

The logo for the Central Florida Youth Chorus is set against a blue-to-purple gradient background. It features the text "CENTRAL FLORIDA" in a white, sans-serif font, with "YOUTH CHORUS" in a larger, bold, white, sans-serif font below it. The background is decorated with faint, repeating musical notes and dots.

CENTRAL FLORIDA YOUTH CHORUS

Developing character and building community
one song at a time.

www.cfyouthchorus.com

Info@cfyouthchorus.com

(407) 362-9178

Julie Simmons, **Director**
Laura Norman, **Assistant Director**
Cindy Krulick, **Accompanist**
Shirley Schepler, **Book keeper**
shirleyschepler@gmail.com

Welcome to the Central Florida Youth Chorus (CFYC)! We are honored to work with talented young singers and look forward to seeing and hearing all the wonderful music we will make together.

This handbook sets out the purposes, policies and procedures of the Central Florida Youth Chorus (CFYC), a music outreach of the greater Central Florida region. The CFYC exists to serve our community, by providing musical training and performance opportunities to young singers from all backgrounds.

Membership in this choir is a big commitment, both for our members as well as for their families, and should not be taken lightly. EVERY singer has an important role to play and a high level of personal commitment from each member is vital in order for us to be a premier vocal ensemble in Central Florida. Members of this choir will be taught and expected to maintain a high standard of musicality and professionalism.

Please carefully read through and familiarize yourself with the policies and procedures outlined in this handbook. We also ask that you be flexible and understanding if changes occur as everything we do is done in the best interest of our members and group as a whole. If you have any questions or concerns about anything in this handbook, please don't hesitate to contact either of us.

Let's make beautiful music together!

See you in rehearsal,

Julie M. Simmons
Executive Director

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Mission of the Central Florida Youth Chorus

The Central Florida Youth Chorus (CFYC) aims for the highest professional standard in its music-making. Through participation in this choir, choristers will develop their love and appreciation of music while developing self discipline and realizing their ability to achieve and

perform with the highest of musical standards. Our attendance policy, rehearsal procedures and membership requirements exist to ensure our success in achieving these goals.

Through disciplined rehearsal, and public service through performance, each chorister develops a sense of dedication, poise, exceptional musical skills, vocal technique and an exceptional knowledge of choral repertoire and general musical knowledge in addition to a sense of self-worth and a reverence for others that comes from high achievement.

- CFYC serves choristers in grades 1 through 12 and strives to enrich the lives of children from all educational, religious, cultural, and economic backgrounds.
- Through performance-based music education, the CFYC fosters the musical, personal, intellectual and social growth of its members while developing each child's self-worth, motivation and sense of accomplishment. Through this growth, members also develop a strong sense of community both within the chorus and within the surrounding community in which we perform.
- CFYC performs high-quality and diverse repertoire ranging from classical music (both sacred and secular) to traditional folk literature and other popular genres. Members of this chorus will also be afforded regular performance opportunities throughout the community.

Educational Goals

- Developing excellence in vocal, musical and performance skills
- Deepening musical understanding and knowledge
- Developing a deep reverence for peers as well as self-esteem and self-discipline
- Promoting music appreciation, musical expression, and love for the music of all genres
- Fostering a sense of community
- Enriching the cultural identity of the community

Training

The CFYC promotes a rich and rewarding musical experience for each child. It is our belief that studying the music of the great masters such as Bach, Beethoven, Handel, Mozart, as well as many others, is crucial to the development of musicality. Furthermore, we believe that a complete musical education also requires a musical understanding of all genres, promoting an understanding of the unique traits inherent in each genre. This diverse repertoire is the foundation on which the curriculum is based.

Sight-reading, ear training and the development of fundamental musical elements such as rhythm, melody, harmony, style, form, and expression are all reinforced and expanded upon through the study of our carefully selected repertoire.

CFYC is comprised of two choruses:

Concert Chorus. (Grades 4-12)

The premier ensemble of the Central Florida Youth Chorus is our Concert Chorus. This ensemble aims for the highest professional standards in its music-making. Through participation in this ensemble, choristers will develop their love and appreciation of music while developing self discipline and realizing their ability to achieve and perform with the highest of musical standards. In order to reach these standards, students in this chorus are required to adhere to an attendance policy and are expected to independently practice their music throughout the week in order to be prepared for each rehearsal. Students in 4th and 5th grade are hand selected for this choir based on their work ethic, musical and vocal skill and maturity.

TRAINING CHORUS (Grades 1-5)

Our Training Chorus seeks to foster a love of music and singing in our youngest students. Students are taught music theory, practice skills and proper vocal technique through a variety of fun activities and quality choral literature.

*Please note that choirs may be combined for part or all of a season depending on numbers. When this happens, training choir will usually be released at 7:30 and concert choir will remain in rehearsal until 8.

Parent Involvement

Parents are expected to ensure their children arrive promptly with their music to all rehearsals, concerts and events. In the event that a child must be absent, it is the parent's responsibility to ensure that the absence is communicated to the directors in advance (when possible) whether that communication is done by the parent or the student. Parent volunteers are crucial to the success of our organization and we ask that all help in whatever way they can.

Volunteer opportunities may include:

- Participating on our Parent Advisory Committee
- Measuring students for uniforms and creating a spreadsheet to assist directors with placing the order.
- Taking pictures at events and rehearsals.
- Distributing informational flyers to local schools, libraries and community centers
- Greeting guests and monitoring information/donation table during concerts
- Social event planning
- Creating recruitment videos
- Greeting and signing in students for rehearsal
- Organizing volunteers to bring in snack each week
- Providing a snack for the chorus

Chorister Expectations

Exceptional music is achieved by exceptional commitment and behavior. This means that each chorister is responsible for their own exceptional attitude toward the music we sing and the singers with whom we are making music.

One of the criteria for acceptance and continued membership in the Central Florida Youth Chorus is the willingness to commit to a high standard of behavior. This holds equal importance with a chorister's musical ability.

1. Choristers will exhibit exemplary behavior wherever they happen to be CFYC representatives.
2. Choristers will demonstrate a commitment to musical excellence through a positive attitude and diligent effort in rehearsal and performance.
3. Choristers will work cooperatively with personnel and parent volunteers at all times.
4. Choristers will show reverence, respect and dignity toward one another.
5. Choristers will treat rehearsal and performance facilities with respect and dignity.
6. Choristers will have all the uniform items needed at any performance.
7. Choristers will "disconnect" from their cell phones during rehearsal and performance.
8. Choristers will come to each rehearsal musically prepared.
9. Choristers will come to each rehearsal with all of their materials including water bottle, music and pencil.

10. Choristers will be good stewards of their music. This includes writing notes neatly in pencil and not doodling or writing on the music beyond what is necessary.

11. Choristers are expected to make every effort to attend social chorus gatherings.

Response to Behavioral Issues

It is the desire of the Central Florida Youth Chorus to provide an experience that will be treasured by your chorister. When a problem is encountered, we will contact you via phone or email or the remind text app to make you aware of the problem and how we approached it. If the behavioral issue continues, we will meet with you and your chorister to discuss the issue and look for alternative resolutions. Once these solutions have been pursued, if we do not see a change in behavior, choristers may be dismissed from the organization without refund.

Attendance Policies

The selection of music depends upon the voices available. Absences greatly effect the efficiency of the rehearsal as well as the overall musical product.

CFYC membership is a commitment by parents as well as choristers. Attendance at all rehearsals and concerts is expected to be a high priority for all members. Each rehearsal is carefully planned based on the specific needs of the chorus and its members. In order to make effective use of everyone's time, it is vital that the directors know when choristers will be late or absent.

Rehearsal time is on Monday evenings from 6-7:30pm (Training Chorus) and 6-8pm (Concert Chorus) as well as occasional pre-scheduled Saturdays as needed from 10-12pm. During the fall semester, students interested in participating in caroling gigs will rehearse carols from 5:30-6pm.

- If an absence or late arrival is unavoidable, please contact directors as far in advance as possible.
- For all planned absences, please message directors using the Remind text group and send an email to info@cfyouthchorus.com.
- Students are allowed THREE absences per semester (this includes illnesses, school events, or unexpected circumstances). Choristers exceeding three absences will be allowed to continue rehearsing with the group but will not be allowed to participate in performances during the semester they are absent. Remember...there are no excused absences, only **explained** absences.

- Being on time is part of your commitment. With only two hours of rehearsal a week, every minute is vital. If you are pulling up to rehearsal at 6 you are late.
- All performances are required unless special permission has been given well in advance of the performance. The sooner the better! An unapproved absence from a performance can result in dismissal from choir without refund.
- In case of severe weather, rehearsal will be canceled if Orange County Public Schools are closed.
- Do not assume rehearsal has been canceled simply because your school is not in session. *Consult the current schedule online as well as chorus emails.*
- Chorister membership remains in good standing until high school graduation as long as choristers meet the standards set out in the handbook.
- Choristers are expected to keep track of the rehearsal and concert schedule, put it in their calendars and check it regularly. When in doubt, contact the directors. Any changes to the schedule will be sent via Remind101 and email.
- **Dress rehearsals are mandatory.** All members must attend the final rehearsal before each concert. Choristers who are not in attendance forfeit their right to perform in the concert. Under extenuating circumstances, choristers may be excused only if they have demonstrated mastery of the repertoire, have an excellent attendance record and have completed all pass offs.

Rehearsal Procedures

- **To be early is to be on time / To be on time is to be LATE.** Please plan to arrive 10 minutes prior to the designated rehearsal time. Communication with the directors is expected if you are running late. If tardiness cannot be avoided due to late school dismissal or traffic, please communicate this with the directors at the beginning of the semester.
- Upon entering, choristers are expected to check in, pick up any new music or information, use the restroom and are then encouraged to socialize with fellow choristers until rehearsal begins.
- If a chorister was absent the previous week, they are still responsible for mastering the material that was taught during the rehearsal they missed. Emails will be sent weekly outlining what was taught in rehearsal and what will be covered the following week.
- All choristers are expected to be in their seats and ready by 6pm.
- At the end of rehearsal, ALL choirsters are expected to help pick up any trash left in the room and help reset the room.

Communication

The primary methods of communication between directors and families will be through email and the Remind text messaging app. **At least one adult per household is required to join the Remind group.** Please see below for instructions on how to sign up for Remind. Members and their parents are responsible for regularly checking Remind and their email for communication updates, including notes from rehearsals and updates regarding rehearsals, concerts, and other pertinent information.

To sign up for Remind, please send a text message with the code: @cfychoir to the number: 81010

2022-2023 Tuition Information

For questions or concerns regarding payments, please email our book keeper, Shirley Schepler, at shirleyschepler@gmail.com

Membership is a YEARLONG commitment (September-May). Students that leave mid-year to pursue other interests may not be allowed to rejoin

T-shirt is included in the cost for all students who pay the tuition in full at the time of their registration.

Tuition

\$360 per year (May be paid in one payment, by semester, or monthly)

- \$80 Deposit due by second week of rehearsal (goes towards total)
- \$140 / Semester (due Oct and January)
- \$34/ Month (Oct-May)

Family Discounts: Families with multiple children enrolled will receive a 25% Discount for their second child and a 50% discount for every child thereafter. If a family has students enrolled in both choruses, the discount will be taken off of the training chorus tuition.

- Reduced (not free) tuition fees may be available for low income families or families experiencing financial crisis. Students receiving scholarships must be responsible for purchasing their uniform and choir shirt.

- Any families who are able to assist families with financial need, are encouraged to let the Directors know. This may be done anonymously if you wish.

The Central Florida Youth Chorus is a 501c3 organization supported by earned income and donations from individuals, foundations, and corporations. Your support as a volunteer and through in-kind contributions and cash donations helps ensure the sustainability of the Central Florida Youth Chorus. Donations may be made by cash or check or may be paid by credit/debit card.

Please note, No refunds will be provided once payments are made.

Additional Materials Needed

- 1 inch black three ring binder with pockets
- Mechanical Pencil

Uniform

**Uniform fees are NOT included in the tuition. Choristers who are not present for uniform measurement or who do not pay the uniform fee ontime will be responsible for measuring and ordering their uniform from Southeastern Apparel (gentlemen) or Formal Fashions (ladies) on their own.*

Uniform Payment is Due October 2nd.

Concert Chorus



LADIES

- Custom dress from Formal Fashions (please see directors or wardrobe parent for specifics)- \$75
- Black flat dress shoes (closed toed)
- Black pantyhose or stockings



GENTLEMEN: \$75

- 4-Piece show choir ensemble with royal blue tie from Southeastern Apparel
- Black dress shoes & black socks

Training Chorus

GIRLS \$30 (individual purchase)

- Quedoris Girls Ruffle Trim Dress in Blue (Amazon)
https://www.amazon.com/dp/B0BW3GZGSS/ref=twister_B09QKDJJGM
- Black Flat Dress Shoes



BOYS (individual purchase)

- Black Slacks
- White, collared, button-down dress shirt
- Black dress shoes / socks/ belt

- Blue bow tie (will be provided)

Performance Procedure

Attendance at all performances is mandatory. If a graded school performance poses a conflict the parent should communicate with directors well in advance of the performance. During performances, choristers should demonstrate their best conduct, appearance, and musicianship.

- Eat a nutritious meal and get plenty of sleep prior to a concert.
- Drink plenty of water. Start hydrating the body 24 hours before a concert, not just before entering the stage. Some people find it best to avoid milk and dairy products before singing.
- Arrive at the performance location 10-15 minutes prior to the designated time and immediately check-in with the rehearsal assistant or directors.
- Use the restroom before the pre-concert warm-up. Don't drink too much water before going on stage.
- Arrive in the proper performance attire. Stay in full concert dress while in public.
- Be prepared! Know your music! Individual mastery is a must. Each member should know their music as if they were the only person singing their part.
- If you are feeling ill prior to the concert, let directors know. If you are ill during the performance, either sit quietly or, if possible, calmly exit the stage and rest for the remainder of the concert backstage. A choir parent will come and help you if necessary.
- Watch the director! Conduct yourself in a professional manner and focus on the music.
- Remember that you are always representing the Central Florida Youth Chorus. Always be on your best behavior, show kindness to those around you and demonstrate composure and maturity.

Concert Appearance and Hygiene

Appearance is an important aspect of performance. It affects how we are perceived by our audience and even how we perceive ourselves. In order to present the group in a professional manner, proper grooming is essential. Here is a list of reminders when getting ready for a concert:

- Arrive on time in complete uniform.

- Use good personal hygiene.
- Uniforms should be clean and ironed.
- Hair should be clean and neat. Ladies should wear their hair down but pulled back from their face if possible.. Please contact the director with any questions.
- Only simple post earrings are allowed. Large or flashy jewelry and hair accessories are not appropriate and should not be worn.
- Ladies should apply mascara and a little blush to avoid looking pale on stage but should otherwise keep make-up minimal and natural in appearance.
- Leave anything that beeps, buzzes, or flashes at home (watches, phones, etc.).

Required Documents Checklist

All Documents are required and must be submitted prior to chorister's participation in any events.

Please use this checklist for your own reference to make sure you have completed and electronically signed and submitted all necessary documents.

☐ Handbook Acknowledgment Form

<https://forms.gle/N8sUTgh4gZ3JsDKy6>

☐ Emergency Contact and Medical Information Form

<https://forms.gle/tVhBhu6mQRao3hgi8>

☐ Model Release Form

<https://forms.gle/ThGtM2k1RC5SF6HN6>