

The Tampa Bay Children's Chorus

Parent/Chorister Handbook 2013-2014



The Tampa Bay Children's Chorus is dedicated to providing outstanding musical enrichment and learning opportunities for children in the Tampa Bay area.

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2013-2014 CHORUS HANDBOOK CONFIRMATION

We have received the Tampa Bay Children's Chorus Handbook, have read it, and by signing below agree to abide by its contents.

Circle Child's chorus: Cantate Concert Chamber

Chorister's Printed Name: _____

Chorister's Signature: _____

Parent's Signature: _____

Date: _____

Please complete this form, sign it, and return it to a Chorus Program Administrator or a Rehearsal Assistant during our Dayspring Choir Camp or your child's first rehearsal with TBCC.



The Tampa Bay Children's Chorus

Dear Chorus Families,

Welcome to the 25th performance season of the Tampa Bay Children's Chorus.

This handbook serves as a resource to our Chorus families. The contents will answer questions concerning attendance, performance, touring and other Chorus requirements. **The information is very important, so please read it in its entirety.**

If you have any questions after reading this handbook please don't hesitate to contact our Program Administrator at program-admin@tbchorus.org.

Thank you for allowing us to educate your young musician. We consider it a privilege to work with your children. With your assistance, we are guaranteed a very successful performance season.

Sincerely,

The Tampa Bay Children's Chorus Board and Staff

Averill Summer, Founder and Artistic Director, Chamber Chorus Conductor

Meghan Alfaro, Cantate/Concert Chorus Conductor, St Petersburg

Amber Blair, Assistant Director, Concert Chorus Conductor, Tampa

Andrea Peacock, Cantate/Chamber Chorus Conductor, Tampa

Charissa Denham, Chamber Accompanist, Tampa

Alisa Carmichael, Concert Accompanist, Tampa

Mary Fendrich, Accompanist, St Petersburg

TBA , Program Administrator

Brenda Menendez, Business Administrator

Chorus Structure, rehearsal schedules & locations

| | | |
|--|--|--|
| <p>CANTATE CHILDREN’S CHOIR 2nd – 5th grade The Cantate Choir is a beginner level choir for elementary age singers.</p> | | |
| <p>Cantate Choir Goals Vocal Development, Basic musical skills, Beginning Solfege.</p> | <p>Chorus Participation Holiday and Spring Concerts, Short concerts at local venues, Special Concerts or mini-tours as announced</p> | <p>Rehearsal Locations and Times Tampa -St. Catherine’s – Mondays – 6:00-7:00 pm St. Pete – First Presbyterian Tuesdays – 6:00-7:00pm</p> |
| <p>CONCERT CHOIR 6th – 8th grade The Concert Choir includes intermediate level singers (Selected by Audition)</p> | | |
| <p>Concert Choir Goals Choral Skills, Musicianship skills, Core Repertoire</p> | <p>Chorus Participation Holiday and Spring Concerts, Most Concerts and Events, Tours</p> | <p>Rehearsal Locations and Times Tampa - St. Catherine’s - Mondays – 6:00 to 8:00 pm St. Pete – First Presbyterian Tuesdays – 6:00 to 8:00 pm</p> |
| <p>CHAMBER CHOIR with Artistic Director's Approval 9th – 12th grade The Chamber Choir includes advanced level singers (Selected by Audition)</p> | | |
| <p>Chamber Choir Goals Advanced Choral Skills, Advanced Musicianship skills, Core Repertoire and Advanced Repertoire</p> | <p>Chorus Participation Holiday and Spring Concerts, Most Concerts and Events, Tours</p> | <p>Rehearsal Locations and Times Tampa -St. Catherine’s Mondays - 6:00 to 8:00 pm St. Pete – First Presbyterian Tuesdays – 6:00 to 8:00 pm</p> |

General Information for Parents

The Role of Chorister Parents

Each TBCC parent plays a vital role in the success of the chorus as a whole and his/her child's individual contribution to TBCC.

- Review weekly newsletters and login to Charms for information on event dates, fundraising activities and other TBCC information and announcements.
- Notify directors by email of any conflicts with rehearsal and performance schedules at least two weeks in advance of the conflict.
- Notify TBCC promptly of changes in address, phone numbers or e-mail address information,
- Assist your child with music reviews and assigned memory work, and sign off on practice logs.
- Sit in on open rehearsals and observe your child's development and musical growth
- Volunteer at least 10 hours each semester in areas where you feel comfortable as outlined in the Parent Volunteer Information section
- Tell others about TBCC and help us to reach new singers
- Be punctual in dropping your child off and in picking up your child at the beginning and conclusion of rehearsals and performances
- Attend parent meetings

Parent Meetings

There will be TBCC parent meetings scheduled during the season. All TBCC parents are encouraged to attend these meetings. Information concerning policies, procedures, schedules, concerts, and plans for social events for choristers and families, fundraising ideas and other items of business will be discussed. This is your opportunity to give your input and ask questions.

Re-Auditions and Chorus Advancement

Choristers generally remain in their current choir for the full TBCC year. Beginning in April, all current choristers will be scheduled to re-audition with their current director to re-evaluate placement. The singer's current director will make recommendations for advancement based on this re-audition. A child's success depends on attendance, attitude, ability, work ethic, acceptance of responsibility, and getting along well with others.

Special Experiences, Touring and Performance Opportunities:

Major Concerts

TBCC has two major concert events each year in which all choirs participate; the Holiday Concert and the Spring Concert. All choristers participate in these concerts. Dates and location of the concerts are announced at the beginning of the season.

Community Events

TBCC is often invited to participate in community events. There is usually short notice for these events and parents are encouraged to be flexible in their schedules, if possible, to allow choristers to participate.

All-State Chorus Preparation Workshop

Each year TBCC sponsors a Preparation Workshop for Middle School Treble and Mixed Chorus voices for All-State Chorus of the Florida Music Educators Association (FMEA). Singers from throughout the state are invited to join TBCC in working on music required for all-state auditions. All Concert and Chamber Choir members participate in this workshop which will be scheduled on a Saturday in October from 9 am to 12 pm, with registration at 8:30am. Side-by-side rehearsals are held with the help of TBCC Choristers, college music students and area music teachers. TBCC parents provide chaperones and refreshments for this event. TBCC singers perform for the guest singers who come from Hillsborough County and surrounding counties.

Honor Choir Experiences

Special opportunities become available for TBCC singers through our professional affiliations with ACDA Honor Choir. Singers are given the opportunity to audition for various events based on their musical development, dedication to TBCC, and discipline and maturity shown in rehearsals and performances. These workshops are at the expense of the individual chorister's family and participation in them should not prevent a singer from participating in the TBCC tour. Please DO NOT audition for one of these honor choirs and then drop out.

Tours

Touring is an important part of TBCC's program. It develops community within the group and provides a unique opportunity for intense musical and social growth. Each year, TBCC participates in a choral festival or multi-day concert tour. Tour costs are paid by choristers' families. Parent chaperones accompany the tour and are responsible for their own expenses. TBCC will plan fundraising activities to enable choristers to earn money toward individual tour accounts to help pay these tour expenses. Singers under the age of twelve (12) may tour at the discretion of the director and must be accompanied by a parent. All choristers must meet the following tour eligibility requirements.

ELIGIBILITY CRITERIA FOR TOURING WITH TBCC

To be eligible to tour with TBCC, a singer must:

- Have no more than 3 absences from regular rehearsals.
- Attend both Winter and Spring concerts and their accompanying dress rehearsals
- Exhibit appropriate behavior and a positive attitude at all TBCC functions
- Exhibit musical readiness for a festival experience
- Demonstrate ability to focus in extended rehearsals
- Accept the responsibility to attend extra tour rehearsals and learn extra tour music
- Work well with peers and contribute to the team effort
- Have all tuition paid in full

The Artistic Director and Assistant Music Director will determine whether a singer has met these criteria and if the singer needs to improve one or more of the above behaviors they will discuss this with the singer and his or her parents.

If a singer is accepted for participation in the tour and later does not continue to meet these criteria, the singer will no longer be eligible for the tour.

Parent Volunteer Participation

TBCC Parents offer support to the Tampa Bay Children's Chorus through volunteer work. Volunteer efforts are coordinated by the Parent Volunteer Organization (PVO), which is very similar to the PTA at your child's school.

All parents are encouraged to participate on committees and in other areas where your help is needed.

Part of your tuition payment is at least 10 hours of volunteer time provided to TBCC.

We really need your help!

VOLUNTEER OPPORTUNITIES

Chaperone Coordinator

- **Coordinate chaperones for rehearsals and events/concerts**

Uniform Coordinator

- **Organizes ordering, distributing and maintaining uniforms**

Public Relations

- **Publicize concerts to news/social media**
- **Solicit community partnerships**

Tour Planning

- **Organizes itinerary, transportation, hotel accommodations and other non-musical touring activities**

Fundraising

- **Sell ads for concert programs**
- **Solicit donations (food, etc.) for concerts**
- **Coordinate ticket sales for winter and spring concerts**
- **Solicit scholarship donations**

Librarian

- **Assist with the distribution of music and maintenance of the music library (must be a Tampa parent)**

Alternate Support

If you absolutely cannot volunteer your time to help TBCC provide the best musical learning and performing experience for your child, please make a monetary donation instead. Most parents who cannot volunteer donate \$200 to the general operating fund – feel free to give more if you can.

Tuition, fees, expenses, payment methods, refund policy

It is very important that you pay your tuition in a timely manner. Tuition pays for many of TBCC's operating expenses which include but are not limited to: music, folders, hall rental, telephone, newsletters, postage, insurance and staff salaries. Tuition does not include administrative fees, uniforms or the cost of tours.

Tuition Refund Policy –

All tuition payments are non-refundable. You are required to pay for the season in full, even if your child drops out of the program or is removed at any time during the season

Registration Fee

\$100.00 - Due at time of registration

Tuition Costs

Cantate Children's Choir: \$330.00 per year

Concert & Chamber Choirs: \$600.00 per year

Tuition for each chorister is an annual fee determined by choir level and any discounts that apply. Tuition is prorated for Choristers who join after October 1.

Payment Schedules and discounts

Pay Full Year Tuition in one payment and receive a 5% discount, Cantate Choir will be \$313.50 instead of \$330, Concert and Chamber Choirs will be \$570 instead of \$600.

Pay Fall Semester now and Spring Semester in January at regular rates (Cantate Choir is \$165 per semester, Concert and Chamber Choirs are \$300 per semester).

Pay Monthly at regular rates, with 6 payments due at first rehearsal of each month Cantate Choir will be \$55 per month, Concert and Chamber Choirs will be a \$100 per month).

Sibling Discount - If you have more than one child in TBCC, the first child in Concert or Chamber Chorus pays full price. We will take 25% off the year's tuition of each additional child. This discount does not apply to the registration fee or uniform cost.

New Chorister Referral Discount - If a current chorister refers a new family to join TBCC, and that child auditions, is accepted, and makes their registration and first tuition payment, we will discount the tuition of the referring family \$50. This referral cannot be used by scholarship students. Referral forms are available from the business and program administrators by email.

Payment Method

Payments at this time should be made by check payable to **TBCC or Tampa Bay Children's Chorus**. Please indicate the chorister's name and a description of what the payment is for (i.e. registration, tuition, t-shirt, etc.) on the memo line of the check.

Payments should be sent by mail to:

TBCC
502 Druid Hills Road
Temple Terrace, Fl. 33617-3853

Payment may also be made through our Charms website. Login, click on Finances, and click on the appropriate icon. There will be a 2.8% finance charge.

Scholarship Program

TBCC offers financial assistance to a limited number of singers who show financial need. Applications are available from our rehearsal assistants or can be accessed on our Charms website under Handouts and Files. Applications will be reviewed by the finance committee of the Board of Directors. Financial assistance will pay a percentage of a singer's annual tuition. Parents will still be required to pay the registration fee. Parents of children receiving financial assistance may be asked to provide TBCC additional volunteer hours.

Chorister Tour Accounts

TBCC sponsors a variety of fundraising activities each year to help individual choristers pay for future tour expenses. **The Parent Volunteer Organization is responsible for planning and running these fundraisers.** Members of all choirs can participate in fundraisers. Funds earned by choristers will be credited to their individual tour account.

These funds remain in a restricted account until used for a tour or until the chorister resigns from TBCC. If the chorister resigns before using earned tour account money, the money is transferred to General Operating Funds; it is not refunded.

Tour Expenses

A tour is usually planned for the all choristers each year.

Expenses will vary with each year's tour plans and are in addition to tuition.

Any tour expenses above the individual chorister's tour account are paid by the chorister's family. All expenses for a tour must be paid in full before deadline dates to reserve travel tickets and hotel rooms. Tour payments are not refundable.

Uniforms and performance attire

Uniform orders are coordinated through the Uniform Coordinator. Donations of used uniforms are appreciated and will be made available to scholarship families first and for other parents to purchase at reduced cost from TBCC.

IMPORTANT: TBCC Uniforms should be ordered and purchased at the beginning of the season or immediately after a chorister is accepted to TBCC during the season, to ensure Choristers meet dress requirements for concerts.

Descriptions of Uniforms

Cantate Children's Chorus Girls

Red jumper and white long sleeve blouse and a red criss-cross tie.

The full Cantate Children's girls uniform costs \$90.

Cantate Children's Chorus Boys

Black dress slacks, long sleeve white oxford cloth button down collar dress shirt, and straight red tie. Boys are to provide their own slacks and shirt and purchase the tie through TBCC.

The boy's uniform tie costs \$20.

Concert and Chamber Chorus Girls

Red pleated skirt, white long sleeve blouse, red vest and red criss-cross tie.

The full Concert and Chamber girls uniform costs \$90.

Concert and Chamber Chorus Boys

Men wear black dress suits or tux with a long sleeve white oxford cloth dress shirt and straight red tie. The tie is purchased through TBCC and the suit is to be purchased by the chorister.

Shoes, Socks and Hose

All choristers wear plain black dress shoes. Girls should choose a simple style dress shoe which must have very low heels (no more than 1 inch) and be without any buckles or trim (no patent leather and no open toes). No platform or thick sole shoes are acceptable.

Boys should wear black loafers or black dress oxford style shoes. Boys should wear black socks only. Girls - No White or Colored Tights - neutral/skin colored hose are preferable and optional .

Criss-Cross Ties

Girls' criss-cross tie should have the points down when snapped, not flat. Please check with an experienced chorister or chaperone to confirm. Boys will wear a straight red tie purchased through TBCC.

Hair, Hair Bows and Jewelry

When wearing the performance uniform, singers are expected to follow the following additional guidelines and avoid anything that might distract from the uniformity of the group.

- No Jewelry.
- No Shiny or Obvious Hair Decorations including shiny barrettes or hair clips.
- Hair should be neatly combed and kept out of the face.
- If it is necessary to secure hair out of the face, girls are to use an inconspicuous band to match hair color only.

Additional Guidelines

Uniform is always to be clean, pressed, in good repair, and well fitted

Skirts should be no shorter than middle of the knee.

Vests should be long enough to cover the waist band of the skirt or slacks and fitted with enough room to fall back into place after movement.

White shirt or blouse should not show below the vest.

The Parents should check the fit of uniforms frequently to ensure they have not been outgrown and see that they are clean and pressed for each use.

Other Clothing Needs

There are times when choristers will perform in venues where the full dress performance uniform would be impractical for Choristers. Singers will receive information at rehearsals if their directors have given specific clothing instructions for any TBCC event.

TBCC Shirt received at DaySpring

Boys - Plain black pants

Girls – Plain, full length black slacks (not stretch or knee pants)

Clothing for Tours

Choristers participating in Tours with TBCC may need to purchase additional clothing for tours. Choristers need to wear identifying clothing when on tour so that chaperones can easily recognize them. Uniform and clothing requirements will be discussed prior to pre-planned tours to keep each chorister's purchases to a minimum.

Parent Attire

All parents accompanying choristers at performance venues, either as a chaperone or as a concert attendee are representing TBCC and expected to dress appropriately. When the choristers are required to wear concert dress uniforms it is recommended that parents should wear business-casual attire. Parents should not wear short shorts, tank tops or extremely casual attire or work clothing to a TBCC performance.

Chaperones are required to meet dress standards comparable to those set for TBCC choristers.

Music, music folders, music bags

Music

TBCC provides each chorister with music selected by the conductors for each choir. Music will be issued to each chorister at the beginning of each season and at the beginning of the second semester. Additional music may be added during the season and choristers should pick these up from their specific file folder at the beginning of each rehearsal. Replacing music is expensive – please help us to hold down costly replacement. Your chorister is responsible for returning all issued music in good condition.

ALL ORIGINALS MUST BE RETURNED!

Music Folders

Each singer should purchase a 1”, Flat Black (not shiny), 3-ring binder with 2 pockets. Each chorister's name should be placed on the inside of the notebook for easy identification. Music should be alphabetized by title in the notebook.

Music Bags

Each chorister will receive a TBCC music bag to carry his/her folder and pencils. Mark the bag with a name tag or other clear identification to avoid mix-ups and make the return of lost items possible. These bags are the property of the individual chorister. Replacement bags may be purchased – cost TBA.

Chorister Responsibilities

The chorister is responsible for all music issued during the season and for returning it to the TBCC Music Librarian in good condition at the end of each season and/or before the Holiday and Spring Concerts.

All original music is the property of the Tampa Bay Children's Chorus and must be returned upon request at intervals during each semester season or when a chorister resigns during the season.

Summer Tour Music

Any music to be taken on a TBCC summer tour must be returned immediately at the end of the tour. A parent will be assigned to collect the folders from all singers at the end of the tour.

Music FEE

If original music is not returned when requested, or is lost during the season, the chorister will be charged the estimated replacement cost of the music. This fee must be paid before the chorister may receive additional music. Choristers keeping original music over the winter break or over the summer must pay a fee equal to the estimate value of the original music before the final preceding rehearsal.

General rules of conduct for TBCC choristers

The following procedures help us achieve the discipline and professionalism for which TBCC is known. These procedures are enforced for the singers' safety, to ensure orderly rehearsals, and out of respect and courtesy for each other. TBCC choristers learn a large amount of music each year. It is essential that all weekly rehearsal time and pre-concert warm-ups be used efficiently.

Punctuality & Preparedness

Arrive early to check-in, pick up new music or handouts, and be in your seat ready to begin on time. Tardiness is frowned upon. Once a chorister is tardy twice, it will be treated as an absence and all absence procedures must be followed.

Wear nametag at each rehearsal.

Bring music bag, binder/folder and all music to rehearsal unless otherwise notified

Keep three sharpened pencils with erasers in the music bag at all times

Use the restroom before rehearsal (choristers are not to leave rehearsal except in an emergency)

No Chewing gum, food, and other drinks other than water at rehearsals or performances

Appearance

Dress for singers in rehearsals may be casual, but appropriate and respectful

Shirts, hats and other clothing with language that is generally deemed to be offensive may not be worn at any TBCC rehearsal or event.

Very short skirts, shorts, shirts or pants that expose the midriff are not appropriate.

Attitude

Every singer, adult volunteer, and staff member is expected to assume an active role in maintaining an atmosphere of kindness, courtesy, and respect.

All singers are expected to participate fully and enthusiastically at rehearsals and performances.

Please speak with a staff member if you encounter or observe a problem

Behavior

Every chorister will conduct himself/herself in a manner consistent with the expectations of TBCC at all rehearsals, performances, and other TBCC functions.

If a chorister misbehaves, the director will address the behavior with the chorister. Should the behavior continue the director will call (or email if they cannot be reached by phone) the parents to address the behavior issue. If the behavior continues, a conference between the parents and the director will be set up to resolve the issue. If the issue continues, the chorister may be dismissed.

Care of Practice Facilities

St. Catherine's Episcopal Church in Temple Terrace and First Presbyterian Church in St. Petersburg have generously made their facilities available for our use.

Please observe the following rules during rehearsals:

- Parents must ensure that singers and their siblings respect the physical properties of the facilities used by TBCC.
- Keep out of shrubs, trees and off playground equipment.
- Leave all materials in the facility alone.
- Keep restrooms clean and leave the property as we have found it.
- No children are to be left unattended (this includes siblings of choristers).
- There is no smoking at rehearsals or performances.
- We understand families are busy and may need to pick up something to eat on their way to rehearsals. At St. Catherine's food may be eaten in the Parish Hall only – each family needs to clean up after themselves. Water must be in a spill proof bottle only. Please make sure the singer's name is clearly marked on the bottle.
- St. Catherine's has requested that TBCC students not use the small Chapel for any reason.
- During rehearsals other groups may be meeting at the churches also. Siblings may not run or play in hallways or rooms adjacent to our practice rooms.

Attendance Policy

If a chorister must miss a rehearsal, the chorister or parent must notify their director via email. The week following their absence, they must meet with their director 15 minutes prior to the rehearsal to receive any markings that were placed in the music at the missed rehearsal. If a chorister should miss 2 or more rehearsals prior to a formal concert, they may be asked not to perform in that concert.

CONDUCTOR'S CONTACT EMAIL

St. Petersburg

Averill Summer, Chamber Chorus Conductor – asummer@tampabay.rr.com

Meghan Alfaro, Concert Chorus Conductor – tbcc.stpete@gmail.com

Temple Terrace

Amber Blair, Concert Chorus Conductor – amberbblair@gmail.com

Andrea Peacock, Cantate/Chamber Chorus Conductor – mrspeacock76@gmail.com

MONITORING

Attendance sign-in sheets for each rehearsal are located at the check in table.

All singers need to check in before joining their choir.

PARENTS NEED TO SIGN IN/SIGN OUT SINGERS UNDER 16 YEARS OF AGE

PERFORMANCE ATTENDANCE

Participation is mandatory for all concerts scheduled at the beginning of the season.

Choristers will be excused from concerts added later in the season that conflict with pre-arranged family plans or commitments with 2 week prior notification.

Except in an emergency, TBCC must be notified of all absences from any performance in advance and the absence must be approved by the Artistic Director to be considered an excused absence.

There are only three excuses accepted for absence from a scheduled performance:

1. Illness,
2. Death in the family
3. Mandatory school performance.

Absence from a performance due to participation in an Honor Choir will not be counted as an absence with proper prior notice.

At least 2 weeks prior to the absence for known conflicts send an email to your child's conductor and to the program-admin@tbccchorus.org. Include the chorister's name, choir level, date of the absence and REASON for the absence.

EMERGENCY ABSENCE NOTIFICATION

For **emergency absences the day of the performance** – call the Program Administrator's cell phone 813-977-5558.

Guidelines for Chaperoned Events

All TBCC rehearsals and performances held at a location other than our regular rehearsal sites will be chaperoned and supervised by parent volunteers.

Safety In Mind: For your child's safety as well as the safety of our parents and staff, there will be two parent volunteers and/or staff members assigned to remain at the rehearsal or performance location until all choristers are picked up.

Choristers must remain in the area assigned to TBCC's use and may not leave for any reason unless accompanied by a chaperone!

Check-In Procedures

Parents and choristers must come to the designated check-in location

Choristers **MUST CHECK IN**

The chorister must be supervised by a chaperone before the parent leaves.

Choristers must be escorted by Chaperones from the check-in location to the rehearsal, dressing or performance area.

Late arriving parents will be responsible for finding their singer's chaperone before leaving their chorister.

If the chorister is not going to be picked up by a parent, please note the full name and relationship of the person picking up the chorister on the sign-in sheet and notify your choir liaison.

Check-Out Procedures

Parents should arrive at least 15 minutes prior to the scheduled check-out time.

A parent (or designated adult) must come to the check-out location to get the chorister(s).

Choristers **MUST CHECK OUT** and leave with a parent or other responsible adult.

Parents may not send a sibling in to tell the chorister to come out to a waiting car.

Do not instruct your chorister to meet you anywhere other than the designated check-out location.

Parents as Chaperones

Parents will be asked in advance to chaperone for events by the Chaperone Coordinator.

For performances, check-in and warm up rehearsals are generally 1 to 1 ½ hours before concert time.

Chaperone Responsibilities:

Arrive 15 minutes before the chorister check-in time and remain with the singers until all singers have been checked out by a parent.

Make sure all choristers check-in and check-out

Escort the choristers to and from the check-in location to the rehearsal, dressing or performance area.

Check to see that all choristers are properly dressed for the performance or event

Additional instruction handouts for chaperone duties will be provided.

Transportation

Rehearsals and Tampa Performances

Parents are responsible for providing transportation to and from all rehearsals and local TBCC events and activities. Driving directions to all events will be provided via newsletters and posted on the Website.

Special Event - Bus Transportation

Bus transportation may be provided to concerts and rehearsals outside the Tampa area for events involving a large number of TBCC singers and when distance or event location makes this the most effective way to bring singers to the event. Cost of the bus is split among participating parents.

There are several additional safety precautions that apply when traveling as a group. Choristers sometimes arrive back at the return pick-up location late at night and TBCC can give only approximate arrival times. Two parent volunteers and/or staff members will remain at the assigned pick-up location until all choristers are picked up.

Parents must fill out and return a Travel Permission Slip

No food or drinks other than water is allowed on the bus

Singers should be at the departure pick-up location 15 minutes before the scheduled departure time. The bus will not wait!

Parents should be at the return pickup location before the estimated arrival time.

Choristers may call parents using cell phones when the bus leaves the event.

Parents and singers must check out with a chaperone before leaving the return pick-up location

Alternate Transportation by Parent

When bus transportation is provided by TBCC, parents who choose to transport their chorister will be asked to complete the alternate transportation portion of the Travel Permission Slip.

Parents must be at the venue for pickup at least 30 minutes before the expected departure time for the bus.

Parents must check their choristers in and out with chaperones at the venue.

Parents must arrive at the venue before the expected arrival time of the bus or the chorister will ride the bus back with the rest of the group. If this happens, the parent will have to meet the bus the return pick-up site.

TBCC chaperones and staff riding the bus cannot wait for late parents because the bus will leave as scheduled and they will then not have transportation back.

Communication tools

Staff/Chorus Contact Information:

Website: www.tbccchorus.org
Member website: <https://www.charmsoffice.com/charms/parents.asp>
Username=TBCChorus

Email:

Averill Summer, Chamber Chorus Conductor SP -----asummer@tampabay.rr.com
Meghan Alfaro, Concert Choir Conductor, SP – -----tbcc.stpete@gmail.com
Amber Blair, Concert Choir Conductor, TT -----amberbblair@gmail.com
Andrea Peacock, Cantate/Chamber Conductor, TT -----mrspeacock76@gmail.com
Program Administrator – -----program-admin@tbccchorus.org
St Petersburg Administrative Assistant-----admin-sp@tbccchorus.org
Brenda Menendez, Business Administrator-----business-admin@tbccchorus.org
Chairman of the Board of Directors – -----chair-bod@tbccchorus.org

Chorus Phone: 813-977-5558
Mailing Address: 502 Druid Hills Road Temple Terrace, Fl. 33617-3853

Electronic newsletters and emails will be sent on a regular basis with updated information about TBCC. Email is the primary form of direct communication between parents and TBCC – please let the Program Administrator know if you do not have the ability to send and receive email. **Add program-admin@tbccchorus.org to your list of acceptable email addresses. If prompted for a Read Receipt, click OK or Yes.**

We depend heavily on Email and Charms Office for communication. Printed handouts will be kept to a minimum because of the waste involved. It will be important for the primary contact to check email and log in to the members area often. If you don't, you may find yourself uninformed!

Printed Handouts

Any printed announcements, forms and newsletters will be placed at the check in area for pick up. It is the parent's responsibility to make sure they look for any new information.

Prompt Replies for Special Performances on Short Notice

Special performances are sometimes offered to TBCC with short deadlines. Please reply promptly to requests for the availability of singers. TBCC cannot commit to performances unless we can guarantee a minimum number of singers will attend. These requests should be responded to via email or sign up for at a rehearsal.

Updating Critical Contact Information

Parents should promptly notify TBCC of any address, phone, or e-mail address changes for themselves or their child (ren). After registration information has been entered into Charms Office, you can update your contact information there. Please update your information as necessary to keep it current.

Occasional Text Messages

Occasional text messages may be sent to the cell number provided on your registration form using Charms. If you refused this option on your form, texts will not be sent.

CharmsOffice.com

Starting in 2012, TBCC is using Charms Office as the primary way to communicate with members, track attendance, and record financial payments. Directors will use Charms Office to send emails or texts. It is critical that your information be kept up to date. Below you will find step-by-step directions for logging into Charms Office. The primary contact for your family needs to login at least once a week to stay up to date on TBCC activities. If you have choristers in different choirs, you need to login to both accounts, because the calendar may be different.

The member's area link at TBCChorus.org will redirect you to CharmsOffice.com

Login Directions:

To access your own child's information, go to www.charmsoffice.com and click the "ENTER" link on the upper right.

Locate the "PARENT/STUDENT/MEMBERS LOGIN" section

Login using the following School Code: TBCChorus

Enter your student log in that was sent to you by the Program Administrator.

When you login to your student's area on Charms Office, you will have the following icons:

Calendar:

Calendar items have the following icons: R=required, Handprint=volunteers needed, click to sign up, RSVP=response needed

Event List: Opens a printable list of upcoming events

Volunteer: Brings you to a dropdown menu of dates that need volunteers. When you select a date, details and volunteer needs are displayed with an option to sign up.

Email directors: Click here to email the Program Administrator

Handouts & Files: Files, newsletters, practice recordings and other handouts can be downloaded in this area.

Website: Sends you to tbcchorus.org

Finances: This link shows your financial statement. Checks for families with multiple choristers will be deposited into the oldest sibling's account and then amounts will be transferred to the other sibling's accounts. Amounts paid and payments due will be displayed here. If you find a mistake, please contact the Program Administrator at TBCChorus@gmail.com.

Forms collected: This will show a list of required forms and if they have been collected.

Absences: Any absences will be listed here

Update info: Use this link to keep your contact information current.

Change password: If you do change your password, make sure you write it down so you can remember it.

Fundraising

Chorister & Family Fundraiser Participation

Each year a number of fundraising activities are planned to support TBCC in general and to let choristers earn money for their individual tour accounts. In order to make these projects work we need the help of all TBCC families. If every family participates in these activities, they can be very successful. If only a few families participate, the cost of the project can exceed the income. All families are encouraged to participate in each fundraiser to benefit TBCC as well as to build their singer's tour account for a current or future tour.

Concert Support - Ticket Sale Requirements

The choristers work very hard each season to prepare for the Winter and Spring Concerts. These events showcase our singers but they can be expensive.

We need the help of every family:

Invite friends and family to attend with you – our goal is 10 additional tickets other than our families. Many of our larger venues are costly. Your efforts on behalf of your chorister and The Tampa Bay Children's Chorus are much appreciated.

The Tampa Bay Children's Chorus reserves the right to modify the information, rules, and procedures set forth in this handbook at any time.