



your voice



**Singer's Handbook
2018-2019**

Address:	39 S Main Street Oberlin, OH 44074
Office Phone:	440-774-4079
Office Hours:	M-Th 9:00am-2:00pm
Website:	www.ochoristers.org
Email:	info@ochoristers.org

My Choir Is:

My Director Is:

My Choir Coordinator Is:

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**must be filled out and returned*

Oberlin Choristers

Registration and Tuition Information

Registration for Dulcis and Jubilate is completed online through a Google form. Links can be found on the website www.ochoristers.org/register.

Registration for Cantate Musica, Canterra Musica, and una voce musica is by invitation based on the results of a voice evaluation. We offer group evaluations for grades 5-6 in order to give singers a relaxed and comfortable environment to assess their vocal development. For Grades 7-12, individual auditions with members of the artistic staff provide the best assessment of each singer's individual voice and placement in the appropriate Choristers choir. Please contact the office to schedule an evaluation or audition at info@ochoristers.org.

Dulcis Musica Tuition: \$310, of which a non-refundable deposit of \$100 is due at registration
Jubilate Musica Tuition: \$345, of which a non-refundable deposit of \$100 is due at registration
Cantate Musica Tuition: \$405, of which a non-refundable deposit of \$150 is due at registration
Canterra Musica Tuition: \$410, of which a non-refundable deposit of \$150 is due at registration
una voce musica Tuition: \$410, of which a non-refundable deposit of \$150 is due at registration

Payment Procedures

Payment is due upon registration – balance is due November 1st.

Payment Plans

Please contact info@ochoristers.org for more information on payment plans that can assist in meeting tuition requirements.

Financial Aid and Discounts

Oberlin Choristers is dedicated to promoting musical interest and participation in the youth population of northern Ohio. We are committed to providing adequate financial aid to eligible families and to the equitable distribution of such funds. Financial aid applications are available on our website and from the office by request.

To apply for financial aid, please follow these guidelines:

Completed financial aid applications should be returned to the Choristers office by June 30 of the registration year. Families are asked to honestly evaluate the amount of aid they are requesting, considering all Choristers fees. The non-refundable deposit cannot be covered by financial aid. A signed statement of financial position, copy of most recent tax return, copy of pay stubs and/or copy of most recent W-2 form must be submitted with the financial aid application. All requests will be treated with confidentiality by the Finance Committee. Priority will be given to families with greatest financial need, based upon Federal Poverty level guidelines as well as extenuating circumstances. Any financial aid available for tours will be awarded separately.

Uniforms

A singer who fails to dress in the proper uniform for a performance may not be allowed to participate. Each singer must follow the guidelines for their choir's uniforms, distributed each year to every Choristers family.

Hair must be groomed away from the face, with no visible hair ornaments. No visible jewelry is allowed (necklaces, bracelets, anklets, watches, etc.) No dangling earrings, studs only.

Uniforms are not worn for regular or "dress" rehearsals, only for performances (unless otherwise directed.)

Attendance Policies

Oberlin Choristers is a nationally recognized and respected choral organization with a commitment to excellence. This excellence is derived from the efforts of our singers, parents, and staff members in sharing an understanding of the importance of regular attendance. Each of our singers is vitally important to the artistic success of each choir and our activities and rehearsals are a team effort.

With this mutual understanding, please consult school calendars, sports calendars, and family calendars early in the year to identify possible conflicts. When a singer must miss a rehearsal because of illness or an unavoidable conflict, please contact the choir coordinator no later than one hour before rehearsal begins. Singers who frequently miss rehearsals in one semester may be asked to forfeit their position in the choir to a singer on the waiting list. Some choir directors may decide to schedule make-up rehearsals and families will be notified of make-up rehearsals when scheduled.

To ensure the best possible artistic, educational, and social experience for all our singers, we have established the following guidelines*:

Fall season (start of rehearsals through first performance) – no more than 3 absences

Winter season (January through Showcase concert) – no more than 2 absences

Spring season (Showcase concert through end of year concert) – no more than 2 absences

**In the event a singer exceeds these guidelines, they may be asked to not participate for that corresponding performance. This will be determined on a case by case basis by the conductor, choir coordinator, and artistic director.*

All singers are expected to arrive for rehearsal at least five minutes prior to the scheduled rehearsal start time. Rehearsals begin promptly at their start times, and frequent tardiness detracts from every singers' experience. Please avoid arriving for rehearsals earlier than fifteen minutes before the start time for your choir and pick up your children up promptly at the end of rehearsals.

Singers are to check in with their Choir Coordinator before entering the rehearsal room. All forms, payments, etc. to be turned in are to be given to the Choir Coordinator at check-in time. Please do not hand these items to the Choir Director.

Pledge to School Music Programs

As a vibrant member of the choral community, Choristers highly recommends that all singers participate in their school choral programs as singers and leaders.

Singers' Conduct and Guidelines

All singers should understand that professional and respectful behavior is always expected of Choristers' members whether in rehearsal, at a performance, or when traveling. Our singers represent the organization as well as family and the community. If during the Chorister season, a singer demonstrates behavior that is violative of these rules or otherwise not considerate of property, the well-being of others or the organization, Choristers reserves the right to take disciplinary action against such singer, up to and including precluding the singer from performances and/or travel and dismissal of the singer from Choristers. Because of the extremely wide age range of Choristers' singers, discipline problems are dealt with on an age-appropriate, case-by-case basis by the singer's Choir Director and Choristers' staff.

All singers should adhere to the following guidelines -

- Singers should be respectful of other organizations making use of space in the rehearsal buildings.
- No food or beverage (other than water) is permitted in any rehearsal room.
- Cell phones are not permitted in rehearsal.

The activities listed below are strictly forbidden, from drop-off time to pick-up time, and are grounds for dismissal from Choristers and/or overnight stays or tour.

- Use or possession of any illegal articles or substances including but not limited to alcohol, drugs, and tobacco.
- Use or possession of weapons of any kind.
- Sexual relations.
- Causing serious harm to another person or property.
- Shoplifting or stealing.

Bullying Policy

The Centers for Disease Control define bullying as any unwanted aggressive behavior(s) by another youth or group of youths, who are not siblings or current dating partners, involving an observed or perceived power imbalance.¹ Bullying may inflict harm or distress on the targeted youth including physical, psychological, social, or educational harm. It is vital that singers report any behaviors they believe may constitute bullying to their Choir Coordinator or Choir Director. Engaging in bullying activities are grounds for discipline, up to and including dismissal from Choristers.

Weather Policies

Choristers rarely cancels a rehearsal due to weather conditions. You may assume that rehearsal will take place as usual. An email will be sent to each choir family at a preassigned time if unplanned events make it necessary to cancel a rehearsal or concert. A message will also be posted through social media and on the home page of our website. If in doubt, please call the Choristers' office or contact your choir coordinator.

In almost all cases, Choristers' rehearsals occur even when your singer happens to have a day off from school due to a teacher in-service or conference day, holiday or vacation day.

¹ <https://www.cdc.gov/violenceprevention/youthviolence/bullyingresearch/index.html>

Safety Drills

Safety drills will be conducted periodically during the season to address readiness in the case of a fire, tornado, or active shooter emergency. Parents will be notified well in advance of these drills and are welcome to contact the office or their Choir Coordinator with any questions.

Volunteering

Oberlin Choristers relies on parent/guardian volunteers to thrive and we are sincerely grateful to you for any assistance that you can provide. Parents/guardians are needed to serve in a wide variety of ways throughout the Choristers season: ushering at concerts, chaperoning singers, assisting with publicity distribution, office work, etc. Additionally, volunteer fund-raising provides needed operational funds and has enabled wonderful performance and travel opportunities for our children. Specific volunteer needs and other volunteer information are distributed yearly to every Choristers family.



SINGER AGREEMENT FORM

PLEASE RETURN THIS FORM TO OUR OFFICE BY FRIDAY, MARCH 8TH.

_____ **1. Attendance Policy*:**

Attendance is expected at all scheduled events, but we recognize that sometimes conflicts occur. To ensure the best possible artistic, educational, and social experience for all our singers, we have established the following guidelines:

Fall season (start of rehearsals through first performance) – no more than 3 absences

Winter season (January through Showcase concert) – no more than 2 absences

Spring season (Showcase concert through end of year concert) – no more than 2 absences

**In the event a singer exceeds these guidelines, they may be asked to not participate for that corresponding performance. This will be determined on a case by case basis by the conductor, choir coordinator, and artistic director.*

Your Choir Coordinator is your contact for absences and late arrivals. Please communicate absences to the **Choir Coordinator** to help in rehearsal and performance planning. Connecting with the choir coordinator ensures information is relayed in a timely fashion.

_____ **2. Conduct Policy:**

I agree to abide by the conduct policies set forth in the Oberlin Choristers Singer's Handbook.

_____ **3. Uniform Policy:**

I agree to wear the proper uniform for all Oberlin Choristers performances as described in the Singer's Handbook.

_____ **4. Communication Policy:**

I agree to communicate with my parents/guardians regularly about all Oberlin Choristers activities and share any details that they need to know that I hear about in rehearsal.

Singer Name (Please print): _____ Choir: _____

Parent/Guardian Name (please print): _____

SINGER SIGNATURE _____ DATE _____

Please acknowledge expectations by initialing each item, sign and return this form to our office at your singers' first rehearsal or scan and email to info@ochoristers.org.



PARENT/GUARDIAN AGREEMENT FORM

PLEASE RETURN THIS FORM TO OUR OFFICE BY FRIDAY MARCH 8TH.

_____ 1. **Attendance Policy*:**

Attendance is expected at all scheduled events, but we recognize that sometimes conflicts occur. To ensure the best possible artistic, educational, and social experience for all our singers, we have established the following guidelines:

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**In the event a singer exceeds these guidelines, they may be asked to not participate for that corresponding performance. This will be determined on a case by case basis by the conductor, choir coordinator, and artistic director.*

Your Choir Coordinator is your contact for absences and late arrivals. Please communicate absences to the **Choir Coordinator** to help in rehearsal and performance planning. Connecting with the choir coordinator ensures information is relayed in a timely fashion.

_____ 2. **Payment Policy:**

As a non-profit organization, Oberlin Choristers establishes its budget partially based on the tuition received by the participation of committed families. As such, it is important that payments be made on a timely basis.

Oberlin Choristers makes every effort possible to avoid turning away a singer because of financial restrictions, and Choristers commits funds each year to be used for financial aid. Please contact Christopher Neely, Executive Director, for more information.

_____ 3. **Uniform Policy:**

All choirs have required performance uniforms that are purchased by the individual family. Please refer to summer packets for purchase instructions.

_____ 4. **Communication Policy:**

Oberlin Choristers works diligently in communicating with our singers and families. Please check communications from Choristers regularly and keep the office up-to-date if your contact information changes.

Singer Name (Please print): _____ Choir: _____

Parent/Guardian Name (please print): _____

PARENT/GUARDIAN SIGNATURE _____ DATE _____

Please acknowledge expectations by initialing each item, sign and return this form to our office at your singers' first rehearsal or scan and email to info@ochoristers.org.