needing to be absent because of a major religious holiday shall not have the absence counted against them.

## **CHOIR REHEARSAL CANCELLATION POLICY**

If Holy Family Conservatory needs to cancel a rehearsal, we will do the following to get the word out: Send out an email cancellation notice to all current families with email addresses registered in our system, call families for whom we do not have an email address and post the announcement on our Facebook page.

## **CHOIR CONCERT DRESS**

Each choir member will be responsible for purchasing the following items for their concert attire: A white long-sleeve blouse or white long-sleeve dress shirt, black dress slacks or a long, floor length, black skirt (with black panty hose or tights or black socks if wearing pants), with black dress shoes. This black and white attire is a standard for most choirs, bands, and orchestras.



## **STUDIO USE**

No food or drink is permitted in studios, with the exception of bottled water. Please help us by disposing of any food or drink in a trash can or recycling bin in the common areas of the Conservatory. Please do not place any items other than sheet music on pianos or keyboards. Students and artists flourish in a quiet environment. Please be mindful that there may be several other lessons, rehearsals or performances going on at the Conservatory during your lesson/class. We ask that you give them the courtesy of being quiet while in the building. Studios are reserved for the Conservatory teachers and their enrolled students.



### **SECURITY & CAREGIVERS POLICY**

The conservatory assumes no liability for students before or after a scheduled class. A parent or caregiver must accompany students under the age of 15 at all times prior to and following a scheduled class or lesson.

### **PARKING**

Free parking is available in the parking area to the north of the Franciscan Music building as well as in the west parking lot. No parking in the fire lanes.

### **NON-DISCRIMINATION POLICY**

The Conservatory admits students of any race, color, sex, age, sexual orientation, gender identity, physical ability, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, age, sexual orientation, gender identity, physical ability, religion, national and ethnic origin in its hiring of faculty or staff.

### **INCLEMENT WEATHER AND EMERGENCY ALERT SYSTEM**

Severe weather conditions often prompt area schools to close. Holy Family Conservatory private lessons are not automatically canceled because of weather. If lessons are canceled you will be notified. We encourage students and families to use their best judgment regarding travel conditions and to let their teachers know if they will not be attending.

**If the emergency alert system is initiated at any time, all Holy Family Conservatory students and faculty must follow emergency protocol. This includes instances of fire, tornado, or other severe storms, or any other type of emergency.**

### **DRESS CODE WHEN IN HOLY FAMILY CONSERVATORY**

All students and parents are asked to come to lessons and classes dressed suitably. The conservatory is a professional educational learning environment, so the wearing of proper attire is expected of everyone. Please observe the following:

- Do not wear clothing with political slogans.
- Boys/men pants must NEVER be worn below the waist.
- Do not wear caps and hats during lessons and classes.
- Shoes must be worn in the Conservatory.
- Makeup worn should not be distracting or offensive.
- Dresses and skirts must be modest and not be shorter than fingertip length or deemed inappropriate.
- Sleeveless dresses or tops straps must be 2" in width or more on the shoulder.
- Tight-fitting leggings may only be worn with skirts, dresses, or shirts that are modest.
- All shorts/skorts must be modest and not be shorter than fingertip length or deemed inappropriate.
- No midriff shirts or tops are allowed. Shirts worn must have a modest neckline.

If you have any questions or concerns regarding this, please contact Sister Carol Ann Gambsky, Administrator of Holy Family Conservatory.

## **EXPLORING MUSICAL EXPERIENCES**

All students are encouraged to attend concerts and to listen to classical music on T.V., public radio, C.D.'s and other electronic devices. These all help you to grow musically. Your attendance at concerts and listening to classical music is an excellent example to your friends and family members.

## **OTHER PERFORMANCE OPPORTUNITIES**

Please consult your Holy Family Conservatory music teacher when you are asked to perform in public; You represent Holy Family Conservatory and we want to be proud of you. You are encouraged to perform at school, nursing homes, church and other occasions. Your Conservatory teacher/director should know what, when and where so she/he can help you to prepare.



## **AUDIENCE CONCERT ETIQUETTE**

The audience is asked to show respect and support of the performer(s). Remain for the entire concert to enable all of the students to have the value of a full audience. For this reason, we will try to limit the concert length to one hour and fifteen minutes. Keep small children near you and quiet. Please only enter or leave the hall during the applause. Avoid unnecessary moving, talking, and whispering while others perform. Even the quietest whispers can be heard in the concert hall and can prove to be a distraction to the audience and musicians alike.

## **FOOD AND BEVERAGES IN THE CONSERVATORY**

PLEASE DO NOT EAT FOOD in Ariens Atrium. Please dispose of all your trash in waste baskets provided. We ask that students and parents do not chew gum in the Conservatory.

## **NO FOOD, BEVERAGES or DEVICES IN HALL**

No gum, candy, food or beverages should be consumed at any time in Endries Performance Hall. Cell phones, watch alarms, pagers, cameras, and other electronic devices should be turned off prior to performances in the concert hall. These devices could cause a disturbance and are distractions to musicians and audience members.



## **DAILY PRACTICE**

For those who take lessons or group classes there are numerous ways in which to set up a practice schedule, but it is most important that the student makes practice a part of the daily routine. Good practice means concentration and it develops a self-discipline that will carry over into many facets of life.

### DISCOUNT PROGRAM, "BRING A FRIEND"

Discounts are available for Children/Adult Group Classes or Lessons. When you bring a friend and the friend registers for lessons or group classes you are eligible for a discount on the cost of your group class or lessons. Please contact Dr. Varshavski to discuss this benefit at 920-645-6565.

### SCHOLARSHIP FOR CHILDREN OF THE SAME FAMILY

PRIVATE LESSONS **The discount will be applied to the shorter lesson.**

- Per session, if your family has **three** registrations (any instrument), your family will receive a 30% discount on the third registration.
- Per session, if your family has **four** registrations (any instrument), your family will receive a 50% discount on the fourth registration.
- Per session, if your family has **six** registrations (any instrument), your family will receive a 60% discount on the sixth registration.
- Per session, if your family has **eight** registrations (any instrument), your family will receive a 50% discount for the fourth registration AND a 100% discount on the eighth registration.

### GROUP AND PRIVATE INSTRUCTION

- Per session, if your family is registered for **one private** lessons, **one group piano, one handbell or choir**, your family will receive a 25% discount for one piano group class.
- Per session, if your family is registered for **two private** lessons and **one handbell or choir**, your family will receive a 100% discount for one choir or handbell registration.
- Per session, if your family is registered for **two private** lessons, **one handbell or choir, one Music for Tots**, your family will receive a 100% discount for one Music for Tots registration.

Please contact Dr. Varshavski for more information on how to receive scholarships.

Email: [varshavskidma@fsc-alledtobe.org](mailto:varshavskidma@fsc-alledtobe.org)

## HOLY FAMILY CONSERVATORY OF MUSIC AGREEMENT TO POLICIES

Please be aware that by registering on-line and signing a Student Registration Form for any type of lesson or class, you are indicating you have read and agree to these terms as stated on behalf of your child(ren)/ward(s) and/or yourself.

## PAYMENT DEADLINES FOR MUSIC PROGRAMS

Music For Tots™ On-line payment is required before each (10 week) semester of classes begin.

<b>PAYMENT SCHEDULE FOR PRIVATE LESSONS AND GROUP CLASSES 2024-2025</b>	
<b>SESSION TO BE PAID</b>	<b>PAYMENT DUE DATE</b>
Fall Session I (Sept. 3-Oct.19)	No later than Sept. 2, 2024
Fall Session II (Oct. 21-Dec. 16)	No later than Oct. 20, 2024
Spring Session I (Jan. 6-Feb. 22)	No later than Jan. 5, 2025
Spring Session II (Feb. 24-Apr. 12)	No later than Feb. 23, 2025
Summer Session I (April 21-June 7)	No later than Apr. 20, 2025
Summer Session II (June 9-Aug. 4)	No later than June 8, 2025

To Enroll for any of our programs please register at:



website: <https://www.hfconservatory.org/>

If unique circumstances pertain to an individual situation regarding payment for children's programs, please do not hesitate to call the Conservatory Administrator Sister Carol Ann Gamsky at (920) 645-6564.

Please note that there is NO refund for online payments should the student(s) discontinue Music for Tots™ (10-week session), Advanced Handbell (10-week session), Group Classes (7-week session), Private Lessons (7-week session) or Children's Choir (7-week session) during the respective session.