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2018-2019 – 14<sup>th</sup> Season

Singer and  
Parent  
Handbook

CONSPIRARE YOUTH CHOIRS  
**Singer and Parent Handbook**

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# Tuition and Fees

## Tuition Fees

PRELUDE \$455 + \$65 materials fee\*

KANTOREI \$800 + \$65 materials fee\*

ALLEGRO \$850 + \$65 materials fee\*

\*The materials fee covers one music theory book, shoulder bags, access to music learning tracks and octavos, two concert DVDs.

## Payment Plans

We provide options for paying tuition in full or through installments. One time payments in full may be paid by check, cash, or online and will receive a \$50 discount. Installment plans are for 9 or 8 months (September or October respectively). New installment plans are unavailable after 8 months. Monthly installments can be paid by credit or debit card only. Checks or cash cannot be accepted for monthly installment payments. Monthly installment payments must begin with the start of the season.

## Tuition Policy

Students withdrawing from the choir must submit a written request to the CYC Manager indicating the official date of withdrawal from the program.

Singers withdrawing from the choir on or before the 3rd scheduled rehearsal will receive a full refund, less a \$75 administrative fee.

No tuition refunds will be given for withdrawals after the 3rd scheduled rehearsal. Parents are responsible for payment in full at this time, which should be made within 7 business days after withdrawing.

Two consecutive missed payments may result in dismissal from the choir.

# Parental Involvement

One of the great strengths of the CYC is its dedicated contingent of chorister and parent volunteers. Since its inception, CYC parents have donated hundreds of hours of time and talent to the choir. Volunteers are needed at rehearsals and concerts, during fundraisers, and at special events. Volunteer opportunities will be offered through our weekly email newsletters. If you are interested in volunteering, you can send your intentions via email.

Parents can also assist choristers by doing the following:

- Ensuring that your child is present and on-time to all rehearsal and concert call times
- Helping your child practice responsibility by having all CCC materials prepared in a timely manner before the rehearsal so that they do not arrive without the necessary materials

- Reading the weekly emails and memos that will be distributed at each rehearsal
- Returning forms and tuition payments on time
- Assisting your child with any rehearsal homework
- Promoting concerts and selling poinsettias/advertisements for our annual fundraisers

## **Safety**

The CYC Staff diligently works to ensure your child’s safety at all Conspirare events. We use any appropriate means at our disposal to help create safe protocols for our organization, including, but not limited to background checks, consultation with medical and public safety personnel, parent chaperones, and the availability of emergency medical kits at CYC events.

IMPORTANT TIP: One of the greatest steps towards ensuring your child’s safety is clear communication between you and your child about when and where you will be picking them up after CYC events. Please discuss where your child should wait, who will be picking them up, as well as an emergency contact number in case they need to reach you.

By working together, we are glad to provide a safe environment for your child.

## **Absence/Tardy Policy**

The quest for artistic excellence requires a high level of commitment; therefore, the CYC maintains high expectations for attendance.

**Attendance at all CYC rehearsals, performances, and other events are considered MANDATORY, unless specifically indicated by the CYC.**

Whenever possible, please give a 2-week advance notice of your absence request to [conspirareyouthchoirs@gmail.com](mailto:conspirareyouthchoirs@gmail.com). **All absences must be recorded by submitting an absence form on our website located at [conspirare.org/youth-choirs/report-singer-absence-form/](http://conspirare.org/youth-choirs/report-singer-absence-form/)**

### Tardiness to rehearsals

Rehearsals will always begin and end at the stated times. Choristers are expected to be in their seat, ready to rehearse **5 minutes prior to the rehearsal starting time**. Choristers are marked tardy if they arrive more than 10 minutes late and/or if they leave more than 10 minutes early. **Three tardies or leaving early three times will count as one absence.**

### Tardiness or Absence from Dress Rehearsals

To ensure a professional performance and high artistic experience, all dress rehearsals for the CYC concerts are MANDATORY. Singers who are tardy or absent from dress rehearsals may be considered for removal from the performance at the discretion of the CYC director.

### Excessive absences

After **three** absences, the CYC staff will request a meeting with the singer and family. The CYC director will also request an individual vocal check with the singer to check on the singer's musical preparation. At the discretion of the CYC director, the singer may be dismissed from the choir.

Any singer who incurs two consecutive absences will also be asked to have a vocal check.

## **Appropriate Choices in Behavior**

CYC is a professional performing organization. A chorister's choices in behavior during CYC events should reflect this professionalism and encourage musical growth and artistic excellence for all singers.

At the beginning of the year, singers will be given guidelines on respectful and professional etiquette. If a chorister has difficulty making appropriate choices in performance etiquette, the singer and their family will first be contacted to help improve the chorister's choices in behavior. Should a chorister continue to make inappropriate choices in performance etiquette, they may be dismissed from the CYC.

## **Choir Folder and CYC Shoulder Bags**

Every singer in the CYC will be provided with a choir folder containing this season's music and a CYC shoulder bag in which to keep their materials. While these items are provided at no additional cost, **the choir folder and sheet music will have a replacement fee if lost or damaged.** The choir folder will need to be returned in good condition to the CYC at the completion of the season.

## **CYC Uniforms**

### **2018-2019 Concert Uniform Information and Guidelines**

Our CYC formal uniforms have been remarkably successful, and we look forward to using them for many, many years to come. It is important that you know all CYC choirs will be using the exact same uniforms each year. Thus, we have developed a unique system to aid our CYC families in the costs of uniform purchasing. We hope that you will read through this packet, and make sure you and your chorister have a complete understanding of our CYC concert uniform expectations. **It is each singer and family's responsibility to be in full compliance with our uniform guidelines for each CYC performance.** Not being in

compliance may be cause to dismiss a singer from a performance. This packet contains information on the following:

- Uniform Care Instructions
- Uniform Hemming Guidelines
- Concert and Travel Guidelines
- Reselling/Purchasing Used Uniforms

## Uniform Care Instructions

**Taking special care of your uniform will help increase the life and beauty of the fabric in addition to helping the ensemble look professional and sharp. After a performance, it will be important for you to decide if your uniform needs to be washed and/or steamed or ironed for the next performance. If the uniform needs to be cleaned, please follow the guidelines below for each piece of the uniform.**

**Ladies, Alexandria Dress** – The claret stretch velvet top and matching crepe skirt in machine washable. Wash in cold water, inside out, in the gentle cycle. Tumble dry on low heat slightly, then hang to finish drying. Steaming the dress inside out is preferred, but if you choose to iron, you should do so on low heat and inside out. The velvet should never come in direct contact with a hot iron. \*NOTE – the crepe material will snag on jewelry or sharp objects.

**Gentlemen, Tux Pant** – The adjustable pleated **tux pant is a dry clean only** item. **Please also dry clean the shirt.** The remaining necktie and poplin vest are both machine washable, in cold water and on gentle cycle. Tumble dry on low heat slightly and then let hang to dry. Though more costly, you may find it easier to send this entire ensemble to the dry cleaner for wash and sharp ironing.

## Uniform Hemming Guidelines

**All CYC singers' hemlines should have equal distance to the floor. This may need to be adjusted during the season as your child has a tendency to grow.**

**Ladies hemlines** – New dresses will arrive un-hemmed, so allow time for hemming either at home or by a tailor. Dresses are to be hemmed one inch from the floor with your dress shoe on, and turning under no more than 5 inches for a hem. Remember to allow for growth! A September hem may not be suitable for a May performance.

**Gentlemen hemlines** - New tuxedo pants will come un-hemmed, so allow time for you to hem it yourself or have it done professionally with a tailor. Remember to allow for growth! A September hem may not be suitable for an April performance. Saving as much hem as possible extends the life of the pant for your chorister. The vest may be bit large, and if so, it may be tailored by creating a seam down the center of the vest, which can be broken if the boy fills out.

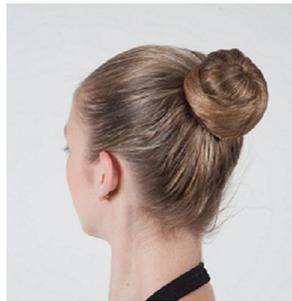
## Concert Guidelines

Every singer in the CYC is required to be in compliance with the uniform requirements or they may be dismissed from a performance. A parent volunteer will be posted at the entrance to every CYC performance to ensure this.

A well-groomed, clean, and neatly uniformed ensemble is essential for a truly professional and artistic experience. Good personal hygiene is a must for all choristers. Before putting on your uniform, bathe well and put on deodorant. Even choristers who don't regularly use deodorant will need it for a performance.

### Formal performance uniform/ladies

- Concert Dress, cleaned and wrinkle-free
- Black, closed-toe dress shoes no higher than 1 inch of heel. **NO HIGH HEELS ARE ALLOWED**
- Nude/skin-colored hose – **REQUIRED**
- Hair: Ballerina bun as shown below. If your singer has short hair, it must be gelled back away from the face. **NO BANGS** should be hanging over the forehead. Hair should be secured with black barrette or black ponytail. **NO DECORATIVE** clips are allowed.



- Jewelry: Only earrings or necklaces may be worn. Feel free to express your individuality with these pieces. No bracelets, watches, rings, etc.
- Make-up: only light lip-gloss and mascara if your singer is allowed to wear make-up usually. No eyeliner or heavy make up.

### Formal performance uniform/gentlemen

- Concert uniform (white shirt, vest, tie, tuxedo pant) cleaned and pressed
- **Arrive and leave concerts with your neck tie already tied and on. Shirts should be tucked in until you leave the performance venue**
- Black dress shoes. **NO BLACK TENNIS SHOES**
- Black dress socks – **REQUIRED**
- Hair gelled back and away from the face. If your singer has long hair, it must be pulled back into a ponytail

### Travel Guidelines

When traveling with your uniform, it is best to store it in a durable dress bag, and not the clear plastic as from the dry cleaner. Never fold your uniform and stuff it into a suitcase or backpack. Your uniform is made to stay on a hanger and not anywhere else. Taking this extra step in caring for your uniform will extend its life and keep the material sturdy and crisp.

Your directors and CYC parent chaperones will communicate unpacking procedures, but in general, uniforms should be hung up as quickly as possible and clearly labeled (first and last name) for group travel.