



PALOUSE CHORAL SOCIETY CHILDREN'S CHOIR

Children's Choir Handbook

Mission Statement & Goals

Mission Statement:

Celebrating choral music through masterful performances, educational outreach, and cultural enrichment.

Goals:

- To extend the celebration of choral music to future generations, through educational outreach to children in grades 4-8.
- To provide an ongoing community asset through the formation of a regional children's choir focused on training in the classical tradition, for grades 4-8 treble voices. Currently, there is no other regional classically trained children's choir in our area.
- To provide cultural enrichment through an artistic outlet for children in the region, where excellence in choral singing is valued and supported for all children in the community, bridging cultures, ethnicities and economic backgrounds.
- To bring the enrichment of choral music to new audiences through the masterful performances of the children's choir.

Handbook

1. Auditions

- a. Singers enter the program through a personal audition with the Conductor. Singers do not need prior experience to join our choir – development of musicianship and skills is part of every rehearsal.
- b. Auditions are held in the early fall of each year and the beginning of January (as needed). Auditions are required of all new members. Membership is a commitment covering both fall and spring semesters. Choir members may be asked to re-audition at any time due to vocal changes.
 - i. What to expect:
 1. An audition is required of each singer. This will be scheduled by appointment. Each applicant will be asked to sing a well-known song and do simple pitch and rhythm-matching exercises in a relaxed environment.
 2. Acceptance and placement notifications will be made in a timely manner.

2. Dues

- a. Membership dues are required of each member at the beginning of each semester.
 - i. Dues are \$150 for the full season, or \$75 (\$112.50 for 2 singers in a family) per semester.

- ii. Choir members will not be allowed to sing after the third rehearsal until dues are paid, or until they have asked in writing for a scholarship.
 - iii. Payments may be made through Zeffy, our online payment portal (link can be accessed at palousechoralsociety.org, under the Children's Choir section), or by cash or check.
- b. Scholarships
 - i. Financial burden should not prevent any member from participating in the group. Let the PCS Administrative Coordinator know if you need a full or partial scholarship (administrativecoordinator@palousechoralsociety2.org).
 - ii. For some singers, the opportunity to learn and grow through music is a dream that is only realized through the financial help of others. If you would like to help another singer by making a contribution, you can make a donation through the Zeffy portal. Only through your generosity can we offer the opportunity of the Children's Choir experience to all children on the Palouse. Thank you!!

3. Rehearsals

- a. Rehearsals will take place weekly and may be scheduled during school breaks.
 - i. Tuesdays, 6:15-7:30 pm
 - ii. Moscow High School Choir Room, door facing 5th Street, Moscow, ID
- b. Arrive a few minutes early, check in, and be in place before rehearsal begins.
- c. Use the restroom before rehearsal begins. Do not interrupt the rehearsal for a restroom break unless there is an emergency.
- d. Singers are expected to treat rehearsal and performance venues with respect.
 - i. Eat a snack or meal before arriving. Only water will be allowed in rehearsal.
 - ii. Walk in the hallways.
 - iii. Use quiet speaking voices.
 - iv. Leave your rehearsal space neat.
 - v. Remain in designated area(s).
- e. Rehearsals will begin and end on time.
- f. Staff and volunteers will not be responsible for children before or after rehearsals.
 - i. Parents/Guardians may not drop children off more than 10 minutes before rehearsal or pick them up more than 5 minutes after rehearsal.
 - ii. See and fill out the Departure Preferences form at the end of this handbook.

4. Code of Conduct: This challenging program of voice and choral repertoire demands dedication and discipline from its young members. The Director will choose engaging, varied, and appropriate repertoire and will cultivate an environment of dignity and respect.

- a. Come to rehearsal prepared and on time
 - i. Be in place before rehearsal begins.
 - ii. Listen for instructions.
- b. Treat choir leaders with respect at all times.
 - i. Purposeful noncompliance with directions will not be tolerated.
 - ii. Raise your hand and wait to be called on before you speak.
- c. Treat your fellow singers as you would wish to be treated
 - i. Keep your hands to yourself at all times.
 - ii. When others are singing or speaking in turn, you are not.
 - iii. Be kind to those around you. Rude or inconsiderate behavior is unacceptable.
- d. Repeated mistreatment of choir leaders or fellow singers will result in a disciplinary meeting with the Conductor, singer, and parent/guardian.

5. Dress Code

- a. For rehearsals
 - i. Comfortable clothing and shoes that allow freedom of movement
 - ii. No hats, sunglasses, or high-heeled shoes
- b. For performances
 - i. Singers will wear the concert uniform provided by Palouse Choral Society. (If Vest/Bow tie ensemble is chosen, families are responsible to provide a long sleeve, button down white shirt and long black pants.) All families must provide black dress shoes and black socks.
 - ii. Specific guidelines regarding jewelry and other accessories will be communicated before each concert, but

generally, no distracting or highly noticeable items are permitted.

iii. See and sign the Concert Uniform Care and Replacement Agreement at the end of this handbook.

- c. If any of these guidelines present an obstacle to participation, the singer and/or parent/guardian should bring it to the attention of the Director in a timely fashion so that a solution can be sought.
- d. Neat grooming is expected of all participants. Please wear non-scented deodorant, and do not wear perfume or cologne.

6. Attendance Policy

- a. Remember that the Choir is a team. Each of you is important to the sound and to each other. If you are contagious, stay home and get well. If you are well, be here, participate, and be a good member in your team!
- b. Punctuality is expected – arrive ahead of time, check in, organize music, and be in place prior to the start of the rehearsal.
- c. Coming to rehearsal late or leaving early may be considered an absence.
- d. Choir members will be allowed to miss no more than two rehearsals per semester. (However, singers are encouraged to stay home or wear a mask when ill to avoid spreading illness to the other choir members.)
- e. After two absences, the singer may be ineligible to sing at the next concert(s).
- f. If an extenuating circumstance (such as an extended illness) forces a singer to miss more than the two allowable absences, he or she must petition the Conductor for permission to perform.
- h. Excessive absences will be addressed in a meeting with the Conductor, the student, and parent/guardian and may result in dismissal from the choir.
- i. Attendance at dress rehearsals is mandatory. Anyone who is absent from a dress rehearsal is ineligible to sing at the concert(s).

7. Students with disabilities

- a. Every effort will be made to include any child who has the interest and ability required to participate in this organization.
- b. Prior to the first rehearsal, communicate any necessary disability related accommodations and pertinent medical information to the Conductor.

8. Communication

- a. Communications will largely be made via email.
- b. Following each rehearsal and performance, ask your child if handouts were distributed.
- c. If a parent/guardian needs to communicate with the Conductor, he/she may email ccconductor@palousechoralsociety2.org or contact Kobe Hagen at 816-501-6626. The Conductor will NOT answer phone calls or texts during rehearsals but will check for messages prior to rehearsal in case of an emergency. If you absolutely need to get a message to your child before the end of rehearsal, you can contact Deborah Collins, the accompanist, at 919-428-4530..
- d. Students are NOT allowed to use cell phones during rehearsal. They are allowed to check phones at the end of rehearsal in case of an emergency. Please do not expect your child (or the Conductor) to reply to a text during a rehearsal.

9. Photography and Audio/Video Recordings

- a. The Palouse Choral Society often creates audio or video recordings of performances for the organization's archives.
- b. Short clips of rehearsals or performances may be shared on social media sites to help advertise the organization and/or upcoming performances.
- c. Photographs may be taken during rehearsals or performances. These may be featured on our website or used in social media sites or news stories.
- d. Photographs or audio/video recordings may also be created for instructional purposes or for use as teaching examples by the Conductor.

PARENTS AND CHILDREN, PLEASE:

- ☐ Read the entire Handbook
- ☐ Sign and date the Handbook Contract
- ☐ Sign and date the Concert Uniform Care and Replacement Agreement
- ☐ Complete the Departure Preference Agreement
- ☐ Sign and date the Photography and Audio/Video Recording Agreement

AND

- ☐ Return the completed Contract and Agreements pages to

Maggie Rehm, PCS Children's Choir Representative
(dir11_ccrep@palousechoralsociety.org)

or

Amy Hedges, PCS Administrative Coordinator
(administrativecoordinator@palousechoralsociety.org)

no later than the fourth rehearsal session.

THANK YOU!

Palouse Choral Society Children's Choir

Contract and Agreements

Handbook Contract

I have read the Handbook and understand my obligations as a singer or parent/guardian of a singer. (If more than one parent/guardian will be involved in supporting the singer, we ask that they each read the handbook and sign this agreement.)

Printed Name of Singer

Signature of Singer

Date

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date

Concert Uniform Care and Replacement Agreement

Palouse Choral Society owns concert dresses, vests, and bow ties that are used as concert attire for its Children's Choir. Each singer will schedule a fitting at the beginning of the season and will be assigned a correctly sized uniform. Families are then responsible for the uniform for the duration of the time for which it is borrowed. Singers are expected to follow these rules:

- No food may be consumed while wearing concert attire, and only water is allowed as a beverage, except in cases of medical necessity as arranged by parent/guardian in advance.
- Singers will avoid running and roughhousing, sitting on floors, or letting dresses drag on the floor when wearing concert attire.
- Uniforms should be stored carefully on a hanger and protected by a bag and kept where they can be easily located.
- Families will not hem or alter the uniforms or wash them without following precise instructions.
- Singers will not wear their uniforms for non-PCS events.

Should the borrowed article be damaged or lost, the singer's family will be responsible for the cost of mending or replacement.

I understand and agree to abide by these rules.

Printed Name of Singer

Signature of Singer

Date

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date

Please complete the second page of this form.

Departure Preferences Agreement

Children will not be allowed to leave the building without a parent/guardian or other designated individual, unless other prior arrangements have been made. Staff and volunteers will follow the preferences selected below. Please initial one of the two options and fill in the appropriate sections.

Singer's Name _____

_____ A parent or guardian or other designated individual will pick up my child unless I communicate other arrangements.

Besides me/us, the following people have permission to pick up my child:

Name _____ Phone _____

Name _____ Phone _____

_____ My child will walk home unless I communicate other arrangements with the conductor. We live _____ blocks away.

Photography and Audio/Video Recording Agreement

The Palouse Choral Society uses photographs and audio/video recordings to preserve its history, recruit new singers, advertise performances, raise funds, and for instructional purposes. The conductor may also use recordings as examples of their teaching style. By signing this document, you are giving permission to PCS and its officers, agents, and employees to take and use photographs and audio/video recordings of your child, as limited by your selections below. You will not receive compensation for the use of these photographs or recordings now or in the future. All right, title, and interest in the photographs and recordings belongs solely to PCS.

Singer's Name: _____

Please initial your preference in each category:

Photographs:

_____ Yes, I grant Palouse Choral Society permission to use photographs of my child, as outlined in this handbook.

_____ Yes, I grant Palouse Choral Society permission to use photographs of my child, but please do not include their name in any publicly available media.

_____ No, please do not use photographs of my child. (In group photos, the organization may cover up a child's face.)

Recordings:

_____ Yes, I grant Palouse Choral Society permission to use audio/video recordings of my child, as outlined in this handbook.

_____ Yes, I grant Palouse Choral Society permission to use audio/video recordings of my child as outlined in this handbook, but please do not include their name in any publicly available media.

_____ No, please do not use video of my child on publicly available media. (PCS or the Conductor may still create video content for private instructional purposes or as examples of teaching. PCS may still use audio recordings.)

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date