

The University of Delaware Children's Choir (UDCC)

Welcome to the University of Delaware Children's Choir (UDCC)! We are pleased to have you and your family participating in the Choir and its activities.

About the UDCC

The University of Delaware Children's Choir is the choral music education and performance program of the Community Music School (CMS) at the University of Delaware. Any qualified child with a treble (unchanged) voice, in grades first through eighth, with a desire to sing in an outstanding choral ensemble may audition. Placement is based upon musical and vocal readiness, emotional maturity, and consistency of focus, attitude and leadership. The **Blue Choir** is for grades 1 – 3. The **Gold Choir** is for those in grades 4 – 8.

Blue Choir Director: Cera Babb
Gold Choir Director: Debbie Arnold

Mission

The University of Delaware Children's Choir mission is to provide children in the surrounding geographic area with the experience of artistic choral singing and performance of quality children's choral literature.

Choir Goals

- To reach the highest level of artistic excellence in choral music performance.
- To provide an opportunity to produce, practice and perform repertoire of all styles and periods.
- To provide a program that is an extension of the classroom and choral programs available.
- Seeks to enrich the lives of children from diverse ethnic and socio-economic backgrounds in the University of Delaware geographic area.

Communication

Please feel free to communicate with choir staff in person or via email.

Debbie Arnold	dlarnold@udel.edu
Cera Babb	babbcera@gmail.com
Nicolette Corrado (intern)	corraddon@udel.edu
Ben Rowe (intern)	bprowe@udel.edu
McKinley Short (intern)	mshort@udel.edu

The UD Community Music School staff can be reached by calling the office at (302) 831-1548 or by email at communitymusicsschool@udel.edu. Additional information about programs and office hours can be found at the CMS website www.music.udel.edu/cms.

Membership Information

Commitment to the University of Delaware Children's Choir

Your commitment to UDCC must be strong. Membership includes a commitment to consistent and punctual rehearsal and concert attendance. Rehearsal and concert attendance is mandatory. Performances are a group effort. If a singer misses rehearsals or concerts due to another activity, this child is affecting the entire choir. The Choir is a group of highly talented young people who join in community to create artistry. Once a family has made a commitment to be part of UDCC, it is expected that they will fulfill their obligation to attend weekly rehearsals, dress rehearsals and concerts.

Membership in the UDCC offers a wonderful opportunity to learn and grow both musically and personally. Responsibility and commitment are indeed an important part of this growth. Membership should not be taken lightly. **Enrollment in UDCC begins in September and continues through the academic year to May.** Every singer is expected to remain active and committed to the Choir for the entire year. Exemplary behavior is expected at all times in all situations

Parents are responsible for ensuring that all tuitions payments and fees are received by the University of Delaware Community Music School office in a timely manner. If payments are not received, the singer will not be able to participate in the Choir. If for any reason, a singer is suspended from the Choir, tuition and fees will not be refunded.

Behavioral Expectations

UDCC expects excellent behavior from its members. Singers are expected to behave appropriately at all times during rehearsals, concerts and choir events.

The following expectations will allow the choir to reach a high degree of discipline and professionalism. They are designed to ensure the singer's safety, and to allow for an orderly structure in the rehearsal setting.

1. Singers should come to rehearsals and performances with a positive attitude.
2. Singers should strive for perfect attendance.
3. Singers should arrive 15 minutes before the rehearsal time, sign in at the attendance table and sit in their assigned seat ready to begin.
4. Singers and their parents are responsible for reading and taking action on all e-mail and take-home announcements.
5. Singers are encouraged to come and observe rehearsal even if they are not able to fully participate due to vocal fatigue or injury. (Please stay home if you have a contagious illness.)
6. Singers should not roam about the building or leave the group at any time.
7. Singers should represent themselves in a professional manner at all times both on University grounds and when travelling to events with UDCC.
8. Singers should use the restrooms before rehearsal begins.

9. Singers should come prepared to every rehearsal with music in a folder, a sharpened pencil, and a water bottle labeled with the singer's name.
10. Singers should not bring any food or drink (other than water) to rehearsals or performances (unless specific permission has been granted for a social event).
11. Singers may not chew gum during any choir activity.
12. Singers should dress appropriately and conservatively for rehearsals and follow the dress code for choir performances. Low cut tops, low cut pants, short shorts or clothing with offensive language should be avoided at all times.
13. Singers should show respect for self, other singers, choir volunteers, director, accompanist, and facilities at all times.
14. Singers should focus on musical endeavors throughout the rehearsal.
15. Singers are responsible for spending adequate time outside of rehearsal learning their music so that they may be fully prepared to work with the Choir. Rehearsal tracks will be provided for at-home use and practice.

Being accepted into UDCC is a privilege and as a result, misbehavior will not be tolerated. Misbehavior will be handled as follows:

- **First infraction:** Director has a consultation with the singer individually.
- **Second infraction:** Director will have a consultation with the parent through e-mail or phone stating that this is the second infraction.
- **Third infraction:** Director meets face to face with parent and singer. If another meeting must occur, the singer may be asked to leave the Choir.

All encounters will be logged. There will be absolutely no refunds if a singer is asked to leave.

UDCC does reserve the right to immediately ask a singer to leave choir at any time for a serious infraction of the Behavior Expectations. Such a decision would not be taken lightly and the parent would be contacted immediately.

Resignation

Each singer who has made a commitment to sing with UDCC for an entire year is expected to honor that commitment. If unexpected circumstances arise that prevent a singer from continuing for the season, please inform the CMS director and UDCC directors via email. There will be no refunds of tuition and/or fees.

Choir Procedures

Rehearsals

All rehearsals are in the Amy E. du Pont Music Building, on Amstel Avenue at the corner of Orchard Road in Newark, Delaware, 19716.

Rehearsals for the **Gold Choir** are held each Tuesday evening from 5:30pm – 7:00pm in room 118 on the lower level.

Rehearsals for the **Blue Choir** are held each Tuesday evening from 5:30pm – 7:00pm in room 219 on the upper level. Blue Choir will often conclude rehearsals in Room 118 with the Gold Choir.

Any changes or additions will be noted on the UDCC schedule.

Parking

Parking meters are available on Kent Way and Amstel Avenue. The Center for the Arts Parking Garage is \$2.00 per hour, however, if you are out within the first 15 minutes, there will be no charge. The parking circle outside of the CFA Parking Garage and Amy du Pont Music Building is a fire lane. Cars found unattended (without a driver in the driver's seat) will be ticketed by UD Public Safety. The tickets are \$120.00.

Parent communication

Email is our primary form of communication. Singers will receive UDCC choir announcements via e-mail each week from the Director and/or the Choir Interns. We may also send home forms and/or documents in child's choir folder, but we will notify you of this in the choir email announcement. Parents will also be informed via email regarding rehearsal or event cancellation due to inclement weather.

Important Forms/Payments

Arrive each week with any paperwork that may be due including notes, payments, permission slips, form, etc. It is important that these be submitted on or before the designated due dates. Forms should be turned on at the sign-in table upon arrival.

Arrival and Drop-Off Policy at Amy du Pont Rehearsals & Performances

Please arrive no more than fifteen minutes prior to rehearsal.

Blue Choir

- A responsible parent/guardian must park their car and sign-in their child with an intern who will be waiting inside the vestibule of the lower entrance to the Amy E. DuPont building.
- After signing their child in, the parent must escort their child directly to the choir director in their assigned rehearsal room where children will take their assigned seats (Note: Please make sure your child has used the restroom PRIOR to the start of rehearsal).

Gold Choir

Families may choose one of two options:

1. Parents may follow the Blue Choir procedures as stated above.
2. Parents may choose to sign a permission form which will allow their child to be dropped off in the traffic circle and walk unescorted to the rehearsal room without being signed in by a parent. Children will be expected to come straight to the rehearsal room and report to the director. (Note: Please make sure your child has used the restroom PRIOR to the start of rehearsal).

Dismissal and Pick-Up Policy at Amy du Pont Rehearsals & Performances

Singers should be picked-up immediately following all rehearsals and performances. Please be aware that there are many children and walking around at dismissal time. Please stay to one line of cars and wait your turn in the parking circle. Pulling around cars and lining up double creates unsafe conditions for our children in the parking circle.

Blue Choir

A responsible parent/guardian must park their car and sign-out their child. This may be done at the same table located in the vestibule of the lower entrance in the Amy E. DuPont building. Once your child is signed-out, he/she will be released and escorted to you.

Gold Choir

Families may choose one of two options:

1. Parents may follow the Blue Choir procedures as stated above.
2. Parents may choose to sign a permission form which will allow their child to be released from rehearsal without being signed out. Students with a parent-signed permission form will be escorted outside together with one of our interns to wait for their parents. They may go with their parents as soon as the parents arrive.

Off-Site Rehearsals and Performances

When singing or rehearsing at any site other than the Amy du Pont Music Building, singers must be escorted to and from the location by their parent or other responsible adult who is acting on the behalf of the singer's parent. Sign-In/Out procedures will be in effect for all students at these locations to verify attendance.

Attendance Policy

Attendance is critical. The choir acts as a team and relies on each and every member for every rehearsal and performance. If it becomes necessary for a singer to miss more than 2 scheduled rehearsals, a dress rehearsal or a performance, perhaps UDCC is not a good fit for the singer at this time. Acceptable reasons for an excused absence from a mandatory rehearsal or performance may include illness, death in the family, and school music concert.

Rehearsal Attendance

All singers are required to attend all regular UDCC rehearsals. Singers are encouraged to maintain perfect attendance. It is the responsibility of the parent to notify UDCC of any conflicts as soon as possible.

Emergency Absences

Please notify the UDCC director via email as early in the day as possible.

Mandatory Dress Rehearsal Attendance

Dress rehearsal attendance is mandatory. An absence for any reason from a dress rehearsal before a performance may result in the singer being excluded from the concert. It is the responsibility of the parent to report the absence both in person and via email at least two (2) weeks prior to the dress rehearsal. If the dress rehearsal has been missed, the singer should not arrive at the concert expecting to sing unless communication with the Director has occurred.

Mandatory Concert Attendance

Concerts are mandatory. If a singer has a conflict, the absence must be reported both in person and via email at least two (2) weeks prior to the performance.

Costs & Fees

Tuition

Registration fees and full tuition are due at the time of registration. Tuition payments cover the cost of music, facilities, directors, accompanist, and administrative costs. Choir yearly tuition is \$350 for 30 weeks (or two payments of \$180). If the two-payment system is selected, the second payment is due on November 15, 2015.

Discounts

Various discounts are available on the UD CMS website including a discount for UD staff.

A 5% discount is available for families who register two or more children.

A \$50 Bring-A-Friend discount will be given to families for each new singer registered and paid in UDCC. This discount is only available for families with singers new to the Community Music School

Additional Costs

In addition to concert attire, special event travel, tickets to events and other incidental expenses are not included in tuition costs and will be at the expense of each singer. Each singer will be given 2 complimentary tickets to each performance held in the Amy du Pont Music Building or the Center for the Arts.

Concert Attire

To ensure the professional appearance of the University of Delaware Children's Choir, specific attire is required for each singer. Singers will wear the full required attire (formal or informal) for each concert or event. Singers are expected to be well-groomed, clean and "concert-ready" at all performances and off-site activities.

FORMAL CONCERT ATTIRE

- Dress pants or skirt with dress shirt or Dress in any combination of black AND white should be worn to all formal performances.
- Dress shoes and socks (or stockings) in black and/or white should be worn. Shoes must be close-toed and have a heel of less than one inch.
- If a skirt is worn, it should fall no less than one inch above the knee. Full skirts should be hemmed appropriately to alleviate tripping hazards.
- Necklines should be no lower than just below the collarbone.
- Hair should be neat and off the face. Hair accessories can be worn in the black/white color-scheme.
- Jewelry may be worn to accessorize. Small, non-descript silver or gold jewelry may be worn. Larger jewelry pieces in black and/or white may be used to create your concert ensemble.
- Other black and white accessories (such as ties, sashes, pins) are also acceptable.
- Hats may not be worn.
- Minimal, natural-color make-up and/or nail polish is acceptable

INFORMAL CONCERT ATTIRE

- UDCC Polo Shirt
- A long-sleeved white t-shirt or turtleneck that fits under the polo shirt will be recommended in cold weather.
- Jeans (may wear jean shorts if weather dictates)
- Sneakers

Concert Attire Ordering Process

The only attire that families need to purchase from UDCC is the informal UDCC polo shirt. At a specified rehearsal in the fall, new families and returning families who need a replacement polo shirt will have the opportunity to place orders. On this designated date, students will be able to try-on sample sizes to determine the correct fit and can be measured if necessary. UDCC will also accept donations of used polo shirts during the first two weeks of the choir year. These shirts will be sold at a discounted rate on the same day that new orders are placed. ALL payments will be due on the day the polo shirt is ordered or purchased.

Polo shirts will be sold at the following prices:

- NEW: \$15.00
- USED (when available): \$5.00

All other attire must be purchased on your own. Be aware that singers do NOT have to wear the same outfit to each formal concert. They are welcome to wear anything that meets the specifications described.

Music

All music that is distributed to singers is the property of UDCC and should be returned to the Choir at the conclusion of each semester or season. Each singer supplies his/her own folder, labeled with the singer's name, and a sharpened pencil. Singers are allowed to mark their music in pencil when asked to do so. Before returning music, all marks should be erased. Singers should always bring their folders with them to rehearsals unless instructed otherwise. Replacement cost of lost or damaged music of \$5 per piece will be assessed to each singer.

Parent Involvement

Parent volunteers are an extremely important element of UDCC. We appreciate all that families do to help the UDCC program! Here are some areas where you can help:

- Concert Attire
- Social events
- Music Organization
- Publicity
- Chaperones – Parents who are provided with complimentary bus transportation to UDCC events are considered chaperones and may be required to supervise a small group of singers.

Please be on the lookout for announcements regarding parent involvement opportunities.

Optional Fundraising

In an effort to help only interested families, UDCC will be holding two optional fundraisers this academic year; one in the Fall and one in the Spring. Students will have an opportunity to sell products and benefit from these fundraisers. The profit accrued from each student's sales will go directly into a personalized UDCC account for each student.

Student Accounts

The money raised by UDCC fundraising efforts will go directly into an account designated for each student who participates. This money is intended solely for UDCC events and concert attire, and cannot be used towards partial or full payment of UDCC tuition. If there is still money in an account after the end of the year, this money will be donated to the UD Community Music School.

Account Use

If a family wishes to use the money in their student's account at any time, they must make their choir director aware through e-mail correspondence. If a family has already paid "in full" for an event, activity or for concert attire, they will not be reimbursed by the student's account.

Important

Money may not be removed from a student's UDCC account for any reasons other than payments to UDCC. At the end of each year, any money remaining in a student's account will be donated to UDCC to support the program in its pursuit of excellence in music education.