



Student Handbook 2023-2024



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Welcome to MCMC!

Dear Students and Families,

Congratulations for embarking on or continuing your musical path! We are so happy to welcome you to MCMC, and for those of you who are returning, welcome back. Thank you for choosing to study music, or for supporting your child's musical growth. We are committed to making your experience the best it can be.

In the fall of 2023 we celebrate our 9th year! We are looking forward to a year of celebrations, and we're thrilled that you're here to be part of it. At MCMC we make music, learn and grow, and add vibrancy to our downtown. We inspire each other, and we share the rewards of our dedicated work with our community and audiences. It is our goal to inspire musical mastery and performance for many years to come. This is a collective effort - we are in this together! Please consider a charitable gift to MCMC this year; we so appreciate your support for our work! mcmcv.org/donate

This handbook is designed to give you an overview of our programs and policies, and to offer a centralized place for some key information about being involved with MCMC.

Please let us know how things are going for you this year, and don't hesitate to offer suggestions and feedback. We are here to serve you and to create an optimal environment for longterm music learning.

I'm looking forward to a year filled with memorable musical moments.

Musically Yours,



Sadie Brightman
Founder, Executive Director

MCMC Mission Statement



Middlebury Community Music Center is dedicated to fostering life-changing experiences that transform individuals and create community through the art and practice of making music.

We believe that artistic expression is an essential part of being human. Creativity and play are inherent parts of who we are, and yet our lives are often not organized in a way to prioritize these basic human needs. WE ARE ALL CREATIVES. At MCMC, we are here to help you make music a bigger part of your daily life. Playing music gives us a sense of satisfaction, connection, belonging, resilience, and self-awareness unlike any other art form. We access our emotions, we dedicate time, and we gain a greater perspective on our lives. Our dedication is to provide you with the tools and the inspiration to be a musician at any stage of life.

Staff Directory

Sadie Brightman

Founder, Executive Director

director@mcmcv.org

(802) 989-7538

Molly McEachen

Operations Director

info@mcmcv.org

(802) 989-7538

Betty Kafumbe

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Betty@mcmcv.org

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Lara Mones

Enrollment Coordinator

lara@mcmcv.org

802-989-7538

Jacob Blumberg

Digital Program Coordinator

media@mcmcv.org

802-989-7538

MCMC Intern

intern@mcmcv.org

(802) 989-7538

Office Hours: By appointment. If no one is in the office to answer your questions, please leave us a note in the drop box located outside the office, send us an email, or leave us a voicemail at 802-989-7538. We will contact you as soon as we can.

Location Information

Middlebury Community Music Center is located at: 6 Main Street Middlebury, VT 05753



Our Building:

The 1817 Middlebury Community House was donated by Jessica Stewart Swift and Philip Battell Stewart to the community of Middlebury in 1932. Their dream was to have the building serve the community, especially its children. We are proud to be part of carrying out their mission.

We are conveniently located on Main Street with easy walking access to local businesses, public transportation, restaurants, and shops. We are located across from the Town Green, between the Congregational Church and the Post Office, on the corner of Main and Exchange.

Parking: 2 hour parking is available on both sides of Main Street and in front of MCMC. Longer parking hours are available on North Pleasant Street on either side of the Congregational Church and Seymour Street. Please allow a few extra minutes to park and get settled in time for lessons and classes to begin.

MCMC Policies and Information

I. Registration

Registration can be completed online with our web registration form, located at <https://mcmcv.t.asapconnected.com/Register>.

If you have questions or are still considering which instrument or program to sign up for, please fill out our "New Inquiry Form" by following this link <https://mcmcv.t.asapconnected.com/#PrivateLessons>.

You can also browse our [website](#) or contact the office at (802) 989-7538 or lara@mcmcv.t.org.

A one-time registration fee of \$40 per student/family is due upon registration.

II. Tuition & Billing

We encourage you to start up at any time throughout the year! Tuition for both private lessons and group classes may be prorated for any start date during the year. The current tuition due upon enrollment will be calculated according to the number of weeks remaining for the academic year or session.

Private Lessons

Private lessons make music learning an integral part of your life. Congratulations on making this invaluable investment! Our private lessons program follows a 33-week academic year and 12-week summer session. We offer 30 minute, 45 minute, and 1 hour lessons.

Tuition rates vary depending on teacher and length of lesson. Tuition is paid in equal installments throughout the academic year and processed by MCMC via a preferred debit or credit card monthly, from the 15th of the month of enrollment through May 15th.

Tuition may be paid in full up front for the year or in monthly installments. Please let us know your preferred method upon enrollment. The preferred method of payment is to log into your portal [here](#), save your credit card information, and let lara@mcmcv.t.org that you have done so, so that we may set up autopay for future payments on the 15th of each month.

You may also log into your portal monthly to pay with a credit card, ACH, or send a check made out to "Middlebury Community Music Center" and bring it to the office or send it to 6 Main Street, Middlebury VT.

Group Classes

Collaboration, teamwork, and the opportunity to contribute to a musical community are what

group classes are all about. Our group classes are offered year-round. Tuition is due in full upon registration and is non-refundable once the session begins.

Late Fees

Our aim is to make life easier with our automated payment plan. Thank you for doing your part in this by keeping us up to date if your credit card information changes. If your credit card is declined, we ask that you resolve the issue and complete the payment by the end of the same month. A \$25 late fee will be applied each month if payment cannot be processed by the end of the month.

III. Attendance Policy & School Closings

Regular attendance is the bedrock of productive music learning at MCMC. Music learning is a long-term endeavor that evolves over time. We are here for your growth, and we recognize the commitment it takes from teachers, parents, and students to have the best educational outcome.

Private Lessons Missed Due to Student Absence

As a courtesy to instructors, parents/students are asked to notify their instructor directly, or call/email the office if you expect to be absent. Instructors will be able to use openings for make-ups with other students. MCMC offers one make-up lesson per year for student-missed lessons notified 24-hours prior to the scheduled lesson. Further rescheduling of lessons is at the teacher's discretion and available space. If best efforts are made and the lesson cannot be made up by the end of the session, a refund will be given for that one lesson upon contacting the office at lara@mcmcv.t.org and requesting a refund. No refunds will be given for additional student-missed lessons or lessons that are missed without 24-hours notice.

Private Lessons Missed Due to Teacher Absence

Private lessons missed due to teacher absence are rescheduled at the earliest date possible or at the end of the year during the make-up period. MCMC may also offer a lesson with a substitute teacher upon request. If the instructor is unable to schedule the missed lessons by the end of the term (and in some cases through the summer session), MCMC will issue a credit to the student's account in consultation with the teacher. Please contact lara@mcmcv.t.org to request a refund.

Group Classes

Missed classes due to student absence will not be rescheduled, made up, or refunded.

Music Together® Exception: If you miss your regularly scheduled Music Together class for any reason, you may reschedule up to 2 make-up classes per session (1 make-up class only for summer sessions) in another class on a first-come, first-served, open-spot basis. To schedule a make-up class, contact your teacher as soon as you know you are going to miss a class. Make-ups must be taken during the current session and cannot be carried over to the next session. Beware of the end-of-session rush! We appreciate you scheduling your make-ups as early as possible. If you know you will not be attending a previously scheduled make-up class,

please let us know so the spot becomes available for another family.

Information about School Delays, Closings, (and Snow Days)

When there is a school delay or closing due to weather, MCMC follows Middlebury public school closings for in-person instruction. Please be in direct touch with your teacher to confirm their snow day plan as virtual lessons may be an option. Canceled lessons due to weather that will not be made up by the end of the term will be reimbursed. Please contact lara@mcmcvt.org to request a refund.

IV. Withdrawal Policy

We strongly encourage students to enroll in lessons for the full year and beyond! However, if lessons must be discontinued:

Private Lessons

Please contact your teacher and lara@mcmcvt.org in writing if you need to withdraw from lessons. Verbal notification or not attending lessons does not constitute a withdrawal. Upon email notification receipt, future payments will be canceled. No refunds will be made for partial installments. Often, instead of terminating lessons altogether, students decide to switch to another instrument or program. We are happy to work with you to make this as seamless as possible.

Group Classes

No tuition refunds are given for class withdrawals after the start of a session. Please note that non-attendance does not constitute a withdrawal from class. We are not able to offer tuition refunds unless we are informed of your intent to withdraw prior to the first class.

V. Financial Aid

Middlebury Community Music Center's mission is to support music education for all. MCMC seeks to enable students of all financial means to begin or further their music education. Students may apply for financial aid for private lessons and any other MCMC program.

A Financial Aid Request Form is located on the "Financial Aid" page of our website: (<http://www.mcmcvt.org/financial-aid.html>). Once a form has been submitted, our office will contact you in order to determine an appropriate payment plan.

To contribute to our financial aid fund, please follow this link: <http://www.mcmcvt.org/donate.html> or mail checks to 6 Main St. Middlebury, VT 05753.

Thank you for your support!

VI. Media Release

From time to time MCMC may use photographs, video, and/or audio recordings of students' classes, lessons, and performances in print, email, and/or web applications in furtherance of our mission.

Please contact us via email (info@mcmcv.t.org) or call the office at 802-989-7538 if this presents an obstacle for you.

MCMC Performance Opportunities

MCMC offers many performance opportunities to students of all ages and levels throughout the year. We believe performance is not only a key aspect in a student's musical education, but also the most impactful way to feel the satisfaction and fulfillment of having reached a milestone. Performance is also how we give to others, creating a special moment of shared listening and celebration.

- **Monthly Performance Salons** occur at 6:30pm on the second Wednesday of each month during the Academic Year both in person and virtually. Performance Salons give students from a variety of studios a chance to perform pieces they have been studying for family and friends in an intimate and supportive setting. Even if you or your child isn't performing, we encourage you to come and listen for inspiration and to connect with our musical community.
- **Outreach Concerts** occur throughout the year in venues such as elementary schools and/or elderly homes. These concerts are uplifting opportunities to share our music with our broader community. Please let us know if you'd like to volunteer or if you have any new locations to suggest!
- **Studio Recitals** are organized by faculty members and are held at MCMC or other locations in town.
- **Annual MCMC Benefit Concert at the Town Hall Theater** This is a showcase for teacher-nominated performers to take the stage at the Town Hall Theater in Middlebury. A highlight of our year!

Outreach Performance Venues:

Elderly Services
112 Exchange St
Middlebury VT 05753
(802) 388-3983

Town Hall Theater
68 S Pleasant St
Middlebury VT 05753
(802) 382-9222

Eastview at Middlebury
100 Eastview Terrace
Middlebury VT 05753
(802) 989-7500

The Residence at Otter Creek
350 Lodge Rd
Middlebury VT 05753
(802) 746-4522

Unity Hall at the Congregational Church
2 Main Street
Middlebury VT 05753
(802) 388-7634

St Stephen's Episcopal Church
3 Main Street
Middlebury VT 05753
(802) 388-7200



Volunteer at MCMC!

We are seeking enthusiastic and energetic individuals to join our volunteer team! We are a small shop and appreciate our volunteers to cover the bases and help us fulfill our goals. Please contact the office at (info@mcmcvt.org) to ask about volunteer opportunities.

Concerts/Events

Event Assistance at Salons and Outreach Concerts: MCMC is looking for volunteers to greet and usher audiences and guests at MCMC events, concerts, and recitals. Additionally, on the second Wednesday of every month, students from a variety of studios gather to perform pieces they have been studying in their lessons. MCMC would appreciate volunteers to help set up chairs (as needed), be a backstage assistant, help break down chairs, and/or clean up at the end of the salon.

Accompanist

If you are skilled and experienced at the piano, please contact the office at (info@mcmcvt.org) to ask about volunteer accompaniment opportunities at MCMC lessons, events, and summer camps.

Media/Tech

Audio Tech Person (and Videographer): MCMC is looking for a volunteer to run sound or take professional-level videos of MCMC events, recitals, concerts, and salons.

Household

Weekly Greeter: MCMC is looking for someone to be a greeter at the front door of the music center on weekdays from 3-6pm and weekends 9-12pm. Responsibilities/qualities include: A friendly demeanor, directing students to their studio and letting them know which faculty member is teaching that day, and helping students in and out of the building.

Administration

If you would like to help stuff envelopes for our annual appeal or other basic office tasks please contact info@mcmcvt.org.

Please contact info@mcmcvt.org for more information about getting involved.

Thank you!



Board of Directors

Middlebury Community Music Center is grateful for the support, involvement, and guidance of our esteemed board members.

Sadie Brightman, President
Matt Bonner, Chair
Erin Warnock, Vice Chair
Jordan Benjamin, Treasurer
Drew Kervick, Officer

For more information about our board, please visit our website: <http://www.mcmcv.t.org/board-of-directors1.htm>

Become a Supporter of MCMC!

Middlebury Community Music Center is a 501 (c)(3) non-profit organization. By supporting MCMC, you are helping to make quality music instruction available to all. We believe in the power of music to transform individuals and unite our community. Thank you for helping to make this happen!

How You Can Help

You can conveniently and securely donate via our website at mcmcv.t.org/donate. Checks can be mailed to: Middlebury Community Music Center, 6 Main Street, Middlebury, VT 05753. And we always appreciate donated time. See our Volunteer Opportunities on page 9.

Funding Sources

We welcome private and corporate donations earmarked for general funding of our school or for students requiring financial assistance for their music education.

We appreciate your contribution to MCMC's fundraising efforts!

JOIN US BY BECOMING A SUPPORTER!

You can fill out the form below and mail it to the MCMC.

Thank you!

Middlebury Community Music Center | info@mcmcvt.org

MCMC is dedicated to providing holistic music education for community members of all ages through excellence in musical instruction, community collaboration and comprehensive programming in the musical arts.

MCMC is a 501(c)3 non-profit organization. EIN: 47-1178640



OPTION A

_____ Yes! I would like to be a **sustaining monthly supporter** of MCMC.

Please indicate the amount you would like to contribute **monthly**:

\$10___ \$35___ \$50___ \$100___ \$250___ Other: \$_____

I, _____, authorize MCMC to charge the agreed amount listed above, to my credit card on file with MCMC. I agree that I will pay for this purchase in accordance with the issuing bank cardholder agreement.

OPTION B

_____ Yes! Please accept my **donation** to MCMC.

Please indicate the amount you would like to contribute today:

\$25___ \$50___ \$100___ \$250___ \$500___ \$1000___ \$2500___ Other: \$_____

I, _____, authorize MCMC to charge the agreed amount listed above, to my credit card on file with MCMC, or by check. I agree that I will pay for this purchase in accordance with the issuing bank cardholder agreement.

Checks may be payable to "MCMC" and sent to: Middlebury Community Music Center, 6 Main St, Middlebury, VT 05753

Or, donate online at mcmcvt.org/donate.

Thank you so much for your donation!

MCMC Program Listing

For a lifetime of music making – birth and up!

Please check our [website](#) for more detailed class descriptions, schedules, and tuition information.

Academic Year Program Listing

Early Childhood Classes

Music Together®

(Ages 0-5) Music Together® is the nationally recognized, research-based music education program that provides a rich, mixed-aged classroom musical experience for children from birth to kindergarten and their parents and caregivers.

Private Lessons

Private Lessons are offered in a 33-week academic year, plus a make-up period at the end of the year. Lessons are tailored to meet the individual needs of each student. Our faculty are highly trained and enthusiastic professionals who are devoted to their craft. Duo Lessons and Lesson Packages may be available upon request.



MCMC's private lesson program currently offers individual instruction in the following instruments:

Banjo	Flute	Trombone	Voice
Bagpipes	Guitar	Trumpet	
Bass	Percussion	Ukulele	
Cello	Piano	Viola	
Clarinet	Saxophone	Violin	

Private Lessons are available as 30-mins, 45-mins, or 60-mins.

- 30 min: recommended for beginners and young students
- 45 min: recommended for advancing students and adults
- 1 hour: for advanced students or adults, by teacher recommendation

Summer Program Listing

Private Lessons

Private lessons continue to be offered during the summer months.

Day Camps

Musical Arts Camp

(Ages 7-12) This music-heavy theater arts camp is structured around a culminating performance for friends and family, allowing campers to participate in choral singing, dance and movement, theater games, prop-making, and other musical activities throughout the week.

Camp Adagio

(Ages 8 & up) Camp Adagio ventures into the art of ensemble playing as campers are placed in small groups to play together during the week in preparation for the final performance. ALL instrumentalists are welcome and at least one prior year of lessons preferred.

Jazz Camp

(Middle/High School) This camp allows students to study and rehearse the standard repertoire of Jazz in ensembles in which they are improving their ensemble skills, including blending tone, integrating rhythm, matching pitch, and balancing volume.

Music Discoveries Camp

(Ages 4-7) Perfect for young kids who are just beginning their musical education or are ready for private music lessons. This camp includes singing, games, movement to music, and art projects as campers are introduced to instruments, learn and refine basic music skills, practice pre-note reading activities, and pair movements and instrumentation with songs. Camp will end with a presentation for parents and friends on the final day. This camp is part of a partnership with Treleven Farm.

Music Moves Us

(Ages 7-9) This camp is all about the relationship between music and movement! Singing, theater games, drumming, musical and visual arts, and movement expression activities will be in full effect during this dynamic week. Join us for a fun-filled camp of music, friends, adventures, and self expression.

Steel Drum Camp

(Ages 9-14) Learn about this fascinating instrument from Trinidad, and be part of a steel band for a week! Through drumming and singing young kids will explore Caribbean music and culture. Working together as an ensemble, participants will create their own musical production which will be performed on the final day.

Adventure into the Arts

(Ages 7-12) This camp offers an exploration of all the arts Middlebury has to offer! Middlebury Community Music Center, Town Hall Theater, and Middlebury Studio School collaborate to create an exciting and dynamic week of arts experiences. Each day, campers will adventure backstage at THT to learn theater skills like character building and stage combat, explore a variety of arts and crafts in the MSS Marble Works studio, and think musically at MCMC through activities like drumming, singing, and dancing. This camp is an opportunity for adventurous campers to try out a range of art forms and activities, all of



which will be centered on self-expression and the joy of creativity.



Gift Certificate Information

MCMC Gift Certificates are a great way to share the invaluable gift of music with those you love on a birthday or holiday. Purchase private lessons for your friends and family and we'll schedule lessons at their convenience. Customize your gift certificate by instrument, number of lessons, and lesson length.

To order or inquire about pricing, contact our office at:

lara@mcmcvt.org

(802) 989-7538

GIFT CERTIFICATE


NO. _____

FOR: _____

FROM: _____

AMOUNT: \$ _____

DATE: _____


AUTHORIZED BY: _____

MCMCVT.ORG • 6 MAIN STREET, MIDDLEBURY, VT • (802)989-7538

Instrument Rental Resources

MCMC does not rent instruments, but we have the following recommendations. Yes, we do accept instrument donations!

Burlington, VT

Vermont Violins - Burlington Violin Shop - MCMC recommended! 

Vermont Violins is dedicated to promoting the study of violins, violas, celli, and bass. In fact, the violin family of instruments is not only their specialty, it is all they do. Owner, Kathy Reilly, is a violist having studied at the Oberlin College Conservatory of music.

Website: www.vermontviolins.com

Address: 23 Church St., Burlington, VT 05401

Phone: (802) 862-0349

Music & Arts


Music & Arts features Vermont's largest selection of acoustic and acoustic/electric guitars. Our Taylor, Martin, Washburn, Fender, Yamaha and Ibanez guitars will fit any level and any budget.

Website: <https://stores.musicarts.com/vt/burlington/>

Address: 75 Maple Street, Burlington, VT 05401

Phone: (802)-863-8652

Bethel, VT

Ellis Music Company - MCMC recommended! 

High Quality and affordable instruments for Vermont and New Hampshire residents, with "student" through "professional" instrument model options. Repairs needed while renting are offered by Ellis.

Website: www.ellismusic.com/aeRntPlan.aspx

Address: Ellis Music Company, Inc. 1709 Vermont Route 107, Bethel, VT 05032

Phone: (802)-234-6400

Email: info@ellismusic.com

Piano Tuner Resources

The Piano Gallery: <https://www.vermontpianogallery.com/services>



Community Partners

We are proud to partner with these local businesses, organizations, and schools!

ACSD Early Childhood Program

MAUSD Expanded Learning Program (ELP)

Better Middlebury Partnership

Treleven Farm

Building Bright Futures

Middlebury College

Capital City Concerts

Minibury

Eastview at Middlebury

The Piano Gallery

Elderly Services, Inc.

Middlebury Studio School

Ilseley Public Library

The Residence at Otter Creek

Mary Hogan School

Town Hall Theater

Mary Johnson Children's Center School
Age Program

Town of Cornwall

National Bank of Middlebury

Social Media

Follow us to stay up to date with our events and stories!



Middlebury
Community Music
Center - MCMC



mcmc_vt



mcmc_vt