



Ensemble-in-Residence of the University of Cincinnati
College-Conservatory of Music Preparatory and Community Engagement

Handbook 2020 - 2021

Address: Cincinnati Youth Choir
University of Cincinnati
College-Conservatory of Music
Preparatory and Community Engagement
Cincinnati, OH 45221-0236

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#ProudtobeCYC - an Award-Winning Youth Choir Program

- ★ Winner of the 2018 Chorus America Education and Community Engagement
- ★ Winner of the 2016 Chorus America ASCAP Award for Adventurous Programming
- ★ Winner of the 2015 American Prize in Choral Performance for Youth Choirs
- ★ Voted City Beat's #1 Local Vocal Arts Group 2015 & 2017
- ★ Gold Medal Choir, Youth Choirs of Equal Voices, World Choir Games 2012
- ★ Winner of the 2008 Scripps-Corbett Award, Artist Category

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Cincinnati Youth Choir
2020-21 Schedule
(as of August 18, 2020)

September

8 Parent Zoom Meeting 6:30 – 7:30 PM
13 Music Distribution in Daniel Drake Park Picnic Shelter 1:00 – 6:00 PM
15 Rehearsals begin via Zoom:
Allegro & Vivace 6:30 – 7:30 PM
Con Brio, Voci Sopra and Bel Canto 6:30 – 7:30 PM
17 Bel Canto 6:30 – 7:30 PM
19 Piccolo Coro 10:00 – 11:00 AM

November

17 -21 Last week of rehearsals

January

5 & 7 Rehearsals begin for Allegro, Vivace, Con Brio, Voci Sopra and Bel Canto
9 Rehearsals begin for Piccolo Coro

March

2 -6 Last week of rehearsals
8 – 12 No rehearsals
16 & 18 Rehearsals begin for Allegro, Vivace, Con Brio, Voci Sopra and Bel Canto
20 First rehearsal for Piccolo Coro
29 – 4/3 No rehearsals

April

3 – 6 Bel Canto Tour to Washington DC - TBD
6 - 10 Rehearsals resume for all choirs

May

11 - 15 Last week of rehearsals

June

12 – 15 Con Brio Tour to New York City - TBD
24-27 Bel Canto & Con Brio Queen City Festival - CCM Campus

July

July 26-31 Sing-A-Bration – CCM Campus

***When safe to return to in-person, the schedule will return to the following:**

Tuesday Evenings

Vivace 6:15 – 7:15
Allegro 7:15 – 8:15
Con Brio 5:30 – 7:00
Bel Canto 7:00 – 8:30

Thursday Evenings

Voci 5:30 – 7:00
Bel Canto 7:00 – 8:30

Saturday Mornings

Piccolo Coro 10:00 – 11:00

Tuition and Payment Information

CYC Tuition

Tuition for the 2020-21 season is outlined below. There will be two payment options for the year. The season can be split into two payments due in September and January, or you can pay in full in the fall and receive a 10% discount. This year due to our virtual start to the year, we will not be collecting the Program Book Fee or the Parent Association Fees.

Cash, check and credit card payments are accepted for tuition. Please see below for payment amounts.

Choir	First 3 Months of Season Due by 9/1	Remaining Season Due by 1/1	Full Year 10% Discount Due by 9/1
*Bel Canto	\$248.50	\$477.00	\$645.00
Con Brio & *Voci	\$181.75	\$343.50	\$465.00
Allegro & Vivace	\$180.25	\$340.50	\$460.00
Piccolo Coro	\$168.25	\$316.50	\$430.00

Optional Four Week Bonus Classes – full details to follow	Fee	Schedule
Small Group Voice Classes with Greg Miller (up to 4 singers per class)	\$75.00	TBD after registration
Sight Singing Class with Heather Vest Singers in Grades 3-5	\$60.00	Saturdays 9:00 – 9:30am 10/3 first class
Sight Singing Class with Anthony Trecek-King Singers in Con Brio, Voci, and Bel Canto	\$60.00	Tentatively: Thursdays 5:30 – 6:30pm 10/1 first class
Composition Class with Andrea Ramsey	\$75.00	January start - TBD

**Bel Canto's tuition does not include the cost of the Washington DC Tour estimated at approximately \$1,800. All members of Bel Canto are expected to make every effort to attend this tour.*

*** Con Brio tuition does not include the cost of the New York City Tour estimated at \$1,800. Queen City Festival Fee of \$410 will be collected if the event is viable.*

More information about both tours and costs will be provided once finalized, and they are deemed viable.

****If we are able to return to in-person rehearsals CYC will adjust the tuition cost for those involved in two choirs (Bel Canto/Voci or Con Brio/Voci) because Voci will split into its own rehearsal at that time.*

In order for your child to participate you must have paid your payment plan amount in full by the dates **listed above in RED, or your child will not receive the Zoom link for rehearsals.**

Tuition Assistance is available.
Please go to www.cincinnatichoir.org for full details.

Singer Recommendation Reward Program

Help us grow our program with new singers and we'll help you save on tuition! CYC has initiated a Singer Recommendation program this season. You are encouraged to recommend a singer to join the CYC family. When they audition, participate and make their first tuition payment by September 1st, you will receive \$50 credit towards your tuition. There is no limit to the number of singers that you recommend. CYC is looking for committed young people to join our family, and we know you, our singers and families, are the best way to meet prospective members.

Payment Procedures

- **CYC prefers that you pay your tuition online and if possible by ACH payment (direct transfer from checking or savings account to avoid fees).** Go to www.cincinnatichoir.org and click “Make a Tuition Payment” at the top right side of the page. The form is interactive and you must start at the top and fill in each field. If you skip a field and try to come back to it, you will receive an error message.
- **Please list the following information with all payments** so that your account can be accurately identified:
 1. Reason for payment (i.e., tuition, t-shirts, etc.)
 2. CYC member's first and last name, and
 3. CYC member's assigned choir.
- If you are unable to pay online, we do accept checks. All checks should be made payable to the “Cincinnati Youth Choir”. Tuition checks may be mailed to the CYC Office:

Cincinnati Youth Choir
College-Conservatory of Music
Preparatory Department
University of Cincinnati
Cincinnati, Ohio 45221-0236
- All returned checks will result in a \$25.00 charge to the child's account.
- We can only take cash or check payments for logo wear or polo shirts at this time.
- Each child's account balance must be kept current. Failure to do so will result in exclusion from rehearsal Zoom links or a performance and may result in the child's dismissal from the program.
- Any singer joining CYC after January 1 will pay pro-rated tuition at a rate of no less than 75%.

Tuition Assistance and Discounts

Tuition Assistance is available on a limited basis, as the CYC budget allows. **Applications may be obtained from the CYC website and must be completed and received by September 1st.** In addition, please send a copy of Form 1040 or 1040A from your most recently filed tax returns to Lauren Hess (lhess@cincinnatichoir.org). The Board of Directors will consider the application and letter, and the Executive Director will notify the family. All Tuition Assistance Requests and information remain confidential and are presented anonymously to the CYC Board of Directors. Only the Executive Director has access to these completed applications.

If assistance is granted, the child and parent will be required to assist with at least one CYC volunteer project during the season. Details will be shared as those arise.

Refunds: The first \$100 of the tuition will be non-refundable. While we are starting the year in a virtual setting, it is our hope to move to some in person rehearsals with smaller groups of students when it is safe to do so. If we are able to return to full in person rehearsals, and should the resurgence of COVID-19 cause CYC to close operations for a significant period, rehearsals will return to a virtual setting. **No refunds will be available after October 1, 2020.** We appreciate the continued support and encouragement of our families. It is a priority of CYC to balance the sustainability of the organization with the health and financial situation of our families.

Additional Expenses

Embroidered polo shirts	Required once back to in person for Bel Canto, Voci, Con Brio Choirs - \$20-\$25
Formal Uniforms	Required once back to in person for Bel Canto, Voci, Con Brio Choirs. Prices vary – full details online.
Tie-dye t-shirts	Required for Bel Canto right away. Required by all other choirs once back to in person - \$20
Concert Tickets	Typically \$19 for CYC-hosted concerts
Logo Spiritwear	Optional. Priced as choir is able to purchase annually- see website for order form.

Uniforms

New this year – All Resident Choirs will perform virtually in new black t-shirts, with choir specific CYC logo, with black pants, black shoes & socks. These new t-shirts will be provided at the Material Pick-up Day event on September 13, 2020 (1-6pm). Bel Canto member will also perform virtually in their CYC Rainbow tie-dye t-shirts and will need to secure one at our Material Pick-up Day event, if you don't already have one.

For when we return to in person performances, we are retiring the plaid uniforms for Piccolo Coro, Vivace, and Allegro Choirs, but keeping formal uniforms for Con Brio, Voci and Bel Canto. Please visit our website for the most up-to-date uniform requirements for these groups.
www.cincinnati-choir.org

Casual uniform when we return to in person events - All members of Piccolo Coro, Vivace & Allegro choirs will be required to have a CYC tie-dye shirt which will need to be purchased if they do not already have one. All members of Con Brio, Voci and Bel Canto are required to have CYC red polo shirt. All uniform t-shirts/polos are in stock at all times through the CYC Office and will be available for sale at the Material Pick-Up day or by email request to Rachel Breedon: Rbreeden@cincinnati-choir.org and turning in payment to the CYC Office. Unless otherwise specified, the CYC t-shirts and red polo shirt are to be worn with plain black pants, black socks and dress shoes for boys and black flats for girls.

When we return to in person rehearsals, C3PO, CYC's parent organization, will conduct a used uniform sale. Used uniform items will be available on a first-come basis. Items not available must be purchased directly from the suppliers. Gently used uniform items may be donated to C3PO and dropped off at the CYC Office during regular rehearsal times or at the Preparatory Department office during regular business hours. We accept these items year-round.

It is as important to the team effort to appear professional and artistic as it is to sound professional and artistic. Upon arrival at a concert venue, all singers should be clean and well groomed with no obvious make-up, hair accessories, or hair colors. Hair clips that match the color of the hair are permitted and only natural hair colors are permitted for performances. Jewelry, earrings (except earring studs) and other accessories will not be permitted. If a tie or scarf is not returned, the family will be billed \$10.00. Perfume is not allowed because it can potentially cause allergic reactions in other singers. If a singer is not properly dressed, he/she may be excluded from the performance.

CYC tenure pins are given out annually at the last concert. Singers must wear these CYC pins whenever they are in formal uniform attire. These pins are considered part of the uniform and are to be worn on the shirt on the front left shoulder (never on the scarf or tie). See Rachel Breedon if you were absent from the concert and did not receive your pin.

Attendance Policies

Although we begin our year in a virtual setting, it is our hope that we will be able to safely hold a few in person, smaller rehearsals, and resume full in person rehearsals when possible. CYC has developed COVID-19 protocols based on CDC and Ohio Department of Health guidelines.

[Click here to review our Protocols.](#) Singers and parents must adhere to the CYC protocols to participate. For in person settings, we must have a signed [CYC Waiver \(click here to download\).](#) **Please bring your signed waiver with you to our Material Pick-Up Day – September 13th.**

Cincinnati Youth Choir is an award winning, nationally and internationally respected choral organization. It provides a unique experience to all singers and requires a high level of commitment and responsibility. Each child is independently important to the success of the program. Just as with any other team effort, the success of the choir is reliant on the consistent attendance of all of its members.

Please consult school calendars, sports calendars, and family calendars early in the year to identify possible conflicts. We strongly encourage that each of our singers be members and leaders of their school choruses. The only exceptions are when the school music program requires that students choose between instrumental ensembles and chorus or when the child's advanced education schedules do not allow time for participation therefore leaving CYC as the only alternative for choral study.

CYC members are expected to treat school performances as a priority over a CYC performance unless otherwise negotiated between a CYC conductor and the school director. School performances are identified as performances for which a grade in school will be given (orchestra, band, choir concert); not an extracurricular activity (school plays, musicals etc.).

Virtual Rehearsals:

- All singers must have access to a device that is Internet accessible. Please notify CYC if any assistance is needed.
- Zoom rehearsals and meetings are considered closed rehearsals. They will not be available to the public. No one other than CYC staff is allowed to take a screen shot of a Zoom rehearsal. CYC will record Zoom rehearsals for archival purposes and they will not be shared publicly.
- Singers will not be allowed into the Zoom meeting if tuition is unpaid.
- Please arrive 10 minutes prior to the rehearsal time. If your child is not on time to a rehearsal, they will stay in the waiting room and will be admitted into rehearsal at an appropriate time.
- Zoom rehearsals will run 40 – 60 minutes in length based on the conductors judgement on the student engagement levels. For Piccolo Coro Zoom rehearsals will run 30 – 45 minutes. Additional Flipgrid/vocal recording assignments will be assigned as part of our virtual program.
- Zoom, Flipgrid, and personal recording apps (such as Voice Memo or Voice Record Pro) will be used and we will follow all rules and guidelines to keep our singers safe. Singers' names are not included in any online exposure unless parents provide written consent for special circumstances.
- Video Cameras must be on during rehearsals. Please speak to your child's conductor if there are questions.
- Audio and Video recordings must be submitted on time by all singers.

Parent Support for Remote Schedule

- As much as possible, provide a safe, quiet place in your home where your child can sing and not be interrupted. This may be a bedroom, a large closet, or a bathroom.
- Singers may choose to use their own virtual backgrounds including our own CYC virtual background logo for at-home privacy.
- Please limit distractions such as loud noises and interruptions.

Mandatory Rehearsals and Performances – Upon Return to In Person

All rehearsals and performances are mandatory unless otherwise indicated on the choir calendar. An absence for any reason from a final rehearsal (“dress rehearsal”) may result in the singer being excluded from the following concert and is up to the discretion of the conductor.

Attendance Requirements and Notification Procedures

1. **Excused Absence from Rehearsals and Performances:** A choir member may be considered excused for:
 - Illness
 - Death in the family
 - Conflict with a mandatory school performance/commitment
2. In order to be excused, the Director of Programs must be notified, by a written note, email, or voicemail as soon as possible prior to the rehearsal. For rehearsals only, parents may leave a message with CYC staff at **513-556-0338** or email Rachel Breeden at rbreeden@cincinnatichoir.org and we will notify your conductor. **Excuses should include the child’s name, choir your child sings in, the reason for dismissal or tardiness, and the parent’s signature.** Notes without a stated reason will be considered unexcused. ON PERFORMANCE DAYS, please call **513-556-0338**.
3. Absences that occur for any reason other than those stated as excused will be considered on an individual basis by the child’s choir director. Homework is not considered a valid excuse of a performance. Singers should plan ahead. Any absences determined unexcused may result in dismissal from the program. Tuition will not be refunded.
4. Notification of planned absences must be sent in as early as possible and no less than 30 days prior so that the artistic staff can plan accordingly.
5. All **written** absence notification regarding performance conflicts will be reviewed by the staff on an individual basis and determined “excused” or “unexcused” based on the degree the absence would compromise the choir and its performance and/or the conflict expressed.
6. If written notification is NOT submitted prior to a performance, the absence will be considered **unexcused**, no matter the reason (excluding a sudden death or illness).
7. Habitual tardiness will be regarded as lack of commitment and may result in dismissal from the program, and will affect advancement in the program.

Resignation

We expect each singer who has made a commitment to sing for the entire season to follow through with that commitment. However, if an unusual situation arises which would make it impossible for the singer to honor that commitment, a personal conference between the director and parents will be requested, as well as submitting a letter of resignation.

No refunds will be made after October 1, 2020.

CYC Member Code of Conduct and Dress Code

1. **CYC maintains a respectful environment at all times and is a safe place for all singers, staff and parents. Immediate dismissal is possible if this policy is violated by a singer or parent.**
2. **Arrive no more than 10 minutes before** the scheduled rehearsal time and immediately check in with your Choir Manager. Late arrivals must always check in before taking their seat, and should have a note from their parent.
3. **Give any forms, payments, permission slips, etc. to the Choir Manager** at the check-in table/area. Please do not hand any payments to your conductor or the artistic staff.
4. Do not roam the building or campus at any time. Students should stay in the rehearsal area. We are guests of CCM and any other venue we rehearse/performance in. Please do not run, yell, or demonstrate any other disrespectful behavior.
5. A tightly sealed water bottle containing water is all that will be permitted in rehearsals.
6. Pay attention to the Director at all times and do not talk or in any way distract other singers.
7. All singers are assigned numbered folders and music. **A \$10 music deposit will be collected when music is distributed at the Material Pick-Up event. This deposit will be returned at the end of the year after all music has been returned.** Always bring your CYC bag, music, pencil, and any other hand-outs given by the director for the singer's use. All markings in music should be made lightly in pencil. Do not fold or roll music.
8. If a singer is unable to actively participate in the rehearsal, s/he should still bring all necessary materials and observe quietly. It will benefit the singer to quietly listen when experiencing a minor illness rather than stay home and miss rehearsal completely.
9. For in person rehearsals shirts/tops must be long enough to tuck in to pants and must have enough neckline to cover all cleavage and must cover shoulders. Questionable clothing will be addressed with the choir director and student.
10. ALL cell phones must be turned off prior to entering the rehearsal space. There is to be no texting, photography or playing with phones during rehearsal. It is our belief that phones are not needed during rehearsal at all. If a singer is discovered using a phone in any way during rehearsal, s/he could be considered for removal from the choir program.

CYC In Person Performance Guidelines

1. Singers should arrive ten minutes before the scheduled call and check in with the Performance Manager.
2. If a singer is late for the scheduled call, the singer may be excluded from the concert.
3. All singers should arrive dressed for the performance as listed in the performance detail sheet provided on our website.
4. All singers must demonstrate that the music has been fully memorized and have an artistic understanding of the performance repertoire prior to the dress rehearsal. If the singer is unprepared they may be excluded from the concert.
5. If a singer feels ill during a performance, s/he should sit down where s/he is standing. If the singer is feeling better at the end of the song, s/he may stand up again. If not, please quietly leave the stage. There will be parent volunteers watching and ready to assist. For his/her own safety, once a singer leaves the stage, the singer may not return to the stage.
6. Please remember that the singers are representing the Cincinnati Youth Choir and act as ambassadors of the community. **Best behavior is expected.**

Parent Expectations for In Person Schedule

1. The primary mode of communication is email and social media. Text messages through Remind101 are used for emergency situations. Please watch for information on how to sign up to receive these free texts. Parents are responsible for reading all emails from CYC staff.
2. Parents are responsible for delivering their child safely to rehearsal. Please do not leave your child unattended on campus. Additionally, parents are responsible for **promptly picking up their singers**. A CYC staff member will remain with singers until parents arrive. For their safety, be sure your child knows who is picking them up from rehearsal. Children are asked to let the office know if someone shows up that they were not expecting.
3. Due to CDC guidelines at this time parents and teachers are not welcome to observe rehearsals.
4. **Final dress rehearsal and pre-performance rehearsals will always be closed to the audience, including families.** Only the assigned chaperones will be allowed into the dress rehearsal area prior to a performance. Performance halls will remain closed to all audience members, including parents, until 30 minutes prior to a scheduled concert.

Choir Parent Code of Conduct

The CYC Board and staff have implemented the following Choir Parent Code of Conduct. **Parents must read, understand and sign the Commitment Form prior to their child's participation.**

Any parent who breaks this Code of Conduct at any concert or rehearsal will be asked to leave the facility. Repeat violations may cause an extended period of suspension.

The essential elements of character building and ethics in choral art are embodied in the concept of acceptable conduct and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. Member singers will reach their highest potential when participation reflects these six "pillars of character".

1. I will support my child's choice to participate in choir.
2. I will remember that children participate to have fun, learn through positive experiences, and through this, high artistry can be achieved.
3. I (and my guests) will be a positive role model for my child. I will be encouraging by showing respect, courtesy and positive support for all singers, directors, staff, volunteers and audience members.
4. I (and my guests) will not engage in any kind of negative conduct with any director, singer, staff, volunteer, or parent.
5. My expectation is that my child will treat other singers, directors, staff and volunteers with respect regardless of race, creed, color, sex or ability.
6. I will teach my child that doing one's best is most important so that my child will never feel undervalued.
7. I will emphasize and support the benefit of musicianship skill development and the learning and team building that goes on in rehearsals.
8. I will respect the directors and their authority during rehearsals and concerts. I will never question, discuss, or confront directors in front of other singers and families, and will schedule a time to speak with directors privately.
9. I will address concerns with the director of the choir directly before bringing concerns to others. If I do not receive a response, I will address my concerns with the Artistic Director. If I do not receive a response, I will address my concerns to the Parent Liaison serving on the CYC Board of Directors.
10. I understand that my responsibilities include setting an example for children and that any breach of those responsibilities will result in my inability to attend rehearsals or performances if deemed necessary by the administrative or artistic staff or Board of Directors.

Fundraising

Occasionally, you will have the option to participate in fundraising efforts through 3CPO. Some events will assist with travel expenses, the Parent Association as they organize social events for the singers and families. Your volunteer hours are essential in organizing and executing the drives. We thank you in advance for your support.

Anyone interested in chairing a fundraising project should prepare a thorough description of the project and give it to the 3CPO Chairs.

Responsibilities of a Project Chair:

- Order, distribute, and store items sold.
- Keep accurate record of products sold and profits earned.
- Supply information and handouts.

Tour Policy

Tours are very important to CYC. Tours help your child mature and establish lasting friendships in a way that no other choir function can provide. Tours also assist the program with international recognition and networking. Singers who miss tours may jeopardize their chance for continued participation in the touring choir or for advancing to the next level. Any singer going on tour must hold all regular rehearsal dates open after the regular season ends and through the tour. These rehearsals and possible performances before the tour are mandatory. Missing them for any reason may jeopardize the singer's ability to fully participate in the tour including performing while on tour.

Public Relations

The CYC Board of Directors and staff work to promote the Cincinnati Youth Choir to build awareness of and participation in the chorus. All public contact is coordinated by the CYC or CCM staff.

Privacy & Disclosure Statement

All official CYC information will be distributed through the CYC Office, website, Social Media, and through the email service Constant Contact. Any other communication should not be considered accurate unless otherwise stated.

Personal Email, Postal Addresses, Telephone Numbers

We won't trade, rent or sell any of these to third parties. The only time these items will be distributed is if a CYC family requests a carpool list of people in their area. If you do not wish to appear on these lists, please contact our Director of Programs immediately.

Emergency Medical Forms (EMF)

Every CYC singer must have an up-to-date EMF. [Please click here to fill out the online EMF form now](#) so we have a copy on file in case of an emergency during an online rehearsal or in person setting. This information will remain confidential and only available to CYC staff and CYC chaperones in extenuating circumstances. **These are updated each season.**