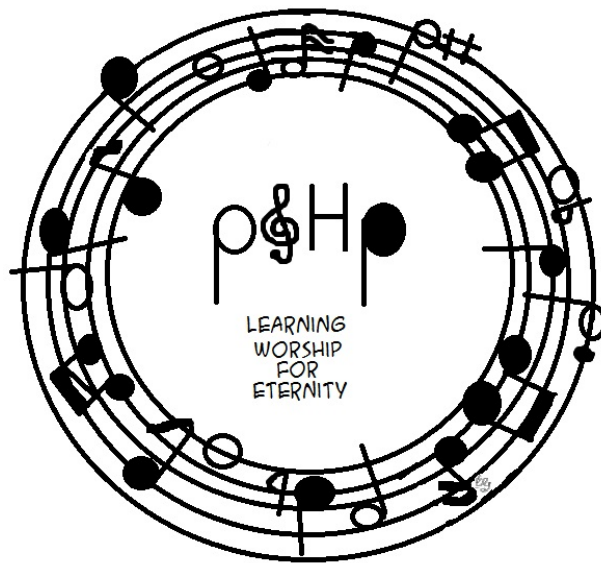


# PLAY and SING HIS PRAISES HOME SCHOOL MUSIC PROGRAM

Offering classes in Orchestra, Band,  
Choir, Guitar, along with Theory

## HANDBOOK

Revised August 2019



Contact Information:

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<http://playhispraises.com>

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# Mission Statement and History

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Play and Sing His Praises Home School Music, here after referred to as PSHP, is a Christ-centered organization with the purpose of providing quality music instruction for the students of Christian homeschooling families. Our goal is to encourage Christian students in their love of music using music from many genres, time periods, and backgrounds: Classical, Christian, movie themes, appropriate popular music, etc. It is our hope and prayer that students will gain an understanding and appreciation for music that will last a lifetime and be shared with others to the glory of God.

The Home School Orchestra was formed in October 1998 for the home schooling families of Bethesda Christian Fellowship, with 18 students under the direction of Kathy Love. In the year 2000 the Orchestra was opened to any home schooling student, and Kristin Stoyeff started the Theory Classes. The Orchestra continued to grow over the next couple of years and additional classes and teachers were added. Guitar instruction began in 2006. The Home School Choir was formed in September 2007, and the Home School Band was formed in 2009 to provide quality music instruction for the students of homeschooling families.

**We are a Christian organization and seek to honor God in all that we do.**

## Legal Statement

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The program is operated by Play His Praises Home School Orchestra, LLC a limited liability company registered with the Missouri Secretary of State. Play and Sing His Praises Home School Music is a fictitious name registered by Kathy Love with the Missouri Secretary of State, and used by Play His Praises Home School Orchestra, LLC with her permission.

## Contact and Registration Information

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All Play and Sing His Praises members will need to register on our website to receive weekly updates, schedule changes, and pertinent information, in a format of their choice. Please register upon joining our organization as all official notifications will be posted in this manner. The link for Constant Contact is on our home page:

<http://playhispraises.com>

Kathy Love

# Membership Guidelines

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The Play and Sing His Praises Home School Music program is open to any child from a Christian family that is home schooled 100 percent of the time with a parent or guardian as the teacher. We will not accept students from private schools, Christian schools, college students or technical college students. Exceptions to the 100 percent rule will be for upper level high school classes or dual enrollment classes taken as a supplement to home schooling. As of September 1, 2007 we will only accept new students that are at least 8 years old by September 1 of the current year and 100% Home Schooled.

## The Director's Board

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The Director's Board was formed in 2012 to assist Kathy Love in carrying out the vision and mission of PSHP. A board member is available each Friday to assist in any non-music related issues. Any concerns or suggestions should be shared with the board member, placed in the suggestion box at the information table, or submitted on the website for Board review.

## The Benefits of Music

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Congratulations!! Your decision to provide your child with a quality musical instruction is an investment in your child's future. In making it possible for your child to play a musical instrument or sing in a choir, you are providing the opportunity for self-expression, creativity, and achievement. Numerous studies indicate that parental attitude, support, and involvement are important factors in a child's ability to successfully learn to play and to enjoy music.

The following guidelines are designed to assist you in giving your child the best support possible for his or her musical endeavors. Like any skill, interest counts far more than talent. With the right support from you, playing music will become a natural part of your child's life.

### **Benefits for Your Child**

Music participation enhances:

- Problem solving
- Teamwork
- Goal setting
- Self-expression
- Coordination
- Memory skills
- Self-confidence & esteem
- Poise and much more!!!

### **Benefits for Your Family**

A child's music study also offers opportunities for shared family experiences including:  
Musical event attendance

- Family music-making
- Performing for family & friends
- Learning about the lives of composers of the world & their cultural heritage

# Ways to Support Your Child's Musical Education

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Always keep in mind that parental support is an essential element in your child's success with music study. The following guidelines will offer you some assistance.

## **Schedule Practice Times**

Music achievement requires continued effort over a period of time.

You can help your child by:

- Providing a quiet place to practice.
- Remaining nearby during practice times as often as possible.
- Scheduling a consistent, daily time for practice- the length of time is not important in the beginning.
- Praising your child's efforts and achievements.

## **Support Your Child**

To give your child the best possible support, you should:

### **Read the weekly update for announcements and assignments or check the website.**

Encourage your child's attendance in all playing, singing and theory classes.

Encourage your child to practice the weekly assignment.

Encourage your child to play for family and friends.

Offer compliments and encouragement regularly.

Expose your child to a wide variety of music, including concerts & recitals.

Encourage your child to talk with you about music learned in the class.

Provide an instrument in good working order.

Allow your child to play many types of music.

Listen to your child practice, and acknowledge improvement.

Help your child build a personal music library.

Try to get your child to make a minimum two-year commitment to music studies.

**Avoid** - Your child's progress will be greatly enhanced if you:

Don't use practice as a punishment.

Don't insist your child play for others when they don't want to.

Don't ridicule or make fun of mistakes or less-than-perfect playing.

Don't start your child on an instrument that is in poor working condition.

Don't expect rapid progress and development in the beginning.

## **If Your Child Loses Interest**

In the event that your child loses interest in music studies, don't panic.

Discuss the situation with your child to determine why interest is declining.

Talk with the teacher to see what might be done.

Offer increased enthusiasm and support.

# Class Information and Prerequisites

ORCHESTRAS	BANDS/RECORDER	GUITARS	CHOIRS & HARP
<b>Beginner Orchestra</b> 8 years old & up No previous experience 8:45 – 11:00	<b>Recorder Class</b> 1 year class for 8 & 9 y/o No previous experience 8:45 – 11:00	<b>Beginner Guitar</b> 10 years old & up or 9 years old and one year of Recorder 8:45 – 11:00 Class will have 2 sections: Older Beginner and Younger Beginner Guitar	<b>Singers</b> 8 – 10 years old No Audition No previous experience 12:45 – 2:45
	<b>Beginner Bell</b> 1 <sup>st</sup> year of two year percussion class 8 years old & up No previous experience 8:45-11:00		
<b>Intermediate Orchestra</b> 9 years old & up Audition Finish PSHP Theory Book 10:00 – 12:00	<b>Beginner Band</b> 10 years old & up or 9 years old and one year of Recorder Class or Beginner Percussion is 2 years 8:45 – 11:00	<b>Intermediate Guitar</b> 10 years old & up Audition Finish Guitar Note Speller and Master Theory Book 1 10:00 – 12:00	<b>Mezzo</b> 11 -13 years old No audition or previous experience 13 yr olds see below* 12:45 – 2:45
<b>Advance Intermediate Orchestra</b> 10 years old & up Audition Finish AFS Theory Book 1 10:00 – 12:00	<b>Intermediate Band</b> 10 years old & up Audition Finish PSHP Band Theory Book 10:00 – 12:00	<b>Advance Guitar</b> 12 years old and up Finish Teach Yourself Guitar Theory 1:45-3:45 Audition	<b>Concert Choir</b> 14 years old & up* No audition or previous experience 10:00-12:00 for new choir members, 11:00-12:00 all members 2 <sup>nd</sup> yr + theory 1:45-2:45
<b>Bach Orchestra</b> 12 years old & up Audition Finish AFS Theory 1 & 2 1:45 – 3:45	<b>Adoration Band</b> 12 years old & up Audition Finish Excellence in Theory Book 1 1:45 – 3:45	<b>Classical Guitar</b> 14 years old & up Audition Finish Basic Elements of Music Theory Theory at 1:45 Class 3:45-4:45	<b>Bel Canto Chamber</b> 15 years old & up Audition 8:45-9:45 Bel Canto 11:00-12:00 Con.Ch. 2 <sup>nd</sup> yr + theory 1:45-2:45
<b>Beethoven Orchestra</b> 14 years old & up Strings & Band Audition 1:45 – 3:45	<b>Select Wind Ensemble</b> 14 years old and up Audition 11:00-12:00 Theory 1:45-2:45	<b>Praise &amp; Worship</b> 14 years old & up Audition 8:45-9:45 Instrument 9:45-10:45 Vocals Theory 1:45-2:45	<b>*Mezzo Choir</b> students that are 13 and had 2 years in Mezzo are eligible for Concert Choir.
<b>Brahms Chamber Orchestra</b> 15 years old & up Audition 1:45 – 4:45	<b>Jazz Ensemble</b> 14 years old and up Audition 12:45-1:45 Theory 1:45-2:45	<b>Percussion Ensemble</b> 12 years old & up Audition 11:00-12:00.	<b>Harp Ensemble</b> Open to any harp student that already plays and auditions 12:45-1:45

# Friday Schedule

<u>CLASS TIMES</u>	<u>INSTRUMENTAL CLASSES</u>	<u>THEORY CLASSES</u>	<u>CHOIR AND OTHER CLASSES</u>	
<b>8:45 – 9:55</b>	Beginner Orchestra Recorder Beginner Bells Beginner Band Beginner Guitar		<b>8:45-9:45</b> Bel Canto Choir	<b>8:45-9:45</b> Praise and Worship Instrumental
<b>10:00 – 10:55</b>	Intermediate Orchestra Adv. Intermediate Orchestra Intermediate Band Intermediate Guitar	Beginner Orchestra Recorder Beginner Band Beginner Guitar Intro to Conc Choir Theory	<b>9:45-10:45</b> Praise and Worship Vocals	
<b>11:00 – 11:55</b>	Select Wind Ensemble Percussion Ensemble	Intermediate Orchestra Adv. Intermediate Orch. Intermediate Band Intermediate Guitar Int. & Adv. Int Harp	Concert Choir	
<b>12:00 – 12:30</b>	<p>All combined rehearsals for high school students will be scheduled from 12:00-12:30 in the Sanctuary, when needed in preparation for December &amp; May Concerts, &amp; Banquet. High School students will need to rearrange their schedule for these weeks to attend these important rehearsals.</p> <p>Teachers' meetings will be held on the first Friday of each month. Theory teacher meetings will be on the second Friday of each month. Friend's Meetings will be on the third Friday of each month at <b>12:45</b></p> <p>Yearbook Class Meets String Bass Lessons</p>			
<b>12:45 – 1:40</b>	Jazz Band Clarinet / WW ensembles	Singers Choir Theory 1, 2, & 3	Harp Ensemble Mezzo Choir*	
<b>1:45 – 2:40</b>	Bach Orchestra	Adoration Band Advance Guitar Mezzo Theory 1, 2, & 3 HS Theory Level 1 HS Theory Level 2 College Prep Music Composition Music History	Singers Choir	
<b>2:45 – 3:40</b>	Beethoven Orchestra Adoration Band Advance Guitar	Bach Orchestra		
<b>3:45 – 4:45</b>	Brahms Orchestra Classical Guitar		*Harp Ensemble students that are 11-13 years old should enroll in Concert Choir, instead of Mezzo	

# Instrument Care

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## ***THE FOLLOWING ARE THE RESPONSIBILITY OF THE PLAYER:***

1. Do not expose a string instrument to any extremes in temperature. A good rule is if the environment is OK to leave a baby, it would be OK for a string instrument. Moderate temperatures of 50 to 80 degrees and not in direct sunlight are best for transporting and storage.
2. Check the humidity and buy a dampit for string instruments if needed, especially in the dry winter.
3. Do not drop or bump your instrument. Watch how you walk through doorways!
4. Clean your instrument after every time you play. Wind players need to swab spit and string players need to wipe off rosin. Occasionally clean instruments with an appropriate cleaner that can be purchased.
5. Check that the tilt of the bridge on string instruments is correct and leans backward just a little. Check that the feet of the bridge are flat against the top of the instrument.
6. Check strings for wear, fraying, or unraveling. They should be replaced at least every year or two for the best sound.
7. Always loosen the bow after each practice. Bows will need to be re-haired with horsehair at least every 2 years, or more often depending on usage.
8. Do not let beginners tighten the strings with the pegs until they learn how, as it is very easy to break a string. Strings are cheapest if bought in sets. Students can adjust the fine tuners, "righty tighty" raises the pitch, and "lefty loosey" lowers the pitch.
9. Find a safe place to store your instrument when not being played.

## ***REPAIRS BEST LEFT FOR THE REPAIR PERSON OR A TEACHER:***

1. Replacing the strings for the first time should be done by your teacher. Tightening a string that is very loose should not be done by any of the beginners as the strings can be over tightened and break very easily!
2. Do not attempt to use glue on anything involving your instrument. See a repair person to fix all cracks as soon as you notice them.
3. Do not attempt to play your string instrument if the sound post has fallen down on the inside of the instrument and is rolling around. See a repair person.
4. Any adjustments that need to be made involving adjusting the wooden parts should be seen by a repair person.
5. Any worn pads on Band instruments should be replaced.



# Supplies for Instrumental Students

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1. Instrument in good working order (rental, rent-to-own or purchase). A local music store which has worked well with our organization is Hoover Music.

Hoover Music  
440 S. Jefferson  
(Elm and Jefferson)  
Springfield, MO 65806  
417-862-3573

2. Folding music stand **labeled with student's name** and a bag to carry stand.
3. Students will need a bag to carry supplies, stands and music to keep it organized. The cello/bass students could have room in their case.
4. String students will need Rosin (could already be in the instrument case).
5. Violins and Violas will need a shoulder rest (Wolf Forte-Primo by Willy Wolf) or firm purple/blue sponge sold at music stores.
6. Cellos and Basses will need a Xeros brand rock stop.
7. Notebook **paper and pencil for all classes.**  
Please put a pencil in your instrument case.
8. A soft cotton rag to clean instrument.
9. Trumpets will need valve oil.
10. Trombones will need slide grease.
11. Clarinet and Saxophones will need cork grease, extra reeds.
12. **Please label all of your items with your child's last name** so we can return lost items quickly. We will supply you with name labels for your books and nametags on the first day of class.
13. Please purchase the books that are needed for your class as are listed on the Book Order Form that you will receive on Registration and Book Sale Day. PSHP orders all of the books ahead of time, so you can purchase them at Asbury.

## Meeting Place

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The Play and Sing His Praises Home School Music Program meets on Fridays at Asbury United Methodist Church. Most performances will **not** be at Asbury as we have outgrown the Sanctuary.

# Class Fees and Payments

1. **All classes have a weekly sliding fee for 2 hours of instruction:** one hour of a playing/singing class and one hour of theory/sight singing. For the 2019-2020 Year, the oldest student in the family will pay \$9 for their first 2 hours of class, then \$8 for each additional 2 hours of instruction. The rest of the children in the family will pay \$8 for 2 hours of classes. All students are expected to take both their performing class and a theory class. All high school students in upper level classes will take one of five high school theory classes offered from 1:45-2:45. After a student has completed three levels of high school theory, they can take an exit exam or take another year of Music History.

**Two Hours of Instruction Sliding Fee 2019-2020**

Child	1 <sup>st</sup> Classes	2 <sup>nd</sup> + Classes, if applicable
Oldest Child in family	\$9	\$8
2 <sup>nd</sup> Oldest Child in family and all other children in family	\$8	\$8

2. **Upper level students that are enrolled in 3 hours of instruction on the same instrument or voice will be charged a weekly sliding fee per week.** For the 2019-2020 Year, the oldest student in the family will be charged \$14 for their first 3 hours of class, then \$13 per any additional 3 hours of instruction. The rest of the children will be charged \$13 per 3 hours. Two of these hours are playing/singing classes and one is theory.

**Three Hours of Instruction Sliding Fee 2019-2020**

Child	1 <sup>st</sup> Classes	2 <sup>nd</sup> + Classes, if applicable
Oldest Child in family	\$14	\$13
2 <sup>nd</sup> Oldest Child in family and all other children in family	\$13	\$13

3. **A \$7.00 per month, per family, church usage donation will be collected September through May.** This donation is given directly to Asbury to help defray church expenses, such as paper products and utilities, incurred by PSHP. Your donation will be collected monthly.
4. **In the month of December and the month of May, there is a \$10.00 Concert Fee per family to help defray concert costs.**

**TENTATIVE INSTRUCTION FEE SCHEDULE FOR 2020-2021**

**Two Hours of Instruction Sliding Fee 2020-2021**

<b>Child</b>	<b>1<sup>st</sup> Classes</b>	<b>2<sup>nd</sup>+ Classes, if applicable</b>
Oldest Child in family	\$11	\$8
2 <sup>nd</sup> Oldest Child in family and all other children in family	\$8	\$8

**Three Hours of Instruction Sliding Fee 2020-2021**

<b>Child</b>	<b>1<sup>st</sup> Classes</b>	<b>2<sup>nd</sup>+ Classes, if applicable</b>
Oldest Child in family	\$15	\$13
2 <sup>nd</sup> Oldest Child in family and all other children in family	\$13	\$13

5. **Payments are due the first Friday of every month, except for September when payment will be due on the 3<sup>rd</sup> Friday. Each family will have a set payment for 3 weeks each month for the 8 months of September through April. Your balance for May fees will be adjusted to accommodate any cancelled classes. We are scheduled to meet 29 Fridays this year. If there are no cancellations or snow days, you will owe for 5 weeks in May.**
6. **The payment table will be open from 8:45 - 3:00 pm and accepts cash or checks only.** Your family balance will be available at that time. Your bill will be for 3 weeks each month from September to April, plus the \$7.00 church donation. The calendar lists the payment dates.
7. **Make your checks payable to: Play and Sing His Praises, PSHP, or Kathy Love. Payments may be made by Credit Card or Debit Card beginning in the fall 2019.** Mastercard, Visa, Discover and American Express Cards will be accepted at the payment table.
8. If a class or a scheduled Friday is cancelled by the administration, you will not be charged. Your May bill will be adjusted accordingly. Otherwise we do not give credit for missed classes.
9. Please notify the payment table if you need to drop a class, change a class, or if your schedule or circumstances change. This way we can keep your account record corrected and updated.
10. **Do I really need to pay on the first Friday? YES!**  
PSHP must meet their financial obligations each month. Although we view this as a ministry, there are still bills to be paid. Our desire is to provide quality, affordable music lessons to Christian homeschooling families while being financially responsible and upholding our stewardship before God. In order to keep your cost down, we operate without any “extra” cash flow. Your prompt payment is greatly appreciated. If you are unable to pay your music fees, please contact the payment table.
11. In the event of a Returned Check, Insufficient Funds Check, Account Closed Check or any other Return or Rejected Payment, or any method of payment not accepted by the payer’s financial institution, a Chargeback Fee of \$25.00 will be applied to your account record.

# Cancellation Policy

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## 1. Classes

We will not meet if there is any snow or ice on the roads. If the Springfield Public Schools are closed due to weather, we will also be cancelled for that day. Your family's safety is our primary concern in bad weather. Please use your best judgment for the road conditions in your area. In the event that we cancel classes an email will be sent and the website will be updated by 6:30 a.m. on that class day. If you do not receive updates at home, you will be called. You will not be charged for classes which are cancelled by PSHP.

## 2. Performances

In the event that a performance has to be cancelled because of weather you will be notified at least 2 1/2 hours before the event. If you do not receive updates at home, you will be called.

## 3. Cancellation Call List

Please sign up on the Cancellation Call List at registration if you do not have access to updates at home. If you do not have access to updates, please check at the payment table the week before special events to get the revised schedule.

# Sickness Policy

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Please be considerate of others and help minimize the spread of germs.

- Please do not attend if anyone in your family has had the flu or a stomach virus within the last 24 hours.
- Do not attend if you have had a fever over 100 degrees within the last 24 hours.
- The student also needs to have been fever free, without taking medication to reduce the fever, for at least 24 hours before returning to class.
- Your student may return to class after taking antibiotics for 24 hours for a contagious, infectious ailment (strep throat, etc).
- PSHP does not give monetary credit for any missed classes due to illness.

# Nursery Policy

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The church nursery is reserved only for children of PSHP teachers.

# Dress Code

## General Dress Code for PSHP Classes and Functions

All students and teachers need to wear appropriate and modest clothing for all classes and functions. Our appearance and actions directly affect those around us and we need to be considerate and mindful of these at all times. **If you have questions about clothing – please ask BEFORE you wear it!** Any Director's Board Member will be happy to answer any clothing questions and avoid putting you in a position to call home for appropriate clothing. In keeping with this we require:

1. All shirts must have some type of sleeve and remain on the shoulders. All sleeveless, spaghetti strap, or tank type style of shirts must have a jacket or other sleeved shirt over them at all times.
2. No short shorts. Bermuda style shorts or long basketball style shorts are ok. Your thighs should be covered at all times.
3. Please check to make sure that no skin or undergarments are showing if you raise your arms above your head.
4. Tight fitting, low cut, or see through clothing is inappropriate.
5. Please remove your hats during times of prayer.
6. GIRLS: Modesty at PSHP means that no cleavage is showing at anytime. Please make sure your shirts are appropriate even when bending over or sitting on the floor.
7. GIRLS: ALL skirts and dresses must come to the top of your knees or longer. Leggings, jeggings, and skinny jeans must be covered by a shirt that is long enough to completely cover your bottom. An exception is that regular/loose jeans may be worn with shorter skirts or tunic style dresses/tops.

## Performance Dress Code

- The General Dress Code applies, plus the following for each class.
- Please note that students in Harp Ensemble and Percussion Ensemble will follow the dress code of their bigger performing ensemble class.

## Beginner Orchestra, Recorder Class, Beginner Band, Beginner Guitar, Singers Choir, Intermediate Orchestra Classes:

### **GIRLS:**

Nice church clothes. No flip-flops at anytime! **For performances, skirts and dresses must be below the knee to ensure modesty on the stage.** Loose fitting pants are also acceptable, but no jeans. Check to make sure you are modest when you are in playing position with your instrument.

### **BOYS:**

Dress slacks or khakis are acceptable, but no jeans. Be sure to add a belt if you have belt loops. Please wear dark dress shoes or dark tennis shoes with dark socks.

## **Advance Intermediate Orchestra, Bach, Mezzo Choir, Intermediate Band, Intermediate Guitar and Advance Guitar Classes:**

### ***GIRLS:***

Black or black and white combination. All solid colors with little print or pattern. **For performances, skirts and dresses must be below the knee to ensure modesty on the stage.** Black dress pants are also acceptable. Black dress shoes, no flip-flops.

### ***BOYS:***

Black dress pants, white or black long sleeved dress shirt, black belt, black socks, and black dress shoes. You may add a black dress jacket if desired.

## **Beethoven, Brahms, Concert Choir, Bel Canto Chamber Choir, Adoration Band, Select Wind Ensemble, Jazz Ensemble, Classical Guitar, Praise and Worship Classes:**

### ***GIRLS:***

PSHP performance dress for **\$60** (or \$70 for size 16 and up) to be ordered through our organization. Black dress shoes, no flip-flops. All accessories should either be black, silver, or gold; please no other colors or anything so big it would draw attention to you personally on stage.

### ***BOYS:***

Black dress pants, white or black long sleeved dress shirt, black belt, black socks, black dress shoes, a red tie and a black bow tie that you will purchase through PSHP. You may add a black dress jacket if desired.

## **Concert Guidelines and Etiquette**

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- Most of our concerts are held at other locations, so please check carefully. The students will need to arrive early to all concerts and those times will be announced the week before the concert.
- Audience seating will begin 10 minutes before any of our performances.
- Please do not enter or leave the performing hall while any group is performing.
- **NO electronic devices** are to be taken into the performance hall or on stage by any student during any performance or evaluation. The students are not to be taking pictures on their phones during a performance.
- We request that the audience not have any electronic devices that would distract other audience members from enjoying the performance. Cameras and videos are allowed within reason.
- Students will need to remain seated with their class before and during the concerts. During a come and go concert for the younger students, the parent may come get the child when they are finished performing.
- No chewing gum will be allowed on stage during a performance or evaluation.

- Please be respectful and considerate of all of the adults and student teachers who are helping keep things running smoothly.
- Please plan on staying for the entire concert, unless it is a scheduled come and go concert. If a family has to leave early for an emergency, a parent will need to come and get their children from their class seating area.
- Students should plan on keeping their instruments with them until after the concert. Large instruments will stay close to the stage area.
- Instrumentalists should bring their music and stand to every performance.
- All classes have a concert dress code. Please refer to that section in the Handbook.

## Class Conduct and Disciplinary Policy

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Please remember that we are a Christian organization by name and by our actions. We encourage and expect all of our students to be **respectful** at all times whether they are in class, in the parking lot, or at any Play and Sing His Praises function.

No electronic devices (cell phones, I-pads, I-Books, MP3s, I-pods, etc.) are to be used in class, either by talking, texting, or listening; unless by a teacher for an educational purpose. All electronic devices must remain in their backpacks, pockets, or purses.

In the unlikely event that there is a discipline problem in class, teachers are to give students one verbal warning. If the warning is not heeded, the student will be removed from class and taken to a parent or a Director's Board member to await the parent's arrival. The teacher, board member, and parent will meet to resolve any issues. The teacher, board member, and parent will be asked to sign a form stating the resolution.

## Guidelines for Student Conduct & Church Building Use

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1. No running or roughhousing in the church building.
2. No balls, Frisbees, or other throwing objects inside.
3. All "visiting" should take place in the fellowship hall.  
**PLEASE DO NOT VISIT IN THE SANCTUARY.** (Parents are always welcome to attend any class at any time, but please remain quiet.)
4. The games tables and any church equipment are off limits to our students.
5. The elevator is off limits unless you are physically unable to handle the stairs.
6. Do not play around or sit/stand on the wooden coat racks/dividers in the fellowship hall. They tip over easily.
7. **All food and drink must stay in the fellowship hall on the wooden floor area or be eaten outside.** Please sit at a table when eating inside and be sure to pick up all trash inside and outside. If your table is messy, please wipe it down.  
**Please put away all food and lunch items by 2:00,** so the clean-up crew can work to restore the church.
8. The use of the gas stove top and oven are off limits. Microwaves are available for heating food.
9. Please bring your own dishes and silverware for any food.

10. Do not leave dirty dishes in the kitchen. There is no one to clean up after you!
11. In order to follow church policy, **no nuts or peanut butter** are allowed in the building. You can eat these outside the building, but hands must be washed when returning inside.
12. Remember that the church is still conducting church business; try to keep the noise down in the hallways. **DO NOT CALL THE CHURCH OFFICE!**
13. No physical touching will be permitted between any girl and boy on the church property or at any PSHP activity. This includes the parking lot. We encourage a safe environment to meet Christian friends.
14. In the event that something is broken or damaged, please report it to the Director's Board Member on duty. The PSHP group will be responsible for repairs or replacement.
15. Students shall not have firearms, knives, or weapons on church property or at PSHP activities. Folding pocket knives may be carried in a pocket provided they remain in a pocket and the child has the parent's permission.
16. Students may only use their computers in the Fellowship Hall and with their parent's permission. Please be considerate of others and their families.
17. Students may not leave the Asbury campus by foot or car without the permission of their parents.
18. Music students and their families are always welcome, but please do not invite extra friends to come socialize if they are not part of the music classes on Friday.
19. Please be quiet in the entryways and in the hallways.

## Outside Building Guidelines

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Play and Sing His Praises takes no responsibility for anyone outside the church building. Students should only be outside with their parent's permission **and supervision**. We do not provide outdoor supervision of play. If your children play outside please follow the guidelines below.

1. Be respectful of the church grounds. Do not play in flower beds, climb fences, climb trees, or break off branches.
2. No wrestling.
3. If you have muddy shoes, scrape them off or remove them before entering the church.
4. Keep all balls, Frisbees, etc. away from vehicles.
5. If it is misting or raining, we ask that students stay inside. You are welcome to bring indoor activities for your free time.
6. The use of any wheeled devices (except for wheelchairs), such as skateboards, rip sticks, or scooters is prohibited on the church grounds.
7. Co-ed Contact Sports (football, basketball, and soccer, etc.) will not be allowed.
8. The Safety Team's top responsibility is to monitor the building and look out for visitors. Please monitor your own children when they are outside.



# Parental Involvement

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**Sign up to be a hall or kitchen monitor.** PSHP requests that a parent from each family sign up for a two hour time slot, at least two times a year, to help maintain order and to sign up for three events. There will be guidelines and a name tag for you at the payment table for your monitoring duties. You will be reminded in the weekly update of your dates and times.

Other involvement:

1. **Help with extra events.** Throughout the year we have many extra events, all of them are run by parent volunteers. Sign-up sheets will be at Registration and some will be shared by email with a website link. Please sign up for three or more events at the Registration Day.
2. **Become a “Friend of PSHP”.** All parents are invited on the third Friday of each month to join our “Friends” meeting. These are held October through May at 12:45 in Room 203. Please join us to plan events, brainstorm new ideas and serve our teachers and students!
3. **Please pray** for the PSHP music program that we can uphold our Godly mission. We will have prayer at 9:00 each Friday morning in the Fellowship Hall for parents.

## Parental Responsibilities

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- **No children should be left unattended at Asbury when they are not in class.** Parents are responsible to either be at church with their children when the children are not in class, or to have another responsible adult in charge of their children. Siblings younger than 8 years old must be in sight and sound of their parent. An older sibling is not considered a responsible adult unless they are at least 15 years old and not attending a class while the younger sibling is at the church. Older Children (ages 13 and up) that are in multiple classes may wait at the church between classes, unattended, with their parent’s permission.
- **Each parent is responsible for their own children, especially younger siblings.** We are family friendly, but please supervise siblings and pick up any messes.
- **Please understand that Asbury Church is a church with various ministries that do not stop on Fridays when PSHP is there.** The church office is not open on Fridays, but people may walk in asking for assistance for food or needing money. We also have a public high school nearby that often has kids driving through Asbury’s parking lot. We do all that we can to provide a safe learning environment, but ultimately we want the parents to be informed and responsible for each of their children.
- **The PSHP music teachers and administration must be able to reach a parent at all times by phone on Friday during class times.**
- **Arrive early for classes and performances** so that each student can be in their seat ready to play or sing at the start of the rehearsal or performance.

# Faith and Family Commitment Form (copy)

*Each family will be provided this form to sign as part of their registration when they join Play and Sing His Praises Home School Music Program.*

I agree to read the 2019-2020 Play and Sing His Praises Home School Music Handbook with my family or the students that are in my care and I agree to abide by the guidelines included herein and to honor the following Mission Statement:

*Play and Sing His Praises Home School Music, here after referred to as PSHP, is a Christ-centered organization with the purpose of providing quality music instruction for the students of Christian homeschooling families. Our goal is to encourage Christian students in their love of music using music from many genres, time periods, and backgrounds: Classical, Christian, movie themes, appropriate popular music, etc. It is our hope and prayer that students will gain an understanding and appreciation for music that will last a lifetime and be shared with others to the glory of God. We are a Christian organization and seek to honor God in all that we do.*

Our family agrees to support PSHP and abide by the guidelines set forth in the Handbook and to conduct ourselves in accordance with the Christ-honoring atmosphere that is being provided by PSHP. We agree to abide by the decisions of the PSHP Advisory Board of Directors on issues not already addressed by the Hand Book. We understand the importance of encouraging students to attend all of their classes and to be respectful in their behavior. We understand that we are responsible for the behavior and actions of the children under our care. We will add PSHP performance dates to our family's calendar and understand the commitment that is needed by all students to attend all scheduled performances.

We are a Christian family and believe that the Bible is the authoritative word.

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Parent or Guardian Signature

Date

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