**Mission**
To provide the community access to a music education of excellence that promotes the appreciation and enjoyment of the musical arts in each individual.

**Goals**
- To provide the best musical environment possible for the early development of integral skills and musical understanding in children starting from their pre-school years.
- To provide an academic environment in which civic, esthetic and ethic values are taught through music to mold better citizens and sensible artists.
- To encourage the enjoyment of music and its appreciation as elements that have an impact in human quality of life, regardless of age and occupation.

The courses of PS are structured by program cycles that correspond to certain ages. Through three programmatic cycles we offer training courses for infants, children and young people with projection towards the professional education in music, as well as a wide range of courses that meet the musical needs of the adults and the community in general.

<table>
<thead>
<tr>
<th>PROGRAMS</th>
<th>Children Studies</th>
<th>Primary Age</th>
<th>COURSES</th>
<th>AGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Kindermusik®</td>
<td>5 months - 3 years</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Despertar Musical®</td>
<td>3 - 4 years</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Suzuki Studies</td>
<td>Starting from 4 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chourl Studies</td>
<td>Starting from 4 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Early Age</td>
<td>Starting from 8 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pre-College Studies</td>
<td>12 - 18 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Young people and adults</td>
<td>Starting from 12 years</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Student Status**
An active student of the Preparatory School is one who has a current semester schedule and has paid in full. We recommend all students carry their program for you may be required to present it to Conservatory personnel in order to access the facilities.

The academic population of the PS is composed of three age groups:
- Infants and children: the students of Kindermusik, Pequemusicos and Suzuki (5 months - 7 years) programs.
- School: students in the programs Primary Age or Suzuki (8-12 years).
- Adolescents and adults: students of Pre-college and young people and adults (12 and older) programs.
Faculty distribution

<table>
<thead>
<tr>
<th>Area</th>
<th>Related courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strings</td>
<td>violin, viola, violoncello, contrabass</td>
</tr>
<tr>
<td>Winds, brass and percussion</td>
<td>flute, oboe, clarinet, bassoon, sax, french horn, trombone, tuba, percussion, concert band, percussion ensamble</td>
</tr>
<tr>
<td>Piano</td>
<td>Piano</td>
</tr>
<tr>
<td>Guitar, bass</td>
<td>Classic guitar, Bass and electric guitar, cuatro, harp</td>
</tr>
<tr>
<td>Voice</td>
<td>Opera, Popular, choir, theater</td>
</tr>
<tr>
<td>Music theory and Ear Training</td>
<td>Preparatory Courses, Theory and Ear training</td>
</tr>
<tr>
<td>Early childhood</td>
<td>Kindermusik®, Despertar Musical® (Musical awakening)</td>
</tr>
</tbody>
</table>

Each of the areas has a coordinator, whose role is to channel information between students, faculty and administration.

Access
Public transportation services provide continuous access to Miramar from all points of the metropolitan area. Whether by bus, train or personal vehicle, any method of transportation will provide easy access to the central location of the Conservatory in Miramar.

The Conservatory facilities feature spaces assigned to restaurants and cafes that will be open to the public.

Facilities and schedules

The Puerto Rico Conservatory of Music in Miramar is an architectural complex consisting of 3 structures: the historic building, academic building and the multi-floor parking Gallery. The historic building, known as the headquarters of the old Asylum for girls in Miramar, dates back to 1882 and was the last building constructed under the Spanish Provincial Government in Puerto Rico. In 1985 it was designated as a Historic site and included in the National Register of Historic Places of the United States. Due to its architectural features its considered a Cultural patrimony of the Commonwealth of Puerto Rico. Unlike the historical building, the academic building is a modern structure that includes the center of resources for learning Angel Ramos Foundation, the Bertita and Guillermo L. Martínez’s Theatre, that includes the Jesús María Sanromá, Pepito Figueroa and Antony Junior Soto halls, as well as study cubicles and rehearsal rooms.

Two-tier parking is covered by a green roof with a wide plaza that offers a magnificent view of the Condado lagoon and the Atlantic Ocean, as well as place the amphitheatre Rafael Hernandez.

Individual and group classes for all programs of the Preparatory School are concentrated in the Plaza and second level of the historic building, with the exception of Kindermusik®, the set of percussion and symphonic orchestras, which are offered in the academic building.

The Deanship of the preparatory school is Office A, located in the first level of the historic building. Their operation hours are Monday through Friday from 8:00 a.m. to 7:30 p.m. and Saturday from 9:00 a.m. to 4:00 p.m. 12:00 to 1:00 p.m. lunch
The Registrar Office has an Assistant responsible for the Preparatory school, their operation hours are Monday through Friday from 9:30 a.m. to 6 p.m.

During the Preparatory School’s enrollment periods the payment window offers its services from Monday to Friday from 9:30 a.m. to 5 p.m. lunch from 12:30 - 1:30 p.m. The window is located in the courtyard Luis A. Ferré of the historical building.

**Administrative Personnel**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>María del Carmen Gil</td>
<td>Chancellor</td>
<td>Ext. 223</td>
</tr>
<tr>
<td>Gladys Crespo</td>
<td>Auxiliary Administrator</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Deanship</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Germán A. Céspedes Díaz</td>
<td>Dean</td>
<td>Ext. 242</td>
</tr>
<tr>
<td>Orlando Maldonado</td>
<td>Auxiliary Principal</td>
<td>Ext. 271</td>
</tr>
<tr>
<td>Aída Baerga Díaz</td>
<td>Auxiliary Administrator</td>
<td>Ext. 268</td>
</tr>
<tr>
<td>Dagmar Ramos</td>
<td>Receptionist</td>
<td>Ext. 264</td>
</tr>
<tr>
<td>Maida Cabezudo</td>
<td>Auxiliary Registrar</td>
<td>Ext. 236</td>
</tr>
</tbody>
</table>

**Parking**

The Conservatory of Music’s facilities has a multilevel parking lot have a parking lot with the following rates:

a. For parents/guardians of students kindergarten, nursery and school in a vehicle duly registered and identified with the seal of the high school: daily rate $1.00

b. For students of adolescent groups, young and adults or their companions the fare is $1.00 per hour.

Parking access is subject to availability. It is forbidden to block traffic flow and to park in green or common areas of the Conservatory.

**Admission of new students**

We recommend to familiarize yourself with the Preparatory School’s academic offer exhibited in the table below, before initiating the registration process.
<table>
<thead>
<tr>
<th>Program Cycle</th>
<th>Required age</th>
<th>Program Courses</th>
</tr>
</thead>
</table>
| **EARLY CHILDHOOD – KINDERMUSIK®** | Village (5 to 18 months)  
1 hour weekly | 1 weekly class KM Village |
| | Our Time (18 months a 36 months)  
1 hour weekly | 1 weekly class KM Our Time |
| **EARLY CHILDHOOD – DESPERTAR MUSICAL®** | Pequemúsicos (36 a 48 months)  
1 hour weekly | 1 weekly class of DM |
| **STUDIES FOR CHILDREN – SUZUKI STUDIES** | Piano Suzuki (from 4 years)  
Time length:  
2 hours weekly | ½ hour weekly piano Suzuki class  
½ hour weekly Despertar Musical Pro class  
1 hour weekly piano group Suzuki class  
Electiva:  
Choir preinfantil (1 hour weekly) |
| | Strings Suzuki  
(Violin, viola o violoncello)  
(from 4 years)  
Time length:  
3 hours weekly | ½ hour weekly Suzuki class  
½ hour weekly Despertar Musical Pro class  
1 hour weekly strings Suzuki class  
1 hour weekly child orchestra  
Electiva:  
Choir preinfantil (1 hour weekly) |
| | Flute Suzuki  
(from 4 years)  
2 hours weekly | ½ hour weekly of class individual Suzuki  
½ hour weekly of Despertar Musical Pro class  
1 hour weekly of Orchestra preinfantil  
Electiva:  
Choir preinfantil (1 hour weekly) |
| **STUDIES FOR CHILDREN CHOURL STUDIES** | Child Choir A (4-7 years)  
Child Choir B (8-12 years)  
Young Choir A (12-15 years)  
Young Choir B (15-18 years) | 1 hour weekly of Choir  
2 hours weeklies of Choir  
3 hours weekly  
3 hours weekly  
1 hour weekly Theory  
1 hour weekly Ear Training |
| **STUDIES FOR CHILDREN PRIMARY AGE** | Piano, violin, viola, violoncello, contrabass, voice, flute, oboe, clarinet, bassoon, sax, french horn, trombone, tuba, percussion, concert band, percussion ensamble; Classic guitar, Bass and electric guitar, cuatro, harp  
(of los 8 years a los 14 years)  
Time length:  
Of 3,5 a 5,5 hours weekly | 1/2 hour weekly of class individual of instrument o voice  
1 hour weekly of Theory  
1 hour weekly of Ear Training  
1 hour weekly of Seminario para pianistas o  
3 hours weeklies Young Symphony Orchestra  
Electivas:  
Choir infantil (2 hours weeklies);  
Banda infantil (2 hours weeklies) |
| Length: 4 levels (years) | 1 hour weekly of instrument or voice class  
1 hour weekly of Theory  
1 hour weekly of Ear Training  
1 hour weekly of Seminario para pianistas o  
3 hours weeklies of Orchestra Symphony infantil – Young off CMPR  
Electivas:  
* Symphony Orchestra of las Juventuofs  
* Puertorriqueñas*  
* Orchestra of arcos (2 hours weeklies)*  
* Choir Young (3 hours weeklies);  
* Music of chamber (1 hour weekly) |
| **PRE-COLLEGE STUDIES** | Piano, violin, viola, violoncello, contrabass, voice, flute, oboe, clarinet, bassoon, sax, french horn, trombone, tuba, percussion, concert band, percussion ensamble; Classic guitar, Bass and electric guitar, cuatro, harp  
(from 12 to 18 years)  
(time length:  
Of 4 to 6 hours weekly | 1/2 hour or 1 hour of instrument or voice class  
1 hour weekly of Theory by first year audición:  
* Orchestra Symphony Infantil-Young off CMPR  
* Orchestra Symphony of las Juventudes  
* Puertorriqueñas*  
* Choir Young A y B - Orchestra of arcos  
* Chamber Music – Orchestra of Guitarras  
* Making Jazz |
| Length: 5 levels (years) | 1 hour weekly of instrument or voice class  
1 hour weekly of Theory by first year audición:  
* Orchestra Symphony Infantil-Young off CMPR  
* Orchestra Symphony of las Juventudes  
* Puertorriqueñas*  
* Choir Young A y B - Orchestra of arcos  
* Chamber Music – Orchestra of Guitarras  
* Making Jazz |
Once the program, according to the student’s age and the selected instrument (s) is defined, the parent or guardian must fill out an application within the established dates. This application is available both on paper, found at the Preparatory School’s deanship, or online at our website: www.cmpr.edu/ep.

As soon as the application is submitted, whether in person or online, the student will receive by mail copies of their program and invoice. With these two documents the student, his/her parent or guardian may proceed to the payment window. Payment options are credit, debit, check or cash. It is important that you consult the Preparatory School's catalogue before completing the application for some courses have prerequisites. If a course that requires audition is requested in the application you will receive a notification of the date and time of the audition.

Academic Schedule
The school calendar lists holidays, replacements/repeats (if applicable), concerts and other activities. This calendar is mailed to active students at beginning of each semester. It is available in the school’s office and through the Web site www.cmpr.edu/ep.

Natural events and cancellation of classes
In case of cancellation of classes by natural events that affect the calendar and natural events will analyze the possibility of reprogramming it, however you will be consideration of the Administration extend the schedule as possible.

Active students
1. The active student, in the middle of each semester, will receive by mail the class schedule and invoice for the following semester. Note that the promotion to a higher level of the instrument, Theory of music and Ear training courses, is subject to the approval of the respective certified teacher. To complete enrolment process the student must pay the tuition during the established dates. If a payment plan is desired, then you may request it at payment window during the established dates.
2. If payment is not received during the established dates, it will be assumed that the student does not wish to continue the following semester, therefore we will proceed o grant the space to another student.
3. In case of having lost the space, but are still interested in enrolling, the student may do so during late registration dates. However, there is no guarantee the previous space will be available, nor be able to request a payment plan.

Droping courses and Refunds
1. If the student after completing the registration process and has paid it in full decides, for any reason, to drop the courses he/she may do so by filling out an application form at the Auxiliary Registrars office. This process must be made during the first week of class so the student receives a 75% reimbursements. Any application filed after the established dates will not receive a refund.
2. Non-refundable fees:
   a. Registration fee
   b. Kindermusik materials fee (students who drop the course will not receive the materials).
   c. Auditions fee
   d. Payment Plan fee
   e. Construction fee
3. In case a student has two or more classes enrolled and decides to drop one of them, only 25% of the cost of the course dropped will be retained. This policy also applies to students who apply for payment plan.
4. The Conservatory of Puerto Rico reserves the right to cancel any course with insufficient enrollment, in which case the student will be notified by mail or phone and will be refunded 100% of the cost of the course.

6. Refunds are mailed to the address listed in the system.

7. Under no circumstances refunds will be given to students that are absent. This includes absences due to illness.

**Changes to the program**

1. Any changes related to PS’s courses should be handled through the registrar’s office.
2. If a student doesn’t appear in the official lists, he or she must present itself to the registrars’ office to verify their program in the system. Taking a class without payment constitutes an irregularity and can result in a sanction.
3. Any student from the pre-college studies area that desires to change their instrument teacher shall request it in the deanship of the PS on the specified dates. Once the change is requested the proper procedures of evaluation and recommendation will proceed.
4. The Conservatory reserves the right to make any changes of teachers if necessary. In these cases the same refund policy applies.
5. Any change regarding hour or level of theory class must be requested during the first two weeks of classes. After this time no changes will be made.

**Discounts**

In the case that more than one member of the same family enrolls in any PS program, a $25.00 discount will be granted to the second family member and thereafter.

**Payments**

All courses must be paid at the beginning of classes. Ways to pay:

1. In the payment window: from Monday to Friday from 10:00 am-1:00 pm and from 2:00-6:00 pm. We accept payments in cash, ATH, credit cards (Visa, Master Card, American Express), checks, or money order.
2. Payments by mail or mailbox collections (main building) money orders or checks- named out to the Puerto Rico Conservatory of music. Credit cards - must complete the form "Authorization for charges on credit cards" available next to the payment mailbox.. Copy of the invoice of the student should be attached in any form of payment.
3. Payments through Tele payment (only customers of Banco Popular) steps to follow: call TELE-PAGO at 787-724-3650 the account number requested by the Bank is the student's number (without the hyphen), for example: K02208.
4. (Deferment) a payment plan may be requested in the event that the student is not able to complete the registration payment within the established period. This service involves a $25 fee and requires the student or guardian to have a credit card. In the event that the student does not make any payment on the agreed dates, the payment will charged to your credit card. It is mandatory that all educational services received in the Preparatory School are prepaid.

**Scholarships**

The Preparatory school counts with limited Scholarship Funds which are intended mainly for students between the ages of 12 to 18 years. The scholarships are processed once a year, at the beginning of each school year. Scholarships are partial and depend on the funds available. There are 3 eligibility criteria that determine a score to each application received.

You can obtain additional information on the requirements of the high school office or through the internet at [www.cmpr.edu](http://www.cmpr.edu).
Record of attendance
Every student, parent or guardian must sign the attendance sheet provided by the teacher at the end of each class as evidence of receiving a satisfactory service. This sheet contains the date and time of the class, whether regular or a replacement, as well as the repertoire and studied exercises. Also, if deemed necessary, you may write comments or suggestions.

Tardiness of students
The students must arrive on time for all academic activities scheduled by the PS: individual lessons, group lessons, rehearsals and concerts. In the areas of Primary Age and Pre-college studies, punctuality and attendance will be a criterion of the evaluation. Excess of absences or tardiness will result in failure of the course.

In the case of individual lessons teacher must wait 10 minutes, if the class is 30 minutes; or 15 minutes, if the class is 1 hour, before considering the student to be absent. If a student is delayed to an individual class, the teacher will give the remainder of the time assigned. Under no circumstance must the teacher exceed the time assigned. The teacher is not obligated to give replacements due to the student’s absence or tardiness.

Replacement of class
The professor must teach the time established in the academic list. If a teacher is delayed, more than 10 minutes in a class of 30 minutes, 15 minutes in a class of 60 minutes, or is absent, he or she must, in accordance with the student, coordinate a replacement class during the established dates.

Absence of teachers
It is the teacher’s obligation to notify the student about a planned or unplanned absence. In case the teacher, for a justifiable reason, is not able to notify the absence, he or she must seek a third party to inform the dean of the Preparatory School so they can inform the students affected by this cancelation. The teacher will coordinate a replacement class in accordance with the student as soon as possible. In the case that the student is absent to a replacement class it is not an obligation of the teacher to coordinate another one.

Students concert
During the school semester several concerts of areas and integrated concerts are organized, giving our students the experience of presenting the Repertoire studied before an audience. To participate in the concerts the student must notify his/her interest to the teacher so this is situated the concert participation request to the Coordinator of the area. Pre-college and youth and adult programs students must present hearing before a jury to be admitted to an institutional concert. Students who participate in individual or collective concert must meet the instructions of the responsible Professor, about dress, behavior, and time.

Attendance at the concerts of students is an integral part of music education for all students, that at least one class a semester could be replaced by attending a concert of students or seminar, is why activity that will be counted as a class.
STUDIES FOR CHILDREN

1. EARLY CHILDHOOD

In the area Studies for children – early childhood, students may take the following courses:
Kindermusik Village ®
Kindermusik Our Time®
Despertar Musical (Musical awakening) Pequemusicos ®

Kindermusik Village and Kindermusik Our Time are courses that have curriculums of early musical formation, therefore they require the presence and participation of the parents as well as their commitment with the development of activities and the correct usage of the materials by the child at home.

Musical awakening Pequemusicos this course has an integrated curriculum developed by specialists in children's music education of the Puerto Rico Conservatory of music. Its function is to prepare the child for a musical experience more active and aware. The extension of the course is two semesters, after which, the child has developed hearing and fine motor skills that helps the student begin the study of a musical instrument using the Suzuki method.

2. Suzuki studies

Suzuki is an early instrumental training method that is characterized by engaging parents as tutors therefore, forming a triangle: teacher - student - parent, that allows the child to approach the musical language and introduce the instrument with the same naturalness as though they were learning to speak in their mother language. The curriculum of the PS’s Suzuki method is segregated in the same three themes that have other school programs:

The Suzuki Method at the Preparatory School has a curriculum that is divided in the same three thematic axis that our other programs have.

<table>
<thead>
<tr>
<th>Thematic core</th>
<th>Courses</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specific Education</td>
<td>Piano Suzuki</td>
<td>½ hour weekly</td>
</tr>
<tr>
<td></td>
<td>Violin, viola, cello Suzuki</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Flute Suzuki</td>
<td></td>
</tr>
<tr>
<td>General Education</td>
<td>Despertar Musical Pro (Musical awakening) (levels 0, 1, 2 y 3)</td>
<td>½ hour weekly</td>
</tr>
<tr>
<td>Collective Practice</td>
<td>Piano grupal Suzuki</td>
<td>1 hour weekly</td>
</tr>
<tr>
<td></td>
<td>Violin, viola, cello grupal Suzuki - Chamber orchestra (for students that are in Books IC and IIB)</td>
<td>1 hour weekly</td>
</tr>
<tr>
<td></td>
<td>Flute group course</td>
<td>1 hour weekly</td>
</tr>
</tbody>
</table>

The student must attend the individual class, the awakening music Pro class and group class. Students of Suzuki strings that complete book I to II-B also attend preinfantil String Orchestra. The older age to start the study of instrument for PS’s Suzuki method is 7 years.

Guidelines
As part of the requirements for admission to the area of studies Suzuki, interested parents must attend an orientation meeting through which meet the objectives, requirements and philosophy of the program, and in addition, the commitment expected by parents and students.
Guide for parents of students by the Suzuki method

General Exhortation

- Attend with your child (a) to all individual and group classes, concerts and extracurricular activities. As a family attend concerts and activities that help enrich the social and cultural life of your child. The Conservatory, throughout our 3 programs, offers a variety of rewarding concerts during the academic year.
- Allow your child to listen to the Method’s CD regularly so he or she can develop the correct concepts of musical aesthetics, sound rhythm, tuning, phrasing, dynamics and how to apply them later on to their respective instrument. Listening to the CD shouldn’t separate your child from other activities, its intended to develop a required musical foundation. In the Preparatory School the boys and girls begin contact with this material since the Pequemúsicos course.
- Read and enjoy the book "Nurtured by Love" Schinichi Suzuki.

Recommendations to piano students

- It is highly recommended to have the student practice in an acoustic piano and not a keyboard or electric piano.

Recommendations to students of violin, viola and violoncello

- Please wait for the teacher to inform you of the instrument you should purchase. The size of the instrument is an important factor and you should not select it without proper guidance.
- In the early stages of learning the teacher is responsible for tuning the instrument.
- Keep the instrument in good condition, avoid dropping it and be exposed to the sun or high temperatures for long periods of time.
- Adjust the tension of the bow every time you practice with your child. Loosen the bow's tension when you are finished practicing.
- Clean the instrument with a dry cotton cloth each time you finish practicing.
- Limpie el instrumento con un paño de tela de algodón seco cada vez que termine la práctica.

Rules for individual and group classes

- Bring the student well fed and rested. Relaxation is a basic condition for learning and the dynamics of the class consume energy.
- Try to arrive at least 5 minutes before the beginning of class, so the student is not agitated.
- Disconnect and store toys, cell phones, computers or anything else that can distract the student during class. It is expected that the father is also concentrated in the process, devote that time to your child.
- It is important that the student has clean hands and short fingernails to take their classes.
- Leave siblings with a family member or guardian. Regardless of their age, their presence in the class will be a factor of distraction for the student and for you.
- Each student must be accompanied in the class by the same adult who practices at home. Otherwise, the required symbiosis is not created. Remember that the Suzuki method also seeks to strengthen the emotional family ties, not only form a musician.
- Make all annotations during the class that allow you to replicate the work at home with greater accuracy.
- During class please remain silent as a listener and observer, unless instructed otherwise. Teachers are responsible for directing class. Avoid correcting your child during the class.
- Notify the teacher on any matter you consider might affect the student’s academic progress.
- If you have any questions about the next lesson, please clarify it once the class is finished.

3. Primary Age
The programming cycle age elementary is aimed for children and adolescents between 8 and 14 years, that begin or continue a comprehensive training in music. The curriculum of this program is as follows:
**General provisions**

- The individual class for a student in the Primary Age program last ½ hour, nevertheless the student may request the duration of the class to be of 1 hour a week.
- A student can enroll in more than one instrument, however it is our recommendation to evaluate if the student can give each instrument the time it deserves for effective learning.
- The promotion of one level to another, having 8 semester levels, is subject to the passing of the course. This applies to the instrument, Music Theory and Ear training courses. Every professor will apply an evaluation for the course given.
- Electives do not exempt the student form their regular courses. In order to be a part of the Band you should also enroll in the Symphonic Orchestra for children.

## 4. Choral Studies

Choral studies are part of the Studies for Children programmatic cycle, aimed at those who wish to develop musically through choral singing. The age of admission is from age 4, even though from ages 12 through 20 they belong to the Youth and Adults programmatic cycle. The curriculum is as follows:

<table>
<thead>
<tr>
<th>Age –corresponding Group</th>
<th>Programs – duration</th>
</tr>
</thead>
</table>
| 4 - 7 years – Choir Prechild | Choir class – 1 hour a week  
Despertar Musical Pro – ½ hour a week |
| 8 - 12 years – Children- Youth Choir | Choir class – 2 hours a week  
Music theory – 1 hour a week  
Ear training – 1 hour a week |
| 12 - 15 years –Youth Choir A | Choir class – 4 hours a week  
Music Theory – 1 hour a week |
| 15 - 20 years –Youth Choir B | Choir class – 4 hours a week  
Music Theory – 1 hour a week |
Pre-college studies
Pre-college program is aimed for adolescents and youth between the ages of 12 and 18 who want to prepare themselves for professional studies in music. Admission to the program is by audition and the promotion of one level to another is by evaluation of the progress in all areas. The contents of the program are reviewed and adjusted periodically according to the curriculum of undergraduate programs of the University. In some cases, the programs share faculty. The curriculum of this program is:

<table>
<thead>
<tr>
<th>Thematic core</th>
<th>Courses</th>
<th>duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specific Education</td>
<td>Individual Instrument class</td>
<td>1 hour a week</td>
</tr>
<tr>
<td></td>
<td>(piano, violin, viola, cello, bass, flute, oboe, clarinet, saxophone, bassoon, horn, trumpet, trombone, percussion, guitar, base, harp, puerto rican cuatro, voice popular and opera)</td>
<td></td>
</tr>
<tr>
<td>General Education</td>
<td>Music Theory (10 semester levels: I-1, I-2, II-1, II-2, III-1, III-2, IV-1, IV-2, V-1, V-2)</td>
<td>1 hour a week</td>
</tr>
<tr>
<td></td>
<td>Ear Training (10 semester levels: I-1, I-2, II-1, II-2, III-1, III-2, IV-1, IV-2, V-1, V-2)</td>
<td>1 hour a week</td>
</tr>
<tr>
<td>Collective Practice</td>
<td>Strings: Symphony Orchestra Children-Youth</td>
<td>2 to 4 hours a week</td>
</tr>
<tr>
<td></td>
<td>Symphony Orchestra of the Puerto Rican Youth*</td>
<td></td>
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<tr>
<td></td>
<td>Strings Advanced Orchestra*</td>
<td></td>
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<tr>
<td></td>
<td>Percussion and wind: Symphony Orchestra Children-Youth</td>
<td>2 to 4 hours a week</td>
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<tr>
<td></td>
<td>Symphony Orchestra of the Puerto Rican Youth*</td>
<td></td>
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<tr>
<td></td>
<td>Piano: Piano Seminar</td>
<td>1 hour a week</td>
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<tr>
<td></td>
<td>Voice: Youth Choir A</td>
<td>4 hours a week</td>
</tr>
<tr>
<td>Electives (optional)</td>
<td>Chamber Music</td>
<td>1 hour a week</td>
</tr>
<tr>
<td></td>
<td>Band Children-Youth</td>
<td>2 hours a week</td>
</tr>
<tr>
<td></td>
<td>Youth Choir A</td>
<td>4 hours a week</td>
</tr>
</tbody>
</table>

* Admission is subject to audition.

Studies for Young People and adults
The youth and adult program is aimed for people over the age of 12 who wish to start or continue studies of music or dance. Since it’s an open program, the student can choose the degree of difficulty and emphasis of its curriculum. Also the student can organize their studies by certified cycles. If this is the case the student will be subject to a semester evaluation of his or her progress. As a requisite of the Preparatory School, students who begin musical studies in the youth and adult program should study at least one year theory of the music. The youth and adult program offers the following music courses:
Admission to conjuntos is by audition.

**Institutional policy**

1. The Preparatory School reserves the right to cancel any course due to insufficient enrollment.
2. The Puerto Rico Conservatory of Music and the Preparatory School reserve the right to change any program, policy, requirement and/or regulations published in the information pamphlet for parents and students.
3. The Puerto Rico Conservatory of music and Preparatory School reserves the right to restrict enrollment to students showing lack of interest, excessive absences, frequent tardiness, behavior problems and lack of payment.
4. The Preparatory school does not discriminate due to race, color, nationality, sex, ethnic origin or religious beliefs.
5. The Preparatory school is not responsible for lost mail. Parents and students are responsible for notifying when they do not receive any correspondence, also, notify of any changes of address or phone number. Students are responsible for staying up to date with the information and processes of the preparatory school.

<table>
<thead>
<tr>
<th>Thematic cores</th>
<th>Available courses</th>
<th>duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specific Education</td>
<td>Individual Instrument class (piano, violin, viola, cello, bass, flute, oboe, clarinet, saxophone, bassoon, horn, trumpet, trombone, percussion, guitar, base, harp, Puerto Rican cuatro, voice popular and opera)</td>
<td>½ hour or 1 hour a week</td>
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<tr>
<td>General Education</td>
<td>Music Theory (8 semester level divided in two cycles: Basic: I-1, I-2, II-1,II-2, Advanced: III-1, III-2, IV-1, IV-2)</td>
<td>1 hour a week</td>
</tr>
<tr>
<td>Collective Practice</td>
<td>Strings: Symphony Orchestra Children-Youth Symphony Orchestra of the Puerto Rican Youth* Strings Advanced Orchestra* Adult's Orchestra* Winds and Percussion: <em>Symphony Orchestra Children-Youth Symphony Orchestra of the Puerto Rican Youth</em> Percussion Ensamble* Adult's Orchestra* Jazz ensamble* Piano: Piano seminars Piano seminars for adults Voice: Youth Choir A y B* Voice seminar Guitars: Guitar Ensamble</td>
<td>2 to 4 hours a week 1 to 4 hours a week 1 hour a week</td>
</tr>
<tr>
<td>Electives (optional)</td>
<td>Chamber Music Band Children-Youth Youth Choir A</td>
<td>1 hour a week 2 hours a week 4 hours a week</td>
</tr>
</tbody>
</table>

* Admission to conjuntos is by audition.
6. At the time of enrollment, the parent or student recognizes its responsibility and obligation of the payment corresponding to the enrolled course. Also, the obtainment of the materials needed for the courses. The parent or student is aware that there will be no refund of any portion of the tuition, fees, or charges paid unless the student or parent submits the proper documentation in the registrar office during the first week of class or the date established in the calendar.

7. The Faculty will be notified when a student has a due balance on their account; for this reason, it is important to make sure the courses are paid in full so they are not interrupted. The Dean of administration and finance may notify the discontinuation of courses in such cases, until the payment is made.

8. The use or distribution of drugs, alcohol, or firearms is prohibited, as stated in the Institution’s general regulations.

9. It is forbidden to receive private tutoring in the facilities of the Conservatory of Music.

Students rules

1. Students are required to have their own instrument; the instruments in the Conservatory of Music (piano, percussion, contrabass, harp) can only be used by active students of the Preparatory School during their scheduled classes, rehearsals or concerts previously programmed by the Preparatory School.

2. It is the student, parent or guardian’s responsibility to notify the Dean or Auxiliary Director of any problems that occur in the Institution so they can provide the services needed.

3. Any changes in the schedule must be handled through the Preparatory School. Parents, guardians and or students are not permitted to make these changes directly with the teachers.

4. It is the student, parent or guardian’s responsibility to notify any changes regarding postal address, email or phone number to the Office of the Preparatory School.

5. No smoking is permitted inside the buildings of the Puerto Rico Conservatory of Music nor the consumption of food or beverages in the classrooms except for bottled water.

6. It is required that you turn off your cell phone once inside the classroom for its ringing can interrupt the class.

7. The Preparatory School’s administration could periodically visit classes to monitor the level of instruction.

8. Remember that within the services offered by the Preparatory School the loan of any practice room is not contemplated.

Beginning of classes:
All students must bring their program and payment receipt to their classes. Any student who has not made the corresponding payment of their classes will not be admitted to class.

Starting guides for parents

- Provide the support and motivation necessary to his or her child to reinforce the learning process.
- It is natural that there is a period of adjustment between the student and the teacher, especially in individual classes, that can often spread over several weeks.
- Be aware that each teacher has his or her strengths and is part of the faculty due to his or her professional merits.
- For some of us, it becomes more difficult to adapt to new situations than to others, if your child presents some difficulty to adapt to the teacher please notify him or her.
- Be patient, the teaching-learning process is individual and unique, we invite you to enjoy this new experience with your child.
- The study of an instrument requires physical effort, it is not surprising that there is contact between the teacher and the student in classes, so that technical aspects relevant for the interpretation of the instrument be corrected.
- El estudio de un instrumento requiere esfuerzo físico, por lo cual no es de extrañar que en las clases exista cierto contacto entre el profesor y el estudiante, de modo que se puedan corregir aspectos técnicos relevantes para la interpretación del instrumento.
Individual lessons - preparation and practice

The process of learning music is interesting and provides great satisfaction, but parents and students should be aware that learning an instrument requires constant work, discipline and commitment. Teachers work with students in order to develop the routine of practice that will most benefit them. Here are some suggestions:

- Set a schedule of regular practice when the student can be focused and ready. The quality of practice and daily consistency is more important than the amount of time. Practicing 4 hours a day, one every week, does not produce as good results as practicing for 30 to 45 minutes every day.
- Be sure that the instructions were understood at the end of the class. If in doubt, ask.
- Practice should always be preceded by warm-up exercises and must be done in a careful and knowledgeable way, avoid the automatic repetitions that only sharpen errors.
- Parents should encourage and support their children in the process.
- Participate in listening to music and going to concerts with your children. The Conservatory of music offers a variety of concerts throughout the year, attending these will enrich the learning process of your children.

General Rules
1. It is a requirement for all students to be on time in your classroom and wait for the teacher.
2. It is the student’s responsibility to come to class prepared with the necessary materials and his or her instrument.
3. Every student is expected to dress appropriate for an educational establishment.
4. It is expected that all students attend class regularly. Any student from the areas of studies Primary Age and Pre-College that is absent more than three consecutive times must present a valid excuse to the teacher.
5. Games, gatherings, meetings or pets in the corridors, staircases and rooms are not allowed.
6. Interrupting classes is not permitted. Parents must wait in the lobby or outdoors, unless their presence is required by the teacher in the classroom.
7. Students who are not enrolled in any Preparatory School program are not allowed to enter the classrooms or cubicles.
8. Due to the capacity of the physical plant, students must remain on the Conservatory premises only during their assigned schedule, except if they are taking a replacement class or are rehearsing for a concert.
9. Parents should make sure that their children enter their classrooms at their assigned time and pick them up on time once the class is over.
10. Ingestion of food or drinks is not allowed in the classrooms or cubicles.
11. Parents and students must maintain at all times respect and courtesy towards teachers, administrative staff, peers and adults.
12. All students are expected to make good use of the Conservatory’s facilities and materials:
   a. Taking care of the entire inventory of classroom: instruments and equipment, whose deterioration involves an administrative responsibility.
   b. Placing all waste into the trash bins.
   c. Keeping the walls, doors, panels and Windows clean.
   d. Making good use of the bathrooms.
   e. Keeping the common areas in order: patios, fountains, stairs and green areas.
13. Failure to follow these general rules could lead to an evaluation that recommends a probation status or in case of serious misconduct, expulsion, according to the Institutional rules.

Preparatory School Accreditations

NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC
The Puerto Rico Conservatory of Music is accredited and is an institutional member of the National Association of Schools of Music (NASM), 11250 Roger Drive, Suite 21, Reston, Virginia 20190. The NASM is an accrediting agency recognized by the
Secretary of education of the United States music. The NASM accredits University programs and pre-university programmes for the community, as it is the case of The Preparatory School.

**Affiliations**

**NATIONAL GUILD OF COMMUNITY SCHOOLS FOR THE ARTS**
The Preparatory School of the Conservatory of music is a certified member of the National Guild of Community Schools of the Arts.

Policies and procedures are subject to change.