

Hoff-Barthelson Music School

Developing potential, enriching lives and creating community since 1944

STUDENT HANDBOOK 2021-22

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Text contained inside a pale-green box indicates information specific to the COVID-19 Pandemic.

Hoff-Barthelson Music School

Developing potential, enriching lives and creating community since 1944

Celebrating 77 Years of Excellence in Music Education

Hoff-Barthelson Music School was founded in 1944 by Virginia Hoff and Joyce Barthelson, two gifted musicians who believed that the joy of music and the skills to perform it should be available to everyone. They left a legacy that has touched the lives of many thousands: a warm, friendly music school dedicated to the highest standards of music education, performance, and service to the community. Today, we honor their philosophy and values as Hoff-Barthelson continues to nurture students of all ages as they develop their musical and human potential.

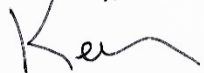
Students, parents, faculty, staff, and board members are all important contributors to our community, striving for excellence in all we do, while establishing lifelong bonds of friendship and instilling a deep love of music.

As we enter into the 2021-22 school year with the COVID-19 pandemic still affecting the lives of students, faculty, staff, and families, we are committed to safely delivering a full array of music education programs, from private lessons to musicianship classes, chamber music, choral programs, even orchestras. Throughout the following pages, you will find important information regarding how the School is responding to the pandemic. Much of the most important information is included in our [Fall 2021 Campus Safety Plan](#). I urge you to review this document before the school year begins.

I also ask that you please be sure we have your primary email address on file as email is now our primary mode of communication. Please share updates to your contact information with our [Student and Faculty Services Department](#) or by updating your information in your ASAP account.

I hope you will find the information in this Handbook helpful. Should you have any questions, don't hesitate to call on any member of our staff for assistance.

Sincerely,



Ken Cole
Executive Director

Hoff-Barthelson Music School

25 School Lane, Scarsdale, New York 10583
914-723-1169 • www.hbms.org • hb@hbms.org

School Calendars

Hoff-Barthelson's [Academic Year Calendar](https://hbms.org/academic-year-calendar) is based on, but does not precisely replicate, the Scarsdale Public School calendar. The differences are necessary for us to ensure two sixteen-week semesters. A detailed version, with first and last days of lessons, classes and ensembles, can be accessed online here: <https://hbms.org/academic-year-calendar>

Our [Calendar of Events](https://hbms.org/calendars/), updated throughout the year, is available here: <https://hbms.org/calendars/>

2021-22 Academic Year Quick Reference Calendar

OPENING DAY	Thursday, September 9
HOLIDAYS & RECESSES	
Yom Kippur	Wednesday, September 15 & Thursday, September 16
Columbus Day	Monday, October 11
Veteran's Day	Thursday, November 11
Thanksgiving Recess:	
Last day of school:	Tuesday, November 23
School reopens:	Monday, November 29
Winter Recess:	
Last day of school:	Saturday, December 18
School reopens:	Monday, January 3
Martin Luther King Day	Monday, January 17
February Recess:	
Last day of school:	Friday, February 18
School reopens:	Monday, February 28
Spring Recess:	
Last day of school:	Saturday, April 9
School reopens:	Monday, April 18
Memorial Day Weekend:	
Last day of school:	Thursday, May 26
School reopens:	Tuesday, May 31

Student Schedules

Student schedules detailing dates and times for lessons, classes and ensembles were emailed the week of August 30.

You may access schedule information for the HBMS students in your family at any time by logging into your family's [HBMS account](#). Should you need assistance logging in, please email studentservices@hbms.org.

Detailed schedule information for classes, clubs, and ensembles in our Early Childhood, K-12 and Adult Divisions may be accessed via the following links:

[K-12 Musicianship Classes](#)

[Adult Classes and Ensembles](#)

[K-12 Ensembles and Clubs](#)

[Early Childhood Classes](#)

First Days for K-12 and Adult Private Lessons

Monday, September 13, 2021

Tuesday, September 14, 2021

Wednesday, September 22, 2021

Thursday, September 9, 2021

Friday, September 10, 2021

Saturday, September 11, 2021

Want to begin lessons after the school year has started? No problem! Just call 914-723-1169 or email registration@hbms.org – we'll be glad to help! Tuition is prorated for those students starting lessons after the semester has begun.

First Days for Classes, Clubs and Ensembles: Early Childhood, K-12 and Adult Divisions

First days of K-12 and Adult classes, ensembles and instrument clubs vary. Some begin the first week of instruction and others during the second week or later. Many adult classes begin in early October, as do chamber music ensembles. You can access detailed information on dates and times via the links above.

Interested in a class or ensemble that has already started? No problem! Just let us know by calling 914-723-1169 or emailing registration@hbms.org – most accept new students through the end of October!

First Days for K-12 Clubs, Jazz Ensembles, Suzuki Groups

Monday, September 13, 2021

Tuesday, September 14, 2021

Wednesday, September 22, 2021

Thursday, September 9, 2021

Friday, September 10, 2021

Saturday, September 11, 2021

First Days for K-12 Musicianship and Composition Classes, Chimes and Handbells, Sight-Singing and Ear Training, Chorus, Group Instrumental Classes, Chamber Orchestra, Young People’s Symphonette, Festival Orchestra, Wind Ensemble, all Choruses, and Music Technology

- Monday, September 20, 2021
- Tuesday, September 21, 2021
- Wednesday, September 29, 2021
- Thursday, September 23, 2021
- Friday, September 17, 2021
- Saturday, September 18, 2021

First Days for Early Childhood Music Classes

- Monday, September 20, 2021
- Tuesday, September 21, 2021
- Wednesday, September 29, 2021
- Thursday, September 23, 2021
- Friday, September 17, 2021
- Saturday, September 18, 2021

First Days for Adult Classes

Adult classes vary widely in their start dates; specifics can be found here [Adult Classes and Ensembles](#).

Last Days Fall & Spring Semesters

Last Days Fall Semester

- Monday, January 24, 2022
- Tuesday, January 11, 2022
- Wednesday, January 26, 2022
- Thursday, January 27, 2022
- Friday, January 14, 2022
- Saturday, January 15, 2022

Last Days Spring Semester

- Monday, June 6, 2022
- Tuesday, May 17, 2022
- Wednesday, June 1, 2022
- Thursday, June 2, 2022
- Friday, May 20, 2022
- Saturday, June 4, 2022

Building and Office Hours

The buildings open at 8:00 am and close at 10:00 pm Monday – Friday and 8:00 am to 5:00 pm on Saturday. Offices are open from 9:00 am to 5:00 pm, Monday through Friday; the Student and Faculty Services office is open until 6:00 pm, Tuesday – Friday, and from 9:00 am to 5:00 pm on Saturday.

During the COVID-19 Pandemic, building and office hours may change on short notice, in response to changing conditions.

Making the Most of Your Hoff-Barthelson Experience

Support and Guidance for Students and Family Members

If you have questions about your own or your child's progress throughout the year; need advice about practice challenges, instrument choice, course offerings, or the "next right step" along the journey of musical growth, Dean Chris Kenniff and Associate Dean Kathy Jones are available for consultations and support! Please contact us at (914) 723-1169 and we will be happy to make an appointment for you. Or make an appointment directly with a Dean:

- [Click here](#) to make an appointment with Dean Christopher Kenniff.
- [Click here](#) to make an appointment with Associate Dean Kathy Jones.

Getting the Most Out of Online Instruction

Please review our guide to [optimizing the online learning experience](#). Should you experience technical difficulties during an online lesson, class or rehearsal, please contact [Registration Associate Chris Pena](#) (Tuesday – Saturday, 9:00 – 5:00); after hours requests may be routed through our front desk by calling 914-723-1169 or emailing studentservices@hbms.org.

Promptness = Progress

Please make every effort to arrive on time for lessons and classes, whether in-person or online. The minutes lost due to tardiness cannot be made up.

Be certain to bring everything that your teacher requires: valuable lesson and class time is often wasted because a music score or theory notebook has been left at home. For online instruction, please make every effort to prepare materials, your physical location, and all technology.

Musicianship Class Attendance Requirements

Please note that students will not be permitted to continue in a musicianship class if absent for five weeks in succession.

The Friends of Hoff-Barthelson

The Friends of Hoff-Barthelson is a parent and volunteer association for the School. The Friends assist with events throughout the year that nurture a supportive and welcoming environment, create opportunities for community involvement for families and students alike, and enable the School to support faculty, and provide programming of the highest caliber.

Annual events tentatively scheduled in 2021-22 include the *Holiday Music Festival* (December 4 & 5) *Elaine Stamas Educational Residency with Members of the New York Philharmonic* (April 24) and *Spring Benefit* (TBD).

Members are also active as ambassadors who connect the School with the broader community.

Participation in Friends activities is an excellent way to get to know other HBMS parents, families, faculty and staff, and to help nurture a positive learning environment for all of our students.

To learn more about specific opportunities to get involved, contact us at friends@hbms.org.

Performance Opportunities

We believe that all students should have the opportunity to perform in many different settings and urge faculty members to encourage all students to perform **at least once per semester**.

[Associate Dean Kathy Jones](#) oversees Hoff-Barthelson's **Performance Program**, comprising student recitals, performance workshops (*Informals* for students ages 5-12, *Teen Workshops* and *Adult Workshops*); adult musicales; and master classes.

Faculty determine when a student is ready to perform and in what events or circumstances. Faculty sign up students for these opportunities (see descriptions below); they also recommend students to master classes, auditions, and other opportunities.

Student Recitals - There are four or more recitals every month beginning in October for students to perform before an audience of parents and friends. During the pandemic, one Recital, Teen Workshop, and Informal per month will be offered online. In-person recitals will continue to be live-streamed so that family and friends at home are able to enjoy the performances live.

It is mandatory that the student experience a trial run before a recital or performance in any of the following settings appropriate for the student: an Informal, a Teen Workshop, or playing for a dean.

Informals and Teen Workshops: These are scheduled two to three times per week, when students play for peers and teachers only in an informal setting without an audience or parents. This is an ideal situation for students to iron out the "wrinkles" in their performances prior to presenting them in recitals and to develop confidence in their abilities, as well as a positive arena to encourage the sharing of musical ideas. Students ages 5 through 12 are welcome to participate in the *Informals* and may also attend as observers.

Graduation Recitals (solo or shared): These may be presented at the end of the spring semester by high school seniors who are enrolled in private lessons. Invitations to present these recitals are emailed to graduating seniors in December.

Musicianship Classes: School musicianship classes are strongly recommended, and all students, from beginners to advanced, may perform in their musicianship classes. The private lesson teacher must provide the student with a note that includes the title of the work(s) that has (have) been prepared.

R.I.N.G. Concerts: (Repertory In Neighborhood Groups) – This series of student concerts is presented in nearby nursing homes, hospitals and retirement facilities. R.I.N.G. gives our students the unique opportunity to perform for people who might not otherwise have the pleasure of hearing music or seeing young people perform. To inquire about participating in a R.I.N.G. concert, please contact StudentServices@hbms.org.

Family Concert: This special event, on Friday, March 25, 2022, at 7:00 pm, provides the unique experience for families to enjoy playing together. Students, family members—including siblings, parents, grandmothers, grandfathers, uncles, aunts, and cousins—who sing and/or play an instrument, are encouraged to participate.

Honors Program Recitals: See Honors Program on page 10.

Master Classes: Hoff-Barthelson has an annual series of master classes taught by renowned guest artists.

Adult Performance Workshops provide a relaxed, supportive environment for adult students of all instruments and voice at beginning and intermediate levels. Through these workshops, adult students develop an understanding of the repertoire performed and of techniques for communicating ideas through music.

Adult Musicales: Adult group recitals are held for the enjoyment of adult students and their families.

Festivals in Style: Each Spring, in March and May, the School presents Festivals in Style. Each features recitals and ensemble performances. As these events are showcases for the School, student soloists and chamber ensembles must audition to participate. Adult students may also audition. Students are eligible to audition solely upon the recommendation of their teachers. Faculty representatives of the piano, string and wind departments serve as the panel for auditions; selection is determined by availability.

- 1) **Spanning the Centuries** (March 2022) – Alternating with Baroque and Beyond, this series of recitals and concerts focuses on music of the Classical, Romantic and Impressionistic Periods from 1750-1950.
- 2) **Baroque and Beyond Festival** (March 2023) – This series of recitals and concerts focuses on music of the Baroque Period from 1600-1750.
- 3) **Contemporary Music Festival, Peter Seidenberg, Artistic Director** (May 2022) – Showcasing works written between 1920 and the present, this festival features student and faculty members in recital as well as myriad ensemble performances. Repertoire includes well-known masterpieces, original student compositions, and new commissions.

Our [Calendar of Events](#), is frequently updated and event notices are also emailed and posted online throughout the year.

Full Information on Classes, Ensembles and Clubs

Hoff-Barthelson Music School offers an extensive array of classes, ensembles and instrument clubs to students of all ages and levels of development. For full details, visit www.hbms.org and explore our Early Childhood, K-12 and Adult sections or click on the links below for detailed descriptions of these opportunities during the 2021-22 academic year.

[K-12 Musicianship Classes](#)

[Adult Classes and Ensembles](#)

[K-12 Ensembles and Clubs](#)

[Early Childhood Classes](#)

Recital Dress and Demeanor for Live and Online Events

Non-Orchestral Recital Attire: Students' personal choice of recital attire is allowed. Nice casual, semi-formal, and formal attire are all acceptable. However, sneakers, jeans, sweatpants, sweatshirts, and shorts are not acceptable.

Orchestral Performance Attire: Concert attire – white shirts, black pants or skirts, dress shoes. No short skirts, please!

Recital Demeanor: We look forward to sharing the students' progress and musical achievements with you at our Student Recitals. **Please wait until the applause ends before entering or leaving a performance space during recitals, turn off cell phones and beepers, and do not use cameras with flash to photograph students during their performances.** This will allow performers and audience alike to maintain maximum levels of concentration. We strongly encourage students and parents not to leave a recital immediately following an individual performance, but to remain until the end of the recital and support the other student performers.

Please do not seat very young children in front rows; their normal movements are distracting to performers. If you think that your youngsters are unable to sit quietly for the entire program, please find seats near the back of the Auditorium, from which you may leave quietly if they become restless.

Food and drink are not permitted in recitals, concerts and master classes. Your cooperation is sincerely appreciated.

Chamber Music Program

Donna Elaine, Director; Tomoko Uchino, Piano Ensemble Coordinator; Rie Matsumoto, Adult Chamber Music Coordinator

The Chamber Music Program offers small ensemble experience to intermediate and advanced instrumentalists/pianists. The K-12 program includes 12 sessions of coaching per ensemble per semester, starting in October, and a variety of performance opportunities. It is open to students who will maintain the highest standard of dedication, commitment, and attendance. At the discretion of the coach, a student may be discharged from a group for poor attendance.

All students – continuing students and those new to the Chamber Music Program – are placed in ensembles according to age, ability, and availability following a placement meeting. Placement meetings will be held on Tuesday, September 7 and Wednesday, September 8, between the hours of 3:00-9:00 p.m. Students must register for a placement meeting by completing the [Chamber Music Placement Meeting RSVP form](#).

The placement meeting includes conversation during which students will share information about their past experience; and a performance of up to 5 minutes of a solo piece that best demonstrates the student's level of ability. Pianists will be required to sight read. Placement meetings will be unaccompanied; no scales are required. Students must bring an extra copy of their solo selection to the placement meeting. Students will be notified of ensemble placement by September 29.

We do our very best to place every student interested in participating in the Chamber Music Program, but completion of a placement meeting does not guarantee placement in an ensemble. Following placement meetings, students are placed into the following ensemble levels, assigned a coach, and coaching/class time, and location:

- **Chamber Music I** – String, woodwind, and brass players with ability equivalent to NYSSMA Level 2-4. Pianists by teacher recommendation and placement audition. Coached sessions will be 45 minutes in length.
- **Chamber Music II** – String, woodwind, and brass players with ability equivalent to NYSSMA Level 4-6. Pianists by teacher recommendation and placement audition. Coached sessions will be 60 minutes in length.
- **Piano Ensemble** – Intermediate pianists **NEW** to chamber music; also available to intermediate and advanced students who prefer to play in a piano ensemble. Coached sessions will be 60 minutes in length.

The School welcomes adults who are interested in chamber music as well. [Rie Matsumoto](#) handles placement and scheduling of adult chamber ensembles. These groups may meet less than once per week, depending upon the availability of adult students. Please contact [Rie Matsumoto](#) with any questions about the adult chamber music program.

NEW! Piano Ensemble Division of the HB Chamber Music Program

This year we will offer a new division within the chamber music program: Piano Ensembles! The Piano Ensembles are coordinated by [Dr. Tomoko Uchino](#), longtime HBMS faculty member in chamber music and collaborative piano. Piano ensembles meet in the School's state-of-the-art Piano Lab allowing for up to 9 pianists to rehearse and perform together.

All pianists who are new to the HB Chamber Music Program will be placed in a Piano Ensemble to learn the skills of sight-reading and ensemble playing. Piano Ensembles are also open to pianists continuing in the HB Chamber Music Program should they prefer it instead of playing in an ensemble with other instruments – strings, woodwinds, or brass (aka 'mixed ensemble'). Students with previous chamber music experience and/or advanced sight reading and performance abilities may be placed in mixed ensembles.

Honors Program

Glen Kirchoff, Coordinator

The program is for talented students who are motivated and working up to their potential. Students must be 12 years or older; exceptions are made on occasion for a very gifted child. A student must be enrolled in the School's Comprehensive program for two semesters before being eligible for the program.

Auditions are held once a year on the first Wednesday in June.

There will be a second opportunity for students to audition for the Honors Program on Friday, September 24, at 4:00 pm.

The audition committee includes the Honors Program coordinator and two additional faculty adjudicators.

Audition requirements: Pianists: Four octaves of two major scales; two relative minor scales - harmonic and melodic forms; two contrasting selections from two different periods. Other instruments: Two octaves of two major scales and two relative minor scales, harmonic and melodic forms; two contrasting selections from two different periods. Jazz students should play one prepared piece and one improvisation. Vocal students should prepare two contrasting selections from two different periods.

Participation requirements for the 2021-22 school year are as follows:

Jazz Piano:

- Large Ensemble – Jazz Ensemble
- Musicianship Class
- Two Solo Recital Performances – student recital, festival student recital, R.I.N.G. concert
- Must attend a professional performance
- Honors Recitals – Five pieces total; Concert #1: one prepared, two improvisations of different styles; Concert #2: one prepared, one improvisation; music must be memorized.

Piano:

- Chamber Ensemble
- Musicianship Class
- Two Solo Recital Performances – student recital, festival student recital, R.I.N.G. concert
- Must attend a professional performance
- Honors Recitals–Five pieces total; each concert must feature pieces from separate periods (Baroque, Classical, etc.); music must be memorized.

String:

- Chamber Ensemble
- Large Ensemble – Festival Orchestra, Chamber Orchestra or Jazz Ensemble
- Musicianship Class
- Two Solo Recital Performances – student recital, festival student recital, R.I.N.G. concert
- Must attend a professional performance
- Honors Recitals–Five pieces total; each concert must feature pieces from separate periods (Baroque, Classical, etc.)

Vocal:

- Large Ensemble – Chamber Choir, Jazz Ensemble
- Musicianship Class
- Two Solo Recital Performances – student recital, festival student recital, R.I.N.G. concert
- Must attend a professional performance

- Honors Recitals – At least five pieces total; each concert should feature small group of contrasting songs or arias from separate periods (Baroque, Classical, etc.); music must be memorized.

Woodwind:

- Chamber Ensemble
- Large Ensemble – Festival Orchestra, Wind Ensemble or Jazz Ensemble
- Musicianship Class
- Two Solo Recital Performances – student recital, festival student recital, R.I.N.G. concert
- Must attend a professional performance
- Honors Recitals – Five pieces total; each concert must feature pieces from separate periods (Baroque, Classical, etc.)

Performance requirements: Each Honors recital program should total no more than 20 minutes. Evaluation forms are completed by the Honors Program coordinator, as well as two other faculty adjudicators, in response to each student’s performance. These forms are given to the teacher to be shared with the student and family at the teacher’s discretion. Students in the program who have achieved a record of good attendance at all activities, and have fulfilled all requirements, will receive an Honors certificate at the conclusion of the academic year, and a special Honors award upon graduation.

Honors Program students who wish to participate in festivals and other audition-based events are required to audition as per the event requirement.

Students who receive an evaluation which indicates that the standard of playing is not up to that of the Honors Program will be placed on a leave of absence. If the faculty members present at the next recital feel that an adequate standard has still not been achieved, the student’s teacher will be informed that the program is no longer appropriate for the child. If a child is not working, and you, the teacher, feel s/he should be withdrawn from the program, this can be done at any time.

If you have students whom you deem appropriate for the program and who may be motivated by the challenge and honor that it offers, please contact [Dean Christopher Kenniff](#) for additional details.

Accompaniment Service

Woodwind, brass, string (violin, viola, cello, bass), and voice students enrolled in the Core, Full, Suzuki Strings and Flute, and Extended Tiers of our Comprehensive Program (K-12 and Adult) are entitled to accompaniment during lessons, Informals, Teen Workshops, Adult Workshops and Musicales, Master Classes, and Recitals, including Graduation Recitals. Faculty are responsible for requesting accompaniment service.

Accompaniment services are overseen by Dean Christopher Kenniff and Associate Dean Kathy Jones. The program is coordinated by Associate Dean Kathy Jones with the support of the Student and Faculty Services Department.

The School cannot provide accompaniment for students outside of the above-listed opportunities (e.g., we cannot pay for rehearsals with accompanists outside of lessons). However, students and their families may arrange to book accompanists for additional rehearsals. The procedure for doing this is as follows:

- The fee for HB families who wish to book rehearsals with accompanists beyond those the School provides during lessons and performances will be \$75 per hour, billed in minimum increments of 15 minutes.
- As a first step, students/families should consult with their private lesson teacher about the need/desire to work with an accompanist outside of their weekly lessons. (It is important that the teacher be able to advise the accompanist prior to any rehearsal.)

- Upon securing the teacher’s blessing, the family and accompanist coordinate directly together (the School does not have a role) and families pay accompanists directly. Almost always, students request the accompanist whom they work with most often during their lessons. If s/he is not available, the teacher should speak with a dean regarding securing another accompanist.
- To book rehearsal space here at the School, the family and/or accompanist (or teacher) should contact [Student and Faculty Services](#) to request space. The school will provide space and the use of a piano at no charge, on a space-available basis during our regular operating hours (M-F 9:00 am – 9:30 pm; Saturday, 9:00 am – 5:00 pm). During the academic year, regular school activities, e.g., lessons, classes, ensemble rehearsals, recitals, etc., always have first priority and the School cannot guarantee space availability.
- In the event rehearsal space is not available at the School, the family is responsible for securing off-campus space (often a student’s home) and coordinating with the accompanist.

Summer Lessons

For students who want to continue their studies during the summer months, we offer a multi-week session of summer lessons from the end of the spring semester through the end of August. Students are not required to enroll for the full session and may take as many or as few lessons as desired.

Summer Arts Program

Hoff-Barthelson Music School is the ideal setting for a stimulating, challenging, and fun-filled summer. An exceptional faculty provide a high-quality experience for students in grades 1–12.

Students at all levels participate in programs tailored to their individual needs and interests. Classes, workshops, and performance opportunities include instrumental classes, orchestra, wind ensemble, chorus, musical theater, jazz, rock, world drumming, music technology instruction, chamber music, and more. Morning, afternoon, and extended day options are available.

Great care is taken to assess each child’s particular interests and needs before designing their program. Upon registering, a placement meeting with Director Joe Piscitelli is scheduled for each student.

Financial Aid

Hoff-Barthelson Music School welcomes need-based financial aid applications for students of all ages and levels of advancement for the 2021-22 School Year from families with household incomes up to four times (400%) of New York State's 2020-21 Reduced Price Lunch Eligibility levels:

2020-21 NYS Reduced Price Lunch Eligibility Scale		2021-22 HMBS Financial Aid Eligibility Scale
HH Size	Maximum Annual Household Income	Maximum Annual Household Income
1	\$23,606.00	\$94,424.00
2	\$31,894.00	\$127,576.00
3	\$40,182.00	\$160,728.00
4	\$48,470.00	\$193,880.00
5	\$56,758.00	\$227,032.00
6	\$65,046.00	\$260,184.00
7	\$73,334.00	\$293,336.00
8	\$81,622.00	\$326,488.00
Each addtl. Person	\$8,288.00	\$33,152.00

Factors Influencing Award Decisions: Need, Commitment, and Contribution to the HB Community: Decisions regarding the amount of aid awarded are based on the amount of funds available, demonstrated financial need, and the number of applications received. Funding is limited; not every student with a demonstrated need is guaranteed to receive aid. Early application is encouraged.

- Need**—Need is determined via consideration of total annual family income from all sources—including investments, trust funds, etc., as well as gross income for income tax purposes for all family members (including the student), and family expenses. Financial aid will not be awarded where total anticipated annual family receipts exceed those listed above, unless the award is approved by the Financial Aid Committee based on a showing of extraordinary circumstances such as (i) death or disability of a parent, (ii) major, uninsured medical expense, or (iii) a large uninsured casualty loss.
- Commitment**—Except for students entering their first year at Hoff-Barthelson, no student shall be considered for financial aid unless the student shows commitment to their music education. Students are expected to practice at home—between lessons, coachings and ensemble rehearsals—on a regular basis—and must maintain a minimal attendance rate of 80% of all classes, lessons, rehearsals, and performances to remain eligible for financial aid.
- Contribution to the HBMS Community**—An applicant's contribution or potential contribution to the Hoff-Barthelson community is also a consideration. Factors impacting contribution to the Hoff-Barthelson community may include years or potential years of study at the school and/or active participation in classes, clubs, ensembles, festivals and other programs.

Award Amounts: Maximum award amounts are factored as percentages of total tuition, to a maximum of 40%, for those with the highest level of need:

Household Size	Maximum Household Income to Qualify for Aid Awards of 20%, 30% and 40% of Tuition		
	40%	30%	20%
1	\$70,818	\$82,621	\$94,424
2	\$95,682	\$111,629	\$127,576
3	\$120,546	\$140,637	\$160,728
4	\$145,410	\$169,645	\$193,880
5	\$170,274	\$198,653	\$227,032
6	\$195,138	\$227,661	\$260,184
7	\$220,002	\$256,669	\$293,336
8	\$244,866	\$285,677	\$326,488
Each addtl. Person	\$24,864	\$29,008	\$33,152

We regret that financial aid awards are not available for adult classes offered in partnership with the Scarsdale Adult School, nor to our Summer Lessons program, which features already-reduced prices.

Financial aid awards do not cover registration fees (\$70 per student per year for private lesson students, \$30 per year for students enrolling only in classes, clubs or ensembles for our academic year programs) nor materials fees (\$49 per semester for private lesson students); these fees and the balance of tuition must be paid in full, or a payment plan must be established, prior to the start of instruction.

Term: The maximum term of academic year awards is two semesters within a single academic year, with awards divided equally between each. The maximum term for our Summer Arts Program is two two-week sessions. Financial aid awards are not automatically renewed each year and are subject to review and withdrawal at any time throughout the year. Continuation of Financial Aid is dependent upon regular attendance at classes, lessons, ensemble rehearsals, and coaching sessions; students must maintain a minimum 80% attendance rate for each to remain eligible. Attendance is reviewed on an ongoing basis. Reductions in tuition will result in a proportionate decrease in Financial Aid. Increases in tuition will not guarantee additional Financial Aid.

Application, Notification and Registration Timeline: Applications from students applying for financial aid are considered on a first-come, first-served basis. Because the School's financial aid funds are limited, early application is strongly encouraged. Applicants must first register and pay the appropriate registration fee and deposit prior to submitting an application. Please allow up to two weeks for the consideration of new requests. Note that incomplete applications cannot be considered.

The amount of any financial aid award will be deducted from the recipient's total tuition charges. Any balance and all applicable fees (e.g., registration and materials fees) must be paid in full, or a payment plan selected prior to the start of instruction.

How to Apply: [Download the 2021-2022 financial aid application form.](#)

Once you have completed registration by paying the registration fee and tuition deposit, and are ready to submit your completed application and required supporting documentation, please email Mike Nelson, mnelson@hbms.org, who will send you a link to securely transfer your forms to the School.

Students without access to the technology necessary to share documents electronically must deliver their completed forms and required supporting documentation to: Hoff-Barthelson Music School, Attention: Mike Nelson, 25 School Lane, Scarsdale, NY 10583.

Questions: Questions may be addressed to Student and Faculty Services at 914-723-1169 or studentservices@hbms.org.

Registration and Conditions of Enrollment

1. A non-refundable registration fee and an advance deposit are payable upon registration. Registrations will only be processed upon receipt of the registration fee and deposit. Deposits are applied to tuition.
 - Comprehensive Program (Core, Full, Extended) \$70 Registration Fee and \$300 Advanced Deposit (\$370 Total)
 - A la carte Classes, Clubs and Ensembles \$30 Registration Fee and \$100 Advanced Deposit (\$130 Total)
 - Early Childhood Classes \$30 Registration Fee and \$100 Advanced Deposit (\$130 Total)
2. Invoices for the balance of tuition will be e-mailed; payment is due upon receipt. You may pay for the entire year, by semester, or via a payment plan. **Please note that no student will be enrolled or scheduled for lessons, classes or ensembles until outstanding balances from prior semesters are paid in full.** Billing and account information is available [here](#) or at <https://hbms.org/register>.
3. Failure to meet financial obligations will result in suspension or termination, without removing financial liability for monies due.
4. Families may choose an installment payment plan by completing a [Payment Plan Consent Form](#) (also available from the [Bursar](#)). Payment, with interest, is due in four equal monthly installments each semester. A 3% interest fee applies to all payment plans. Further conditions are detailed on the Payment Plan Consent Form.
5. Payments that are 30 days overdue are considered delinquent; a \$25 late fee will be added for each month of additional billing. Individuals unable to meet their financial obligations, must notify the [Bursar](#) immediately to determine whether they are eligible for financial aid.
6. There is a \$49 Music and Materials Fee per semester.
7. There is a \$50 fee for returned checks.

Cancellations/Missed Lessons

1. No individual lesson is made up except for:
 - Illness, if a message is left on the School's voice mail system by pressing "0" or by speaking with the Receptionist by 10:00 am the day of the lesson on weekdays. The School must be notified by 9:00 am for Saturday lessons scheduled at or after 10:00 am. For lessons scheduled before 10:00 am on Saturday, a message must be left on the School's voice mail system by 8:00 am.
 - Mandatory academic school events that are NOT extracurricular if a week's notice is given.
 - Lessons cancelled by the teacher.
 - Lessons missed when School facilities are closed due to weather conditions or emergencies. By mutual consent, teachers and students may arrange online lessons instead of in-person lessons during such closures.
2. ONLY three absences per academic year will be made up. If a makeup lesson is offered twice but refused, the lesson will be considered made up.
3. Scheduled makeup lessons cancelled by the student cannot be rescheduled.
4. No group or ensemble classes (except for Early Childhood classes and Scarsdale Adult School classes) are made up except those cancelled by the teacher.
5. No other lessons missed by the student will be made up and no refunds will be issued.

Make-Up Policy Amendment:

The following amendment to the School's make-up policy remains in effect, as revised on June 25, 2021, until further notice: During the COVID-19 Pandemic, the School may offer private lessons in-person or online. If a student is not able to attend a private lesson in person due to COVID-19 related concerns (e.g., the student may have been exposed to COVID-19, is asymptomatic, yet must remain home under quarantine) the faculty member may deliver private lesson instruction online. If a faculty member is not able to conduct private lesson instruction in person due to COVID-19 related concerns (e.g., s/he has tested positive for COVID-19, even though fully vaccinated) the faculty member may deliver private lesson instruction online. Lessons offered online but rejected by the student will not be made up. The School will consider exceptions in cases of hardship on the part of the student (e.g., s/he is ill, does not have access to the necessary technology, has learning disabilities that interfere with online learning, etc.). Requests for exceptions must be submitted by the family/student via email to studentservices@hbms.org. Requests for make-up lessons will be honored if a message is left on the School's voice mail system by pressing "0" or by speaking with the Receptionist by 10:00 am the day of the lesson on weekdays. For lessons scheduled before 10:00 am on Saturday, a message must be left on the School's voice mail system by 8:00 am; the School must be notified by 9:00 am for Saturday lessons scheduled at or after 10:00 am. Requests to substitute an online lesson for an in-person lesson must be submitted by the same procedure at least two hours in advance of the start of the lesson.

Withdrawals and Refunds

Withdrawals and requests for tuition credits or refunds must be submitted in writing to [Registration](#). For students enrolled in the School's comprehensive program (at the Core, Full or Extended tiers), tuition paid is fully refunded if the School receives notification of student withdrawal 10 or more business days before their first lesson. If notice is received less than 10 business days before their first lesson, a \$150 withdrawal fee will apply. Notification after the first lesson, but before the second lesson will result in charges for the first lesson and a \$200 withdrawal fee. For withdrawal prior to the sixth lesson of the semester, the student receives a refund for the remaining weeks of the semester minus a two-week surcharge. There are no refunds for withdrawal after six lessons, and the student is responsible for the balance of the semester's tuition. In the case of moving or prolonged illness, refunds are pro-rated on an individual basis, minus the two-week surcharge. Students enrolled in the Comprehensive Program are not charged withdrawal fees for dropping classes, ensembles or clubs; rather, the changes may result in a change of tier and an adjustment to their tuition, with a pro-rated credit or refund provided. Students who withdraw from classes, ensembles or clubs in which they have enrolled a la carte will receive credits or refunds pro-rated for the remaining weeks of the semester, minus a \$30 withdrawal fee.

Media Release

From time to time, Hoff-Barthelson Music School may use your or your child's name, photo, voice, work, statements, and other information supplied by him/her in a variety of school publications and media, including but not limited to: all forms of social media; newsletters; brochures; catalogs; promotional/advertising materials; news items appearing in local media; and websites including streaming video and audio recordings, without compensation to you or your child.

You have a right to withhold your permission for such use. To do so, please email hb@hbms.org with your name and the name of the student.

Registering for Extra Lessons during the Academic Year

Currently enrolled students are encouraged to register for additional lessons throughout the academic year (see below for Summer Lesson information). Prices are discounted from our full, pro-rated weekly tuition rates; a further discount of 10% is available with packages of three or more lessons. Prices include accompaniment service during lessons; the teacher is responsible for scheduling the accompanist. Fifteen minutes of pre-recorded accompaniment, specifically tailored to the student, is available when packages of three or more lessons are purchased a week or more in advance.

Lesson Length	1 or 2 Lessons	3 or more Lessons
30 minutes	\$99	\$89.10
45 minutes	\$134	\$120.60
60 minutes	\$169	\$152.10
75 minutes	\$224	\$201.60
90 minutes	\$279	\$251.10

1. The **student and her/his family and the teacher** discuss lesson arrangements to arrive on a proposed schedule for extra lessons.
2. The **student/family** completes the [Extra Lesson Registration Form](#) but does not yet submit payment.
3. **A member of our Student and Faculty Services Department then...**
 - a. Contacts the faculty member to confirm the schedule, duration, and the number of lessons requested.
 - b. Confirms studio availability.
 - c. Contacts the student/family to confirm the schedule, location and total cost.
4. Once the details have been confirmed, **the Student and Faculty Services Department officially schedules the lessons and the Bursar invoices the student/family, with payment due upon receipt.**
5. If accompaniment service is desired, **the teacher schedules the accompanist** through the Student and Faculty Services Department. Note that pre-recorded accompaniments of up a total of 15 minutes are available with one week's advanced notice.
6. **Lessons commence as scheduled!**

Music Resource Center and Parent Lounge

The Music Resource Center (formerly the Music Library) and Parent Lounge are located on the second floor. The Music Resource Center is a quiet zone, reserved for students doing homework.

During the pandemic, the Music Resource Center and Parent Lounge are operating at reduced capacities. Family members and friends of HBMS students are encouraged to wait outside; students will have priority access to these areas.

Parking Rules and Regulations

Please make every effort to park in the HB parking lot. If the lot is full, parking is permitted on the Music School side of School Lane for two hours only, from 8:00 am - 6:00 pm daily. **Please be considerate and obey parking signs; do not park in the no parking/no standing zones near the driveway exit and do not block our neighbors' driveways.**

Vehicles may not be left unattended in the driveway at the main entrance to the School, and no one may park a vehicle with the motor idling while waiting for students.

Your cooperation is appreciated!

Lockwood Road-North

2 hours

8:00 am to 6:00 pm every day

From Church Lane South to a point
150 feet west of School Lane

Lockwood Road-South

1 hour

8:00 am to 6:00 pm every day

From School Lane to Church Lane
South

Lockwood Road-West

1 hour

8:00 am to 6:00 pm every day

From Popham Road to a point 150
feet west of School Lane

Lost and Found

Kindly label all students' music, texts, assignment books, instrument cases, and other personal items. To inquire whether a lost article has been found, please contact Lucy Rosenberg, office manager, at rosenberg@hbms.org or (914) 902-0709, Monday – Friday, 9:00 – 5:00.

Weather and Emergency Closing Information

In the event of inclement weather or other emergencies:

- Check your email in-box for a message from us
- Check the home page of the School's web site (www.hbms.org)
- Visit Hoff-Barthelson's [Facebook Page](#)
- Call the School (914-723-1169) and listen to the outgoing message
- Watch the scroll on [News 12 Westchester](#)
- Check <https://www.lohud.com/>

Non-Discrimination Policy

Hoff-Barthelson Music School admits students of any race, creed, color, national and ethnic origin, sex, marital status, sexual orientation, gender identity, or disability to all the rights, privileges, programs and activities generally accorded or made available to students at the School. The School does not discriminate on the basis of these factors in administration of its educational policies, admissions policies, financial aid and loan programs, and music instruction and other school-administered programs. Hoff-Barthelson Music School is wheelchair accessible.

Code of Conduct

Hoff-Barthelson Music School's Code of Conduct is intended to set out certain basic minimum standards of behavior for all members of the School community, including, without limitations, Trustees, Faculty, Administration, Staff, Students and Parents. [View or download the Code of Conduct.](#)

Administrative Staff

Unless otherwise noted, staff emails are formatted as follows: *firstinitiallastname@hbms.org*, e.g., kcole@hbms.org

Name	Position	Room	Ext
EXECUTIVE OFFICE			
Ken Cole	Executive Director	202	721
Christopher Kenniff	Dean	208	719
Kathryn Jones	Associate Dean	203	716
STUDENT AND FACULTY SERVICES			
Terry Wager	Student and Faculty Services Manager	Business Office	703
Mike Nelson	Manager of Information Services	Business Office	710
Christopher Peña	Registration Associate	203	701
FINANCE			
German Rodriguez	Interim Director of Finance	205	704
Luis Ramos	Controller	205	702
Silvina Mottura	Bursar	205	708
DEVELOPMENT			
Alex Villari (development@hbms.org)	Development Director	N/A	706
Mary Ann Riad	External Relations Associate	Business Office	712
Nancy Pasquale (friends@hbms.org)	Parent Engagement Coordinator	N/A	N/A
MARKETING			
Patrick Cacciola	Director of Marketing and Communications	201	707
OFFICE AND BUILDING MANAGEMENT			
Lucy Rosenberg	Office Manager	201	709
Glen Kirchoff	Building Manager, Piano Consultant, Honors Program Coordinator	N/A	N/A
Fredy Gomez	Custodian	N/A	N/A
Hector Gomez	Custodian	N/A	N/A
RECEPTION (for general reception questions please email reception@hbms.org ; receptionists may staff the Main Desk and/or Helton House)			
Jennifer Petrocelli	Receptionist Coordinator	Main Desk	169
Elizabeth Engel	Receptionist	Main Desk or HH	169 or 124
Lyra Harada	Receptionist	Main Desk or HH	169 or 124
Barbara Gelinas	Receptionist	Main Desk or HH	169 or 124
Fran Naughton	Receptionist	Main Desk or HH	169 or 124
Mariell Olier	Receptionist	Main Desk or HH	169 or 124

Instrument Suppliers and Maintenance

Please note: The dealers listed are generally reliable as to prices and service. Hoff-Barthelson, however, does not endorse or guarantee any particular dealer.

Unless you are thoroughly conversant with the current instrument market, you would be well-advised to have your teacher counsel you on the rental or purchase an instrument, or to take the instrument on approval so that your teacher may advise you.

If possible, avoid giving an instrument to a repair person that has not been recommended, especially if the instrument is valuable. Your teachers are the best source of advice in such matters.

PIANOS

Allegro Pianos

800-968-9250 / 203-968-8888

1068 Long Ridge Rd., Stamford, CT 06903

www.allegropianos.com

allegro@allegropianos.com

Beethoven Pianos *

212-765-7300

211 W. 58th St., New York, NY 10019

2403 3rd Ave., Bronx, NY 10451 (appt. only)

www.beethovenpianos.com

info@beethovenpianos.com

Drasche Pianos (Service, tuning, rebuilding)

212-877-7535

215 W. 90th St., New York, NY 10024

www.draschepianos.com

steve@draschepianos.com

Pro-Piano *

800-367-0777 / 212-206-8794

637 W. 27th St., #201, New York, NY 10001

www.propiano.com

info-ny@propiano.com

Steinway & Sons *

800-783-4692 / 718-721-2600

One Steinway Place, Astoria, NY 11105

www.steinway.com

info@steinway.com

White Plains Piano & Organ Company

914-761-7200

1230 Pleasantville Rd., Briarcliff Manor, NY 10510

<http://whiteplainspianos.com/>

contact@whiteplainspianos.com

PIANO TUNERS

Jerome D. Cohen - 201-934-9081

Stephen Eriksson - 718-387-7501

David Skolnik - 914-231-7565

Steinway & Sons - 718-721-2600

STRING INSTRUMENTS

Amadeus Strings *

845-486-7617

105 Wennington Dr., Poughkeepsie, NY 12603

www.amadeus-strings.com

yoona@amadeus-strings.com

Ardsley Musical Instruments *

914-693-6639

219 Sprain Rd., Scarsdale, NY 10583

www.ardsleymusic.com

DZ Strad Violin Shop *

914-831-7415/7416

60 S. Lexington Ave., White Plains, NY 10606

www.stradny.com

Eduardo Echeverria

845-627-1844

12 Oakwood Rd., Bardonia, NY 10954

Johnson String Instruments *

800-359-9351 / 617-964-0954

1029 Chestnut St., Newton Upper Falls, MA 02464

www.johnsonstring.com

info@johnsonstring.com

Right Tune/String House of Music

201-784-5050

245 Closter Dock Rd., Closter, NJ 07624

www.facebook.com/amadeusstringsrighttune/

Robert Isley Violins

914-921-1075

44 Purchase St., Rye, NY 10580

www.facebook.com/Robert-Isley-Violins-LLC-208585435852642

Rudy's Music (guitars, basses, ukuleles)

914-725-0120

30 East Parkway, Scarsdale, NY 10583

www.rudysmusic.com
info@rudysmusic.com

Skarstad Violins

914-747-4927

42 Wheeler Ave., No. 4, Pleasantville, NY 10570

www.skarstadviolins.com
skarstadviolins@gmail.com

Strings and Other Things

212-362-0857

1995 Broadway, 6th Fl., New York, NY 10023

www.stringsandotherthings.com
strings@landonviolins.com

Virtuoso Resources

917-365-7808

261 W. 93rd St., New York, NY 10025

www.virtuosoresources.com
info@virtuosoresources.com

Westchester Strings (Mary Foss) *

914-923-4966

35 Ryder Rd., Ossining, NY 10562

westchesterstrings@verizon.net

Lukas Wronski

646-479-7842

231 West 96th St., Apt. 4B, New York, NY 10025

<https://www.facebook.com/LukasWronskiViolins/?rf=633821820051298>
info@lukasviolins.com

Yung Chin (bowmaker)

212-582-3626

1776 Broadway, Ste. 1702, New York, NY 10019

WOODWINDS & BRASS**Ardsley Musical Instruments** *

914-693-6639

219 Sprain Rd., Scarsdale, NY 10583

www.ardsleymusic.com

Bronen's Music

718-364-3350

2462 Webster Ave., Bronx, NY 10458

<https://musicalinstrumentrepairsbronx.com/abronen@gmail.com>

Flute World

248-855-0410

29920 Orchard Lake Rd.

Farmington Hills, MI 48334

www.fluteworld.com

Jon Baltimore Music Company, Inc. *

Sales/Rentals - 212-840-7165 / 212-575-1508

Repairs - 212-575-9794

151 W. 46th St., 2nd Fl., New York, NY 10036

www.jonbaltimoremusic.com
jbmusicstore@gmail.com

Woodwind and Brasswind

800-348-5003

PO Box 7479

Westlake Village, CA 91362

<https://www.wbw.com/>

JodyJazz (sax mouthpieces)

912-964-4705

1335 Lynah Ave., Ste. 112, Savannah, GA 31408

www.jodyjazz.com
info@jodyjazz.com

RECORDERS**Courtly Music Unlimited**

800-274-2443

89 River St., 3rd Fl. Unit 3

Warrensburg, NY 12885

www.courtlymusicunlimited.com

** Instrument rentals as well as sales*