Dear Students and Parents,

Welcome back to another exciting year at the Eastman Community Music School!

- Fall semester begins Wednesday Sept 9
- New Horizons program starts the week of Tuesday Sept 8
- Early Childhood starts Saturday Sept 19. For Early Childhood classes you will receive a time and room assignment via email by Wednesday, Sept 16.

### Important! University Registration Policy:

By directive of the University of Rochester, all students in the Eastman Community Music School must be registered for any class, ensemble or lesson BEFORE they attend those courses. In the past, many students have attended ECMS offerings with the intention of registering after the fact. Please know that this will no longer be possible. ECMS faculty will be required to take attendance to ensure all of their students are registered – even on the first class/lesson meeting. Thank you for your cooperation!
Our Mission

The ECMS, in collaboration with members of the Eastman School collegiate faculty, strives to:

* introduce students of all ages to the joy and discipline of music
* provide a rich environment that supports each student’s music participation and enjoyment
* develop a solid foundation for the young musician aspiring to a professional career
* present opportunities for lifelong musical experiences
* offer ongoing development for teachers and other music professionals

How to Register

All returning students may register electronically or with a paper form. Visit www.esm.rochester.edu/community/register for links to online registration and a printable form. To register electronically, you will need your ID number and PIN, which were sent to you via email in mid-May. You may submit the paper form via mail (26 Gibbs Street, Rochester, NY 14604), fax (585.274.1005), and in person (10 Gibbs Street, 3rd floor). You may also send a scan of the form via email (community@esm.rochester.edu). New students or students requesting lessons with a new private teacher must register using the paper form.

ECMS ID Cards

All students should have an ID card, but it is essential for students whose classes or lessons are in the Annex or on the 4th floor of Messinger Hall. To receive IDs, students should stop in the ECMS office for ID photos and processing. IDs will be printed within a day or so, as long as the student is registered in the computer. ID cards cannot be mailed; they must be picked up at the office.

Come to the ECMS office to report a defective or lost ID. If your card is damaged, you may trade it for a new card. If your card is lost, there is a $15 replacement fee.
Locations of ECMS Classes and Ensembles

In preparation for the first day of ECMS classes (Wed, Sept 9), students should confirm the location of the courses for which they have registered.

See the “Classes and Ensembles” tab at www.esm.rochester.edu/community/classes/ for 2015 ECMS course offerings. Room assignments are listed in the column to the far right. Many Eastman classroom and studio room numbers are preceded by a group of letters which indicate building location on the Eastman campus.

- “ESM” refers to rooms in Eastman’s Main Building at 26 Gibbs Street.
- “A” refers to rooms in Eastman’s Annex Building (on Swan Street). Enter at 26 Gibbs Street, walk up the staircase to the landing and across the bridge. An ECMS ID is required.
- “MSH” refers to rooms in Messinger Hall, the Eastman Community Music School building at 10 Gibbs Street. An ECMS ID is required for fourth floor access.
- “OSL” refers to rooms in the lower levels of the Annex (Old Sibley Library). Go to the Annex mezzanine, and follow the signs to the left of the elevators. An ECMS ID is required.
- “ET” refers to rooms in the Eastman Theatre complex. Enter at 26 Gibbs, go to the basement, and follow signs to the left.
- “EEW” refers to rooms in Eastman’s East Wing (2010 expansion), which includes Hatch Recital Hall.
- “MC” refers to rooms in the Miller Center. Enter at 27 Gibbs Street (Sibley Music Library), which is across the street from Eastman’s Main Building.

Parking

The East End Garage is undergoing a major rehabilitation construction project which is expected to last through Fall 2016. The project at times will result in some entrances being closed and up to 100 parking spots at a time being taken off line. Currently, among other work being completed, the garage is in the process of transitioning to a new gate system. During the transition to a new gate operating system, the gates are inoperable and being manned with garage attendants. Therefore, the garage has gone to a flat $4 fee that is cash only. It is expected that the gate transition portion of the project will be concluded by December 2015. At that time, the rates will revert back to the standard rates. For your convenience here is a link to the rate http://www.cityofrochester.gov/eastendgarage/.

The only exception to the flat $4 rate being currently charged is when the special event fee is in effect. The special event fee is $7 cash only. The special event fee is charged for special events such as RPO, Eastman Opera, Fringe etc. The special event fee goes into effect 2 hours before the start of the event. One of the upcoming special events is the Fringe Festival which will go from September 17th – September 26th; during that time, the East End Garage will charge a special event fee ($7 cash only) starting at 5:00pm weekdays and all day weekends.

An alternative, metered parking is available on Gibbs and in others surface lots in the area.

We appreciate your patience during this period of construction which will ultimately improve parking for our Eastman Community Music School community.
Billing

Bills are sent near the middle of each month, and are due on the 10th of the following month. Subsequent outstanding balances will be assessed a monthly fee of 1% of the amount past due. Payment can be made by check, VISA, MasterCard, or Discover. **Payment cannot be taken over the phone; a signature is required.** A nonrefundable semester registration fee of $10 must be paid by all students except those in classes of 10 weeks or less.

Concerts & Recitals

All ECMS recitals and concerts – as well as many free concerts by Eastman college students and faculty – are listed on Eastman’s concert website (www.rochester.edu/Eastman/calendar). For a list of ECMS student recitals, visit our website in October.

As an ECMS student, you also have access to discount tickets for many concerts by Eastman faculty and guest artists. **Please note that to receive student discounts, you must show your ECMS ID.**

Sibley Music Library

Your ECMS ID provides access to one of the largest music libraries in the world! Discover Sibley’s vast collection of books, scores, recordings, videos, and more. For more information about the library or to use the online catalog, visit the Sibley Music Library (www.esm.rochester.edu/sibley).
Public Safety

University public safety officers are on duty 24 hours a day/7 days a week. The University has a highly trained staff of public safety professionals, as well as comprehensive policies and procedures for dealing with emergencies. For more information on University Public Safety, please visit www.publicsafety.rochester.edu.

Recommended Safety Tips

Parents should walk young children to their classes and lessons and meet them afterwards outside the classroom or studio room. Please note that parents are welcome to attend any class, lesson, or ensemble rehearsal they wish, while staying in the background. The ECMS is not responsible for children when they are not in class.

Parents should program important numbers into their and their children’s mobile devices, such as 911 (if off-campus), University of Rochester Public Safety (see below), the ECMS office (585.274.1400), teachers’ numbers, etc.

Contacting University of Rochester Public Safety

- Dial 585.275.3333 from any cell phone.
- Dial #413 from AT&T or Verizon cell phone.
- On campus: Use any Blue Light Emergency Phone or dial 13 from any University phone.
- Emergency numbers are also located on the back of all ECMS IDs.
Need to contact your child at Eastman due to a home emergency?

* If your child is in a private lesson, please call your child or his/her teacher directly.

* Parents may call the ECMS office (585) 274-1400 to reach their child in case of a home emergency. The office is open from 9 a.m. to 6 p.m. on weekdays and from 9 a.m. to 2 p.m. on Saturdays. The staff will know where your child is scheduled to be and who the teacher is, and can relay a message to your child during class time.

* Parents may always call UR Public Safety (585.275.3333) in case of a home emergency.

In case of an emergency at Eastman:

In the event of a student emergency (medical, for example), ECMS teachers are instructed to call the emergency numbers 911 and UR Public Safety (585.275.3333), and also to alert parents and guardians, and the ECMS office.

In the event of school-wide emergencies (inclement weather or other school disruptions, for example), the ECMS will notify you via the following:

* An email alert will be sent to all faculty, students, and parents. To assist this procedure, please be sure the ECMS office has your most recent email address on file.

* A notice will be posted at www.esm.rochester.edu/community.

* Alerts will be issued through local media outlets (television, radio) for school closings and delays.

* If the school closes during lessons and classes, ECMS faculty members are instructed to call their students’ parents to inform them of the closing and arrange for pickup.

Searching for lost and found?

Lost and found is located at the Rochester Philharmonic Orchestra Box Office in Eastman’s East Wing (585.454.2100).
## Eastman Community Music School

### Contact Us
Telephone: 585.274.1400  
Fax: 585.274.1005  
Email: community@esm.rochester.edu  
Website: www.esm.rochester.edu/community  
Mail: Eastman Community Music School, 26 Gibbs Street, Rochester, NY 14604  
In person: 10 Gibbs Street, Third Floor, Suite 310  
Office hours: Weekdays from 9 a.m. to 6 p.m. and Saturdays from 9 a.m. to 2 p.m.

### Eastman Campus Hours - Fall 2015

<table>
<thead>
<tr>
<th>Day</th>
<th>Main Building, Annex, East Wing</th>
<th>Sibley Music Library</th>
<th>Messinger Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mondays - Thursdays</td>
<td>7:30 a.m. - 11:00 p.m.</td>
<td>8:00 a.m. - 11:00 p.m.</td>
<td>7:30 a.m. - 8:00 p.m.</td>
</tr>
<tr>
<td>Fridays</td>
<td>7:30 a.m. - 11:00 p.m.</td>
<td>8:00 a.m. - 8:00 p.m.</td>
<td>7:30 a.m. - 8:00 p.m.</td>
</tr>
<tr>
<td>Saturdays</td>
<td>7:30 a.m. - 11:00 p.m.</td>
<td>10:00 a.m. - 8:00 p.m.</td>
<td>7:30 a.m. - 4:00 p.m.</td>
</tr>
<tr>
<td>Sundays</td>
<td>8:00 a.m. - 11:00 p.m.</td>
<td>1:00 p.m. - 11:00 p.m.</td>
<td>CLOSED</td>
</tr>
</tbody>
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