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See optional curriculum helps for 3<sup>rd</sup> Year like flashcards, worksheets, and incentives. Plus, learn tricks for getting through the 'dreaded' compositions and how to use Finale.

### Recruiting All Year Long (p.29-32) By Alissa Hartley

This mapped out recruiting calendar will help you every step of the way to alleviate those last minute scrambling to fill those fall classes.

### Parent Education and Communication (p.33-34) By Lori Halverson

Understand the importance of the parent orientation and the weekly parent emailing—crucial to keeping your parents involved and participating during class, outside of class, and throughout the entire three year curriculum.

### Recital Display (p.35-37) By Bekah Jennings

You've finished a solid year of teaching, now how do you showcase your students in a way that educates parents, promotes student retention, reinforces core concepts and aids in recruiting? Stop feeling overwhelmed and come find the tools you need to create your successful recital!

## \*\*\*p. 38 Miscellaneous Symposium Photos\*\*\*

### Adapted Lesson Plans to Older Children (p.39-40) By Amanda Hansen

Tips on how to adapt LPM to a slightly different demographic--whether working with a whole group of older 'advanced students' or one older student in a class with younger children.

### Mini Classes (p.41) By Britney Rohner

Tips and suggestions for teaching the mini classes including ideas for recruiting, what makes these classes unique from the regular LPM curriculum, reasons why parents would want to sign their kids up for them. Feel free to ask questions from someone who's taught them and see the marketing and teaching materials associated with these exciting summer classes.

### Semester Gifts Display (p.42-46) By Jodi Blackburn

Always looking for ideas to give out to your students on the first day of each semester? Ideas for each semester with step by step instructions on how to make them or where to buy them.

### Extra Teacher Materials Display (p.47-52) By Stephanie Hogle

From ankle jingles to steel drums, take a look at all the 'miscellaneous' items that you might want to put on your Christmas wishlist this year—complete with a list to give to Santa so he knows where to shop!

### Materials Use and Organization Display (p.53-54) By Debbie Huish

I'm a Let's Play Music Teacher—now what do I do with all this stuff??? Are you organizationally challenged? From materials to equipment, come see the best ways to get organized in AND out of the classroom.

### Lesson 15 Assessment Lessons (p.55-58) By Gina Weibel

See examples of educational and useful stations designed for parents to rotate to with their children. At each station, the parent guides the child through the activity designed to highlight a specific skill, and assesses the child's abilities in that area.

### Classroom Management Display (p. 59-62) By Aria Lambson

Do you find that your students' behavior is slacking? Come take a look at some motivational classroom systems that will help nip those discipline problems in the bud.

### Computer---Techno Savvy (p 63-66.) By Sanya Fenn

From forum etiquette and maneuvering, to bcc and cc emailing—it's time to get get techno savvy!

### Computer---blogging, facebook, twitter (p. 67-70) By Jenni Coberly

"Blogs and Facebook and Twitter, Oh My!" When it comes to these three things, do you feel like you are lost in a jungle of technology with no idea how to start to find your way around? Come get easy step by step instructions on how to set up your own LPM branded Teacher Blog, a Facebook and Twitter account and learn how to stay connected to the world around you.

### Echo Ed Evolution Workshop (p. 71-72) By Shelle Soelberg

Tips, techniques, and why for making Echo Ed, Edna, and Edison successful and FUN in your classroom!

### Classroom Management Workshop (p. 73-76) By Jenny Smith

Do you have students that just won't sit still, won't stop talking, won't practice, or do they even hate coming to music (gasp!)? Learn discipline techniques from Love and Logic certified Jenny Smith, and how to keep control of the classroom with a positive feedback approach!





## Let's Play Music Vision

*To enrich lives, increase confidence, develop talent, enhance intelligence, and bond parent to child, by providing an outstanding music educational experience for children, using premium materials and lessons, taught by superbly trained teachers.*



2 0 1 0

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2 0 1 0

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## MATERIALS DEVELOPMENT MANAGER:

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## IMPORTANT LINKS:

**Webstore:** <https://playmusic.infusionsoft.com/cart/store.jsp>

**Download:** <http://letsplaymusicsite.com/downloads>

**Demo Video:** <http://www.letsplaymusicsite.com/video>

**Corporate Registration:** <http://letsplaymusicsite.com/registration>

**Teacher's Forum:** <http://letsplaymusicsite.com/smforum/index.php>

**Corporate Blog:** [http://makingmusicians.typepad.com/making\\_musicians/](http://makingmusicians.typepad.com/making_musicians/)

**2010 Symposium Headshot Download:** [cheriemask.typepad.com/photos/lpm](http://cheriemask.typepad.com/photos/lpm)

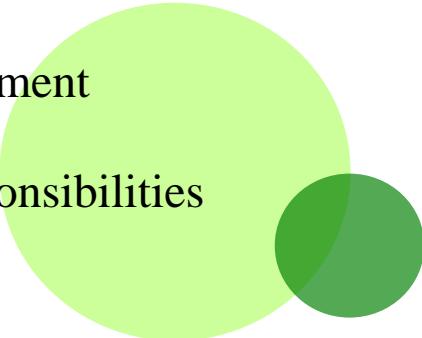
# Measure Up

Every student who walks in to a Let's Play Music class deserves to have a consistent, and a consistently *good* experience. Let's Play Music's objective is to effectively train teachers, maintain our standard, and create accountability to preserve our model of superbly trained teachers! Although we each have our individual personalities, Let's Play Music expects all studios to measure up and provide an outstanding music educational experience.

Below are the areas in which we'd like every Let's Play Music teacher to "Measure Up". On the following pages, we've detailed the standards in each area.

## How do you Measure Up?

- Model Teaching
- Professionalism
- Parent Connection
- Continuous Improvement
- Administrative Responsibilities





# Measure Up

## Area Standards

### Model Teaching:

- Follow the program as specified in regards to class structure, duration of class, class size, parent attendance, etc...
- Be musically accurate
- Maintain control of class
- Model self-esteem
- Teach with high energy, enthusiastic, and positive demeanor
- Hold a year end recital

### Professionalism:

- Be prepared for class
- Begin and end class on time
- Wear Let's Play Music logo t-shirt
- Eliminate distractions i.e. phone, door, children
- Enforce the 'no younger sibling visitors' policy
- Be positive when speaking about Let's Play Music
- Be respectful to students, parents, and other teachers

### Parent Connection:

- Provide and adhere to the class calendar
- Hold annual parent orientation meetings
- Have semi-monthly out of class correspondence with parents
- Perform student assessments for green, yellow, purple and orange semesters
- Provide progress reports to parents following assessment

### **Continuous Improvement:**

- Attend annual convention or state events when at all possible
- Participate on the Teacher's Forum frequently
- Video your class and be observed and evaluated by team member(s), team leader, and/or advisor as requested
- Conduct parent evaluations each semester
- Make a suggestion box available to participants
- Apply constructive criticism from the above sources (video evaluation, parent evaluation, suggestion box) to improve your teaching

### **Administrative Responsibilities:**

- Correspond with team leader and/or advisor regularly
- Attend team meetings
- Order and pick up (if applicable) materials on specified order group dates
- Remit royalties and licensing fees on time
- Register all students with Let's Play Music and report any changes to your advisor
- Forward information regarding material and curriculum suggestions to Let's Play Music corporate.



If your team leader or advisor has reason to believe that you may be struggling with any of the 'Measure Up' standards, you will enjoy 'advisory watch' for one semester. During this period, your team leader and advisor will assist you in helping you to meet the standards with any area in which you might be deficient. If the standards are still not met, your license may be suspended and you will not be able to order any student materials or teach lessons until the standards have been met. In this way, we can ensure that every student has the fantastic experience they deserve and expect from Let's Play Music.

As you work to measure up to these standards, you will achieve a level of personal and teaching excellence that will draw parents to your studio.



## Boost Certification



Now that you are "Measuring Up" we'd like to give your teaching a BOOST! We are excited to introduce the Let's Play Music BOOST certification program. This program is designed to connect our vision statement to real solid results. Our goal is to **Build Optimal Outcomes and Superior Teachers!**

In order to yearly certify as a BOOST teacher, you will simply need to fulfill 8 of the 10 requirements below. Once these items are complete, turn your paper into your team leader no later than May 15, 2011.

### Certification Requirements

Please choose seven of the ten requirements and complete them. Once finished, give this paper to your Team Leader no later than May 15, 2011. Each teacher completing these requirements will get an updated BOOST logo by their name on the website, a custom signature with a BOOST logo. All logo updates will include the year you are currently certified.

- 1. Observe a LPM teacher. (One each semester)  
Teacher Name: \_\_\_\_\_ Date \_\_\_\_\_  
Teacher Name: \_\_\_\_\_ Date \_\_\_\_\_
- 2. Have another LPM teacher observe you. (One per semester)  
Teacher Name: \_\_\_\_\_ Date \_\_\_\_\_  
Teacher Name: \_\_\_\_\_ Date \_\_\_\_\_
- 3. Enter students into Composition Contest
- 4. Attend both fall and spring team meetings
- 5. Teach at least 2 classes (14 students)
- 6. Attend LPM Symposium, or another qualifying continuing education class.
- 7. Video one of your classes & tell team leader two areas that need improvement
- 8. Submit a write up/ picture to local newspaper about LPM graduating class
- 9. Participate in the Private Piano Teacher Certification.
- 10. Actively participate on the forum (25 post per year)



## Frequently Asked Questions



### 1. Do I have to participate in the BOOST certification program?

A: No, BOOST certification is not required. However, it's a really good credential to have by your name when parents are selecting teachers.

### 2. Do I have to complete all of the requirements?

A: No, you only have to complete 8 of the 10 requirements. However, if you do accomplish all 10, you get a plus sign for that year by your number!

### 3. Who do I report to when I'm finished with all requirements?

A: You turn in this completed BOOST paper to your team leader. Then the team leader will report to the Advisory Board which members of her team have completed the BOOST requirements.

### 4. What do I get for being BOOST certified?

A: You get a BOOST logo by your name on the website. You will also get a custom signature BOOST logo to use when emailing people. All BOOST logos will contain what year you are currently certified.

### 5. What is the deadline for BOOST and what are the benefits?

A: The deadline for turning in your certification paper each year is May 15<sup>th</sup>. Participation in BOOST will produce superior teachers. With this yearly growth, outstanding outcomes will transpire!

Introducing the Let's Play Music  
Private Piano Teacher Certification  
(PPTC)



Let's Play Music is excited to partner with excellent piano teachers to ease the transition of our graduating students into private piano lessons.



## Private Piano Teacher Certification

We are so excited to announce the new Let's Play Music Private Piano Teacher Certification program (or PPTC for short).

Partnering with private piano teachers will allow us to give our students even greater opportunities for success as they graduate from Let's Play Music and transition to private lessons.

It will work like this: Each Let's Play Music teacher will select private piano teachers to whom they feel confident referring their graduating students. They will invite the piano teachers to learn more about Let's Play Music and in the process certify as LPM approved private piano teachers. Certification requirements are:

- #1 Complete Reading Packet and Worksheet
- #2 Attend a Training Meeting
- #3 Observe a 3<sup>rd</sup> Year Class
- #4 Turn in Certification Checklist, Photo & Bio

Team leaders will collect piano teacher photos and bios for use in a list of LPM certified piano teachers that can be handed out to graduating students. Let's Play Music teachers will present certified piano teachers with a brochure/business card holder which will hold both the LPM teacher team's trifold brochures and the piano teacher's business cards to be placed in a prominent location in the piano studio. This will make it easy for the piano teachers to recommend Let's Play Music to parents of their students.

Certified private piano teachers should also be invited to attend Let's Play Music year-end recitals where they can be introduced and recommended as excellent and specially trained private piano teachers to graduating LPM students and their parents. We feel certain that building a stronger professional relationship with private piano teachers will benefit all involved!

## Why Certify Private Piano Teachers?

Our experience in piloting the Private Piano Teacher Certification program has been very positive, and has generated a lot of local excitement about Let's Play Music! LPM teachers, private piano teachers, students and parents will all benefit from this program.

**Let's Play Music teachers** will enjoy better exposure to their studios and a respected place in their local music community. They may also directly receive more student referrals from other music professionals, which is a great way to be recommended!

**Private piano teachers** will receive many new referrals from our programs and be better trained to teach them. Piano teachers with long waiting lists can have some of that pressure alleviated by sending younger students to begin their music education with a solid Let's Play Music foundation. Certified piano teachers will also have access to purchase selected teacher materials from our webstore for use in their private lessons.

**Students** will enjoy a more seamless transition to private lessons and retain the skills and concepts learned in Let's Play Music, while more easily progressing beyond their current capabilities as they study with teachers who are specially trained to build on the knowledge they already have. When a teacher knows she can expect great things from a student, great things will happen!

**Parents** will appreciate the music professionals in their child's life coming together and coordinating their efforts to benefit their child. Parents will love having a compiled list of certified private teachers in their area they can feel confident in choosing to further their child's musical education. Transitioning to private lessons will be more comfortable and smooth for all involved.



## Piano Teacher Selection and Follow-Up

You will want to put some thought into selecting piano teachers to invite to certify with Let's Play Music. While there are no specific prerequisites to certifying as a LPM approved piano teacher, we want to make sure that we are **partnering with qualified and dedicated teachers** who are the best at what they do. Some questions to consider when determining to whom you would like to refer your graduating students:

- ♫ Does the teacher's **teaching philosophy and style** mesh with the Let's Play Music philosophy?
- ♫ Do they and their students seem to **enjoy music lessons**?
- ♫ Do they have a **solid grasp of theory** concepts and emphasize theory as part of a complete music education?
- ♫ What **training and experience** do they have?
- ♫ How often do they provide **performance opportunities** for their students?
- ♫ Do they have **students who are well-prepared** for lessons and performances and making consistent progress?
- ♫ Do they have a **high skill level**, such that they can take your students beyond what they've learned in Let's Play Music and help them continue their progress as a total musician?

Depending on the number of graduates you have each year, and the number of students private teachers in your area are able to accommodate, you may want to **select anywhere from two to six private teachers** you think would make good candidates for Let's Play Music Private Piano Teacher Certification. Start with piano teachers you already refer to, your children's teachers, or ask your student's parents for referrals. If you don't personally know enough teachers to accommodate your graduates, check music teacher association registries for your area, then make some phone calls and ask them about their studios, their experience, and their philosophies. Even asking how much they charge can give you an



idea of how they value themselves as a teacher. Observing a lesson or attending a recital can give you great insight as well. You will find that great teachers are happy to share their enthusiasm about their curriculum and teaching methods, and they are also excited to learn more about how well-prepared our graduates are to begin private piano lessons!

As you invite private teachers to become a part of the Let's Play Music certification, let them know you need well-qualified teachers to refer your graduating students to, and give them some reasons why you're hopeful and excited about working with them.

**Personally deliver the invitation** and reading materials. Follow up with a reminder call just before the training meeting.

After the training meeting, piano teachers should sign up to observe a 3<sup>rd</sup> Year class. If you don't currently teach 3<sup>rd</sup> year classes, find out when and where they will be observing, then **follow up** with them afterwards. If you are teaching 3<sup>rd</sup> year classes for observation, spend a moment at the end **asking for feedback** and **thank them** for taking the time to finish their certification. Make sure they know that now is the time to complete the final certification requirement by handing in their certification checklist with a photo and biography/teaching philosophy to your team leader. She can then compile the master list of certified private piano teachers and create a local press release.

When your piano teachers' certifications are complete, you will present them with a brochure/business card holder to display in their studios. Invite certified piano teachers to attend your year-end recital so you can introduce them to students and parents.

**Continue communicating** so that referring students back and forth will be a natural and ongoing process. Find ways to **make certified piano teachers feel appreciated and respected** for the contribution they are making to your music education program.



## Team Work and PPTC: Succeeding in Your Area

Implementation of the Private Piano Teacher Certification program will vary somewhat from area to area, with slightly different challenges and benefits depending on your team's focus and integration. No matter where you are though, it will be to your advantage to **use your entire team** as you present the Private Piano Teacher Training Meeting, assigning each teacher a section of the lesson plan that showcases her unique talents and teaching strengths.

For those **in areas with many teachers**, it will be very important to work together in all stages of the PPTC process. You will even need to coordinate piano teacher selection since multiple LPM teachers may select or even already refer students to the same piano teachers. Trifold brochures should include the names of all team members so parents and students referred by the piano teacher will be able to choose the location and class time that works best for them. When inviting piano teachers to participate in the PPTC program, think of it as adding more music educators to your entire team, rather than forming one-on-one partnerships between LPM teachers and private piano teachers. If there are multiple teams in close proximity to one another, it would be a good idea to communicate and coordinate your plans across teams as well.

For **teams where teachers are spaced apart a bit** more (15 to 30 minutes drive time), teacher selection will probably not overlap as much, and you can decide if it makes more sense for your area to keep your trifold brochure with your entire team on it, or to split it up by city or neighborhood. Please keep the best interests of your entire team in mind when making this decision, choosing whatever will be of most benefit to each team member.



For those **teams who have only a few teachers widely spaced**, it will be more up to individual teachers to host training meetings, since it wouldn't be practical to ask team members or piano teachers to drive long distances to attend a training meeting. In these areas introducing and educating piano teachers about Let's Play Music may have the added benefit of recruiting more LPM teachers in your area, which will surely help create buzz and excitement about the fabulous music program you teach!

If you are **alone in your state**, for example, you may want to present the training meeting to a larger group of teachers than just those you would refer graduating students to, *then* take those who are interested through the rest of the certification process. If it turns out that some of them are interested in becoming Let's Play Music teachers, then you'll just have that much more help advertising, recruiting new students, and educating your community on what Let's Play Music is all about.

If you are presenting a training meeting all by yourself, you may want to condense it a bit, especially if there are sections you don't yet have experience teaching. You will want to be extra prepared since you will be on your own presenting the songs and lesson material as well as answering any and all questions the teachers may have.

While it is important to work as a team as much as possible during PPTC, it is also important to **have personal communication and contact** between Let's Play Music teachers and private piano teachers. Don't claim specific piano teachers as "belonging" to one LPM teacher as far as referrals go, but do make sure there is a team member assigned to invite, communicate with, and follow up with each private piano teacher to help them through the process and **make sure it is an enjoyable and rewarding experience**.



2010

Play Music Certified Private Piano Teachers are well prepared to accept Let's Play Music students. "I have been teaching piano for over 20 years. I have observed Let's Play Music classes in action, and they agree with the Let's Play Music philosophy that musical concepts and skills are best learned through joyful experience and discovery."

**PPTC**  
Private Piano Teacher Certification

Forming a professional partnership with private piano teachers can improve the transition from Let's Play Music classes to private lessons and enhance the ongoing music education of our graduating students, while at the same time creating new interest and excitement about Let's Play Music!

Private Piano Teacher Certification Checklist

Read & Complete Packet

Attend a Training Morning

Observe a 3rd Year Class

Turn in Certification Checklist & Bio

Let's Play Music Certified Private Piano Teachers

second year

third year

Take one!



2010

## Taking Baby Steps

Go **goo-goo** for baby steps with this little song by Sanya Fenn. Incorporate it where you would normally have used "Baby Step Leap," and cue up the 2<sup>nd</sup> verse ("start on a space & you can go...") anytime your students are forgetful with their baby stepping!

When baby brother started walking  
This is what he did,  
He took tiny little baby steps  
It went something like this:  
He'd **go** (chorus) line-space-line-space-line-space-line  
Space-line-space-line-space-line...  
Those little baby steps are getting better ev'ry time!

Start on a space and you can go  
Just to the next line  
Or from a line back to a space is really just as fine  
Let's go (chorus) L-S-L-S-L-S-L, etc.  
We're taking baby steps and getting better all the time!

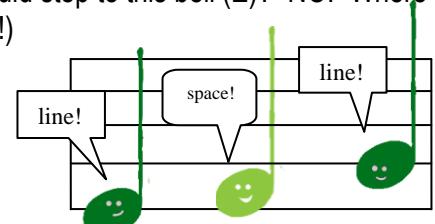
Available on the DownLow:

Taking Baby Steps...

- accompaniment
- 2<sup>nd</sup> year student version
- ideas for teaching
- the AUDIO recording!
- & pretty much anything your heart desires (LPM-wise!)

### Teaching Ideas:

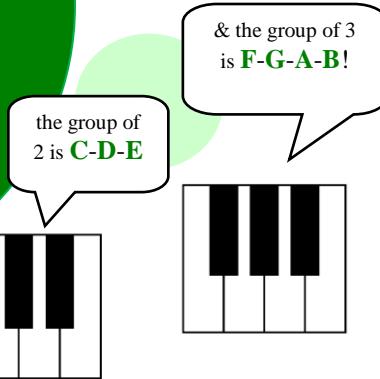
- make a train & move your feet to the dotted rhythm. "Did you hear that? A baby step goes L-S-L-S-L!"
- demonstrate the lyrics on the magnet board using baby step magnets.
- use baby step magnets on the tone bells. "If baby brother started on this bell (C) do you think he could step to this bell (E)??" NO! "Where can he go?" (the very next bell!!)
- giant floor staff activities coming soon to 1<sup>st</sup> year CDs!





## Kit Kat Keyboard – verse 3!

Debbie Huish has added a darling & educational 3<sup>rd</sup> verse to Kit Kat Keyboard that will help your Yellow Indians see their groups of 2 and 3 and learn those white keys even faster! What a great way to reinforce the Music Alphabet! Try it with Melissa Lunt's keyboard flashcards (on the DownLow!).

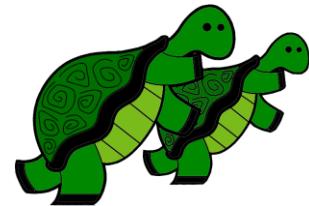


### Instructions for using your Keyboard Flashcards:

Go through the flashcards several times each day to really learn those white keys! Sing the 2<sup>nd</sup> and 3<sup>rd</sup> verse of Kit Kat Keyboard (below), pointing as you sing to the keys on your flashcards that are indicated by the lyrics. You'll be an expert with those white keys in no time!

### Kit Kat Keyboard (verse 3)

When I'm learning names of white keys,  
What do I find?  
Alphabet letters of a musical kind!  
The group of 2 is C-D-E,  
And the group of 3 is F-G-A-B!



## Turtle Shells – verse 3!

Your Turtle Shells will know just how to play *their* turtle shells (intervals!) thanks to this incredibly brilliant 3<sup>rd</sup> verse by Alissa Hartley. Green Lesson 4 is a great time to introduce this verse (suggestions below). The notation for verse 3, along with a special version for your **students** to play, is available on the DownLow under “Turtle Shells – verse 3.”

Because a baby step is called a **2<sup>nd</sup>** :  
Keys right next to each other  
you play with 1 & 2.  
And a skip is what you call a **3<sup>rd</sup>** :  
Skips one key and one finger  
you play with 1 & 3.  
Add just one more baby step, it's called a **4<sup>th</sup>** :  
Skips two keys, two fingers,  
play with 1 & 4 you see.  
And that's the nicest sound I've ever heard!

- Place one turtle shell magnet *directly on top* of a middle C magnet where middle C goes. “This is Turtle Tom. Where does Turtle Tim go?”
- Hold out another turtle magnet and ask a child to put it on the board to make a 2<sup>nd</sup>.
- Have each child point to the 2<sup>nd</sup> in their books and you play it, singing the lyrics from verse 3 that teaches how to play the intervals. Repeat with the intervals of 3<sup>rd</sup> and 4<sup>th</sup>.

\*\*\*Warning\*\*\*  
**This verse will make you want to MAMBO!**



2010



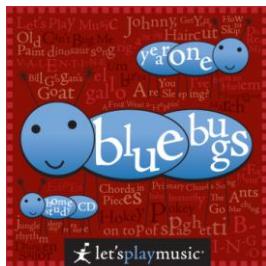
2010

## CD Improvements:

New in 2009:

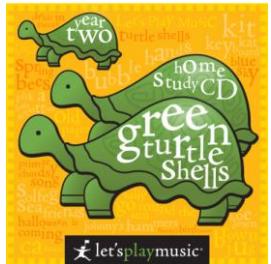


Primary Chords Song  
Goin' on a Lion Hunt  
Boom Boom, Ain't it Great to Be Crazy?  
Chords in Pieces



Old Paint  
Can't Bug Me  
Sleep, My Treasure  
Let's Say Good-bye

New in 2010:



Bubble Hands  
Johnny's Hammers  
\*Hurry, Hurry, Drive the Firetruck



Lullaby and Goodnight

\*whizzing through the Green CD for the first time ever!

ding! ding!  
ding! ding! ding!



## Assessment Day

Announcing... a brand new Assessment Day protocol for 2<sup>nd</sup> & 3<sup>rd</sup> year teachers! Every effort has been made and new tools have been provided to make your Assessment Days easier, clearer, more fun, and an overwhelming success with your students! Following are the changes as they directly relate to 2<sup>nd</sup> & 3<sup>rd</sup> year.



lesson **14**

lesson **15**

Big change here! Lesson 15 will be your Assessment Day, with stations AND parents! That's right, your 2<sup>nd</sup> year parents will now come on Lessons 1, 5, 9, 13 **and** 15!

The new Lesson 15 has detailed stations with a materials list, instructions, beautiful, color station posters to hang at each station, the teacher's checklist (aka 'whiz bang') and the newest & greatest version of the Progress Reports. You're set!

You're going to LOVE it!

You will teach from the Lesson Plan labeled (in prior versions of the teacher's manual) as "Lesson 14 or 15." No big change here.

where is it



on the DownLow: everything's there! Lesson Plan, Progress Reports, station posters for you to print... There!

at the webstore: assessment packets with professionally printed station posters; non-carbon copies of Progress Reports!



## Assessment Day



### lesson 14

A loose lesson structure is provided for Purple Lesson 14 in which you must:

- give the Theory Quiz
- wrap up pass-off songs
- have 'recital rehearsal' – (Orange Semester only) students introduce & perform their compositions for the class

Any remaining time can be used as you determine best – to review, have kid's choice time, or play!

can't find it...?  
check the DownLow!

### lesson 15

Same as 2<sup>nd</sup> year... Lesson 15 will be your Assessment Day, with stations AND parents! 3<sup>rd</sup> year parents will now come on Lessons 1, 5, 9, 13 **and** 15. Parent evaluation forms are completed on Assessment Day, and the help of parents during stations is invaluable as you assess each student at the piano.

The new Lesson 15 has detailed stations with a materials list, instructions, beautiful, color station posters to hang at each station, the teacher's checklist (aka 'whiz bang') and the newest & greatest versions of the Progress Reports. You're set!

Helpful tips for a successful assessment are included in the Lesson Plans.

All the guesswork has been taken out of Assessment Day so you can focus on the most important part – your students!

Feel free to personalize your stations & activities as needed, and share your great ideas on the Teacher's Forum!

## New Products 2010



### First Year Activity DVD: \$19.99

Most of the first year activities, compiled on an easy to reference DVD menu. Cites lesson and activity that is being demonstrated.



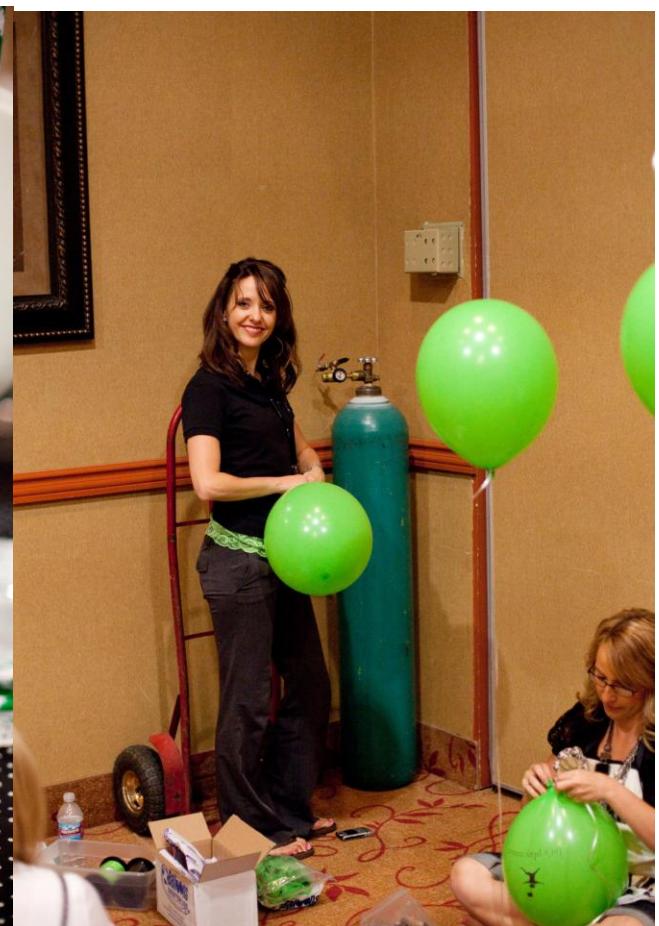
**Logo Latex Balloons:** 10/ \$2.99  
Surprise your students and parents at recitals, sample classes, and other special lessons with these beautiful 14" balloons! Fill with helium or your own hot air. Available in all 6 semester colors plus black.



**Yard Signs:** \$8.99  
18" X 24". double-sided print on tough corrugated plastic. "H" wire frame (included) sticks into ground for stability. Buy one for your own front yard and one for the well traveled corner in your neighborhood! Space provided for adding your own phone number with stick on letters.

**Duplicate Progress Reports:** 16/\$3.99  
Non-carbon duplicates means you keep the yellow copy, give the white copy to the parent! No more transferring information to another sheet of paper! Available for Green, Yellow, Purple and Orange semesters.

Progress Report	
Concepts	Skills
<input type="checkbox"/> Identifies notes on staff	<input type="checkbox"/> Places hand on piano keys
<input checked="" type="checkbox"/> Knows finger numbers 1 2 3 4 5	<input type="checkbox"/> Places each finger independently (WHD)
<input type="checkbox"/> Identifies Primary Chords from notation	<input type="checkbox"/> Plays Primary Chords
<input type="checkbox"/> Identifies bass clef	<input type="checkbox"/> Plays bass clef notes
<input type="checkbox"/> Identifies treble clef	<input type="checkbox"/> Plays treble clef notes
<input type="checkbox"/> Identifies key signature	<input type="checkbox"/> Plays C major or G major
<input type="checkbox"/> Identifies pitch (A440)	<input type="checkbox"/> Plays Whole note
<input type="checkbox"/> Identifies pitch (B440)	<input type="checkbox"/> Plays Half note
<input type="checkbox"/> Distinguishes notes in staff	<input type="checkbox"/> Plays eighth or sixteenth notes
<input type="checkbox"/> Identifies Melodic Patterns	<input type="checkbox"/> Can sing any Melodic Patterns
Teacher's Comments:	
Behavior in Class	<input type="checkbox"/> Meets req. / Exceeds req. / Falls short
Turn-in Theory Assignments	<input type="checkbox"/> Proficient Regularly
The score you gave your child is to the right of the box. My assessment was done on a point scale. If the score above, your child is ready to receive the points of assessment for future lessons.	
Let's play music	





# Composition Helps

third year

## Don't wait until Lesson 6

### Encourage 'tinkering' at home

From day one of Orange Roots Lesson 1, assign and explain private lesson and talk about how exciting this year will be --how we will be combining all the elements we have learned over the past three years, and how we will be composing our very own pieces! Encourage moms to make room for "tinker time" at the keyboard.

### Blank Staff Paper (available on the download)

can be given at lesson 5 so that the ideas they have been 'tinkering' with can be written down in preparation for 'next weeks lesson.' The blank staff paper as a pdf can also be emailed at anytime throughout the semester along with your weekly parent emails. I always like to give a new 'hard copy' at Lesson 5 so that I get the most up to date version written down in preparation for Lesson 6.

### Be familiar with your software

Don't waste your precious private lesson minutes on technical issues. Your 3<sup>rd</sup> Year Manual provides an in depth tutorial of finale. Decide NOW which version of finale will work best for you and 'get to know each other' long before lesson 6!

<http://www.finalemusic.com>

## Making the most of the actual private lesson

### Audio/Video Record the Lesson

Spend more time being creative and less time taking notes--especially if you aren't the fastest input-er on the planet!. Be sure to talk to yourself out loud, CONSTANTLY! Then you simply press play and follow your own instructions on what to input for each composition. If video recording, set up the recorder behind student so you can see where their little hands are.

### Getting those creative juices flowing

Students not prepared with a melody? No problem. Get them to sing something for you. Have them play which one of their repertoire songs is their favorites and then 'theme and variate' it. As a **Last Resort**--pick scale degrees to create a random melody. Once you have the melody it's easy.



## Additional Curriculum Ideas / Helps



### Orange Rhythm 'Real Name' Flashcards (available on the downlow)

These can be given out during the purple magic semester AFTER Lesson #9 or at the beginning of the orange roots semester. Run off on orange card stock paper, print back to back, slice apart, and punch holes so they can be added to the students purple flashcards. (Laminate if desired.)

### Note Naming Timed Test (available on the downlow)

Remember those timed math quizzes you had back in elementary school? Lori Halverson has created a note naming version. Great to e-mail/hand out to individuals needing a little more practice, or they can be used at a station on assessment days.

### Orange Roots Recital Practice Log (available on the downlow)

In order for each student to feel relaxed, rehearsed and polished for their recital performance, we need you to expose them to different pianos and audiences. Once their compositions and Homework #11 is complete, the Orange Roots Recital Practice Assignment is a great way for each student to prepare for their big composition debut!

### Minute Club Idea (by Sanya Fenn)

I use a small dry erase/magnet board and had someone vinyl the words "One Minute Club" and then I put the jumping guy logo on it. Then when the kids get into the club, I have foam stars from WalMart that I cut a square out and put their picture on it, write their name on the star, along with their time. If they get in more than once, they get a jewel to stick on to their star frame.

### 3rd Year Lesson Maps (available on the forum)

No need to carry your lesson plans around the classroom. That is cumbersome—not to mention unprofessional! With one glance to the back of the classroom, your lesson maps will let you know what song is next, what area it is in, and what cd # or page # to turn to.

### Parent Graduation Gifts (all ideas can be found on the forum)

- Attach this poem, by Jenny Smith, to a Symphony Bar and give to the parent of a graduating LPM student

You made it through these last 3 years, He couldn't have done it without your cheers  
Your child has grown, he's moving on, He's singing, he's playing, and he's making music fun

You invested wisely, the return is great, And soon you will see the music he'll create  
The pushing, the prodding may have been rough, But we know in the end it will surely pay off.

And maybe, just maybe someday he'll say, "Thank you mom for the efforts you made,  
For the gift of music you gave, For Dad's money you paid, And for all the songs together we played"

These memories you made will last forever, Because you both shared them together!

- Cindy Read had her students create a 'thank you for helping me blossom' card at their recital rehearsal. They gave them to moms when they left class.
- Ros Ellworth printed up a quick 4x6 photo card with a cute poem. Then she attached a magnet so they could put it on their fridge.

## Recruiting Throughout the Year - The Recruiting Calendar

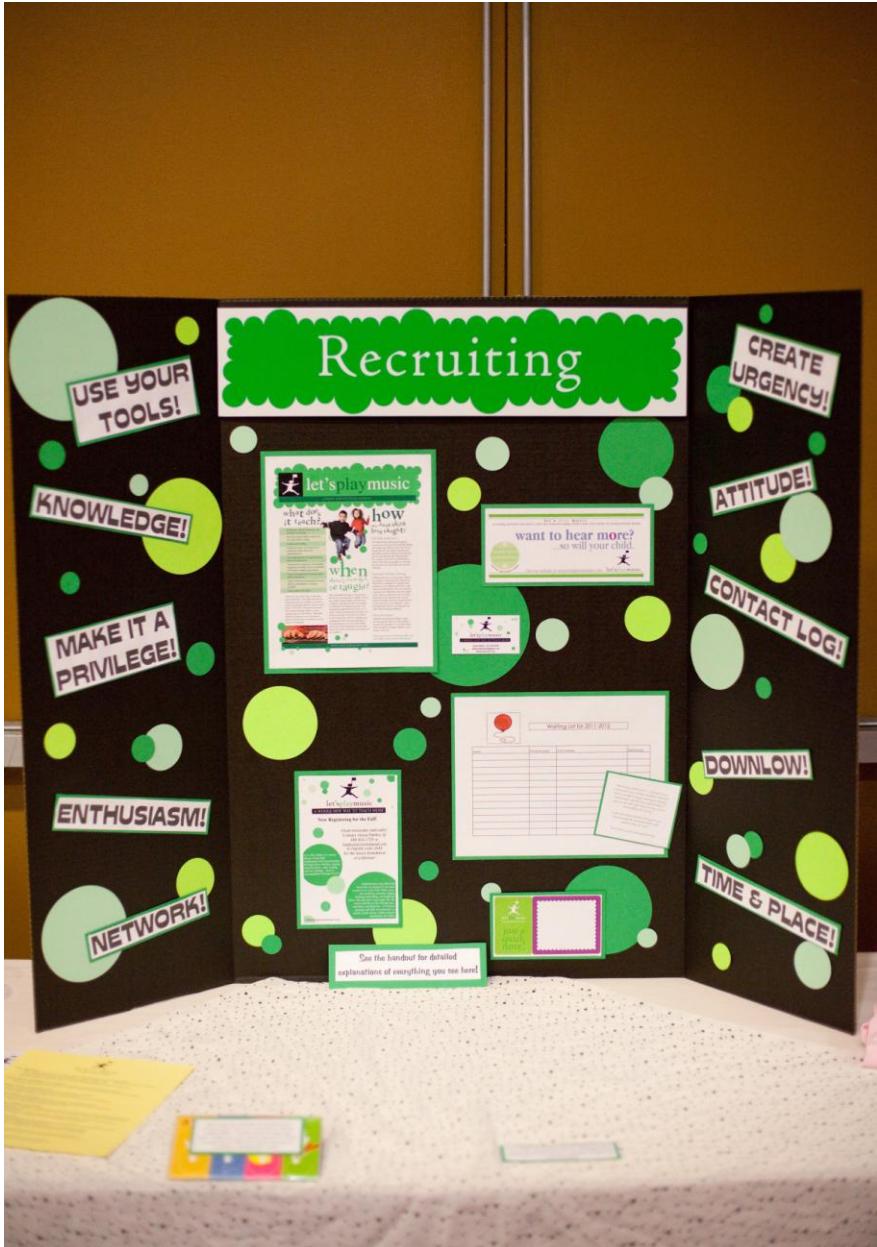
March through June – Starting Out – For the brand new teacher, but the ideas work for all of us!

### Getting the Word Out

- Ask at least 4 different friends or relatives in your area, but in 4 different areas, to give you a list of names of families with children the right age. Personal referrals are always the best! Send out your LPM letter advertising your sample class times, "What Does it Teach" and a personalized note from your friend or family member saying something like... "My sister/friend just started this fabulous music program that is SO great! It's a fun course where the children not only get to play, but they learn a ton about music theory as well! My sister/friend has these credentials... I know my sister/friend will do an amazing job teaching this class! I really recommend that you look into this!" Then have your friend or relative sign the bottom of the note! This personal referral makes a huge difference in whether or not the people will call.
- If you're new to an area and don't have many contacts, use your resources! Do your children go to preschool, karate, dance or gymnastics? Ask the owners if you can post flyers, use email contact lists to send out electronic flyers, etc. If you already know the teacher/owner, they will be likely to help you out because they want to keep their customers happy too!
- Use the online classifieds – Craigslist, KSL.com (Utah) – advertise your FREE sample classes. People are looking for fun, free things for their children to get involved in and once they see the sample class, they're hooked!
- Local piano teachers – educate them about the program and then tell them that you'll take their younger students, prepare them and, after three years, hand them over well-prepared, skilled piano students in return!

### Incentives

- Offer Incentives! Who doesn't love free stuff? Include in your letter some incentives for coming or give incentives at your sample class. And the investment you make for the incentives will pay off with three years of tuition from a registered student! Here are some examples:





- If you sign up right after the sample class, I'll waive the registration fee.
- Have the CDs available for them to take home with them if they sign up right after the sample class!
- If you brought a friend to the sample class and you both sign up for the class, you'll get \$20 off your first month's tuition! (You can do more or less - whatever amount works for you)
- If you sign up today, your child gets to take home a free t-shirt. Maybe only have 1-2 t-shirts and the first people to sign up get the t-shirts!

### Flyer Delivery and Display

- Ideas for where to display flyers: Libraries, Daycares, Preschools, Dance Studios, Music Stores, Private Piano Teachers, Restaurants, Home School Groups, Schools, Public Events

### August – Parent Orientation Time

- Pass around a notebook with a "waiting list" for next year's 1<sup>st</sup> year classes. Tell the parents that because you want to give your current families first priority, you want them to **have the first chance** to put their own children or friends on the waiting list before your classes fill up for the next year. Remind them of how valuable this class is and how quickly it will fill up and that they'll want to tell all their friends and family about it NOW! ☺ Remember attitude is everything...
  - Create urgency in a subtle way--letting them know at the orientation that the waiting list is already being started. Whenever anyone asks how it's going, say that next year looks good because the waiting list is filling up!
  - When you give them the opportunity to tell their friends and family about the program you are not "asking for referrals". You are GIVING them the opportunity to share this amazing experience with the lucky people they choose. It is a privilege for them. You are grateful for their assistance, but it is a privilege nonetheless. It is human nature to get more excited about opportunities than favors. Don't be desperate, shy, or apologetic. Anyone in the program will thank you for it because it is so wonderful--remember that.

### **September through December – Keep Selling to the Parents Throughout the Year**

- Sell, Sell, SELL! What's the best method of recruiting? REFERALLS! Where do you get your referrals? PARENTS! You should always be selling and promoting your class. This is not hard to do with the wonderful program that is Let's Play Music!
- Constantly remind the parents about the value of the different skills we're teaching, not only as musicians, but in developing their entire brains!
- Remind them the importance of **TIME and PLACE** – there is no other TIME that can replace these years in developing musicians in these children. There is no better PLACE than Let's Play Music!
- This is not just a music class!
- START EARLY, CREATE URGENCY, MAKE IT A PRIVILEGE!

### **December, Semester Break – Remind of Waiting List**

- Remind the parents about your waiting list. Use key phrases like: "It's beginning to grow", "Spaces are filling up fast", "You are my first priority", "Don't let your friends and family miss out on this!"

### **February, March – Start Registration Early**

- Early Registration helps you know what you need to do as far as "Getting the Word Out" goes. (See Starting Out section) When you know how many places you need to fill, you can plan appropriately.
- Remind of the incentives – FREE STUFF ROCKS!
- Keep up the positive attitude, the attitude of offering an irreplaceable service – you're not asking for favors!
- Keep teaching the parents and keep them excited about the program – again, they're our best form of recruiting through referrals!

### **April/May – Getting the Word Out Through Parents / Sample Classes**

- Invite your parents to invite their children's friends *and their parents* to one or two of your last classes. Offer prizes to the children if they bring a friend!
- Have parents invite friends and family to the recital and then give a recital they won't forget!



- **SAMPLE CLASSES!** The amazing thing about this program is that it totally sells itself! Once the parents see it, they're sold.
  - Be personable, schedule appointments
  - Phone Calls - Reminder, Follow-up, Missed You
  - Have a sign-in sheet at sample class
  - Have "extra" students available if you have low attendance.
  - Have all handouts, registration, flyers, incentives on hand
- **Summer – MINI CLASSES** are a great recruiting tool if you want to hold them! Teachers say that they have at least 1-3 children sign up for the fall after doing mini classes.

## Throughout the Year – Basics

### Connecting

- Get involved in your community – the more people you know, the more you can tell about the program.  
NETWORKING!
- Talk to people everywhere – the grocery store, your children's activities, church, etc. People will ask you what you do and it will come out in natural conversation.
- Have those business cards and flyers on hand to give out. Also, keep a notebook handy in your purse to write down contacts (or use your cell phone)
- Give and GET contact information!

### Know and USE your tools

- Website – [www.letsplaymusicsite.com](http://www.letsplaymusicsite.com) – make sure you can navigate around this website yourself and can tell people where to go and what to look for. GREAT RESOURCE!
- Blog – [www.makingmusicians.typepad.com](http://www.makingmusicians.typepad.com)
- Your own personal blog – just an option, but a great idea!
- LPM Car Decal – available on the DownLow
- Teacher's Forum
- DVDs – Sample Class DVD – you can give this out as an example.
- Handouts – don't forget to use bright colors!

### Love the program! (How can you not? ☺)

- You can't sell what you're not sold on yourself.
- Know the LPM philosophies, methods and scope and sequence
- Be enthusiastic, excited, passionate – ATTITUDE!



## Parent Involvement Leads to Success

Parents have a critical role in this program. Without them the students cannot reach their full potential. It is the teachers' responsibility to educate the parents. Here are some tips.

- **Mandatory Parent Orientation Meeting**
  - The success of your studio is directly related to how well you educate your parents as to what is expected of them in and out of class.
    - It is in your financial best interest to keep the parents informed.
    - Parent communication = dropout prevention. Committed parents = full classes 2<sup>nd</sup> & 3<sup>rd</sup> yr
  - Most parents genuinely have the desire to help their child succeed—but aren't sure **how** to help them. The meeting offers the opportunity to educate these parents & show them how to use their resources.
  - Set up expectations & nip problems in the bud.
    - NO Siblings in class unless enrolled —NO EXCEPTIONS!
    - Parents MUST attend on parent days & MUST participate
    - Parents need to understand they will be sitting down WITH their child to help them practice regularly
  - Wow them! This is your chance to sell the program and what sets it apart from everything else out there. Let them see they are in for a fabulous experience!
  - There are many ways to conduct these. Some teachers use worksheets and follow the manual. Others have a power-point presentation. The important thing is to **HOLD** the meeting!
    - Make it informative but brief & show all 3 years' materials
- **Parent Involvement at home**



- Without parent involvement, the class becomes diluted to a fun babysitting music hour, which is NOT what we are about.
- Teacher only spends 45-55mins a week with the students. The parents spend the majority of the time with them & need to be schooled in the concepts to be able to reinforce them at home in a natural, fun way.
- Curriculum is designed to help bond parent to child – provide those opportunities!
- 1<sup>st</sup> year we are training the parents & students to be in the habit of practicing regularly
  - 1<sup>st</sup> year they may only need to practice 5 minutes a couple times a week.
  - 2<sup>nd</sup> & 3<sup>rd</sup> year they gradually work up to practicing 15 minutes 5x a week. Those who are consistent may only need 5-10 minutes daily.

- **Parent Participation in class**

- Invite them to participate
- Tape off your couches if they tend to sit on them.
- Put hang-ups stating rules of the class as reminders
- Call them out—don't allow them to sit on the sidelines. If they aren't participating, they won't understand why they are there.
- As they attend class—they see how the information is presented & are better able to help at home naturally.

- **Weekly Emails**

- These help parents stay connected to what is going on in class—especially in 2<sup>nd</sup> and 3<sup>rd</sup> year when they come only once a month.
  - Available at the web-store already typed up and full of information in a professional format. \$15 per semester—by Melissa Lunt.
  - A more informal collection is available at no cost through the forum by Gina Weibel.
  - Or create your own and personalize them to your liking.

Parents who are educated about the program, who understand their expectations & do the program fully are the ones who will be your best advertisers because they believe in the program and see the best results!

# Recital Baby Steps



## 8-10 months in advance (or as far in advance as is possible)

- The date and time of the recital will be:
- Put this on your semester calendar so parents know
- I will/will not be sharing a recital with another teacher:

## 4-6 months in advance

- Reserve a space:
- Preview the space: Know dimensions, seating capacity & resources available there (does it have a microphone?)
- Measure stage dimensions and/or riser capacity
- If it's not done yet, notify parents of location and date

## 2-4 months in advance

- Write or modify an existing script; include all songs, spoken parts, materials used, track # on CD
- If using a helper or sharing with another teacher, split duties
- Assign student and class parts
- Plan how your stage will be set up to work with your script
- Draw a stage setup diagram so if needed you can delegate
- Decide on awards to be given out:
- Order/print awards

## 1 month in advance

- What will the students wear?
- Remind parents: location, date, time & what students wear
- Do I need a parent helper? Who? \_\_\_\_\_
- Review activities or songs for recital with your students
- Inform piano students/find out what they will be performing so they have it practiced and prepared
- Create the program and print it
- Make arrangements to borrow extra autoharps, keyboards
- Invite/have your students invite potential students and their parents to attend
- Ask someone to tape your recital and take pictures—most parents are doing this anyway!



## 1 week in advance through showtime

- If necessary, do a recital run-through
- Gather all materials
- Borrow extra materials from other teachers
- If you are serving refreshments, get them now
- Show up plenty early & set up (day in advance if possible)

This sounds like a lot—just choose the parts that are relevant to you. It is *your* recital; keep your main purpose in mind. Modify the timeline to work for you.



## Brainstorming Questions to Get You Started and Keep You Focused

- What are your main purposes in giving a recital? To thank? To educate? To let students shine? Keep the LPM Vision Statement in mind. Don't get distracted or overwhelmed by the “other details” that don’t serve your main purposes!
- What are other purposes can your recital serve? Recruiting? Review? Highlight a special student who needs extra attention? Wrap up registration for next year? Showcase materials for coming years?
- Is there a certain song, dance, puppet show that your students love? Ask for ideas, but don't feel obligated to use any of them.
- What awards are meaningful and appropriate?
- Is there a creative alternative award/gift? A CD of classical music or “Make Your Own Puppet Show Music?” (see this topic on the forum: *Tell me your Favorite Classical Songs: Make up your own puppet shows*)
- What do I need from my recital space? Is my chosen space overly extravagant or costly? Is it professional enough? Does it help me meet my main purpose?
- What is the one thing you want students to remember about your recital? What about parents?

# Recital Resources

## When should I do my recital?

- Within 1 week of your final class
- As early in the spring as possible; May just keeps getting busier. Parents will thank you for this!
- Morning, afternoon or evening, a recital that is too long is always a “bad time”

## Where can I find someone with which to do my recital?

- Who is in your local team?
- If you are doing it alone, secure a parent helper

## Where to have my recital?

- Piano stores, rec/city centers, churches, nursing homes, school auditoriums
- Ask other teachers, check the forum

## Where can I find recital scripts?

- Write your own—keep the mission statement in mind
- Use or modify an existing script; many can be found on the forum in the RECITAL SECTION!

## Where can I download or purchase student awards?

- 1<sup>st</sup> year certificate: <http://letsplaymusicsite.com/for-teachers/downloads/>
- 2<sup>nd</sup> year yellow ribbons available in webstore
- 3<sup>rd</sup> year trophies/medallions available A2Z Trophy: see RECITAL section on forum for details

## Where can I find logos and templates to use in creating my printed program?

- <http://letsplaymusicsite.com/for-teachers/downloads/>



## **Teaching Older Students**

**Whether you have 1 older student in a class of younger kids, or you have a whole class of older students follow a few of these simple principles to help them be successful in class.**

### **Step It Up**

\*Kids that are 8,9 and 10 enjoy knowing things others don't and they like having all the information. We may not explain that a minor third is the first interval a baby hears and repeats correctly to a group of 5 year olds -they won't care. However, your older students will think that is really cool, if you explain it and show them how their baby brother wines to Mommy on a Minor Third. You can "step it up" by explaining things a little more in depth and give them more information on all the concepts they are learning. They truly find it fascinating and the nursery songs don't seem so "babyish" if they know why they are so important. I will often give them a tidbit of information by saying, "Did you know...?" or "Want to know a secret?" You can use some of your Tips for Parents to explain to them what you are teaching them and why it's important. They will get it.

\*With some activities you can "step it up" by adding moves or taking out things that seem too "young." With the theme song "Let's Play music my older kids get really bored with "tapping their heads" so we Dance. They pick their favorite dance move and we grove with the beat. Try doing "Froggy in the Middle" with a blindfold on.

### **Ask-Don't Tell**

\*This works especially well in a group of older students. Asking a question gives them a chance to think about and figure things out without you giving all the answers. Many older students have had some previous music experience, let them draw on what they know and make connections with what they are learning now. For example: when you first introduce the staff board ask them if they have seen this before and where? What is it used for? What could the balloon represent? When you bring out the bugs ask them what they look like and how they might sound- before showing them. You'll be surprised how much they already know

\*I also make a point to ask tons of questions in class. In the lesson plans it often instructs the teacher to "tell" or make statements. I will often rearrange them into questions for my kids. Or if it tells me to "place a MRD on the staff board" I will ask my older student to put it up for me instead.



## Let Them Lead

Older kids love to be “in charge” give them opportunities to “teach” the younger kids in class. Or if they’re in a group of older kids let them take turns being the “teacher” or “leader.” For example, in Tambourine train, after I show them the first time, my older kids become the “leaders.” This not only helps them feel important but also gives them an opportunity to really practice their “steady beat.”



## Show They Know

\*Older kids love “showing off” and you can play this to your advantage. In a group of younger kids, let the older kid “show he knows” and he becomes an instant role model for the rest of the class. Obviously you can’t have them “taking over the class,” but I often let them answer questions, expound upon things we are learning or “show off” a skill that they have been working on or learned previously.

\*With older kids in class, you rarely have to play the Autoharp. Once it’s introduced and they can play, let them take it away. In a group of younger kids my “helper” always accompanies our group when we sing. With an older group they rotate playing and I never need to.

\*The staff board is a great way to let them “show they know.” Any time the lesson instructs you to place something on it. Hand out the notes and let them do the work. It gives them extra practice and less for you to do. With “Frog Went a Hoppin,” I let them place the pads, jump the frog and play their bells along as we sing.

## **Teaching older students can really be fun!**

Get them involved in doing something with every concept you teach. They are capable of much more than your 5 year olds. **Let Them Do It!** Be creative and trust your own instincts and inspiration.

If they seem bored **Step It Up!**

If they lack confidence, **Let Them Lead!**

If they seem to know a lot already **Show They Know!**

And they will all enjoy learning a lot more if you **Ask and Don’t Tell!**



## Summer Mini Classes!



**Mini Red Balloon:** An exciting two week course emphasizing melody and staff reading. In ten 60 minute interactive, playful lessons, we study and practice the major scale, Solfeggio syllables (DO, RE, MI) and hand signs, pitch matching, lines and spaces on the staff, playing patterns from the staff on melody tone bells, and more. Tuition: \$50

**Mini Blue Bugs:** An exciting one week course emphasizing rhythm. In five 60 minute interactive, playful lessons, we study and practice keeping a steady beat, subdividing the beat, rhythmic notation, reading and performing rhythms and more. Tuition: \$25

**FAQ's: Who is the ideal student for these mini classes?**

Any new or prospective student, or any current students who have already taken the 1<sup>st</sup> year looking for a fun review for the summer before moving on to 2<sup>nd</sup> year.

**Can I have a new student take these mini classes and then move right into the 2<sup>nd</sup> year?**

NOT a recommended route. The courses definitely do not offer the full curriculum, but may be an option in rare circumstances; check the forum for more on this topic and discuss with your advisor.

**Do the students have to take the Mini Red Balloon before they can take the Mini Blue Bugs?**

No. These courses are non-sequential – can be taken before, after, or concurrently with either Mini course.

**What student materials are needed for each class?**

Materials for the Mini RB include Tone Bell Set and Home Study CD, for the Mini BB the materials include Rhythm Sticks, Rhythm Flashcards and Home Study CD.

**How much are royalty fees for these mini classes?**

For Mini RB fees are \$5 per student and for the Mini BB it's \$2.50

**Want more info?? Check out the forum for lots more discussion and answers about the Mini Classes!**





## Semester Gifts Ideas!

### RED BALLOON GIFT

- Red Balloon with the LPM logo on it.  
Blown up with helium and curly ribbon.



### BLUE BUG GIFTS

#### • Blue Bug Tootsie Roll Pop

Blue tootsie roll pops...(3 bags give you 13ish)

Bag of black pipe cleaners

Googly eyes

Take one blue wrapped lollipop turn "pop" end facing down. Cut one pipe cleaner in half making 2 pieces. Take 1st half of cut pipe cleaner and twist it at the neck of the sucker (turn it twice tightly) This makes the first set of bug legs they should be longer than the sucker. Take the next half of cut pipe cleaner and repeat just underneath the first pipe cleaner, creating the second set of legs..the legs are longer enabling the sucker/bug to stand up. Attach Googly Eyes!

#### • Blue Bugs Visor Hat (\$1.50 to \$2 per hat)

Foam Visors

Foam Glitter Stickers (less than \$3)

Pipe Cleaners

Pom Poms

Styrofoam Balls (between \$1 & \$3 a package)

Instructions: Hot glue styrofoam balls to foam visor.

Poke pipe cleaner antennae through foam a little to the outside of the eyeballs, twist to secure. (Make your hole far enough into the visor that the pipe cleaner doesn't pull through the edge.) Tightly wind the other end of the pipe cleaner around a pom-pom, then bend the pipe

cleaner into a cute antenna shape. Stick, glue, or pin something bug-eye looking onto the styrofoam ball. Voila! A bug hat cute enough for any 4- or 5-year old to adore.



#### • Blue Bugs CupCakes

Bake cupcakes, frost with blue frosting, put a Glow in the dark bug on top  
Glow in the dark insects found at Fun Services for \$1.10 per dozen

#### • My Bug Jar Craft Kit from Oriental Trading

Item #IN-48/5625 "My Bug Jar" Craft Kit \$11.99 Makes 12

<http://www.orientaltrading.com:80/ui/shared/sharedFlowController>.

goToBrowseController.demandPrefix=18&sku=48/5625&requestURI=processProductsCatalog



## Semester Gifts Ideas pg 2

### GREEN TURTLE GIFTS

- **Fun little Turtles Toys** You get a pack of 12 little turtles. each 1-1/2" long  
Part #TFL5420



<http://www.turtlemax.com/product.php?productid=16357&cat=349&page=1>

Similar turtles to be found at Fun Services

- **Magic Color Stretch Turtles**

From Oriental Trading # IN-48/5737

\$5.99 Makes 24

<http://www.orientaltrading.com/ui/search/processRequest.do?Ntt=AX-48%2F5737&requestURL=searchMain&Ntk=all&Ntx=mode%2Bmatchallpartial&N=0&x=26&y=19>

- **Wooden turtle from Hobby Lobby** Item#6086847 2 for \$1.00

- **Turtle Wind Sock from Dollar Tree** "Wind Spiral" brand

### YELLOW INDIAN GIFTS

- **Bow and Arrow**

Use the logo from the cover of the Yellow Indians Piano Book (or from the website), enlarge it so the bow is big enough for the arrow to be a pixie stick. Make slits in the paper to put the pixie stick thru, and add an arrowhead and tail feather to the arrow. That's it!

- **Indian Playset** - 2 Indians per package. Found at most Dollar Trees.

- **Yellow Indian Tomahawks** found at Fun Services. I have never personally seen these as they were out when I was there - but I've been told they were awesome looking.

- **Yellow Indian Chocolate Lollipops**

Purchase a small Indian chocolate mold, and a few bags of yellow Wilton candy melts. Make yellow Indian chocolate lollipops. : )

- I also give students a little Yellow Indian figure from Fun Services. \$.07 per piece and attach a yellow feather to the back of the song books. : )



## Semester Gifts Ideas pg 3

### PURPLE MAGIC GIFTS

#### • Magic Wands

A one stop purchase at Party City for large pixie sticks, purple curling ribbon, purple star garland---DONE! The beauty of the purple garland is that it works like a twisty tie, so it IS the fastener to help keep the curling ribbon in place.



#### • Sensational Streamer Wands

Shimmering plastic wands from Oriental Trading. 12" long & has flowing metallic streamers.

\$7.99 per dozen

[http://www.orientaltrading.com/ui/browse/processRequest.do?demandPrefix=12&sku=5/975&prodCatId=382962&mode=Browsing&rec=0&ipp=16&No=16&sp=true&Ntk=all&Ntx=mode%2bmatchpartial&cm\\_re=PS-Baby-S1L1&N=382962&requestURL=processProductsCatalog&sd=Sensational+Streamer+Wands](http://www.orientaltrading.com/ui/browse/processRequest.do?demandPrefix=12&sku=5/975&prodCatId=382962&mode=Browsing&rec=0&ipp=16&No=16&sp=true&Ntk=all&Ntx=mode%2bmatchpartial&cm_re=PS-Baby-S1L1&N=382962&requestURL=processProductsCatalog&sd=Sensational+Streamer+Wands)

#### • Glow in the Dark Fairy Wand

Once again, from good ol' Dollar Tree \$1 per wand

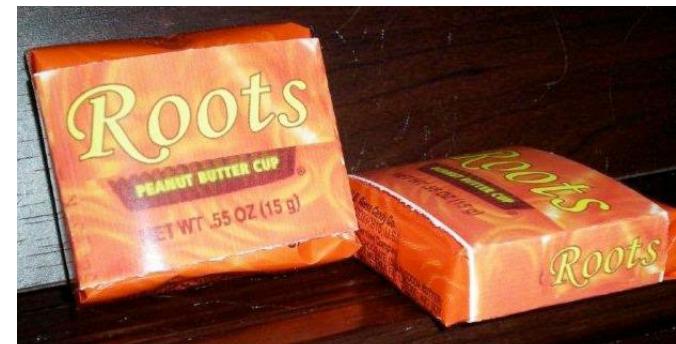
#### • Magic Glitter Wand Craft Kit

Item #IN-48/4395 at Oriental Trading  
Do a search at Oriental Trading for Magic Wands

### ORANGE ROOT GIFT

#### •Orange Roots Reeses Candy Bar

This is a scanned Reese's candy bar wrapper, Changed up a bit. The file for this can be found on the forum or by emailing Julie Fischbeck.





## Semester Gifts Ideas pg 4



### SHOPPING TIPS & WHERE TO GO:

- **ORIENTAL TRADING** Online Ordering

You can get a LOT of different things from Oriental Trading. Do a search for any semester name (example 'turtle'), or for a specific color.

[www.orientaltrading.com](http://www.orientaltrading.com)

- **FUN SERVICES**

1938 E. Broadway Rd. Tempe, AZ 85282

480-967-7129 [www.azfunparty.com](http://www.azfunparty.com)

Fun Services has a regular showroom that is super fun to look through, but to get the little individual prizes, you'll need to ask to go in the back of the warehouse. They'll give you a shopping cart and a clipboard!

- **DOLLAR TREE & ALL A DOLLAR**

- **TARGET & MICHAELS**

Both of these stores have dollar bins or bargain bins at the front of the store. I've found many cute things there.

- **COOL 'N FUN JOISSU PRODUCTS** Online Ordering

This company is similar to Oriental Trading. They have similar prices, but different items. <http://www.joissu.com/>

- **PARTY CITY**

All supplies for the magic wands can be purchased here. Many other cute crafts and prize ideas can be found browsing at Party City.

- **LPM Webstore** to purchase red balloons and other promotional aids

<https://playmusic.infusionsoft.com/cart/store.jsp?view=5&i=4&navicat=4>

- Call or email me - Jodi Blackburn with any questions!

480-988-2644 [jodiblackburn@cox.net](mailto:jodiblackburn@cox.net)

**HAVE FUN!!!**

## Extra Teacher Materials - 1st Yr



ITEM	Where to Purchase	PRICE RANGE	Helpful Hints
<b>ESSENTIAL ITEMS</b>			
Autoharp	<a href="#">eBay or craigslist</a> Music stores Rhythm Band	Used	15 chord is sufficient. Make sure it comes with a tuning hammer.
		New \$50 - \$220	
Tambourine	Rhythm Band <a href="#">teachingstuff.com</a> <a href="#">Amazon.com</a>	\$5 - \$25	Quality does count on this item! Cheaper ones tend to break
Puppet	Target, Wal-Mart Oriental Trading Co <a href="#">Discountschoolsupply.com</a>	\$5 - \$30	It needs a moving mouth
Umburra Stick	Rhythm Band <a href="#">Discountschoolsupply.com</a> <a href="#">musiciansfriend.com</a>	\$ 3 - \$ 15	6" rhythm stick works great!
CD player/Ipod	Wal-Mart, target, Costco <a href="#">Amazon.com</a> , <a href="#">nextag.com</a>	\$ 30 - \$140	Decide which device fits you best. CD player with an Ipod dock is great. A remote is nice!
Dot Stickers	Wal Mart, Office Max	\$5 - \$8	Great for marking places to sit on the floor
Staff Divider	Make your own!!		11X17 poster works great
<b>OPTIONAL ITEMS</b>			
Barnyard Puppets	<a href="#">discountschoolsupply.com</a> Target, Oriental Trading	\$ 10 - \$ 30	You will need a cow, pig, duck and sheep
Steel Drum	Rhythm Band <a href="#">musiciansfriend.com</a>	\$100 - \$200	
Triangle	Rhythm Band <a href="#">teachingstuff.com</a> <a href="#">Discountschoolsupply.com</a>	\$ 3 - \$ 12	



## Extra Teacher Materials - 1st Yr (continued)

ITEM	Where to Purchase	PRICE RANGE	Helpful Hints
<b>OPTIONAL ITEMS CONTINUED</b>			
Ankle Jingles	Rhythm Band	\$ 2 - \$ 5	
eb Tone Bell	Rhythm Band	\$ 8	Order bell eb-5
Welcome Sign	LPM Web Store	\$ 20	Great idea to mount in a poster frame for extra durability!
Easel	Ross, Hobby Lobby	\$ 20 - \$ 80	Not a regularly stocked item and they sell fast. Check store regularly for the best deal.
Old Paint	Wal-Mart Amazon.com	\$ 5 - \$ 15	Webkinz "Pinto" makes a great Old Paint!
Puppet Stage	Michaels, Hobby Lobby Discountschoolsupply.com	\$ 12 - \$ 60	Cardboard tri-fold display board works great!
Large Popsicle Sticks	Dollar Store Wal-Mart, Michaels	\$ 1 - \$ 5	Needed for all puppet shows
Magnets	Wal-Mart, Michaels	\$ 2 - \$ 6	A roll with the sticky back
Packing Tape	Wal-Mart, Office Max	\$ 2 - \$ 6	Best hold for puppet sticks
Laminator	Wal-Mart, Office Max	\$ 25 - \$150	You will not regret this purchase!! Can be a tax write off!

## Extra Teacher Materials – 2nd Yr

ITEM	WHERE TO PURCHASE	PRICE RANGE	HELPFUL HINTS
<b>ESSENTIAL ITEMS</b>			
<b>Keyboards</b>	<a href="http://musiciansfriend.com">musiciansfriend.com</a> Music123.com Target, Costco	\$ 60 - \$120	Start shopping around early for good deals. Holiday months tend to bring lower prices. Stick with brand names such as Casio. Should have 61 full size keys. Refurbished keyboards work great! Check to see if stands/adaptors are included or sold separate. Teacher needs one too!
<b>Stands or Tables</b>	musiciansfriend.com Wal-Mart	\$ 15 - \$ 60	Single X style works great and is the cheapest
	Samsclub, Kmart	\$ 28 - \$ 40	Lifetime Personal Table is perfect size.
<b>Chairs or Stools</b>	Wal-mart <a href="http://discountschoolsupply.com">discountschoolsupply.com</a> <a href="http://bizchair.com">bizchair.com</a>	\$ 10 - \$ 40	You need enough to seat students and parents!
	IKEA, Amazon.com	\$ 6 - \$ 13	Marius Stool at IKEA
<b>AC Adapter or Batteries</b>	Music123.com Sams Club	10 - \$ 25 \$15	You decide...cords or batteries? Batteries are better for less tangles and trips.
<b>Rhythm Box</b>	IKEA, Target, Wal-mart	\$ 5 - \$ 15	Any basket or box will do!
<b>Instruments</b>	<a href="http://teachingstuff.com">teachingstuff.com</a> <a href="http://discountschoolsupply.com">discountschoolsupply.com</a> Rhythm Band	\$ 3 - \$ 40	Need enough instruments for each student to have one. A variety makes it more fun!
<b>Extra Mallets</b>	Rhythm Band	\$1.93 each	RB #2315
<b>Prize Basket</b>	Target, IKEA, Michaels Ross, Hobby Lobby	\$ 5 - \$ 35	A treasure chest is really fun but any box, basket, tub, or bin will do
<b>Prizes</b>	Oriental Trading Company	\$ 0.05- \$ 1	Prizes can add up quickly. Staying less than .15 per prize is a good guideline
<b>Playground Ball</b>	Target, Wal-Mart	\$ 3 - \$ 5	



## Extra Teacher Materials – 2nd Yr (continued)

ITEM	Where to Purchase	PRICE RANGE	Helpful Hints
<b>ESSENTIAL ITEMS Continued</b>			
Echo Edna Bow	Wal-Mart, Michaels	\$ 1 - \$ 3	Attach with sticky back Velcro for easy on and off
Counters	teacherssupply.com	\$4	250 counters in 6 colors
Keyboard Stickers	Ameri-Copy markitdots.com	\$5	for 600 stickers! 1/4" size perfect for keyboards. This brand has the longest and best stick!
Pencils	LPM Web store	\$2 for 7 pencils	You need a class set
Crayons	LPM Web store	0.95 per box	You need a class set
Marker	Wal-Mart, Michaels	\$ 1 - \$ 6	A black washable marker for writing on magnet board
Dot Stickers	Wal-Mart, Office Max	\$ 3 - \$ 6	Great for marking places to sit on floor
CANDY	Smarties Conversation Hearts Kit Kats		
<b>OPTIONAL ITEMS</b>			
Headphones	Music123.com Musiciansfriend.com	\$ 20 and up	They are great to have for station day!
Metronome	musicbasic.com Amazon.com	\$35 - \$100	A model with a rocking pendulum is a great visual
Donkey Puppet	Amazon.com EBay	\$ 10 - \$ 40	Can be used in Tinga Layo
Stuffed Toy Caterpillar	EBay, Toys R Us Amazon.com	\$ 10 - \$ 25	Fun to use in the Caterpillar Song and Caterpillar Cousins
Keyboard Mat	Amazon.com	\$ 35 - \$ 50	Search for "The Worlds Biggest Piano Mat"

## Extra Teacher Materials – 3rd Yr

ITEM	Where to Purchase	PRICE RANGE	Helpful Hints
<b>ESSENTIAL ITEMS</b>			
<b>Finale</b>	<a href="http://www.finalemusic.com">www.finalemusic.com</a>	\$ 10 - \$600	Finale Print music is a good choice for \$100
<b>Staff Paper</b>	makingmusicfun.net	free!	
<b>Composer Posters</b>	friendshiphouse.com music123.com	\$ 25 - \$ 72	Great for Studio décor as well!
<b>Squirt Bottle or</b>			For easy magnet board erasing during class
<b>Baby Wipes</b>			Another option for magnet board erasing
<b>CANDY</b>	M&M's Smarties PB Cups		
<b>OPTIONAL ITEMS</b>			
<b>Timer</b>	Wal-mart, Target	\$ 5 - \$ 12	Kitchen Timer works fine. Great for station day and one minute club!
<b>One Minute Club Prize</b>			You decide the prize! Candy Bar, music game, party, or a certificate are just a few ideas
<b>Recording Device</b>	ebay, Wal-Mart	\$ 30 - \$250	Good idea to record during student compositions. A voice recorder or a video recording are good options.
<b>Echo Edison Glasses</b>	Michaels, Hobby Lobby Oriental Trading Co	\$ 2 - \$ 5	search for "funny glasses"



2010



2010





## I'm a Lets Play Music Teacher.... NOW what do I do with all THIS STUFF!

1. **Large Materials:** (puppet shows, cord maps, valentine, etc)  
Color coded file folders.....office max  
Labels.....office max  
Decorative file holder for all files...Michaels
2. **Small Aids:** (black note, red balloons, turtle shells)  
Mini photo box (black)..... <http://www.mycmsite.com/sites/kimhicks>  
NegaSleeves.....kimhicks@cox.net
3. **Lessons and Hangups**  
semester binders.....walmart/office max  
Magazine butlers.....walmart/ikea
4. **Homework/crayons, stickers, office supplies**  
3 drawer clear storage.....walmart  
Pencil holders.....target
5. **Class set of Bubbles**  
Mini photo sort box.....Kim Hicks/creative memories
6. **Larger tone bells**  
Box top they come in.....free
7. **Tone bell sets, ladder, costume/hats, barnyard,larger signs.**  
Decorative storage benches.....Kirklands Home
8. **Teacher CD's**  
All in one holder.....Office Max
9. **Keyboard Accessories**  
**Music holder**  
Gator board.....americopy  
Packing tape.....sams club  
(no more *falling* music books)  
**Crayon holder cup**.....plastic cup and Velcro tape  
**Bag holder hook**.....walmart
10. **Keyboard storage Armoire**.....IKEA  
Holds all materials with Keyboards...divine!



## Keyboard organization for room

1. Crayon/pencil holders....Target
2. LPM Bag holder.....Walmart
3. Lime green stackable stools.....ikea
4. Keyboard tables.....Adele Heslington  
[helslinger@msn.com](mailto:helslinger@msn.com)

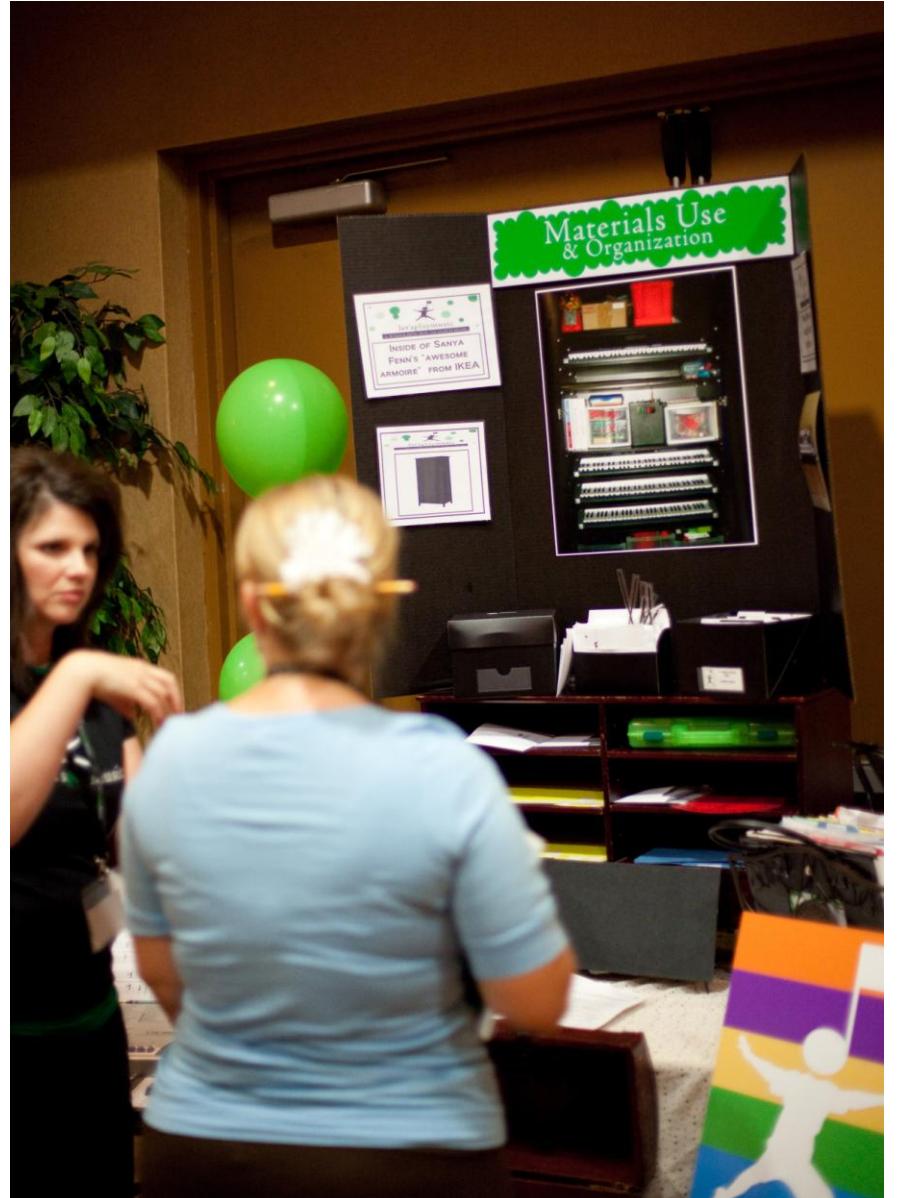
## Room ideas

### 1. Decorative storage on walls:

-Lillian Vernon.....mail holders  
3 different sizes, comes in brown rod iron. There is also office holders for the music books. This saves space

### 2. Paper shelves.....sam's club

I put my lesson visuals in the order presented as a cue...can be hung on wall or placed on a table.



# Assessment Day With Parents



**Here's what assessment day will achieve for parents:**

- They will see your fun stations and perhaps recreate the activities at home.
  - They'll be very aware of the depth and breadth of skills the child has achieved.
  - They'll be reassured that the child is on track.
  - They'll be prepared to attack specific struggling points for the child.
  - They will love Let's Play Music! even more!
- Don't forget that assessments fill parents' needs.**

## What do the parents do during class?

- Guide the child to each station, enjoy the activity with them, and keep them on task.
- Read the instructions, for students who cannot.
- Conference with you briefly during one-on-one time at station #1.
- **UNOFFICIAL OPTION:** Gina likes to have the parents do the grading. This way she can find out if parents are proficient at evaluating their children (Hey! They NEED to do it every week during practice so they ought to be confident.)

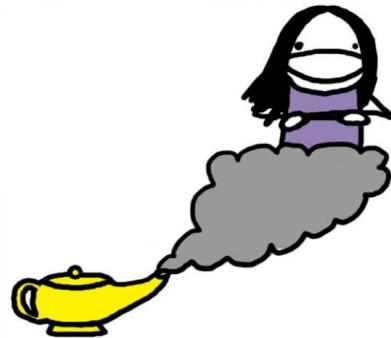
**Handy tip:** Determine how much total time will be spent at stations. Divide by the number of students so you know how many minutes you'll have with each student. Announce to the parents when you'll rotate (and wear a watch with an alarm!)



## Assessment Day Leads to Future Success

At the end of the class, each student should feel good about his progress, but also be excited and encouraged about future possibilities.

Because the other stations run so smoothly, you can REALLY focus at station 1.



**Advanced Students:** When you sit down at station #1, they'll fly through the evaluation. You'll have a few minutes with them to have them read a challenging melody or try some other new skill briefly with your private tutelage. The parent and child will be thrilled by your special attention and encouragement. The parents will appreciate that you can differentiate in order to challenge the student.

**Struggling Students:** If a student struggles with the skills being evaluated, take a moment to question the parent about practice habits. You only have 5 minutes with the child, but take 1-2 to demonstrate how to properly guide the practice on a few measures of music. Point out to the parent exactly what you are doing and what you are expecting the child to achieve (beyond consuming practice time!). Be sure to find some skills to praise and end on a positive note!

**Most Students:** Most will be doing well on almost everything and earn plenty of praise. In a positive way, suggest a skill or two that could be strengthened, and let them know how much you love having the child in class.

## Parents as Graders



### To have parents do the grading:

- Determine which station can be used to evaluate each skill.
- You can still use the official LPM Assessment sheet for the semester, or you can adjust it so the skills are in the same order as your stations.
- Indicate on the station poster which skill will be evaluated.
- Pass out the semester assessment to each parent, along with a pencil. Have them carry it with them throughout the class period.
- Use group songs at the beginning of class to test for skills that can't be checked at stations, OR test those skills at station #1.
- Some semesters lend themselves more easily to parent grading than others – GREEN is an easy one to have parents as graders, and is a good time to find out if parents are good evaluators!

**Parents aren't just evaluators on assessment day- they evaluate the child every week when they decide the child has mastered the material and is ready for the next class. This is your chance to find out if you're seeing eye-to-eye!**

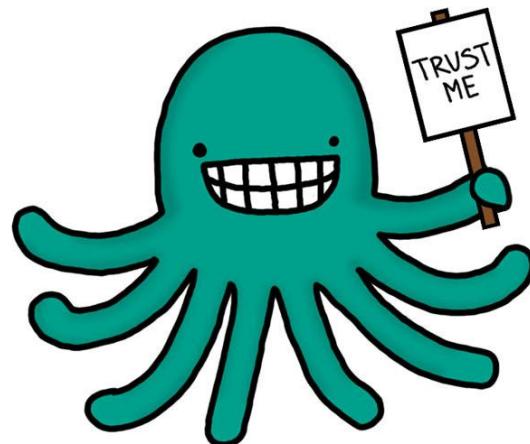


## Parents as Graders and Practice Overseers



After having the children in class all semester, you probably have a pretty good idea of their skills.

Now is your chance to sneakily test the parents' to see how they judge mastery of the material.



**Perfectionist Parents:** If a student seems to be lacking as many (+) marks as you expected, you may have a perfectionist parent. Be sure to gush about the child's abilities and assure the parent that he is performing at (or above) the level expected. Remind the parent that students' skills will vary, and that their child IS succeeding.

**Easygoing Parents:** If a student has an evaluation with nothing BUT (+) marks and you are shocked, the parent might be too easygoing. The good news is she's thrilled about Johnny's progress. The bad news is she's might not be pushing him to keep up, and that's going to HURT you all when Orange semester rolls around.

**Objective Parents:** Most parents will be excited by the great range of skills their child has picked up, and will notice a thing or two that can be improved. The good news is that they see LPM as a successful program and that their child still has room to improve.



# Do Your Best!!!

by Aria Lambson

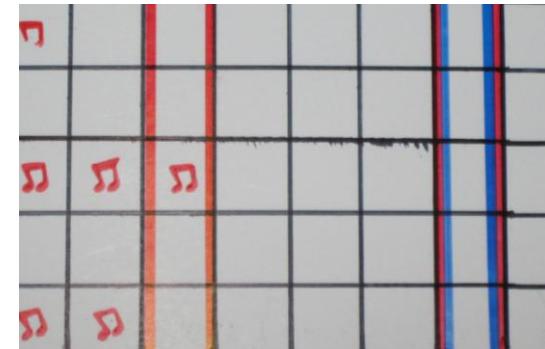
The first time the children get to play on the keyboards is a very exciting experience for them. When all 6 of them decide to experiment at the same time, the noise level can quickly get out of hand. It is important to *clearly define the rules and expectations* for keyboard practice on the **first day of class**.

Students have an opportunity **to earn 3 reward marks each lesson** for the following expectations:

- 1. Practice 5 times at home during the week.**
- 2. Turn in theory assignment on time.**
- 3. Have quiet keyboards during class.**

## At the end of class

- ♪ Return graded theory assignment.
- ♪ Sign practice log.
- ♪ Tell student how many marks he earned.



## Reward

If his mark lands on, or passes, the colored square on the poster, he gets a candy. If he reaches a mark with **2 colors on the square**, he gets **2 candies**.



## Explanation of Quiet Keyboards

Every student has a quiet keyboard reminder sitting on his keyboard. If at any time during the lesson, he plays out of turn, or while I am speaking, I quietly take the reminder off of his keyboard. He has now lost the opportunity to put a mark on the poster board. If he continues to play out of turn, I quietly take the keyboard away and give him a laminated keyboard to use until we move on to another room. When we come back into the keyboard room, he will get his keyboard back.



## Treasure Box Reward

To help motivate the children to have good practices at home, they have a chance to pass off songs to get a prize from the **Treasure Box**. These songs must be played *perfectly with hands together*.

### **Green Turtle Shells**

Old Paint

Bunny's Birdhouse

### **Yellow Indians**

I'm an Indian

How to Skip

### **Purple Magic**

Bounce and Roll

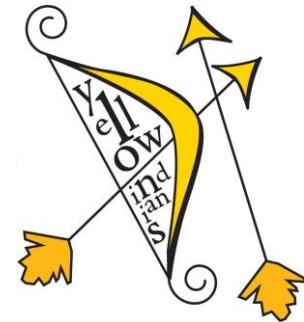
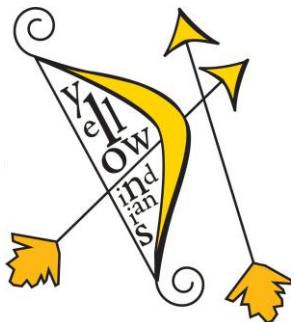
Turkey in the Straw

### **Orange Roots**

Cockles and Mussels

Russian Sailor Dance

\*\*\*Additional ideas can be found on our Teacher's Forum at this link  
<http://letsplaymusicsite.com.smf/index.php?topic=649.0>  
or by using the search term 'discipline system'





# techno savvy:

using technology to save time, make life easier, and be a better teacher



## posting

1. Before creating a new post, see if the answer to your question has already been posted (see 'searching topics').
  2. Place your post in the forum category that's the best fit, then give it a name that clearly identifies the topic you are addressing.
- 3. To attach a file**, click Additional Options... (lower LH corner when you are posting or replying). Hit 'Browse' to locate the file you'd like to attach. Maximum attachment size :128 KB  
Eligible files: txt, doc, pdf, jpg, gif, mpg, png

## creating or updating your profile

1. Just above the forum categories on the Teacher's Forum homepage, there are 5 blue boxes (Home, Help, Search, Profile, Logout). **Click on 'Profile.'**
2. On the LH side, there is a grey rectangle. Under 'Modify Profile,' click:
  - **Account Related Settings** – this will allow you to:
    - Change the name that is displayed on your posts (The displayed name should be your first and last name, not a nickname).
    - Update your email address so other teachers can contact you using the forum.
    - Change your password or secret question.
  - **Forum Profile Information** – this will allow you to:
    - Add your location (crossroads, city & state, phone number. Useful info for other teachers!)
    - Add a personalized picture, personal text, custom title, or signature.
3. When you have finished updating your profile, enter your current password (that you use to login to the forum) before clicking 'Update profile.' Done! That was easy!



### weekly updates for LPM parents

Sending a weekly email is a great way to keep the parents of your students involved and communication open. It is vital that as a teacher, you are proficient enough on the computer to send out professional looking, LPM quality updates. An understanding of the following will ensure top-notch communication with your parents: creating pdfs, attaching files, and adding links. Plus, knowing this stuff makes you techno savvy, baby!

#### timesaving tip: creating group lists

If any of you are going through your contact list each week and clicking the names of your LPM parents to send them updates, you need to repent NOW! Creating a group is super easy. Exact protocol will vary depending on what email service you're using, but here are the basics:

1. Click 'address book' or 'contacts'
2. Click 'new contact' and add (click on) all of your students email addresses
3. Click 'new group,' name the group (LPM, for example), and click on all the contacts you want in this group. Then save the group!



### creating a pdf – portable document format

When you send out your weekly emails, you know what it looks like when you send it out, but you have no way of knowing how it looks when the parents open it on their computer. Certain fonts or graphics can get to the parents looking jumbled or funky. The solution to this problem is to create your emails as pdfs. This makes the files permanent – they will get to the parent looking just as you intended; sharp and professional.

#### Programs with PDF capability:

- Adobe applications (other than Reader); Office 2007 (download a free component from the Microsoft website); Older applications – free pdf applications, such as Primo, can be downloaded. Just google 'create a pdf' or 'Primo pdf' and follow the instructions.

### **attaching files**

Say one of your parents lost their registration form and they want to get it to you, filled out, before next class (which is tomorrow morning). No problem! Email it as an attachment.

1. Write your email. When you're ready to attach, click on the paperclip icon (or click 'Attach,' etc).
2. Hit browse to locate the file you'd like to attach (you'll need to know its location and the name of the file). Double click or select the desired file, and bam! You've attached!

### **adding links**

A link is a shortcut you can click on to get to a given website (or document). For example, if you want someone to see a specific part of the LPM site without them having to search for it, or if you just want to save the parents the step of typing in the web address, you could add a link to your email that would take them straight to that spot. There are two simple ways to add a link to your email:

1. Copy and paste it directly from the address bar to your email.
2. Add [http://\\_\\_\\_\\_\\_](http://_____) and then list the exact site (taken from the address bar of the screen you want them to see). For example, if you want to direct them to the LPM blog ([makingmusicians.typepad.com](http://makingmusicians.typepad.com)), you would simply type <http://www.makingmusicians.typepad.com>. (the link will be blue & underlined if you did it right).

### **editable pdfs**

As discussed earlier, a pdf is generally an unalterable document. So you may be wondering what an editable pdf could be? An editable pdf is a document that has certain fields that can be manipulated. Guess what? There are some GREAT editable pdfs available on the DownLow! To name a few:

- Registration forms (all 3 years)
- trifold brochure business cards
- recital certificate (1<sup>st</sup> year)

### **searching topics**



2 0 1 0

1. Click in the search box located in the upper LH corner of the Teacher's Forum homepage.
2. Enter keywords related to the topic you are looking for. The trick is to not be so specific that your search isn't successful, while not being so general that you get 100 hits on your search.
3. The Advanced Search option allows you to: match all words, match any words, and search by user (if you remember who posted it). If you remember which category the post you're looking for was in, do the search once you have opened that category.

***tons of timesavers, brought to you by the Teacher's Forum!***

- the invaluable knowledge and experience of more than 100 teachers, available at the click of a mouse! See 'Forum Links' below for just a few examples of great timesavers that have been shared via the forum. Remember that all official LPM documents will now be available on the DownLow... WOW!
- awesome features (ie show unread posts since last visit) save you clicks!
- to email teachers through the forum, click on 'Members Lists,' click on the member you want to contact, then click 'Send this member a personal message.' Or you could just click the little envelope in the LH corner of one of their posts, and VOILA! You've got mail (headed their way)!

**forum links:**

links to brilliant ideas and very helpful documents posted to the forum by incredible teachers

- gift ideas for each semester (with pictures!):  
<http://letsplaymusicsite.com/smf/index.php?topic=198.0>
- small v-a-l-e-n-t-i-n-e hearts for students (Julie):  
<http://letsplaymusicsite.com/smf/index.php?topic=548.0>
- 'Up on the Housetop' & 'Rudolph' (Heather):  
<http://letsplaymusicsite.com/smf/index.php?topic=289.0>
- online parent evaluation survey (Gina):  
<http://letsplaymusicsite.com/smf/index.php?topic=588.0>



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## LPM Teacher Blog Instructions



1. Go to [www.blogger.com](http://www.blogger.com) and click “Create a Blog” Fill out information and make sure that your “display name” is your first and last name. Don’t forget to “accept the terms” and then click “Continue”.
2. Make your blog title, “Let’s Play Music with First Last (name). So for me it would be Let’s Play Music with Jenni Coberly.
3. Your blog address (URL) needs to be:  
<http://lpmfirstlast.blogspot.com>. So mine is  
<http://lpmjennicoberly.blogspot.com>.
4. Type word verification and then click, “Continue”.
5. Choose any design. We will change it later.
6. Now click “Start Blogging”.
7. Your blog is now started. Here are the instructions to make it look LPM uniform. ☺
8. Click on “Design”. Then “Edit HTML”. Then toward the bottom of the page select the blue, “Select Layout Template.” Our template is the first one. Click “Minima”. Then click “Save Template.”
9. Click on “Dashboard” and then click on “Edit Profile”. Scroll down to “Extended Info” and type the following description in the “About Me” box: “Let’s Play Music is a music theory course that emphasizes total musicianship through piano playing, singing, classical music, note reading, and ear training...and it’s accomplished through play!”
10. Leave everything else as is and click, “Save Settings”.
11. In the upper right hand corner click “Dashboard”.
12. On the left hand side of the screen click “Edit Photo”.
13. Under “Photograph” click “From your computer”. Then click “Choose File” or “Browse”.
14. Find where you saved the file of your picture and upload it to your profile.
15. Under “Location” add City and State Information



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16. Fill out any other information you would like and then scroll to the bottom of the page and click “Save Profile”.
17. Click “Dashboard” again.
18. Under “Manage Blogs” below “Let’s Play Music with *Name*” click on “Layout”
19. Click “Edit” at the top to the right of “Let’s Play Music with *Name*”.
20. Here you will insert the blog banner that was emailed to you from corporate. Follow steps 21-24.
21. By “Image” click “From your computer”
22. Then click “Choose File” and upload it.
23. Then under “Placement” click “Instead of title and description.”
24. Click Save
25. Open new tab or window and go to  
[www.makingmusicians.typepad.com](http://www.makingmusicians.typepad.com)
26. On the right hand side of the LPM Blog copy the code in the little box under the LPM Blog button
27. Go back to “Layout” on your Teacher Blog window
28. On the right hand side click “Add a Gadget”
29. Click on HTML/JavaScript
30. Paste the code you just copied from the LPM Blog into the “Content” box.
31. Title it “See How We are Making Musicians”
32. Click “Save”.
33. Go back to [www.makingmusicians.typepad.com](http://www.makingmusicians.typepad.com) and on the left hand side copy the code in the box below the Let’s Play Music green button.
34. Repeat steps 27-30
35. Title it “The Let’s Play Music Method”.
36. Click “Save”.
37. Go back to “Layout” and make sure that your right hand side bar is in this order: About Me, The Let’s Play Music Method, See How We are Making Musicians, Followers, and then Blog Archive. To do this just click and drag up the one you want at the top and so on.
38. Click “Save”. Phew!! Now you are ready to post. ☺

## How to Post on Your Blog

1. Log on to [www.blogger.com](http://www.blogger.com)
2. Click on “New Post”.
3. Title your post.
4. In the right hand corner click on “Compose” mode not “Edit HTML”
5. Type whatever you would like in the big white box. If you would like to upload a picture click on the picture icon.
6. Click on “Choose File”
7. If you have more than one image that you would like to upload click “Add another image” and repeat previous step.
8. You can add up to five pictures at a time. After you are finished choosing up to five pictures click the orange “Upload Image” button. If this is your first time you will need to click the “I agree” button and then upload.
9. You can now add more text above or below the image.
10. If you want to add a movie clip click the movie film icon.
11. Same as the photo click “Choose File” and upload it from where you saved it on your computer. Title the video for your records, check the box by “I agree” and then click the orange “Upload Video” button.
12. If you would like to have a word you type link to a certain webpage, type the word, highlight the word, then click on the picture of the chain link. It is to the left of the alignment icon.
13. Type in or paste the URL you would like to link the word to and then save.
14. When you are finished composing make sure and press the “Publish Post” button

\*If you ever have any questions or need help please don't hesitate to call me: Jenni Coberly 720.272.6363. I am more than happy to help. ☺



## Facebook Account Instructions

1. Go to [www.facebook.com](http://www.facebook.com) and create an account under “Sign Up”. Fill out the information requested and click the “Sign Up” button.
2. Complete “Security Check” and click “Sign Up” button
3. You can either fill out or skip steps one through three.
4. Now set up your profile picture in step four. You can either upload it from your computer or take one with your webcam.
5. Click on which you would like to do and then follow the instructions.
6. In the “Search” field type “Let’s Play Music – Making Musicians” and hit return.
7. Click on the LPM icon when it comes up.
8. To the right of the page title you will see a thumbs up with the word “Like”. Before you click on the “like” icon you must make sure and find the email message from Facebook in your email inbox and confirm your Facebook account.
9. You are now a fan of the LPM Facebook page. When ever anything is posted you will be notified on your personal Facebook page.



## Twitter Account Instructions

1. Go to [www.twitter.com](http://www.twitter.com)
2. Click on big yellow button under “New to Twitter?”
3. Fill out page instructions.
4. If you want uncheck the “I want the inside scoop” I never like to receive more spam email.
5. Click on “Create My Account”
6. Follow Steps one through three.
7. On the top of the screen click “Find People” and type in “Making Musicians”. Choose to follow.

## Echo Ed Evolution



### Tips and Guidelines

#### Echo Ed

#### Purpose: Pitchmatching

- Help him come alive for the children. Have him wear a Halloween costume, tell things that happen to him, his bike gets run over, he saw a good movie, he went to a birthday party, etc.
- Require that everything he says or sings is echoed by everyone in the class. (unless specified that it's one child at a time)
- Use him to 'hide' behind so the children aren't intimidated of you
- Use pitch-matching techniques described in Teacher's Manual pg.
- Sing slowly and clearly
- If the child won't sing, suggest that the other children try to hear the echo in their heads (audiation)
- Require complete silence during this time – no feet moving on floor, no whispering, no other singing.
- Use vocal channeling (ghost noises) to break out of a range a child might be stuck in.
- Be patient! This takes time. Stick to the principles and success will come.





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### Echo Edna

#### Purpose: Sightreading

- Help her come alive in the same ways Echo Ed does.
- Use one hand to point, one hand to work the puppet. If the puppet needs to “play” the piano, take her off your hand, set her on the piano and play with one hand, point to notes with the other.
- When using for sightsinging, follow these steps:
  1. place notes on board
  2. ask a child to sing the notes
  3. ask the class if that was correct
  4. ask the child to play the notes to check correctness
  5. repeat with next child.
- When having each child play independently, use appropriate note difficulty for each child.



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### Echo Edison

#### Purpose: Composing

- Guide the children to feel there is no wrong “answer”. *Better* answers have DO at the end and sound somewhat like the question.
- After singing the ‘question’ point out characteristics of the melody. i.e. “These notes are all moving up, aren’t they?” or “I heard each note two times in a row?” or “These notes were moving in fast little baby steps.”
- Encourage, praise, congratulate and cheer *every* attempt.
- If no one in the class wants to ‘answer’, do it yourself and ask them if it was an answer followed the rules.

## **Classroom Management**

- 1. Be 100% prepared.** Know lesson well enough that you only have to look at what song comes next. Have list of songs up in the back of room
- 2. Be happy, positive, and enthusiastic!**  
This engages the children, and makes class fun!
- 3. Build positive relationship** with each student.  
They need to LOVE you!
  - Find something unique about each child and share it with him/her.  
“I noticed you like dinosaurs, princesses...” (something not about music)
  - “Use eye contact, smiles and appropriate touch.

**These are primary bonding mechanisms that have worked throughout history**

- 4. Stop misbehaviors in their infancy**, avoiding the need for consequences.

\* Discipline = Building UP process

We need to build students up so they feel more capable and better about themselves even after a discipline situation.

- Use empathy, not frustration, or anger  
(Don't get mad, get sad)
- For the “Time Out” spot, avoid using a negative connotation—“Think it over spot”



## What to Expect the 1<sup>st</sup> Year

1. Talking out of turn: "No, No ☺ it's my turn"  
"Oh, we never talk when the teacher is talking"
2. Interrupting: "Oh, I'd love to hear that later!"  
"Can you save it for after class?  
Thank you!!!"
3. Laying down, rolling around: "We sit up in this class!"  
"Those who are sitting get to play..."
4. Touching Echo Ed: "Ooops! We never touch Echo Ed,  
He'll get scared and want to leave!  
And we don't want that!!!☺"
5. Not Participating: "No problem, feel free to jump in when you're ready!"
6. Misplacing Silliness: "Oooh, could you save that?  
We'll get silly in a few minutes!"  
"Is this the right place for that?"

\*It is important to use humor whenever possible. Be silly with them! Feel free to laugh at yourself when you make a mistake. Make sure there is an abundance of laughter in your classes!

## **What to expect 2<sup>nd</sup> and 3<sup>rd</sup> Year**

\*The first 2 lessons are your time to be the firmest. Do NOT let things fly. Nicely smile and nip it!

**Rule #1** You may play after you hear the ready words,

“Here we go...”

**Rule #2** Raise your hand to answer questions.

**Rule #3** Don’t make a problem for anyone in the class

**Rule #4** Have Fun!

## **Distractions and Possible Solutions**

### **Playing out of turn**

“Feel free to control your fingers, or place them on your lap.”

### **Talking**

Start patting your head, or clap a pattern, they tend to repeat.  
Walk slowly over to student, continue teaching, gently place hand on their shoulder

### **Not practicing**

“I’m sorry you didn’t practice, that’s so sad! What are you going to do?”  
“Bummer! There’s always next week”

### **Missing Theory Assignments**

Call or e-mail mom after two are missed

### **Not Knowing Material**

“No problem! Just point and sing with us! ☺”  
-Have a talk with mom, make sure practices are going well.

### **Mom’s Repeating Instructions**

Have poster with reminders- point and smile.  
Remind moms **before** class- they don’t mind.



## More “One Liners”

(Always said With a Genuine Smile)

- “There are two ways to enjoy this game, one is by playing, and one is by watching. Which one would you rather do?”
- “Oooh, that’s not working well here, can you think of another plan?”
- “Would you prefer to sit alone, or play with us?”
- “Could you save that for after class?”
- “How sad to not be able to play my (keyboard, autoharp, bells, instruments), would you rather sit on the stool, or next to it?”
- “I allow students to play my (instrument) who are being quiet (calm, happy, nice, sitting, still)”
- “I’m sad you’re choosing not to participate today, do you think you’ll be able to play this at home?”
- If you can hear me, touch your nose (head, ears...)
- Do you think I should let you get away with that just because I like you? ☺

**Note:** It is important to recognize and acknowledge resistance,  
but too much attention will increase it.



