



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

**Handbook
2022 – 2023**

(As of 9/13/22 - subject to change)

Address: Cincinnati Youth Choir
University of Cincinnati
College-Conservatory of Music
290 CCM Blvd.,
P.O. Box 210236
Cincinnati, OH 45221-0236

Office Phone: 513-556-0338
CCM Prep Phone: 513-556-2595
Website: www.cincinnati-choir.org
Email: choir@cincinnati-choir.org

#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

Content

<u>Subject</u>	
Schedule	3
CYC Tuition	4
Payment Procedures and Tuition Assistance	5
Uniforms	6
Attendance Policies	6-7
Resignation	7
Singers' Conduct	8
Parent Expectations	9
Fundraising	10
Tour Policy	10
Privacy & Disclosure Policy	10
Parking and Directions	10-11



Cincinnati Youth Choir 2022-23 Schedule

August			
30		Bel Canto	30 th Anniversary Season rehearsals start
30	7:00 pm	Bel Canto	Parents' Meeting
September			
6	5:30 pm	Con Brio	Parents' Meeting
6	6:45 pm	Combinato & Piccolo	Parents' Meeting
8	6:00 pm	Voci	Parents' Meeting
10		Bel Canto	CCM High School Invitational
13		Combinato, Con Brio, and Piccolo Coro	Rehearsals start
15		Voci	Rehearsals start
October			
TBD	All Day	Con Brio	Hoosier Hills Festival
22	10 am – 12 pm	Voci	We Are One Festival rehearsal
23	Exact Time TBD (5:30-9:30 pm)	Voci	We Are One Festival performance
24	6:30-9:30 pm	Voci	We Are One Festival rehearsal
25	6:30-9:30 pm	Voci	We Are One Festival rehearsal
26	6:00-8:30 pm	Voci	We Are One Festival performance
December			
3	2 pm & 5 pm	All Choirs	CCM Feast Of Carols
4	2 pm & 5 pm	All Choirs	CCM Feast Of Carols
10	2 pm & 5 pm	All Choirs	CYC Concert
17	Morning	Con Brio	Vaughan Williams Hodie dress rehearsal
18	5 pm	Con Brio	Knox presents the Vaughan Williams Hodieo
Dec 12 – Jan 10		All Choirs	No rehearsals
January			
10		Bel Canto, Con Brio, Combinato, Piccolo Coro	Rehearsal starts
12		Voci	Rehearsal starts
February			
19-21		Bel Canto	ACDA Conference
March			
12	2 pm & 5 pm	All Choirs	CYC 30 th Anniversary celebration concert
19	TBD	CYC (choir TBD) & CCA	Luna Lab (May Festival)
14-18		All Choirs	No rehearsals – UC Spring Break
April			
15	9:30 am – 3 pm	Bel Canto	CPS Honor Choir
22	9:30 am – 4 pm	Bel Canto	CPS Honor Choir
30	2 pm & 5 pm	All Choirs	CYC Spring Concert
May			
		Combinato, Piccolo Coro, & Voci	No rehearsals after April 30 concert
		Bel Canto & Con Brio	Continue weekly rehearsals (exact schedule May-July TBD)
26	6:15 – 10:00 pm	Bel Canto	Mahler Rehearsal @ Music Hall
27	10 am – 1 pm	Bel Canto	Mahler Dress Rehearsal @ Music Hall
27	7:30 – 10:00 pm	Bel Canto	Mahler Performance @ Music Hall
28	2-5 pm	Bel Canto	Mahler Performance @ Music Hall
June			
TBD (early June)			CYC Tour
22-25		Bel Canto & Con Brio	Queen City Festival
July			
24-29		Bel Canto	Sing-A-Bratton

Rehearsal Schedule

<u>Tuesday Evenings</u>			<u>Thursday Evenings</u>		
Piccolo Coro	5:30-6:30 pm	Mary Emery Hall 3234	Voci	5:30-7:00 pm	DVAC 100
Con Brio	5:30-7:00 pm	DVAC 100	Bel Canto	7:00-8:30 pm	DVAC 100
Combinato*	6:30-7:30 pm	Corbett 1340			
Bel Canto	7:00-8:30 pm	DVAC 100			

*Combinato: if group reaches 40, we will split into: Vivace 6:15-7:15 pm and Allegro 7:30-8:30 pm

Tuition and Payment Information

CYC Tuition

Tuition for the 2022-23 season is outlined below. There will be two payment options for the year. The season tuition can be split into two payments due in August and January, or you can pay in full for the entire season, in the fall and receive a 10% discount on tuition.

Cash, check and credit card payments are accepted for tuition. Please see below for payment amounts. The amount below represents the total sum of tuition and fees owed for the year.

Choir	Full year 10% Discount Due by August 25, 2022	First Payment Due by August 25, 2022	Second Payment Due by January 3, 2023
Bel Canto	\$764	\$418	\$417
Voci	\$555	\$303	\$302
Bel & Voci	\$854	\$468	\$467
*Con Brio	\$1033	\$543	\$542
*Con Brio & Voci	\$1123	\$593	\$592
Combinato	\$568	\$310	\$310
Piccolo Coro	\$528	\$288	\$287

* Includes Queen City Festival payment of \$410

Older Choir tuition does not include the cost of the annual tour or uniforms. Information will be provided once plans are finalized.

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 be able to attend rehearsals.

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

Additional Expenses

Formal Uniforms	Required for Bel Canto, Voci, Con Brio Choirs Prices vary – full details online
Tie-dye t-shirts	Required for all choirs - \$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.

Program Book

CYC produces a program book each year. In order to produce the book, ad sales are a required part of the CYC program. The \$75 required advertising fee is included in the tuition on the previous page. **Ads for your child are due CYC by October 31, 2022.** Some families choose to sell ads/gather sponsorships to support the program book. Program book advertising information is online and will also be emailed out to all families in September.

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.cincinnati-choir.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
University of Cincinnati, CCM
290 CCM Blvd., PO Box 210236
Cincinnati, Ohio 45221-0236
- All returned checks will result in a \$25.00 charge to the child's account.
- We can only take Venmo (@Cincinnati_Youth_Choir), cash, or check payments for logo wear or tie dye shirts at this time.
- Each child's account balance must be kept current. Failure to do so will result in exclusion from rehearsals 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 for Fall starts/ December 15th for January starts.**

In addition, please send a copy of Form 1040 or 1040A from your most recently filed tax returns to Nicholas Tsangaris (executivedirector@cincinnati-choir.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 10 hours of CYC volunteer service during the season. Details will be shared as those arise.

Refunds: The first \$100 of the tuition will be non-refundable. No refunds will be available after October 1, 2022.

Uniforms

At the beginning of the season, each choir member will receive a free uniform black t-shirt with the CYC logo. This shirt and black pants is the uniform for Piccolo Coro and Combinato Choirs. There are formal uniforms for Con Brio, Voci and Bel Canto choirs. If the singer does not already have a CYC rainbow tie-dye t-shirt they will need to purchase that for informal appearances/events. Uniform t-shirts are always in stock in the CYC Office and will be available for sale at the Parent Meetings and first rehearsals or by email request to Kathleen Riemenschneider kathleenr@cincinnati choir.org and turning in payment to the CYC Office. Unless otherwise specified, the CYC t-shirts are to be worn with plain black pants, black socks and dress shoes for boys and black flats for girls. Please visit our website for the most up-to-date uniform requirements for all choirs. www.cincinnati choir.org.

This fall, 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 excessive make-up or hair accessories/bows. Hair bands/clips should be minimal and match the color of the hair. When choosing to dye your hair please consider natural colors or styles that can be adjusted to not draw attention away from the ensemble. 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 Kathleen Riemenschneider if you were absent from the concert and did not receive your pin.

Attendance Policies

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.).

Mandatory Rehearsals and Performances

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 Operations 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 Kathleen Riemenschneider at kathleen@cincinnati choir.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.

Weather Policy

If the University closes, the information will be announced on all media outlets. In addition, we will issue a notice on the website, through e-mails, on the CYC, C3PO and Bel Canto Facebook pages and via text through Remind101. CYC also reserves the right to cancel rehearsals when the University remains open but staff members have concern about the safety of choir members and families en route. All CYC cancellations will be announced through email/posted on our facebook page and groups, and our website.

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, out of respect for the program we would request that the family communicate their decision to the conductor in person or via a written resignation email. **No refunds will be made after October 1, 2022.**

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.
- 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.
- 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.
- A tightly sealed water bottle containing water is all that will be permitted in rehearsals.
- Pay attention to the Director at all times and do not talk or in any way distract other singers.
- All singers are assigned numbered folders and music. 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. If music is not returned a fine will be issued.
- 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.
- For in person rehearsals shirts/tops must be long enough to tuck into 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.
- 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 Performance Guidelines

- Singers should arrive ten minutes before the scheduled call and check in with the Performance Manager.
- If a singer is late for the scheduled call, the singer may be excluded from the concert.
- All singers should arrive dressed for the performance as listed in the performance detail sheet provided on our website.
- 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.
- 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.
- Please remember that the singers are representing the Cincinnati Youth Choir and act as ambassadors of the community. Best behavior is expected.

Parent Expectations

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. Parents are 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 & Medical Emergency 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.

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.

Parking

Parking is available on and near the University of Cincinnati campus. Parking Passes are available to CYC students and families only for the CCM Parking Garage. **These passes are available for purchase each semester for up to 3 hours each use or up to 5 hours each use.** These passes are **only available through the CCM Prep Office** through their online link (<https://register.asapconnected.com/Products.aspx?org=1185&cat=pkg>) or by calling and ordering from them directly. Please call the Prep Department if you have any questions about these passes (513) 556-2595. CYC is unable to help with any parking issues. Discrepancies with passes can only be worked out through UC Parking Services and are out of the control of CYC.

On street parking is also available. Please do not leave your car unattended in the CCM circle. You will be ticketed in that area and may block emergency vehicles.

There will be several nights throughout the year that will conflict with CCM performances or UC sporting events. Parking may be more difficult at these times. Should you arrive during one of these

events and find Corry Street blocked by UC Police or Parking Services, simply show the attendant your Parking Pass and you will be allowed through to the CCM area. If you do not have a Parking Pass, you will need to speak with the attendant to let them know why you need to enter the CCM area for drop-off /pick-up

Directions to CCM



I-71 from the north:

Take William Howard Taft (exit 3); continue on Taft one mile to Jefferson Avenue. Turn right on Jefferson, then make an immediate left at the light onto Corry Boulevard. The CCM Village and parking garage are at the base of Corry Boulevard.

I-71 from the south:

Take the Reading Road (exit 2); continue north on Reading one mile; veer left at fork onto Burnet Ave. Turn left on William Howard Taft, then right onto Jefferson and make an immediate left at the light onto Corry Boulevard. The CCM Village and parking garage are at the base of Corry Boulevard.

I-75 from the north or south:

Take Hopple Street (exit 3). At light, turn left. Cross Central Parkway; go up hill (Martin Luther King Drive) past the UC campus to Jefferson Avenue. Turn right on Jefferson, then turn right on Corry Boulevard (2nd light). The CCM Village and parking garage are at the base of Corry Boulevard.

Door-to-door online directions:

For door-to-door directions, go to [Google Directions](#) and use "W Corry St and Jefferson Ave, Cincinnati, OH 45221" as your destination address. After following the directions provided, continue west on W Corry St. until it ends at the entrance to the CCM garage.