

The Tampa Bay Children's Chorus

Parent / Chorister Handbook

2009-2010

Dedicated to providing outstanding musical enrichment and learning opportunities for children in the Tampa Bay area.



Arts Council of Hillsborough County

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INTRODUCTION

Welcome to the Tampa Bay Children's Chorus (TBCC)! We hope that your experience with TBCC will be rewarding and enriching, and that both singers and parents will enjoy being a part of the TBCC family. This handbook will give you some background on TBCC, inform you of our basic policies, and provide you with information needed throughout the year.

A commitment of time and effort to attend rehearsals, practice music at home, attend performances and participate in volunteer efforts is required of you and your child.

There are many benefits from making a commitment to TBCC:

- Cultivation of love and appreciation for music which will last a lifetime
- Development of musical skills
- Opportunity to work with skilled, professional artists who teach by example
- Individual growth and self-esteem that come from working toward a long-term, challenging goal, achieved through discipline and hard work
- Understanding and intimate knowledge of the craft of music
- Camaraderie of a group of dedicated music lovers who share interests, support each other's growth, and enjoy the achievement of a high standard of excellence

The pride that comes from being valued as a member of a group and as a representative of the community, state and country

These are just a few of the benefits enjoyed by being a dedicated member of an excellent choral ensemble such as TBCC.

TBCC Mission Statement

The Tampa Bay Children's Chorus is dedicated to providing outstanding musical enrichment and learning opportunities for children in the Tampa Bay area.

CHORUS STRUCTURE, REHEARSAL SCHEDULES & LOCATIONS

Safety In Mind: For your child's safety as well as the safety of our parents and staff, there will be two parent volunteers and/or staff members assigned to remain at the rehearsal or performance location until all choristers are picked up.

PRELUDE CHILDREN'S CHOIR 1st and 2nd Grades The Cantate Choir is the beginning choir for new singers. The same directors will be at both rehearsal locations.		
Prelude Choir Goals Finding the singing voice Moving to music Developing confidence as a singer	Chorus Participation Holiday and Spring Concerts Short concerts at local venues	Rehearsal Locations and Times St. Catherine's Church Mondays from 5:30-6:15 pm

CANTATE CHILDREN'S CHOIR 3rd through 6th Grades The Cantate Choir is a beginner level choir for elementary age singers. The same directors will be at both rehearsal locations.		
Cantate Choir Goals Vocal Development Basic musical skills Beginning Solfege	Chorus Participation Holiday and Spring Concerts Short concerts at local venues Special Concerts or mini-tours as announced	Rehearsal Locations and Times St. Catherine's Church Mondays from 6-7 pm

CONCERT CHOIR 5th Grade and Up The Concert Choir includes intermediate level singers (Selected by Audition)		
Concert Choir Goals Choral Skills Musicianship skills Core Repertoire	Chorus Participation Holiday and Spring Concerts Most Concerts and Events Tours	Rehearsal Locations and Times St. Catherine's Episcopal Church Mondays from 6:00 to 8:00 pm

CHAMBER CHOIR with Artistic Director's Approval The Chamber Choir includes advanced level singers (Selected by Audition)		
Chamber Choir Goals Advanced Choral Skills Advanced Musicianship skills Core Repertoire Advanced Repertoire	Chorus Participation Holiday and Spring Concerts Most Concerts and Events Tours	Rehearsal Locations and Times St. Catherine's Church Mondays from 6:00 to 8:00 pm

Extra-curricular musical opportunities for Concert & Chamber Choir Singers		
Vocal coaching ensemble Sight-reading training ensemble Participation in Viva Musica, a select small ensemble of singers		Locations and Times St. Catherine's Church Mondays from 5:00 to 6:00 pm

GENERAL INFORMATION FOR PARENTS

The Role of Chorister Parents

Each TBCC parent plays a vital role in the success of the chorus as a whole and his/her child's individual contribution to TBCC.

- Review weekly newsletters and log in to the members area of the website for information on event dates, fundraising activities and other TBCC information and announcements.
- Notify directors in writing of any conflicts with rehearsal and performance schedules at least two weeks in advance of the conflict.
- Assist your child to be punctual at rehearsals and performances
- Notify TBCC promptly of changes in address, phone numbers or e-mail address information,
- Assist your child with music reviews and assigned memory work,
- Sit in on open rehearsals and observe your child's development and musical growth
- Volunteer at least 10 hours each semester in areas where you feel comfortable as outlined in the Parent Volunteer Information section
- Tell others about TBCC and help us to reach new singers
- Be on time to pick up your child at the conclusion of rehearsals and performances
- Attend parent meetings

Parent Meetings

There will be TBCC parent meetings scheduled during the season. All TBCC parents are encouraged to attend these meetings. Information concerning policies, procedures, schedules, concerts, and plans for social events for choristers and families, fundraising ideas and other items of business will be discussed. This is your opportunity to give your input and ask questions.

Re-Auditions and Chorus Advancement

Choristers generally remain in their current chorus for the full TBCC year. Beginning in April, all current choristers will be scheduled to re-audition with their current director to re-evaluate placement. The singer's current director will make recommendations for advancement based on this re-audition. A child's success depends on: Attendance, attitude, ability, work ethic, acceptance of responsibility, and getting along well with others.

SPECIAL EXPERIENCES, TOURING & PERFORMANCE OPPORTUNITIES

Major Concerts

TBCC has two major concert events each year in which all choirs participate; the Holiday Concert and the Spring Concert. All choristers participate in these concerts. Dates and location of the concerts are announced at the beginning of the season.

SongFests

SongFest concerts are community events where local school choirs and TBCC's Cantate and Concert Choirs perform together. Participating choirs perform choir pieces alone and with TBCC during this event.

Nursing Home Serenades (Outreach Program)

As part of our community outreach program, choirs participate in several concerts each season for residents of local nursing homes and retirement centers. These short concerts are usually held on weekend afternoons and may be repeated at more than one location during this time. All choirs may participate. Parents are responsible for transporting their choristers to these events. Details are provided as soon as the events are scheduled.

Intergenerational Outreach Concerts

The Intergenerational Concert Series benefits residents and visitors at senior citizen residential communities. These concert programs are slightly longer than the Nursing Home Serenades. Parents are responsible for transporting their choristers for these events. Details are provided as soon as the events are scheduled.

Community Events

TBCC is often invited to participate in community events. There is usually short notice for these events and parents are encouraged to be flexible in their schedules, if possible, to allow choristers to participate. Parents must sign a letter of agreement that commits their chorister to participate in each engagement. Details are provided as soon as the events are scheduled.

Mini-Tours

Occasionally short performance trips or "mini-tours" are scheduled within the state during the season. Parent chaperones accompany the tour and are responsible for their own expenses. Singers must meet the tour eligibility requirements to participate in any overnight TBCC mini-tour.

SPECIAL EXPERIENCES, TOURING & PERFORMANCE OPPORTUNITIES

All-State Chorus Preparation Workshop

Each year TBCC sponsors a Preparation Workshop for the All-State Chorus of the Florida Music Educators Association (FMEA). Singers from throughout the state are invited to join TBCC in working on music required for all-state auditions. All Concert and Chamber Choir members participate in this workshop which will be scheduled on a Saturday in October from 9 am to 1 pm. Side-by-side rehearsals are held with the help of TBCC Choristers, USF music students and area music teachers. TBCC parents provide chaperones and refreshments for this event. TBCC singers perform for the guest singers who come from Hillsborough County and surrounding counties.

Honor Choir Experiences

Special opportunities become available for TBCC singers through our professional affiliations with ACDA, MENC and CME. Singers are selected by the Music Director to audition for various events based on their musical development, dedication to TBCC, and discipline and maturity shown in rehearsals and performances.

Tours

Touring is an important part of TBCC's program. It develops community within the group and provides a unique opportunity for intense musical and social growth. Each summer, TBCC participates in a choral festival or multi-day concert tour. Tour costs are paid by choristers' families. Parent chaperones accompany the tour and are responsible for their own expenses. TBCC will plan fundraising activities to enable choristers to earn money toward individual tour accounts to help pay these tour expenses. Singers under the age of twelve (12) may tour at the discretion of the director and must be accompanied by a parent. Chamber and Concert must meet the following tour eligibility requirements.

ELIGIBILITY CRITERIA FOR TOURING WITH TBCC

To be eligible to tour with TBCC, a singer will:

- Have a proven record of regular attendance at TBCC
- Exhibit appropriate behavior and a positive attitude at all TBCC functions
- Exhibit musical readiness for a festival experience
- Demonstrate ability to focus in extended rehearsals
- Accept the responsibility to attend extra tour rehearsals and learn extra tour music
- Work well with peers and contribute to the team effort
- All tuition must be paid in full

The Artistic Director and Assistant Music Director will determine whether a singer has met these criteria and if the singer needs to improve one or more of the above behaviors they will discuss this with the singer and his or her parents.

If a singer is accepted for participation in the tour and later does not continue to meet these criteria, the singer will not longer be eligible for the tour.

PARENT VOLUNTEER PARTICIPATION

TBCC Parents offer support to the Tampa Bay Children's Chorus through volunteer work. Volunteer efforts are coordinated by the Parent Volunteer Organization (PVO), which is very similar to the PTA at your child's school.

- All parents are encouraged to participate on committees and in other areas where your help is needed.
- Part of your tuition payment is at least 10 hours of volunteer time provided to TBCC.
- We really need your help!

Examples of volunteer activities:

<ul style="list-style-type: none">• Chaperones at concert events• Participation in planning committees• Music Librarian(s)• Assist in mailing preparation - folding, stuffing and labeling envelopes• Fundraising activities - annual poinsettia sales, raffle ticket sales, candy sales, car-wash, garage sales• Setup prior to rehearsal• Cleanup and straightening after rehearsals and parties• Provide copying services	<ul style="list-style-type: none">• Design event posters or other materials• Call potential TBCC families• Provide transportation to events• Distributing audition information to libraries, recreation centers and other locations• Distribution and collection of Music and Music folders• Banquet Coordinator• Photograph TBCC activities and events• Deliver packets of information• Do a presentation about TBCC at your child's school
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Alternate Support

If you absolutely cannot volunteer your time to help TBCC provide the best musical learning and performing experience for your child, please make a monetary donation instead. Most parents who cannot volunteer donate \$200 to the general operating fund – feel free to give more if you can!

CHOIR LIAISON POSITIONS

Choir Liaisons are primary leaders in the Parent Volunteer Organization and provide important services. There are three Choir Liaison positions; one for each of the choirs.

- Choir Liaisons are the main contacts and coordinators for their respective choirs.
- They serve as the intermediary between the other parents in the choir and the Chorus Manager.
- They also help determine who will fill the other available positions.

Primary Responsibilities

- Communicating and working effectively with the parents in your choir and the Chorus Manager
- Take calls and answer questions about choir activities from other choir parents.
- Arrange for Chaperones at concert events for your choir
- Track volunteer hours for parents in your choir
- Arrive 30 minutes before the chorister check in time to concert events to help coordinate your choir
- Send status reports to the Chorus Manager

Responsibilities that may be delegated to volunteers

- Take arriving and leaving chorister attendance at concert events
- Distribute handouts
- Make sure choristers are dressed appropriately for concert events
- Distribution and collection of music and music folders
- Arrange for snacks and food for travel and events
- Distribute and collect forms to be filled out by parents or choristers
- Plus any of the Volunteer activities listed as examples of volunteer activities

Combined Responsibilities

The Choir Liaisons also work together to coordinate and appoint volunteers to the PVO Committees and Primary job positions

- Music Librarians
- Chorister Social Committee
- Tour Planning Committee(s)
- Fundraising Committee

TUITION, FEES, EXPENSES & PAYMENT METHODS

It is very important that you pay your tuition in a timely manner. Tuition pays for many of TBCC's operating expenses which include but are not limited to: music, folders, practice CD's, TBCC T-Shirts, hall rental, telephone, newsletters, postage, insurance and staff salaries. The cost of the DaySpring and the Welcome Workshop is also covered by the annual tuition. Tuition does not include administrative fees, uniforms or the cost of tours.

Administrative Fee (New Choristers only)

Onetime non-refundable \$50 fee per family
Due at time of registration

Tuition Costs

Prelude Choir: \$300 per year

Cantate Children's Choir: \$600.00 per year

Concert & Chamber Choirs: \$800.00 per year

Tuition for each chorister is an annual fee determined by choir level and any discounts that apply.

Tuition is prorated for Choristers who join after October 1st

Payment Schedules and discounts

1. Pay Full Year Tuition in one payment and receive a 15% discount (Prelude Choir is already at a discounted cost at \$300, Cantate Choir will be \$510 instead of \$600, Concert and Chamber Choirs will be \$680 instead of \$800)
2. Pay Fall Semester now and Spring Semester in January at regular rates (Cantate Choir is \$300 per semester, Concert and Chamber Choirs are \$400 per semester).
3. Pay Monthly at regular rates, with 6 payments due at first rehearsal of each month (Prelude Choir will be \$50 per month, Cantate Choir will be \$100 per month, Concert and Chamber Choirs will be a \$135 first payment and then 5 payments of \$133 per month).
4. **Sibling Discount** - If you have more than one child in TBCC, deduct \$100 off the year's tuition for each additional child. If paying monthly or by semester, deduct this from your last payment.

Payment Methods

- Payments may be made by check or credit card. Please make checks payable to TBCC and indicate the chorister's name and a description of what the payment is for (i.e. tuition, t-shirt etc.) on the check.
- Payments may be placed in the payment box at rehearsals. VISA, MasterCard and Discover Card are also accepted.

Financial Assistance

TBCC offers financial assistance to a limited number of singers who show financial need. Applications are available online in the resources section of the website. Applications will be reviewed by the finance committee of the Board of Directors. Financial assistance will pay a percentage of a singer's annual tuition. Parents of children receiving financial assistance may be asked to provide TBCC additional volunteer hours.

TUITION, FEES, EXPENSES & PAYMENT METHODS

Chorister Tour Accounts

- TBCC sponsors a variety of fundraising activities each year to help individual choristers pay for future tour expenses. The Parent Volunteer Organization is responsible for planning and running these fundraisers.
- Members of all choirs can participate in fundraisers. Choristers who participate earn money that will be earmarked for them.
- These funds remain in a restricted account until used for a tour or until the chorister resigns from TBCC.
- If the chorister resigns before using earned tour account money, the money is transferred to General Operating Funds; it is not refunded.

Tour Expenses

- A summer tour is usually planned for the Concert and Chamber Choirs.
- Expenses will vary with each year's tour plans.
- Tour expenses not covered by the individual chorister's tour account are paid by the chorister's family.
- All expenses for a tour must be paid in full before deadline dates to reserve travel tickets and hotel rooms.
- Tour payments are not refundable.

Tuition Refund Policy

No refunds will be processed for any member until all materials have been returned to TBCC.

These materials include:

- All music distributed to the singer
- The singer's badge holder
- Any tickets for concerts or fundraisers that have been issued to singers or guardian but not paid for.
- The following items are non-refundable
 - New Chorister Fee
 - Tour fund from fundraisers
 - ALL Tour Payments
 - Payments made for tickets or fundraisers of any kind

Tuition will be refunded at a pro-rated amount using the following schedule if all the aforementioned conditions have been met. There is no refund schedule for monthly payments.

Semester Payment				Full Year Payment			
Month	% Ref	Month	% Ref	Month	% Ref	Month	% Ref
Aug/Sep	75%	Jan	75%	Aug/Sep	87.5%	Jan	37.5%
Oct	50%	Feb	50%	Oct	75%	Feb	25%
Nov	10%	Mar	10%	Nov	60%	Mar	5%
Dec	0%	Apr	0%	Dec	50%	Apr	0%
		May	0%			May	0%

UNIFORMS AND PERFORMANCE ATTIRE

Where to Purchase Uniforms

Sunshine School Uniform Company located at 3643 W Hillsborough Avenue, Tampa, Phone: (813) 414-0256. Donations of used uniforms are appreciated and will be made available for other parents to purchase at reduced cost from TBCC.

IMPORTANT: TBCC Uniforms should be ordered and purchased at the beginning of the season or immediately after a chorister is accepted to TBCC during the season, to ensure Choristers meet requirements for concerts.

Descriptions of Uniforms

Cantate Children's Choir Girls

Red jumper and white long sleeve blouse and a red criss-cross tie.

The full Cantate Children's girls uniform costs approximately \$50.

Cantate Children's Choir and Concert Choir Boys

Black dress slacks, long sleeve white oxford cloth button down collar dress shirt, red vest, and straight red tie.

The full boy's uniform costs approximately \$60.

Concert and Chamber Choir Girls

Red pleated skirt, white long sleeve blouse, red vest and red criss-cross tie.

The full Concert and Chamber girls uniform costs approximately \$80.

Chamber Choir and Viva Musica

Men wear black dress suits or tux with a long sleeve white oxford cloth dress shirt and straight red tie.

Shoes, Socks and Hose

All choristers wear plain black dress shoes. Girls should choose a simple style dress shoe which must have very low heels (no more than 1 inch) and be without any buckles or trim (no patent leather and no open toes). No platform or thick sole shoes are acceptable.

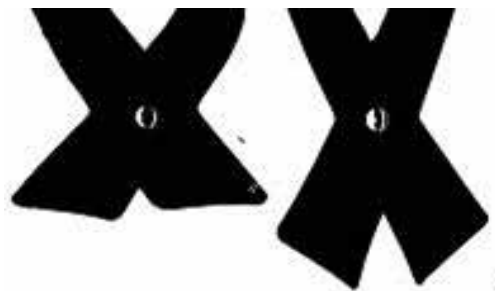
Boys should wear black loafers or black dress oxford style shoes. Boys should wear black socks and the girls should wear neutral/skin colored hose.

No Colored Tights, White or Colored socks (other than black)

Criss-Cross Ties

Girls' criss-cross tie should look like the one on the right when snapped - with points down, not flat across like the one on the left.

Boys will wear a straight red tie.



UNIFORMS AND PERFORMANCE ATTIRE

Hair, Hair Bows and Jewelry

When wearing the performance uniform, singers are expected to follow the following additional guidelines and avoid anything that might distract from the uniformity of the group.

- No Jewelry
- No Shiny or Obvious Hair Decorations including shiny barrettes or hair clips
- Hair should be neatly combed and kept out of the face.
- If it is necessary to secure hair out of the face, girls are to use an inconspicuous band to match hair color only.

Additional Guidelines

- Uniform is always clean, pressed, in good repair, and well fitted
- Skirts should be no shorter than 2 inches above the knee.
- Vests should be long enough to cover the waist band of the skirt or slacks and fitted with enough room to fall back into place after movement.
- White shirt or blouse should not show below the vest.
- The Parents should check the fit of uniforms frequently to ensure they have not been outgrown and see that they are clean and pressed for each use.

Other Clothing Needs

There are times when choristers will perform in venues where the full dress performance uniform would be impractical or uncomfortable for Choristers. Singers will receive information at rehearsals if their directors have given specific clothing instructions for any TBCC event.

- TBCC T-Shirt received at DaySpring
- Boys - Plain black pants
- Girls - Plain black slacks (not stretch or knee pants) or a plain black skirt
- Blue Jeans

Clothing for Tours

Choristers participating in Tours with TBCC may need to purchase additional clothing for tours. Choristers need to wear identifying clothing when on tour so that chaperones can easily recognize them. Uniform and clothing requirements will be discussed prior to pre-planned tours to keep each chorister's purchases to a minimum.

Parent Attire

All parents accompanying choristers at performance venues, either as a chaperone or as a concert attendee are representing TBCC and expected to dress appropriately. When the choristers are required to wear concert dress uniforms it is recommended that parents should wear business-casual attire. Parents should not wear short shorts, tank tops or extremely casual attire or work clothing to a TBCC performance. Chaperones are required to meet dress standards comparable to those set for TBCC choristers.

MUSIC - MUSIC FOLDERS - MUSIC BAGS

Music and Music Binders/Folders

- TBCC provides each chorister music selected by the directors for each choir.
- **ALL ORIGINALS MUST BE RETURNED!**
- Music will be issued to each chorister at the beginning of each season.
- Additional music may be added during the season and choristers should pick these up from the Music Librarians.
- If you are issued original music you are responsible for returning it in good condition.
- If instructed, each singer should purchase a 1", Black, 3-ring binder with 2 pockets. The color should be black but not shiny. Alternatively, singers may be issued folders to keep their music in.

Music Bags

- Each chorister will receive a TBCC music bag to carry his/her folders and pencils.
- Mark the bag with a name tag or other clear identification to avoid mix-ups and make the return of lost items possible. These bags are the property of the individual chorister.
- Replacement bags may be purchased for \$15, if available.

Chorister Responsibilities

- The chorister is responsible for all music issued during the season and for returning it to the TBCC Music Librarian in good condition at the end of each season and/or before the Holiday and Spring Concerts.
- All original music and, if issued, the music folder are the property of the Tampa Bay Children's Chorus and must be returned upon request at intervals during each semester season or when a chorister resigns during the season.

Summer Tour Music

- Any music to be taken on a TBCC summer tour must be returned immediately at the end of the tour.
- A parent will be assigned to collect the folders from all singers at the end of the tour.

Music Replacement Charge

- If original music is not returned when requested, or is lost during the season, the chorister will be charged the estimated replacement cost of the music and/or folder.
- This fee must be paid before the chorister may receive additional music.
- Choristers keeping original music over the winter break or over the summer must pay a fee equal to the estimate value of the original music before the final preceding rehearsal.

GENERAL RULES OF CONDUCT FOR TBCC CHORISTERS

Punctuality & Preparedness

The following procedures help us achieve the discipline and professionalism for which TBCC is known. These procedures are enforced for the singers' safety, to ensure orderly rehearsals, and out of respect and courtesy for each other. TBCC choristers learn a large amount of music each year. It is essential that all weekly rehearsal time and pre-concert warm-ups be used efficiently.

- Arrive early to check-in, pick up new music or handouts, and be in your seat ready to begin on time
- Wear nametag at each rehearsal.
- Bring music bag, binder/folder and all music to rehearsal unless otherwise notified
- Keep three sharpened pencils with erasers in the music bag at all times
- Use the restroom before rehearsal (choristers are not to leave rehearsal except in an emergency)
- No Chewing gum, food, and other drinks other than water at rehearsals or performances

Appearance

- Dress for singers in rehearsals may be casual, but appropriate and respectful
- Shirts, hats and other clothing with language that is generally deemed to be offensive may not be worn at any TBCC rehearsal or event.
- Very short skirts, shorts, shirts or pants that expose the midriff are not appropriate.

Attitude

- Every singer, adult volunteer, and staff member is expected to assume an active role in maintaining an atmosphere of kindness, courtesy, and respect.
- All singers are expected to participate fully and enthusiastically at rehearsals and performances.
- Please speak with a staff member if you encounter or observe a problem

Behavior

- Every chorister will conduct himself/herself in a manner consistent with the expectations of TBCC at all rehearsals, performances, and other TBCC functions.
- If a chorister misbehaves, the parent/legal guardian will be notified.

Care of Facilities

- Parents must ensure that singers and their siblings respect the physical properties of the facilities used by TBCC.
- Keep out of shrubs, trees and off playground equipment.
- Leave all materials in the facility alone
- Keep restrooms clean and leave the property as we have found it.
- No children are to be left unattended (this includes siblings of choristers).
- There is no smoking at rehearsals or performances
- No food or drink of any kind may be brought into any rehearsal or performance facility. Bring only water in a spill proof bottle. Please make sure the singer's name is clearly marked on the bottle
- St. Catherine's has requested that TBCC not use the small Chapel for any reason.
- While at St. Catherine's, choristers and families are asked to use only the restrooms located in the Parish Hall.

ATTENDANCE POLICY

Attending rehearsals on a regular basis is of utmost importance in order for the chorus to function at its highest level. It also fosters a sense of commitment and responsibility in each chorister. Each voice affects the whole, and each singer is an important team member. The musical training that goes on in each rehearsal is important to each singer and is difficult to make up.

For these reasons, we make every effort to enforce the following attendance policies strictly and equitably. If there are extenuating circumstances in the family which prevent adherence to these policies, the parent should contact the Chorus Manager or the director of the child's choir.

GENERAL ATTENDANCE POLICY

- Attendance will be noted when considering a chorister for advancement to the next choir level or participation in summer tours.
- After the third (3rd) unexcused absence, their director may request the singer to re-audition to remain at their current choir level.
- After the fourth (4th) absence of any type during a semester, a singer's participation in any scheduled concerts may require prior approval of their director and/or the Artistic Director.
- After the fifth (5th) absence of any type during a semester, the director may schedule a meeting with the chorister to see if there is a persistent problem that needs to be resolved.

MONITORING

- Attendance sign-in sheets for each rehearsal are located at the check in table.
- All singers need to check in before joining their choir.
- PARENTS NEED TO SIGN IN SINGERS UNDER 16 YEARS OF AGE
- Singers are marked late if they arrive after 6:05pm.
- In addition to attendance, singers are monitored to see if they have their music, name badges and pencils.

REHEARSAL ATTENDANCE

- Absences are excused if the singer's parent has emailed the Chorus Manager, filled out the Request Excused Absence Form online, or called prior to the occurrence of the absence in accordance with the time frames covered in the Excused Absence Notification section.
- Excuses for rehearsal absences will be considered on an individual basis. Attending or being tired due to attending a social or sports event will not be accepted as an excuse.
- Absence from rehearsal due to participation in an Honor Choir will not be counted as an absence with proper prior notice.

Note: Missing multiple rehearsals before a major concert or missing the concert rehearsal itself may result in the singer not being allowed to participate in that concert even if the absences are excused.

Attendance for Concert Rehearsals is mandatory; singers who miss a concert rehearsal for any reason must get permission from their Artistic Director to sing in the concert.

ATTENDANCE POLICY

PERFORMANCE ATTENDANCE

- Participation is mandatory for all concerts scheduled at the beginning of the season.
- Choristers will be excused from concerts added later in the season that conflict with pre-arranged family plans or commitments with 2 week prior notification.
- Except in an emergency, TBCC must be notified of all absences from any performance in advance and the absence must be approved by the Artistic Director to be considered an excused absence.
- There are only three excuses accepted for absence from a Scheduled Performance. 1) Illness, 2) death in the family, 3) mandatory school performance.
- Absence from a performance due to participation in an Honor Choir will not be counted as an absence with proper prior notice.

EXCUSED ABSENCE NOTIFICATION

For Rehearsal

Prior to the absence

- **Fill out the Chorister Schedule Conflict form online** – be sure to include reason for absence. This form can be found in the Resources Area. The form will automatically send emails to the Chorus Manager and the Artistic Directors. Click Resources on the top menu.

If you are cannot fill out the Schedule Conflict Form at least 6 hours prior to rehearsal.

- Call the TBCC main phone (813-977-5558) and leave a message and for Chamber Choir members also call Dr. Summer. (813-294-9443). Then fill out the form the following day to make sure the absence is recorded as excused.

For Performance

At least 2 weeks prior to the absence for known conflicts

- **Fill out the Chorister Schedule Conflict form online** – be sure to include reason for absence. This form can be found in the Resources Area. The form will automatically send emails to the Chorus Manager and the Artistic Directors. Click Resources on the top menu.

If you are cannot fill out the Schedule Conflict Form at least ONE DAY prior to rehearsal.

- Call the Chorus Manager Cell (813-995-5193) and for Chamber Choir members also call Dr. Summer. (813-294-9443). Then fill out the form the following day to make sure the absence is recorded as excused.

EMERGENCY ABSENCE NOTIFICATION

For **emergency absences the day of the performance** – call the Chorus Manager's cell phone (813-995-5193), your Choir Liaison, and Dr. Summer (813-294-9443).

GUIDELINES FOR CHAPERONED EVENTS

All TBCC rehearsals and performances held at a location other than our regular rehearsal sites will be chaperoned and supervised by parent volunteers.

Choristers must remain in the area assigned to TBCC's use for any reason unless accompanied by a chaperone!

Check-In Procedures

- Parents and choristers must come to the designated check-in location
- Choristers **MUST CHECK IN**
- The chorister must be supervised by a chaperone before the parent leaves.
- Choristers must be escorted by Chaperones from the check-in location to the rehearsal, dressing or performance area.
- Late arriving parents will be responsible for finding their singer's chaperone before leaving their chorister.
- If the chorister is not going to be picked up by a parent, please note the full name and relationship of the person picking up the chorister on the sign-in sheet and notify your choir liaison.

Check-Out Procedures

- Parents should arrive at least 15 minutes prior to the scheduled check-out time.
- A parent (or designated adult) must come to the check-out location to get the chorister(s).
- Choristers **MUST CHECK OUT** and leave with a parent or other responsible adult.
- Parents may not send a sibling in to tell the chorister to come out to a waiting car.
- Do not instruct your chorister to meet you anywhere other than the designated check-out location.

Parents as Chaperones

Parents will be asked in advance to chaperone for events by their Choir Liaison.

For performances, check-in and warm up rehearsals are generally 1 to 1 ½ hours before concert time.

Chaperone Responsibilities:

- Arrive 15 minutes before the chorister check-in time and remain with the singers until all singers have been checked out by a parent.
- Make sure all choristers check-in and check-out
- Escort the choristers to and from the check-in location to the rehearsal, dressing or performance area.
- Check to see that all choristers are properly dressed for the performance or event
- Additional instruction handouts for chaperone duties will be provided

TRANSPORTATION

Rehearsals and Tampa Performances

Parents are responsible for providing transportation to and from all rehearsals and local TBCC events and activities. Driving directions to all events will be provided via newsletters and posted on the Website.

Special Event - Bus Transportation

Bus transportation may be provided to concerts and rehearsals outside the Tampa area for events involving a large number of TBCC singers and when distance or event location makes this the most effective way to bring singers to the event. Cost of the bus is split among participating parents.

There are several additional safety precautions that apply when traveling as a group. Choristers sometimes arrive back at the return pick-up location late at night and TBCC can give only approximate arrival times. Two parent volunteers and/or staff members will remain at the assigned pick-up location until all choristers are picked up.

- Parents must fill out and return a Travel Permission Slip
- No food or drinks other than water is allowed on the bus
- Singers should be at the departure pick-up location 15 minutes before the scheduled departure time. The bus will not wait!
- Parents should be at the return pickup location before the estimated arrival time.
- Choristers may call parents using cell phones when the bus leaves the event.
- Parents and singers must check out with a chaperone before leaving the return pick-up location

Alternate Transportation by Parent

When bus transportation is provided by TBCC, parents who choose to transport their chorister will be asked to complete the alternate transportation portion of the Travel Permission Slip.

- Parents must be at the venue for pickup at least 30 minutes before the expected departure time for the bus.
- Parents must check their choristers in and out with chaperones at the venue.
- Parents must arrive at the venue before the expected arrival time of the bus or the chorister will ride the bus back with the rest of the group. If this happens, the parent will have to meet the bus the return pick-up site.
- TBCC chaperones and staff riding the bus cannot wait for late parents because the bus will leave as scheduled and they will then not have transportation back.

Carpooling

If you are interested in carpooling to rehearsals or performances, login in to the Member's Section of the TBCC website (www.tbccchorus.org) to find carpooling partners. (Currently Under Construction)

COMMUNICATION POLICIES

Prompt Replies for Special Performances on Short Notice

- Special performances are sometimes offered to TBCC with short deadlines.
- Please reply promptly to requests for the availability of singers. TBCC cannot commit to performances unless we can guarantee a minimum number of singers will attend.
- Sign up on the check list during rehearsal at the sign-in table, a posted online form or respond by E-mail to ChorusMgr@tbcchorus.org.

Updating Critical Contact Information

- Parents should promptly notify TBCC of any address, phone, or e-mail address changes for themselves or their child(ren).
- Please send an email to the Chorus Manager to update your information and update your profile in the member's area.

Updating other Information

- Other information such as medical concerns, grade, height, t-shirts size, etc. is stored in your profile page in the TBCC Member's Area.
- Please update your information as necessary to keep it current.

Notarized/Signature Forms

Most registration information, including medical needs, will be collected in a secure online "member profile" area of the TBCC Web site that should be finished soon. However, there are two forms that must be printed and signed. If you do not have access to a printer, please email me. Otherwise:

Please fill out, print and sign the **Parent/Chorister Agreement**

http://www.tbcchorus.org/Resources_Parent-Chorister-Agreement_Info.htm

Please fill out, print, sign AND NOTARIZE the Acknowledgement of Risk

http://www.tbcchorus.org/Resources_Acknowledgment-of-Risk_Info.htm

You can also reach these forms by clicking Resources on the top menu of the website.

We depend heavily on Email and the TBCC Online Member's Area for communication. Printed handouts will be kept to a minimum because of the waste involved. It will be important for the primary contact to check email and log in to the members area often. If you don't, you may find yourself uninformed!

COMMUNICATION TOOLS

The primary communication tools for TBCC are the following:

Website

- All the most current information will be found on the TBCC website.
- Member Area—Each parent and chorister will have a login and password to the member's only area of the website.

Email

- Electronic newsletters and emails will be sent on a regular basis with updated information about TBCC.
- Email is the primary form of direct communication between parents and TBCC – please let the Chorus Manager know if you do not have the knowledge or ability to send and receive email.
- **Add chorusmgr@tbcchorus.org to your list of acceptable email addresses**
- **If prompted for a Read Receipt, click OK or Yes.**

Printed Handouts

- Any printed announcements, forms and newsletters will be placed at the check in area for pick up.
- It is the parent's responsibility to make sure they look for any new information.

Phone Tree

- At times TBCC needs to contact families quickly by phone.
- Parent volunteers will call a phone tree list for their choir and attempt to contact each family.
- If a message must be left on an answering machine or with a child, please return the call ASAP or to reply by e-mail to ChorusMgr@tbcchorus.org.

STAFF/CHORUS CONTACT INFORMATION

TBCC VOICE MAIL:	813-977-5558
FAX:	813-333-1350
Chorus Manager E-Mail:	ChorusMgr@tbcchorus.org
Chorus Manager Cell Phone:	813-995-5193
Averill Summer E-Mail:	asummer@tampabay.rr.com
Web Site:	TBCCChorus.org
Mailing Address:	P.O. Box 292607 Tampa, Florida 33687-2607

FUNDRAISING

TBCC is a 501(c)3 non-profit organization. A large part of our program operating expenses must be met by contributions from individuals and businesses in the community. We are always seeking new financial supporters for TBCC. If your company or employer has a charitable giving program, provides support grants or may be able to sponsor a TBCC concert or event, please give this information to the Chorus Manager.

Corporate Matching Fund Programs

Many companies have matching fund programs where the company will contribute funds that match the number of volunteer hours you have contributed to our organization. Please check with your employer to see if your company has such a program and request any needed forms that you or TBCC should complete. Keep a record of your volunteer hours and activities and if necessary ask the Chorus Manager to verify your hours for your employer. This is also a great way to pay for tour costs for you child. If you have friends or family that work at a company with matching funds, get them to contribute to your child's tour fund and the corporation will match their contributions.

Chorister & Family Fundraiser Participation

Each year a number of fundraising activities are planned to support TBCC in general and to let choristers earn money for their individual tour accounts. In order to make these projects work we need the help of all TBCC families. If every family participates in these activities, they can be very successful. If only a few families participate, the cost of the project can exceed the income. All families are encouraged to participate in each fundraiser to benefit TBCC as well as to build their singer's tour account for a current or future tour.

Concert Support - Ticket Sale Requirements

The choristers work very hard each season to prepare for the Holiday and Spring Concerts. These events showcase our singers but they are also expensive.

Here's what you need to do:

- Purchase for or sell to friends and family a MINIMUM OF 10 TICKETS.
- Request donations from friends and family equivalent to the purchase of the tickets. The donation is tax deductible.
- Concert tickets are available from the chorus manager, board members, and for concerts at the Tampa Bay Performing Arts Center they can be purchased online.

Without the sale of at least 10 tickets per family, the cost to perform the Holiday and Spring Concerts becomes prohibitive. Please do your part to make these concerts a success for our singers and for TBCC.

NOTICE

The Tampa Bay Children's Chorus reserves the right to modify the information, rules, and procedures set forth in this handbook at any time.

