

Kankakee Valley Youth Symphony Orchestra

# Handbook for Musicians and Parents

2021-2022 SEASON

## Musicians and Parents are asked to read this carefully!

**Please note the following forms that must be filled out online! These three online forms must be signed and returned to KVYSO immediately, regardless of tuition payment method.**

[Member Information Form](#) | [Tuition Payment / Musician-Parent Agreement](#)

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Parents/Guardians,

In accordance with the [mitigation strategies](#) recommended by the National Association of Music Educators, the KVYSO is planning the following for rehearsal this fall:

Rehearsal will start at 2 PM in Larsen Hall. Students need to wear masks for indoor rehearsal and have bell covers for horns. We will break at 2:45 for 10 minutes to change air in the room and again at 3:30. Because of this, rehearsal will last until 4:15. If this timing poses a problem, we will work it out on an individual basis. If the weather is fine and ONU has erected the tent, we may rehearse outdoors. Outdoor rehearsals will only require bell covers.

If the situation changes, we will again break into smaller groups to rehearse, using last year's schedule. We will continue to work on the repertoire selected, in order to perform our concerts together.

You can help by continuing to check your child's health daily, before coming to KVYSO rehearsal.

If your child is experiencing COVID-19 symptoms, such as fever (100.4 degrees or higher), headache, cough, sore throat, shortness of breath, nausea, vomiting, abdominal pain, diarrhea, loss of smell or taste, fatigue, muscle or body aches, runny nose, or congestion, we ask that you keep your child home, along with all siblings, until evaluated by a doctor.

If your child, or a member of the family has been diagnosed with COVID-19, please contact KVYSO at [info@kvysso.com](mailto:info@kvysso.com) and Ms. Cessna at (815) 826-0037. If you or a family member has been diagnosed with COVID-19, anyone in your family may be considered a close contact. Any close contact to an individual who has tested positive will need to stay home and quarantine for 14 calendar days (or what the IDPH recommends at that time).

Please bear in mind that the situation remains fluid and KVYSO will be following the [IDPH school guidelines](#) unless/until Olivet Nazarene University posts others, or other conditions arise. Please be aware that we are concentrating our efforts on keeping a safe environment for our KVYSO students.

Kankakee Valley Youth Symphony Orchestra Committee

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**Kankakee Valley Youth Symphony Orchestra**

P.O. Box 572, Kankakee, IL 60901

**815-334-7773**

Email: [info@kvysso.com](mailto:info@kvysso.com)

[kvysso.com](http://kvysso.com)

## What is the KVYSO?

A subsidiary of the Kankakee Valley Symphony Orchestra Association, the Kankakee Valley Youth Symphony Orchestra(KVYSO) is an ensemble consisting of advanced Junior and Senior High School musicians from the entire Kankakee Valley area.

The purpose of the KVYSO is to provide an atmosphere in which young musicians can develop musical skills in a full orchestra setting by working with professional musicians and publicly performing symphonic orchestral music (standard and contemporary).

## Requirements for Participation

Members of the KVYSO are chosen by audition. Students wishing to audition for membership should be prepared to play the following:

1. Scales:
  - For Strings - Major C D E F G A B-Flat, as many octaves as possible. For consideration for 1st violin section, please prepare 3 octaves.
  - For Winds - All Major and chromatic scales or the IMEA Scale Sheet.
  - For Percussion - Snare rudiments: buzz roll, rudimental roll, paradiddle rudiments and flam rudiments.
  - Timpani tuning: perfect 4th, perfect 5th, minor 3rd.
2. Sight-reading taken from orchestral literature.
3. Prepared piece (solo or etude).

Membership in KVYSO is not meant to replace membership in school instrumental ensembles. Therefore, musicians chosen for KVYSO membership are encouraged to also be a member of their schools' instrumental ensemble where one exists.

## Attendance

Attendance is expected at all rehearsals and performances. However, it is understood that there may be conflicts, required school performances and established holidays.


1. For an absence to be excused, **advance notice** must be given in writing either using the absence form on our website. In case of an emergency, a phone call or text to 815.826.0037 with written notice afterward will be acceptable. Just telling members of the KVYSO staff in passing is not acceptable.
2. If an Orchestra Member accumulates more than two unexcused absences in preparation for a concert, he/she may not be eligible to play the concert.
3. After two unexcused absences, the musician may be asked to re-audition for membership in KVYSO.

Most KVYSO rehearsals are held Sunday afternoons in the Larsen Fine Arts Center of the Olivet Nazarene University in Bourbonnais. A campus map follows on page 5.

## **Tardiness**

It is vital that every musician is seated, tuned and ready to begin 10 minutes before the rehearsal. Arriving late is disruptive to the Orchestra. Chronic tardiness affects the overall performance of the orchestra and is cause for seat reassignment and/or dismissal. Musicians will be expected to sign in upon arrival.

## **Severe Weather Policy**

It may be necessary for the Conductor to cancel a rehearsal due to severe weather conditions. You will be notified of rehearsal cancellations through one or more of the various ways: the KVYSO facebook page , an email from the KVYSO, or a text from the Conductor from the REMIND messaging tool. In addition, please watch for email announcements throughout the concert season for a possible rehearsal time or venue change.

## **Individual Responsibilities**

1. Each member is expected to be a good representative of KVYSO whenever participating in an orchestra activity. This includes during breaks as well as before and after rehearsal and concerts. All rules of the host facilities must be observed.
2. Only water is allowed in the rehearsals or concerts. NO GUM.
3. No member is allowed to leave the building during breaks.
4. When requested, each member is to bring a music stand that has his/her name on each piece of the stand.
5. All members are responsible for learning their parts.  
String players are responsible for copying bowings into their parts.
6. Each player will be issued a folder at the beginning of the season.  
Players are expected to take their folders home.
7. It is the players' responsibility to bring their folders, music and a pencil to every rehearsal and concert.
8. All music contained in the folder is the personal responsibility of the player. It is each player's responsibility to keep his/her music in order, in good repair and to report missing music to the librarian immediately.
9. The player will be charged replacement for any music lost. Lost practice copies will be charged at a rate of 25 cents per sheet and rental music at the publisher's rate, usually \$10 to \$25 per part.
10. A music must be returned after each major concert.

## **Publicity**

The Kankakee Valley Youth Symphony Orchestra, from time to time, will use images and/or names of musicians in publicity materials.

The Kankakee Valley Youth Symphony Orchestra publishes a roster of participants solely for the use of participants, parents and KVYSO's Committee.

## Concert Dress

**Young Men:** Black pants (no jeans)  
Black shoes (no tennis shoes)  
Black socks  
White long-sleeved shirt  
Black jacket (suit or tuxedo)  
Tie (long with suit jacket, bow with tuxedo jacket)

**Young Ladies:** Modest black skirt OR black dress pants (no jeans)  
Black shoes (no tennis shoes)  
Black socks or nylons of black or natural color  
Modest white long-sleeved blouse

## Behavior

Good attendance and behavior are necessary from each musician for the success of the Orchestra. The reward of participating in an orchestra comes from the pride and satisfaction of working together and achieving musical excellence.

Talking or engaging in other activities (e.g. homework or cell phones) while participating in the rehearsal is inappropriate. You are expected to listen quietly if you are not playing and try to be considerate of others who are rehearsing.

- If a Musician is disruptive or unprepared, the Conductor or Coach will speak to the musician privately at break or after rehearsal.
- Misbehavior is grounds for seat reassignment at any time.
- If the Musician continues to misbehave, the Conductor will set up a meeting with the Musician, Parent and Conductor. If a behavior problem continues after this, the Musician will be dismissed. Tuition will not be refunded if a Musician is dismissed.

We strongly encourage musicians to have insurance on valuable instruments. KVYSO does not assume responsibility for damage to or loss of any instrument. **Do not touch** other players' instruments! Musicians should have their instruments either in their case or their hands at all times, rather than lying on a chair or floor.

The percussion instruments are to be played by percussion musicians only.

## Conduct

The Kankakee Valley Youth Symphony Orchestra believes in respecting the dignity of every student, staff member and volunteer and expects each of those individuals to show respect for each other. Respectful, professional conduct furthers KVYSO's mission, minimizes disputes and enhances our reputation as an organization. Accordingly, this policy forbids any unwelcome conduct. Unwelcome conduct is defined as conduct that results in someone feeling uncomfortable. KVYSO is thus committed to providing an environment free of any actions or inactions which could be considered discriminatory or harassment. Any perceived incident should be reported to the Conductor and/or the President of the Kankakee Valley Youth Orchestra Committee.

## **Section Leader Responsibilities**

Section leaders are responsible for marking bowings, articulations and other musical changes during rehearsal and making sure each member of the section has copied them correctly. Rehearsal is about making sure all musicians play the same music the same way and these rehearsal marks are key to the success of the KVYSO.

Section leaders are responsible for the tuning of their sections.

Section leaders are also responsible for making sure each player in the section has put away the chair and stand used during a rehearsal or performance.

## **Orchestra Member Responsibilities to Section Leaders**

KVYSO members are responsible for checking with their section leaders for additions or corrections made to the music when a rehearsal is missed due to any unavoidable conflict.

KVYSO members are responsible for tuning to the best of their ability at every rehearsal or performance.

KVYSO members are responsible for putting away the chair and stand used during a rehearsal or performance. All percussionists are expected to put their equipment away at the end of every rehearsal/performance unless prior arrangements have been made with the director.

## **Fees**

The Kankakee Valley Youth Symphony Orchestra Committee will set the season membership tuition before auditions at the beginning of each season. Tuition is due in accord with the KVYSO Tuition Payment Policy.

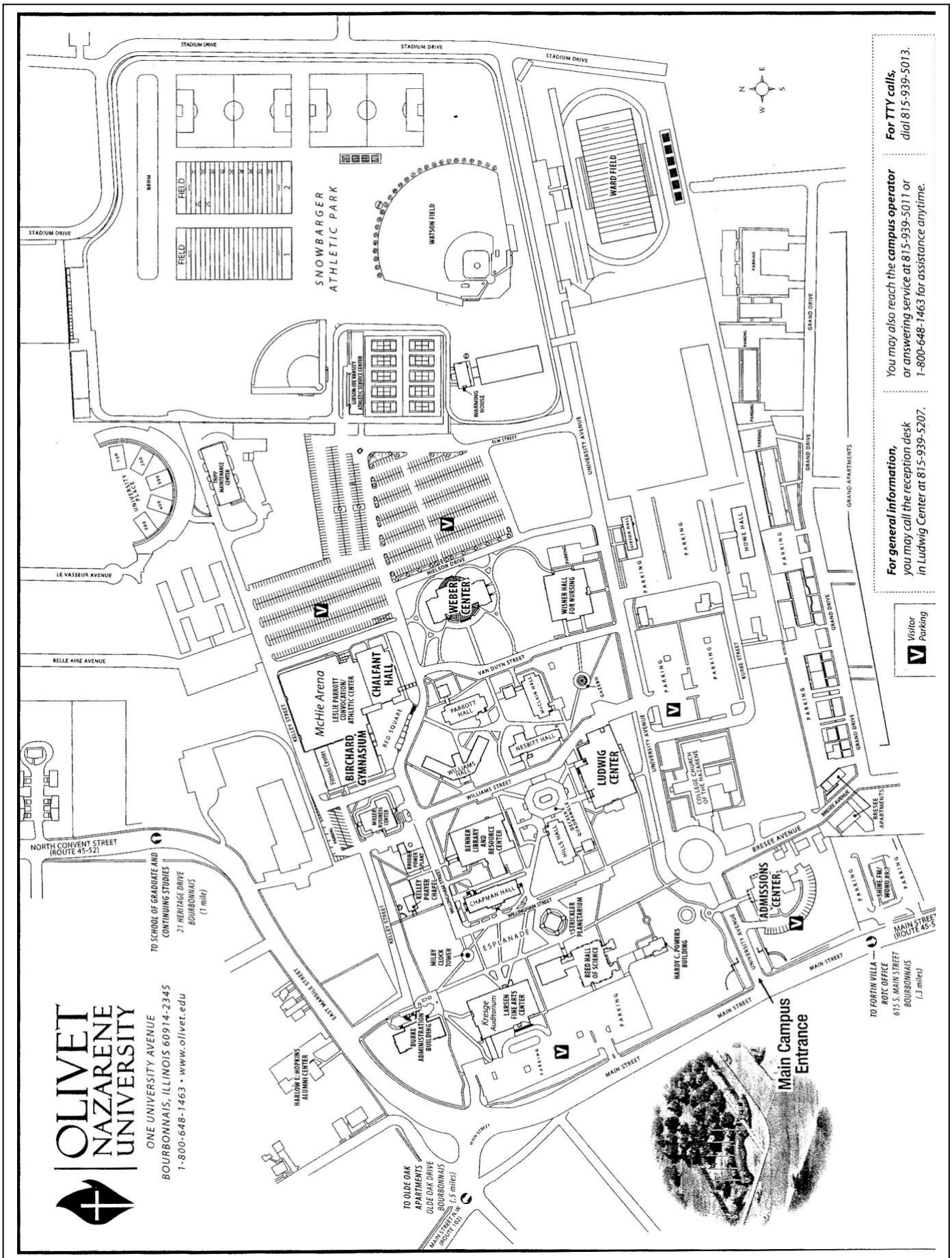
Financial aid is available for payment of tuition by contacting the KVYSO Board Administrative Coordinator immediately after the audition by email, phone or mail: KVYSO, P.O. Box 572, Kankakee, IL 60901.

Tuition is not refundable.

## **Appeals Process**

The Music Director/Conductor will decide any conflict concerning music/musicality.

Any other complaint should be made in writing and will be heard by the Kankakee Valley Youth Symphony Orchestra.



**OLIVET NAZARENE UNIVERSITY**

ONE UNIVERSITY AVENUE  
BOURBONNAIS, ILLINOIS 60914-2345  
1-800-648-1463 • www.olivet.edu



TO SCHOOL OF GRADUATE AND CONTINUING STUDIES  
21 HERITAGE DRIVE  
BOURBONNAIS (1 mile)

TO OLDE OAK APARTMENTS  
OLDE OAK DRIVE  
BOURBONNAIS (1.5 miles)

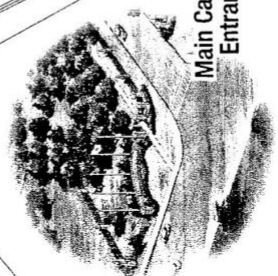
TO FORTIN VILLA ROTC OFFICE  
615 S. MAIN STREET  
BOURBONNAIS (1.3 miles)

**For general information,**  
you may call the reception desk  
in Ludwig Center at 815-939-5207.

You may also reach the campus operator  
or answering service at 815-939-5011 or  
1-800-648-1463 for assistance anytime.

**For TTY calls,**  
dial 815-939-5013.

Visitor Parking



**Main Campus Entrance**

## TUITION PAYMENT POLICY

### KVYSO Full Season and 2nd Semester

**The KVYSO's tuition policy will be strictly enforced, both for returning and new musicians!**

If a Musician has an inability to pay in full, tuition aid may be available where financial need has been shown. The family must make special arrangements prior to the 2nd rehearsal and commit to a timely schedule of tuition payments as agreed. If you would like to apply for aid, please complete the [Tuition Aid Application](#) and provide a copy of your family's 2020 Federal Income Tax Form 1040.

**Any Musician who does not follow the tuition payment procedures will not be allowed to take his or her seat with the Orchestra until in compliance.**

**FEES FOR THE 2021-2022 SEASON:**  
**Full Season Tuition Fee ..... \$325**

**TUITION PAYMENT OPTIONS when joining for FULL 2021-2022 SEASON are:**

Payment of \$325 for full season tuition, paid online or by check, no later than September 12, 2021 (save \$5)

**or**

Payment of \$165 made at the beginning of the Fall 2021 and Spring 2022 semesters:

- Fall semester payment of \$165, paid online or by check, no later than September 12, 2021
- Spring semester payment of \$165, paid online or by check, no later than January 9, 2022

**TUITION PAYMENT OPTION when joining for SECOND SEMESTER of 2021-2022 SEASON:**

Payment of \$165 made at the beginning of the Spring 2022 semester:

- Paid online or by check, no later than January 9, 2022

*To complete the Tuition Payment/Musician-Parent Agreement forms and pay tuition, please [click here](#).*

Special Tuition Refund Opportunity: The full Season tuition (\$325) will be refunded if the musician or family secures a Chair Sponsorship, which is a 4-year commitment of \$300 per year or a partial tuition refund (\$55) for a one-year \$300 Chair Sponsorship. See separate sheet for details.