

# The University of Delaware Children's Choir

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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. Please read your handbook to familiarize yourself with the UDCC program.

## About the UDCC

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The University of Delaware Children's Choir is the choral music education and performance program of the Community Music School at the University of Delaware. Any qualified child with a treble (unchanged) voice, in grades first through seventh, 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 4<sup>th</sup> – 7<sup>th</sup>.

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

Debbie Arnold E-mail address: dlarnold@udel.edu

Cera Babb E-mail address: babbcera@gmail.com

UDCMS telephone: 302-831-1548 (Office) 302-831-3589 (Fax)

UDCS E-mail: communitymusic school@udel.edu

UDCMS website: [www.music.udel.edu/cms](http://www.music.udel.edu/cms)

Mailing Address: UD Community Music School  
UD Children's Choir  
Amy E. DuPont Music Building  
Newark, DE 19716

# Membership Information

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## **Commitment to the University of Delaware Children's Choir**

Your commitment to UDCC must be strong. Membership is 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.

## **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. Come to rehearsals and performances with a positive attitude.
2. Arrive 15 minutes before the rehearsal time, sign in at the attendance table and sit in your assigned seat ready to begin.
3. Singers and their parents are responsible for reading all e-mail and take-home announcements and for following through with the items in these announcements.
4. If a child cannot actively participate in rehearsal due to vocal fatigue or illness, students are encouraged to come and observe if able.
5. Do not roam about the building at any time. Singers should only be in the rehearsal area.
6. Students are expected to represent themselves in a professional manner both on University grounds and when travelling to events with UDCC.
7. Please use the restrooms before rehearsal begins.
8. Come prepared with music in a folder, a sharpened pencil, and a water bottle labeled with the singer's name.
9. No food or drinks (other than water) are permitted in the rehearsal space unless directed to do so.
10. Gum chewing is not permitted during rehearsal.
11. Dress appropriately for rehearsals and choir events. Avoid low cut tops, low cut pants, short shorts or clothing with offensive language.
12. At all times show respect for self, other singers, choir volunteers, director, accompanist, and facilities.
13. Singers are expected to focus on musical endeavors throughout the rehearsal.

14. 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:

- **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.**

## Choir Procedures

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### Rehearsals

All rehearsals are in the Amy E. duPont Music Building, Amstel Avenue and Orchard Rd. Newark DE 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 116 on the lower level.

Restrooms can be found on the lower and atrium (lobby) levels. Students should not use the top floor unless given permission by the director. The elevator should be used with care. Proper manners should be used at all times. Any changes or additions will be noted on the UDCC schedule.

### Parking

Street meters are available on Kent Way and Amstel Avenue, or our pay-to-park lots off Amstel Avenue (Center for the Arts Garage), and on Main Street (Trabant Garage).

### Parent communication

Singers will receive UDCC choir announcements via e-mail each week. Occasionally announcements will come home in your child's choir folder or through our website as well. Please be certain to check your e-mail and child's folder each week for notice of schedule changes, upcoming events or other important choir news. 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**

- Please arrive no more than fifteen minutes prior to rehearsal
- A responsible parent/guardian must sign-in their child with an intern who will be waiting outside of Amy E. DuPont building in the circle just outside the parking lot.
- Children will be escorted by an intern to their rehearsal room and sit in their assigned seats (Note: Please make sure your child has used the restroom PRIOR to the start of rehearsal).

### **Dismissal and Pick-Up Policy**

- Singers should be picked-up immediately following all rehearsals and performances.
- A responsible parent/guardian must sign-out their child. This may be done at the table located in the vestibule of the lower entrance of Amy E. DuPont QR by remaining in the car in the “pick-up” circle directly outside the lower entrance of the building. If the latter option is chosen, the sign-out sheet and your child will be brought to the circle outside the parking lot by an intern. Parents/Guardians will need to go to that intern to sign out their student on their sign-out sheet.
- In extenuating circumstances, singers from Gold Choir may sign themselves out if parents complete a waiver form given upon special request.

### **Off-Site Rehearsals and Performances**

When singing or rehearsing at a site that is not our weekly rehearsal space, parents must accompany their singer to the specified site before leaving. Sign-In/Out procedures will be in effect at these locations as well.

## **Attendance Policy**

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### **Rehearsal Attendance**

All singers are required to attend all regular UDCC rehearsals. Other rehearsals may be scheduled as needed. Singers are permitted to miss two (2) excused absences per semester. Dress rehearsals and concerts are mandatory. Singers are encouraged to maintain perfect attendance. It is the responsibility of the parent to notify UDCC of any conflicts as soon as possible to discuss it.

### **Emergency Absences**

It is the responsibility of the parent to notify the UDCC director as early in the day as possible. Please follow up with a written note. The written note should include the singer’s name, reason for absence and parent signature.

### **Late Arrival and Early Dismissal**

Parents are required to submit a written excuse for each lateness or early dismissal. The written note should include the singer’s name, reason for lateness or early dismissal and parent signature. If a singer misses 30 minutes or more of a rehearsal it will be considered an absence.

### **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 writing at least two (2) weeks prior to the dress rehearsal. The written note should include the singer’s name, reason for absence and parent signature. If the dress rehearsal has been missed, the singer should not arrive at the concert expecting to sing unless prior arrangements have been made.

## **Mandatory Concert Attendance**

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

Acceptable reasons for an excused absence from a mandatory performance are: illness, death in the family, and school music concert. Other reasons are at the discretion of the UDCC Choir Directors.

## **Informal Concert/Event Attendance**

During the choir year, concerts or singing events may be scheduled. It is important that all singers attend these events. Participation in singing events whether formal or informal is critical. The commitment should be taken seriously. It is understood that conflicts can occur but it is the responsibility of the parent/guardian to notify the director in person and in writing as soon as possible to discuss it. Please check the announcements for exact arrival and pick up times for concerts and events.

## **Maintaining Membership**

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. Those singers continuing in UDCC must have excellent attendance records and have attended the annual concerts and dress rehearsals. Re-auditions are not required to continue, but the singer may be asked, at the discretion of the director, to demonstrate vocal skills.

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.

## **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, a **personal conference** between the singer's parents and the director will be required before submitting a letter of resignation. If a singer resigns after the withdrawal period, parents are responsible for the entire tuition payment and fees. If payment has been made, there will be no refunds of tuition and/or fees.

## **Concert Attire**

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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 costume (formal or informal) for each concert or event. Please keep concert attire neatly on hangers when not in use.

Singers are expected to be well groomed at concerts.

- Clothes are to be clean, pressed and buttoned and marked with singer's name.

- Shirts must be tucked in.
- Hair should be neat and off the face. If needed, please use natural color hair bands or thin black or white headbands with no ornamentation. Hair sparkles are not allowed.
- Small earrings are accepted but no other jewelry is allowed.
- Natural color make-up is accepted, but no glitter make-up or glitter nail polish is allowed.
- No visible tattoos or body rings (eyebrows, nose or tongue).

## FORMAL CONCERT ATTIRE

### Boys

- Bow tie
- Cumberbund
- Black dress pants
- Wing collar tux shirt with black stud buttons
- Black dress shoes, socks and belt

### Girls

- Bow tie
- Cumberbund
- Black dress pants
- Wing collar tux shirt with black stud buttons
- Black dress shoes with low heels or flats
- “Nude” color nylons

## INFORMAL CONCERT ATTIRE

### Boys and Girls

- UDCC Polo Shirt
- Choice of pants (either black dress pants or jeans) and shoes will be announced by the director depending on the performance

## Concert Attire Ordering Process

At a specified rehearsal in the early fall, new families and returning families needing replacement attire will have the opportunity to place orders for any and all pieces needed. This includes tie & cummerbund rental, tuxedo shirt purchase and polo shirt purchase. On this designated date, students will be able to try-on sample sizes to determine the correct fit and be measured if necessary. ALL payments and orders will also be due on this date.

Black dress pants and black dress shoes must be purchased separately on your own.

## Music

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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 costs of lost or damaged music of \$5 per piece will be assessed to each singer.

## Parent Involvement

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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
- Chaperones
- Social events
- Music Organization
- Publicity

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

## Optional Fundraising

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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 roll over into the next academic year.

### **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 in writing and/or through e-mail correspondence.

### **Important**

**\*Money may not be removed from a student's UDCC account for any reasons other than payments to UDCC. Upon leaving the Community Music School, 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.\***

## Registration

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### **Withdrawals and Refunds**

Withdrawals must be made within two weeks of the first class and must be submitted in writing to the UD Community Music School director in order to receive a refund. Non-attendance or verbal withdrawal to the UDCC director does not constitute an official withdrawal. The date of withdrawal will be considered to be the date when written notice is received in the UDCMS office. Registration and material fees are non-refundable. A \$10 processing fee will be charged for all refunds. Students who discontinue after the withdrawal date will be responsible for the entire fee.

## **Tuition**

Registration fees and full tuition are due with the application. Tuition payments cover the cost of music, facilities, directors, accompanist, and administrative costs. It does NOT cover the cost of special event travel, concert attire, or other incidental expenses.

Blue Choir yearly tuition is \$350 for 30 weeks (or two payments of \$180)

Gold Choir yearly tuition is \$350 for 30 weeks (or two payments of \$180)

## **Discounts for Multiple Siblings**

A 5% discount is will be given to families who register two or more children.

A \$50 Bring-A-Friend discount will be given to families per student referred.

## **Additional Fees**

As mentioned above, concert attire must be purchased by each singer at an additional cost. In addition, 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.

## **Forms that need to be returned**

Please read your University of Delaware Children's Choir Handbook and sign and return the following attached forms:

- *Medical/Emergency Contact Form*
- *Code of Conduct Agreement*
- *Handbook Review Acknowledgement Form*