



**Jammers Tech**

**Parent & Class Handbook  
Spring 2024 Semester**

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# I. Organizational Overview

The Vienna Jammers Percussion Ensemble, Inc. (“Jammers”) is an independent, community-based non-profit 501(c)(3) organization.

## A. Vision

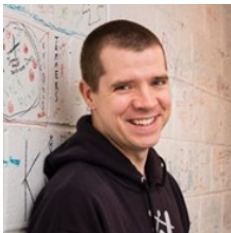
Vienna Jammers participants develop life skills in the essential areas of self-confidence, personal discipline, creativity, cooperation, community awareness, acceptance, and tolerance through music and its performance.

## B. Mission

To educate youth through unique percussion programs; provide a dynamic and diverse experience in the performing arts; and nurture the creativity of each child and enrich lives within the community.

## C. Personnel

### Leadership



**David L. Reynolds, Jr.**  
Executive Director & Founder



**Laura Moniuszko**  
Assistant Director

### Administration

Front Desk / Bookkeeper

Reshma Eggleston

### Board of Directors

President

James Naughton

Vice President

(open)

Secretary

Lynn Collins

Treasurer

Kevin Polchow

## II. Class Responsibilities

Being a class participant of Vienna Jammers Tech means that you agree to:

***Act Like a Professional:*** Listen, help pack and unpack, load equipment, represent the group with pride and maturity.

***Work Hard and Have Fun!*** You must give your best effort. Have a positive attitude – smile, share, cooperate, help, and be nice to your fellow Jammers Tech crew!

***Be Dependable:*** Pay attention during each session and come to any gigs that you are scheduled for on time!

### A. Behavior

The Vienna Jammers Tech prides itself on professional mature behavior. Misbehaving while at the studio space or at performances will not be tolerated. Any time you are with the Jammers or are wearing a Jammers Tech shirt, you are representing the organization.

### B. Classes

Students are expected to be at class ON TIME!

#### a. Rehearsal Scheduling & Cancellation

- i. Rehearsals **do not** take place on federal holidays.
- ii. Rehearsals **do not** take place during [FCPS breaks](#) (**Thanksgiving/Winter/Spring Breaks**).
- iii. Rehearsals **are** held on Fairfax County Public Schools teacher work days.
- iv. Classes begin in January.
- v. If Fairfax County Public Schools close due to inclement weather, a group text alert will be sent that states whether Jammers rehearsal will be canceled. In the event rehearsal takes place as planned, any absences are excused. You should not drive your child to rehearsal if safety is a concern.

#### b. Class Attendance Policy

It takes quality class time with hands-on experience to learn the necessary skill set. There are no shortcuts. The class attendance policy is as follows:

- i. Jammers Tech students are allowed 2 unexcused absences per semester.

- ii. Pulling a student from class more than 10 minutes before it concludes is considered an unexcused absence, unless for a reason in the excused absences list.
- c. Excused Absences

There are situations where missing class is unavoidable. Students will not be charged with an unexcused absence for the following reasons:

- i. Illness
  - ii. School field trip that does not return on time
  - iii. Significant events scheduled outside your control associated with school or formal extracurricular activities (e.g., performance, recital)
  - iv. Sporting activity game start time conflict – not report-to-field time
  - v. Special circumstances or events that are deemed appropriate by the Director
- d. Missed Class Notification

If a student must miss class, go to <https://www.viennajammers.org/absent> as early as possible and fill out the form that states your child’s name and clear reason for the absence.

### C. Class Schedule

**Vienna Jammers Tech Schedule\* (see dates below)**

Ensemble		M	T	W	Th	F
Jammers Tech	4:00 - 5:00 pm.	✓				
Jammers Advanced Tech	6:15 - 7:15 pm			✓		

### D. Semester Dates

The Jammers Tech Spring semester runs from January to May.

**Jammers Tech (10 Sessions):** Jan 8, Jan 22, Feb 12, Feb 26, Mar 4, Mar 18, Apr 8, Apr 22, May 6, May 20

**Jammers Advanced Tech (5 Sessions):** Jan 10, Feb 7, March 6, April 10, May 8

**NOTE: End of year party for both Tech and Adv Tech is Monday, May 27th at 4:00 pm**



**E. Performances**

The performance schedule for the semester known at the time of handbook publication is shown below. Jammers Tech students will be required to attend at least one performance.

**Vienna Jammers Performance Schedule**

Performance / Venue	Green	White	Red	Black	Steel	Adv. Steel	Platinum
<b>Vienna Volunteer Reception</b> Vienna, VA April 17th, 2024 at 6:00 p.m.					✓	✓	
<b>Big Jam, Capital One Hall</b> Tysons Corner, VA April 13th, 2024 at 7:00 p.m.	✓	✓	✓	✓	✓	✓	✓
<b>Viva Vienna</b> Vienna Town Green May 27th, 2024 at 10:00 a.m.	✓	✓	✓	✓	✓	✓	✓

The Jammers will perform in public around the community. Throughout the season, new opportunities will emerge for Jammers to perform at other gigs not known at this time. No commitments will be made for new performances before ensuring that most of the group can participate. You will be notified as soon as possible about potential new opportunities.

Travel Performances

There may be opportunities for an ensemble to perform at a distant location that necessitates travel by bus, train, or even airplane. Travel performances are special engagements that allow Jammers to expand its audience and provide a memorable experience for those involved. Like all performances on the schedule, Jammers Tech will also need enough crew to travel. The basic costs required will be covered by the Jammers.

**F. Dismissal**

- a. Fail to comply with requirements in the Jammers Tech Parent & Class Handbook.
- b. Miss an event you are scheduled for.
- c. Miss an excessive number of classes (the parent will be warned).
- d. Fail to correct a recurring behavior problem after warnings.
- e. Fail to pay tuition fees as scheduled.
- f. Fail to agree to the waiver as written.



In the unfortunate situation where a member is dismissed, you are still responsible for your financial obligation that requires payment of the Semester Fee in full for the entire semester.

### III. Fees & Payment

#### A. Tuition and Registration Fees

In order to provide a quality self-sustaining class, a Tuition Fee is required to participate in Jammers Tech. The amounts vary by semester and by group. The Fall 2022 semester costs are as follows:

**Vienna Jammers Tech Class Fees**

<b>Class</b>	<b>Semester Cost</b>
Jammers Tech	\$375
Jammers Advanced Tech	\$200

#### B. Financial Obligation

YOU ARE RESPONSIBLE FOR THE ENTIRE SEMESTER TUITION FEE UPON REGISTRATION OF YOUR CHILD. By agreeing to the Parent Contract in the Vienna Jammers Parent & Class Handbook, you are entering into a binding financial commitment that obligates you to pay the full amount regardless of whether the fee is paid all at once, via monthly installments or using a different payment plan. The Semester Fee obligation will **NOT** be waived even if a member does not complete the entire semester. This is necessary since the Jammers Tech class slots are limited.

#### C. Payment

Jammers will default to invoicing you for the Semester Fee in **monthly installments** instead of one lump sum (\$75/month for Jammers Tech and \$40/month for Jammers Tech Advanced). You may elect to pay in full or make installment payments less frequent than monthly, if desired. Please contact the Jammers Bookkeeper if you would like a payment arrangement that differs from the default monthly installments.

A minimum monthly installment payment is due the first day of each month. You will receive an e-mail with a link to your invoice prior to the due date. You can pay via bank transfer through the link in the email or you can set up automatic check payments through your financial institution's bill pay service, mail a check, or bring a check to rehearsal. Payment using a credit card is another option but requires prior set-up and processing fees will apply. Please contact the Jammers Bookkeeper with any questions regarding your invoice or payment.

#### D. Late Payment

A twenty-five dollar (\$25.00) late fee will be assessed if your payment is not received by the 15<sup>th</sup> day of the month in which it is due.

## E. Financial Assistance

Financial assistance is available to qualifying families. All inquiries and application information provided will be kept strictly confidential and destroyed when no longer needed for evaluation purposes. The Vienna Jammers Financial Assistance policy document and application can be found on the Jammers website or obtained by contacting the Jammers Front Desk.

## IV. Uniforms

### A. Class Attire

Comfortable clothing appropriate to be worn at school is suitable for rehearsal.

### B. Performance Attire

Jammers Tech performance attire consists of an official Jammers Tech T-shirt, dark colored pants or shorts, and shoes.

## V. Communication

Ensure that you can receive messages and last-minute information from the Jammers.

### E-mail

During the registration process, be sure that you provide Jammers with an e-mail address that you check regularly. To update your information at any time, contact the Jammers Front Desk.



### Parent Portal

Useful information for Jammers parents can be found in the Parent Portal, accessible from the Vienna Jammers public web site ([www.viennajammers.org](http://www.viennajammers.org)). To access the portal, click on the Jammers logo in the upper left-hand corner of the home page, then self-register with e-mail and password. Once approved on the back end, you will have access.



### Text Alerts

Be the first in the know...and prove that you read this handbook! :)



To receive text alerts from the Vienna Jammers:

Text: *@jamtech1* to 81010 to receive Jammers Tech alerts

Text: *@jamtech9* to 81010 to receive Jammers Tech Advanced alerts



## VI. Contact Information

Not sure?

**frontdesk@viennajammers.org**

LEADERSHIP	
David L. Reynolds, Jr. Executive Director Text: 703-755-0410 director@viennajammers.org	Laura Moniuszko Assistant Director assistantdirector@viennajammers.org

ADMINISTRATION	
Front Desk	frontdesk@viennajammers.org
Bookkeeper	bookkeeper@viennajammers.org

VOLUNTEER LEADS	
Big Jam	<a href="mailto:bigjam@viennajammers.org">bigjam@viennajammers.org</a>
Publicity	<a href="mailto:publicity@viennajammers.org">publicity@viennajammers.org</a>
Fundraising	<a href="mailto:sponsorship@viennajammers.org">sponsorship@viennajammers.org</a>
Merchandise	<a href="mailto:merchandise@viennajammers.org">merchandise@viennajammers.org</a>
Band Managers	See Parent Portal
Miscellaneous	<a href="mailto:frontdesk@viennajammers.org">frontdesk@viennajammers.org</a>

BOARD OF DIRECTORS	
President	president@viennajammers.org
Vice President	vicepresident@viennajammers.org
Secretary	secretary@viennajammers.org
Treasurer	treasurer@viennajammers.org
Publicity Chair	publicity@viennajammers.org
Fundraising Chair	donations@viennajammers.org



## Parent Contract

Vienna Jammers needs the support, commitment and resources of parents to operate as a community-based group that provides rich opportunities for the musical and personal growth of its student members.

By agreeing to this Parent Contract, I will:

1. Financial Obligation: Pay all fees for the semester (Tuition and Uniform/Registration), regardless of whether it is paid all at once, in monthly installments, or via an alternative arrangement. This is a binding commitment that will not be waived even if a member does not complete the entire season or we go all virtual.
2. Participation: Permit my child to participate in all Jammers' activities and performances, including those that involve travel.
3. Drop-off / Pick-up: Have my child at the studio space / venue ready to start on time; Retrieve my child promptly at the conclusion of the class / performance.
4. Communication: Sign-up to receive e-mail and text updates from the Vienna Jammers to an account that is checked regularly. Register on the Jammers Parent Portal.
5. Allow the free use of my child's name and photograph for broadcast or print for the public relations activities of the Vienna Jammers, and allow Vienna Jammers to record and sell CDs or other recordings on which my child is a part of producing, without compensation to us. I understand that all negatives, positives, and prints are the sole property of Vienna Jammers Percussion Ensemble, Inc.

**Welcome to the Spring 2024 Semester!**