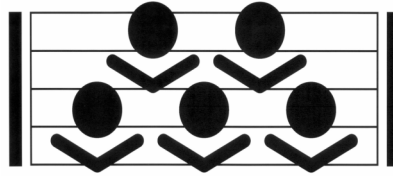


The Royal Oak Children's Choir

**2008 – 2009**

# **HANDBOOK**

**Jan Stewart, Executive Director**



The Royal Oak Children's Choir

## CONTACT INFORMATION

**EXECUTIVE DIRECTOR:** Jan Stewart  
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j-lustew@comcast.net

**EXECUTIVE ADMINISTRATOR:** Sandra Tift  
248-410-3869  
s.tift11@comcast.net

**ADDRESS:** P.O. Box 1635  
Royal Oak, MI 48068

**WEBSITE:** [www.royaloakchildrenschoir.org](http://www.royaloakchildrenschoir.org)

### INTRODUCTION

This handbook is intended for ROCC members and families. It explains the practices of ROCC, provides answers to questions and should be used as a reference throughout the year.

### MISSION

The Royal Oak Children's Choir offers children in the 4<sup>th</sup> through 8<sup>th</sup> grades an opportunity to grow personally and learn holistically through the intrinsic motivation of a superior choral program.

### ADMITTANCE PROCEDURES

Singers are accepted through an audition process each year in Spring and Winter. The audition will consist of pitch matching and singing a portion of a familiar song. (Note: Directors are sensitive to the stresses involved in auditioning and will attempt to ease any anxiety to enhance the success of each auditionee). No special preparation is required.

### FEE & ASSESSMENTS

Tuition for the 2008-2009 season will be \$320. A music deposit of \$20.00 will be required for NEW students and will be returned when the singer's folder and music are returned in good condition.

ROCC'S payment schedule for the 2008-2009 season is:

- July 25 first tuition payment due of \$160
- August 22 \$20 (music deposit – new singers only)  
\$45 Retreat Fee
- September 26 final tuition payment due of \$160

## **FINANCIAL ASSISTANCE**

**Some financial assistance may be available to families in need. Please contact the executive administrator, Sandra Tiffitt at [s.tiffitt11@comcast.net](mailto:s.tiffitt11@comcast.net) for more information.**

## **REHEARSAL DATES**

Rehearsals will be on Tuesday evenings from 6:00 p.m. - 7:45 p.m. at St. Paul Lutheran Church of Royal Oak beginning in September through June. (doors will open at 5:40 pm) Prior to the Broadway Concert there will be additional rehearsals scheduled. Occasionally extra rehearsals are scheduled for special invitational engagements.

What to do when you arrive for rehearsal:

- Arrive early and sign in with the duty parent
- Use restroom, if necessary. Parents – please make sure your child has been fed, and have used the restroom prior to rehearsal.
- Give any attendance notes, monies, permission slips, etc. to the duty parent
- Bring music folder, a pencil, and a capped water bottle each week
- Be seated in the choir room five (5) minutes prior to start of rehearsal
- Upon dismissal from the director at the end of rehearsal, sign out with the duty parent

General Conduct:

- No gum, food or drink (except water) are permitted during rehearsals or while in uniform
- Choir members must be respectful, polite and courteous at all times
- The use of profanity or abusive language/behavior will result in dismissal from the choir
- Cell phones must be turned off during all rehearsals and concerts
- Choir members may not wander outside of the rehearsal area or leave the building
- If a choir member must leave early, arrangements must be made prior to the start of rehearsal
- There will be ABSOLUTELY no running on the church premises, or at venues where we perform.

## **CODE OF CONDUCT**

Each choir member and his/her parent(s)/guardian(s) must sign a contract acknowledging their commitment to comply with the expectations detailed in this handbook in order to participate.

## **ATTENDANCE POLICY**

REHEARSALS – Involvement in ROCC is a serious commitment. ROCC members are expected to be at **all** rehearsals. Any absence from rehearsal should be preceded by a phone call or e-mail to Jan Stewart at 313-938-2262 or [j-lustew@comcast.net](mailto:j-lustew@comcast.net). ANY THREE ABSENCES FROM REHEARSALS CAN BE CONSIDERATION FOR DISMISSAL UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE. ROCC

members are expected to be at all performances. Absence from a performance must be preceded by a conversation with the director along with a written note. In all cases absence from a performance must be followed up with a written explanation. ANY ABSENCE FROM A PERFORMANCE CAN BE CONSIDERATION FOR DISMISSAL.

The only absences that will be considered excused are sickness, family crisis, or for a school music or athletic event. (*Arrangements for school related absences should be discussed with the director well in advance of the event.*)

Parents will be expected to volunteer their time at rehearsals, concerts or fundraisers throughout the year and will have an opportunity to sign up to help on various committees.

### **ABSENCE FOLLOW-UP**

When a child has been absent, it is his/her responsibility to: check with fellow choir members about the work that was covered during the missed rehearsal, and add necessary markings to his/her own music; as well as determine what information/memos/handouts were distributed or collected.

### **GOALS**

The goals of the Royal Oak Children's Choir are to:

#### SING GREAT!

- ◆ BREATHE!
- ◆ Posture
- ◆ Beautiful vowels
- ◆ Beautiful tone

#### BE COURTEOUS!

- ◆ LISTEN POLITELY!
- ◆ Be on Time!
- ◆ Be prepared. Have your folder and pencil ready.
- ◆ Be respectful of others and their property.
- ◆ Restore order to the rehearsal facility before leaving.

#### HAVE FUN!

- ◆ Get to know each other – wear your name tag!
- ◆ Actively participate.
- ◆ Enjoy fellowship and music.

## **DISCIPLINE/BEHAVIOR**

*At all times an ROCC member is to exhibit respect for themselves, respect for others, respect for property, and respect for the program, the Director, the Assistant Director and the Duty Parents. A certain amount of assistance and guidance will be given to help maintain these standards, but it must be remembered that the organization is not equipped to deal with chronic behavioral problems. Always remember that it is a **privilege** to be in this program.*

## **COMMUNICATION**

Each week choir members will receive communications regarding concerts, rehearsals, and general information. These ROCC Notes will be posted on our website and will be e-mailed to all families with an e-mail address. A hard copy will be provided for families who do not have e-mail access. It is **IMPERATIVE** that all families read this information each week ASAP as many communiqués are time sensitive.

The directors want to make themselves readily available for communication. On the evenings of rehearsals and performances their main focus is on giving choir members their full attention and providing them with maximum instruction in the time allotted. **The best way to communicate with the directors is to e-mail or call and leave a time when you can be reached.**

## **ROLE OF THE PARENTS**

The success of ROCC is due in no small part to the support provided by ROCC parents. We recognize and appreciate the assistance provided to the staff and we encourage all ROCC parents to continue to support their children.

### **Parents of ROCC may best assist their children by:**

- ◆ Reinforcing the special role that each member plays in the ensemble
- ◆ Encouraging time management (i.e. homework and practicing)
- ◆ Driving to and from rehearsal and being on time
- ◆ **Reading all written communication sent via e-mail and hard copy sent home with their choir member**
- ◆ Completing and submitting forms on the date requested
- ◆ Attending all parent meetings
- ◆ **Participating in all fundraising programs**
- ◆ Distributing concert promotions (i.e. posters)
- ◆ Promoting the choir to friends, relatives, colleagues, etc.
- ◆ Serving as a parent volunteer and/or serving on a committee
- ◆ Being sure their choir member has been properly fed and has visited the restroom prior to rehearsal time.

Parents are strongly urged to bring any problems to the attention of a director.

## **DUTY PARENTS**

At the retreat parents will have an opportunity to sign up as a duty parent. ROCC requests that all parents support our program by serving as duty parents at least once per year. Duty Parents are on duty for the entire length of the rehearsal and are expected to sign all choir members in and out and to assist as needed during the rehearsal. Duty parents will remain on site until all choir members have been picked up after rehearsal. Duty Parents are also responsible for providing a snack.

## **PERFORMANCE PREPARATION**

Before any performance a choir member should:

- ◆ Have their uniform clean and properly pressed.
- ◆ Be well-rested – restrict activities prior to a performance.
- ◆ Leave home early enough so there is no “panic” to arrive on time.
- ◆ Use the restroom and get a drink.
- ◆ Have a clear understanding where singers and parents will meet following a performance.

## **UNIFORMS**

**Uniforms must be purchased prior to the ROCC annual retreat in August.**

**The ROCC uniform shall include:**

- **ROCC royal blue shirt with logo - (provided by ROCC at the annual Retreat in August).**

**Families will provide the following:**

- **Lands End Khaki Pleated Blend Chino Pants ordered through Lands End Preferred School Program**
  - Call 1-800-469-2222 or visit [Landsend.com/school](http://Landsend.com/school)
  - ROCC preferred school number is 9000-3749-0
  - **BOYS:** pants found on page 49 of the Lands End School Catalog
  - **GIRLS:** pants found on page 19 of the Lands End School Catalog
- **Brown Belt**
- **Brown shoes – loafers or deck shoes. NO HEELS for the girls**
- **Brown socks**
- **Girls:**
  - **Earrings may be worn but cannot be larger than pea sized.**
  - **Barrettes and elastics may be worn but must be the color of the child’s hair – nothing distracting, large or bright.**
  - **See the director if there are any questions.**

**All clothing items shall be clean and pressed for each concert.**

**ROCC retains the right to determine if a singer is properly dressed and may require a singer to make adjustments in order to meet uniform standards up to and including the inability to perform. Periodic uniform checks will take place prior to concerts to ensure compliance to this policy.**

## **USE OF FACILITIES**

Out of appreciation and consideration for the use of St. Paul's Lutheran Church of Royal Oak, please observe the following courtesies . . .

- ◆ Wipe your feet at the entrances. DO NOT track in mud & snow.
- ◆ The following will **not be tolerated**: running in the halls, loud voices, rough housing
- ◆ Restore order to the facility before leaving rehearsal.

## **CARE OF PRINTED MUSIC**

Printed music is very expensive and often difficult to replace. The following practices should be observed in caring for music:

- ◆ Keep all music safe and neat in your folder.
- ◆ All markings should be made in pencil.
- ◆ Make all markings in music neatly. This will allow the next person using the music the opportunity to read and benefit from your markings.
- ◆ Handle music with care. Avoid folding, rolling, crunching or tearing the music.
- ◆ Do not doodle on printed music.
- ◆ Carefully tape torn music (with invisible tape) as soon as the tear occurs.

## **Weather Policy**

When the ROCC director feels concerned about the safety of choir members and families en route to rehearsal or concert and cancels rehearsal or event, every effort will be made to contact parents by phone and e-mail.

## **GOVERNANCE**

The Royal Oak Children's Choir is a not for profit 501c3 organization and is governed by a Board of Directors made up of parent representatives, community representatives and the Director and Assistant Director. The Board of Directors is responsible for hiring the professional staff of the choir, establishing and monitoring the budget, setting policies and strategic planning, as well as all aspects of fiscal development.

## **CONCLUSION**

The Royal Oak Children's Choir depends on the enthusiastic and committed support of singers, parents and professionals working together to make possible our many accomplishments. This teamwork approach is an important ingredient in the development of a strong community organization. Most importantly, this shared commitment will provide the young singers of the Royal Oak Children's Choir the opportunity to grow both as musicians and as individuals through the choral experience.

**FORMS TO BE COMPLETED AND RETURNED TO THE ROYAL OAK  
CHILDREN'S CHOIR EXECUTIVE ADMINISTRATOR BY FRIDAY, JULY 25,  
2008:**

**Acknowledgement of Receipt of and Agreement with Handbook Procedures**

**Agreement of responsibilities of choir member and parent/guardian**

**Publicity Release Form**

**Medical Information Form**

**Family Information Form**

**Committee Volunteer Opportunity Worksheet**