

Flagstaff Youth Chorale

Policies and Procedures Manual

Auditions:

Auditions are required for any new and current members who desire acceptance into the Madrigal Singers and the Troubadours.

Registration and Tuition:

Members with their parent(s)/guardian(s) will complete registration by the first rehearsal each season.

Registration includes completion of the following:

1. Registration form;
2. Full tuition payment, establishment of tuition payment plan and/or request for scholarship; all members must pay at least the \$70.00 registration fee at time of registration.
3. Commitment form;
4. Liability/ waiver forms;

FYC prefers payment of the full tuition amount at the time of registration. However, tuition payment can be made in two parts: 50% paid on October 15th, and 50% paid on November 15th. Tuition, minus a \$25.00 administration fee, will be refunded if a member leaves the choir before the season's 3rd rehearsal. **If the members tuition is not paid in full by the end of the semester the member will not be allowed to participate in any performances or events until the tuition has been paid.**

There is a \$25.00 fee for returned checks. The member will not be allowed to participate in rehearsals until this fee has been paid.

Scholarships are equally available to children of all ethnic, religious, and social groups, and to children with disabilities. Scholarships are available at each level (each choir). Contact the FYC Business Manager for more information, and for scholarship application forms. Scholarship applications must be received by September 15th. Award letters will be sent in October. We will request only one scholarship application per family, though more than one child can be listed on the application.

Current members who recruit new singers will receive \$25 off of their tuition for each new member who enrolls in FYC for an entire semester. New members may register and join FYC up to the third rehearsal in the fall and spring semesters. However, a new member's first opportunity to perform will depend on:

1. The member's ability to demonstrate proficiency of all performance selections;
2. Attendance during the semester.

The Director of Choirs will determine the new member's first performance.

Behavior and Personal Attitudes:

Members are responsible for maintaining behavior that is positive and cooperative. Bullying or harassment of any kind will not be tolerated. If you have a concern please bring it to the Business Manager or a Board Member.

All members are expected to:

1. Become acquainted with everyone in the choir (FYC and Director of Choirs arranged activities will support this expectation);
2. Follow instructions given by all adults;
3. Treat everyone (adults and members) with the greatest respect.
4. If there are any behavior issues parents will be contacted on first bullying or harassment offense and your child will be removed from rehearsal for the evening.
5. A second call for bullying or harassment and your child will be removed from the FYC program. If you child is removed from FYC due to bullying or harassment a tuition refund will not be given.

There will be times when FYC members are the audience for other performing groups. Members are expected to sit quietly and listen to the performance. Proper appreciation (applause) should be shown at the appropriate times.

Attendance:

Rehearsals must be a priority for each FYC member. If a member has one unexcused absence from rehearsals, the Business Manager will contact the member and his/her parent(s)/guardian(s) to discuss the situation. If a member has missed one unexcused rehearsal, the Artistic Director reserves the right to re-evaluate the member's ability to perform in any upcoming concerts. The member may be asked to sit out a performance until his/her attendance has improved. Additionally, for students on scholarship, unexcused absences in excess of that allowed by policy for all choir members could result in loss of scholarship funding.

* An unexcused absence is considered one that is not prearranged with the Children's Chorale staff members. A student will be contacted by a board member, the business manager, or the director of their ensemble if they have **ONE** unexcused absence. Any student with more than **TWO** unexcused absences may be limited from performance opportunities. This decision will be made by the artistic staff and the board of directors.

An excused absence includes: illness, family emergency and school conflicts. If you have a conflict with a rehearsal, please attempt to contact the FYC voicemail or send an email **ONE DAY** prior to rehearsal.

Arrive ten minutes before the beginning of each rehearsal. This allows time to check in with the business manager, sign the attendance sheet, pick up your nametag, and organize your music.

Members must remain in the designated rehearsal area. The designated rehearsal area for Trinity Heights includes the music room, the fellowship hall, adjacent restrooms, and the hallway immediately outside the choir room. Please do not enter through the ARK Preschool doors on the east side of the building.

Dress rehearsals and performances are mandatory. Members must attend the dress rehearsal(s) preceding any scheduled performance in order to participate in the performance. A request for an exception must be made to the Director of Choirs by calling the FYC phone or emailing the business manager at least **two weeks** in advance of the scheduled rehearsal.

Arrive at the designated time for each performance and dress rehearsal. Performance and dress rehearsal arrival times will be announced at rehearsal and by e-mail.

The designated area for performances, dress rehearsals, and other events will be announced at rehearsal and by e-mail.

Report absences prior to rehearsal to the FYC attendance email angela@flagstaffyouthchorale.org or call **(928) 637-6068**. The following information should be reported:

1. Name of caller;
2. Date of message;
3. Member's name;
4. Date of missed rehearsal, performance, or event;
5. Reason for absence.

Members are not permitted to leave any rehearsal, performance or event location without an adult unless the member is of driving age and provided their own transportation to that location. A parent or responsible adult must come to the location and pick up the member. As a courtesy to the rehearsal, performance, and event monitors, all members must be picked up on time.

Communication:

Parents are responsible for information posted during rehearsals and information in the emails. The Director of Choirs, Business Manager, and Board Members are available to answer questions.

The FYC phone number is: 928-637-6068
The email address is: info@flagstaffyouthchorale.org
The website is: www.flagstaffyouthchorale.org

Parent Attendance at Rehearsals:

Parents/guardians may attend any regular rehearsal. However, adults are asked to participate in conversations and answer phone calls outside the rehearsal space.

Inclement Weather:

If a FYC rehearsal is cancelled due to weather conditions we will send out a mass email. Please call the FYC voicemail at (928) 637-6068 if you have any questions about scheduled rehearsals. **All FUSD snow days are FYC snow days. If we have a snow day, we will not have a make-up rehearsal.**

Music:

A binder will be provided to every member for his/her music. Music should be cared for- do not fold, bend or mark on music unless instructed to do so. Music binders and music will be turned back to the chorale at the end of each semester. Students will be charged \$25.00 for missing music. Chorale members should bring a pencil to each rehearsal. If you have not returned your music by the end of the fall semester you will not receive your spring music.

Performance Attire:

All members will wear the designated performance attire.

This season the formal concert attire will be as follows:

Pine Tones Girls:

1. Southeastern Carole Dress (provided by FYC)(Hem should be no more than four inches above the ankle);
2. Black opaque tights;
3. Black dress shoes (close toed, flat or with heels that are less than one inch in height).

Dolce Cantando Girls:

1. Black Dress (provided by FYC);
2. Black dress shoes (close toed, flat or with heels that are less than one inch in height);
3. Black opaque tights.

Boys: Pine Tones/Dolce Cantando/Troubadours:

1. Black Pants;
2. Southeastern Tuxedo Shirt/Vest (provided by FYC);
3. Black socks;
4. Black dress shoes;
5. Bow Tie/Tie (provided by FYC);
6. Black belt.

Madrigal Singers Girls:

1. Madrigal dress (provided by FYC);
2. Black dress shoes (close toed, flat or with heels that are less than one inch in height);
3. Black opaque tights.

The following are NOT permitted:

1. Clogs, high heeled, or thick soled shoes;
2. Watches;
3. Dangling earrings;

4. Perfume or other fragrances;
5. Hats;
6. Athletic shoes;
7. Gum, candy, food or beverages other than water.

In addition, girls will be allowed to wear simple, tasteful necklaces and post earrings. Any hair accessories will be limited to functional devices (i.e. barrettes and headbands) and must be black or brown. The Director of Choirs reserves the right to ask a member to remove accessories that do not fit this description and will distract from the group's overall appearance.

"Polo attire" also applies. The Director of Choirs will indicate when polo attire is required.

Polo attire will consist of the following:

1. FYC t-shirt;
2. Blue jeans (or a blue jean skirt);
3. Nice tennis shoes.

The guidelines for polo attire are as follows:

1. The shirt will be worn tucked in;
2. The jeans will be clean and unadorned;
3. The jeans will be free from rips, tears, and fraying hems;
4. The shoes will be clean;
5. No platform soles or vibrant sneaker designs will be allowed.

Payment for rental of concert attire is \$25 and due at time of wardrobe pick up. Concert attire will be returned at the end of the season. **If concert attire is lost a replacement charge of \$25 will be charged.**

Performance Expectations:

All members are expected to:

1. Memorize every performance selection;
2. Attend every performance in which their choir participates;
3. Stay for the full performance in which their choir participates.

Exceptions to the above will be rare and made only by the Director of Choirs.

Behavior as a Guest Performer:

Members are expected to:

1. Follow the directions of the adults in charge;
2. Remain in the designated area until further instructions are given;
3. Focus attention on performance requirements.

Volunteer Hours

All choir members and/or families will be expected to volunteer **FOUR** hours per year with one of the parent action committees. Families requesting partial and full scholarships will be expected to volunteer additional hours per year. (Details regarding volunteer hours will be discussed in scholarship notification letters).

Approved 8/15/12 CCF Board of Directors
Last updated 07/6/2018