



Mississauga Children's Choir



2009 – 2010 Season

Chorister & Parent Handbook

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About the MCC

HISTORY

The **Mississauga Children's Choir (MCC)** is dedicated to providing young singers with exceptional musical experiences through excellence in performance, music education, touring and service to the community. Now in its twenty-ninth season, the Mississauga Children's Choir has grown to include five graded ensembles to meet the best interests of the differing ages and backgrounds of the Choir's boys and girls: Training Choir, Junior Choir, Boys Choir, Intermediate Choir, and Concert Choir.

The MCC provides all choristers with an opportunity to improve their musical skills both as individuals and as an ensemble, while enjoying the company of other similarly talented youth. Each season the Mississauga Children's Choir presents two major concerts in Mississauga's renowned Living Arts Centre. In addition, the Choir is invited to perform at prestigious events throughout Mississauga and the GTA. The Choir provides a unique opportunity for children to participate in the cultural life of their community. We are proud to enjoy the enthusiastic encouragement of our Honorary Patrons Mayor Hazel McCallion, (conductor/composers) Stephen Chatman and Michael Coghlan. The Mississauga Children's Choir (MCC) is a non-profit charitable organization, guided by a volunteer board of directors and professional staff, with strong input from all choir families.

MISSION

The Mississauga Children's Choir exists to provide children with the opportunity to experience the challenge, joy, and reward of choral singing of the highest caliber.

PHILOSOPHY

The focus of the Choir is to provide singing opportunities for both boys and girls, and to expand their love of music. We believe that this environment will benefit your child by: building musical knowledge and competence, self-confidence, self-esteem, teamwork and team leadership, a sense of community commitment and, most importantly, pride in belonging to a celebrated choir.

VISION STATEMENT

The MCC is committed to providing opportunities for success that will allow choristers and families to:

1. Develop through musical education, performance, touring, festivals and recordings.
2. Build community within the choir encouraging friendship, respect, and pride in the MCC.
3. Foster partnerships to build and sustain the choir financially and musically.
4. Cultivate accountability amongst the Mississauga Children's Choir Membership.
5. Maintain financial responsibility in order to foster growth in all areas.

OPEN DOOR POLICY

An open door policy exists to ensure that all Choristers and Members are treated in a fair and equitable manner. If you have a concern, an idea, or just need to discuss a problem, the Open Door Policy provides a chance for you to be heard – confidentially if needed – without fear of repercussions or reprisal. You should generally attempt to resolve your questions or concerns, first with your Rehearsal Supervisor. If you feel your situation cannot be resolved at this level, then you should contact your Choir Liaison. You can also feel free to contact the Executive Director or any Board Member at any time for advice or guidance.

Communication is vitally important for the Choir to operate smoothly

Choir Structure

INTRODUCTION

The Mississauga Children's Choir is an organization run cooperatively by the choristers' parents and members of the community. All parents and Board members are required to offer their time and expertise to the choir as volunteers. This support directly offsets the costs of operating the choir and helps to keep tuition low. The Artistic Director, Assistant Conductor, Accompanists, Executive Director and Bookkeeper are paid positions, all hired by the Board of Directors. Elections for members of the Board are held at the Annual General Meeting in the spring. All Board positions have a twelve-month term. The Mississauga Children's Choir is a licensed charitable organization and will issue tax receipts for donations upon request. The choir receives concert and fundraising revenues, chorister tuition and donations from various corporations to operate a yearly budget. The MCC gratefully acknowledges the City of Mississauga - Office of Arts & Culture, the Ontario Arts Council and the Ontario Trillium Foundation, an agency of the Government of Ontario, for their financial support. Chorister tuition covers approximately 30% of the total choir expenses.

THE STAFF

Artistic Director - Thomas Bell

Thomas Bell has been the Artistic Director for the Mississauga Children's Choir for the past 13 seasons. He began his musical career singing with the Choir of Salisbury Cathedral, England, and then studied music at Durham University where he both directed and sang with the university choirs. Tom taught at schools in London and Oxford. In addition to his work with the MCC, Tom teaches music at the Toronto French School and is the Organist/ Choir Director at St. Jude's Anglican Church, Oakville. As a composer he has had works published by Alliance, Kelman Hall and Gordon V. Thompson.

Executive Director- Kathy Brisley

Kathy, now in her 11th season with the Choir, is responsible for the all encompassing business management and operations of the MCC. She takes charge of the day- to-day functions of the Choir and acts as the direct link between the Artistic Director, the five choirs, the Board of Directors and the community.

Assistant Conductor – Margaret Stanfield

Margaret Stanfield has been an elementary and intermediate music specialist with the Toronto District School Board. She has a degree from Durham University in Music, English and Education. She has been choral conductor with two other choirs, is a choral workshop presenter and teaches piano.

Accompanist - Celene Staveley

Celene Staveley, pianist and accompanist, has worked with choirs since 1969. She studied music at the Royal College of Music in London, England and at the Faculty of Music, University of Toronto. She has played for a variety of choirs and artists covering a wide genre of classical and popular music. She is currently a music teacher with the Peel Board of Education.

Accompanist - Lisa Iwasaki

Lisa Iwasaki is a graduate of the University of Toronto and Southern Methodist University, Texas. She has served as accompanist for choral and theatre groups and soloists. Lisa joined the Royal Conservatory of Music faculty in 2004, where she is currently teaching and is a RCM examiner.

Book keeper – Rosemary Borja

Rosemary continues to be responsible for recording the financial details for the MCC under the direction of the MCC board treasurer. She also plays an important role in grant applications.

The BOARD OF DIRECTORS

The Board is comprised of choristers' parents/guardians and interested community members who are dedicated to the MCC mission. The Board has fiscal and legal responsibility for the Mississauga Children's Choir including: policy setting; governance; strategic planning; and fundraising. The Board is also committed to providing a structure/framework to involve, inform, and support our volunteers, and to raise funds. Board Meetings are held each month and dates are posted on the weekly newsletter.

ROLE OF PARENTS

The best way to get to know the MCC is to get involved!

Being a member of the MCC requires a high degree of commitment, dedication and self-discipline from both the chorister and the chorister's family. All our choir families, through volunteering, contribute to and should take pride in the accomplishments of the MCC. It is mandatory for parents to fulfill their volunteer and bingo commitments. Parental/guardian participation is essential to enhance the quality of the learning experience for the child. Parents are expected to:

- Read the weekly newsletter contained in the *Communication Folder* immediately following rehearsal
- **Read the *Chorister and Parent Handbook***
- Ensure your child arrives **ON TIME** and is picked up **ON TIME**
- Encourage home practice and assist when necessary
- Complete and submit all forms on the date requested
- Participate in fundraising programs - earn a rebate up to \$200.00 on tuition then continue fundraising efforts to support the choir!
- Fulfill required Bingo commitments approximately 2 – 3 sessions per year
- Promote and attend concerts and performances
- Be an ambassador for the MCC
- Assist the MCC Board of Directors by volunteering in the management of the MCC

ROLE OF CHORISTERS

In order for the Mississauga Children's Choir to be a success it is up to the choristers to provide essential elements of dedication. These include:

- Attendance and *active participation* at all rehearsals, events and retreats
- Being punctual
- Taking care of and knowing your music (practice daily)
- Completing music homework
- Treating everyone with respect
- Arriving to concerts/events properly attired prior to entering the venue
- Following all policy and procedures including those regarding hair, jewelry and make-up
- Following directions given by chaperones at all times
- Ensuring that an *Absence Form* has been submitted when you know that you will be away
- Reading the newsletter
- Being positive and open to direction
- And finally, having fun!

Music Program

WEEKLY REHEARSALS

Westminster United Church
4094 Tomken Road, Mississauga
[1 block north of Burnamthorpe Road on SW corner]

| Weekday | Level | Time |
|---|---------------------------|--------------|
| MONDAYS | TRAINING CHOIR | 4:30-5:25 PM |
| | JUNIOR CHOIR | 5:30-6:30 PM |
| | INTERMEDIATE CHOIR | 6:45-8:15 PM |
| TUESDAYS | BOYS CHOIR – per schedule | 5:30-6:30 PM |
| | CONCERT CHOIR | 6:30-8:30 PM |
| Please arrive 10 minutes ahead of time to allow for prompt start time | | |

Tools for Rehearsals

Every week you will need your *music bag* containing your:

Music Folder with all current music

Communications Folder

Pencil for taking notes & marking music

Water Bottle containing water only. No other beverage is permitted in the sanctuary

Theory Book with completed homework – IC and CC only

Practice

Music that is to be practiced at home and theory homework is listed in the weekly newsletter under the section entitled *Music Preparation*. This list is updated weekly indicating which pieces are being worked on as well as those that are considered learnt. **Practicing** a minimum of **15 minutes per day** at home is expected of each chorister. Practice includes breathing and vocalization exercises as well as work on specific pieces.

Drop off / Pick up

For the safety of all children, parents are asked to please observe the following drop-off and pick-up procedures:

- Escort child to the rehearsal room to ensure a supervisor is present before driving away
- Choristers must not be left at the site more than fifteen minutes before their rehearsal begins
- Pickup chorister promptly at the conclusion of rehearsals so that Rehearsal Chaperones' are not delayed in leaving.
- Pick-up choristers inside. Children will not be allowed to leave the rehearsal area without a parent/guardian present. (Concert Choir Choristers may leave if parent signs a **MCC Release Form**)
- **PARK** only in designated parking areas! **Do NOT park cars or sit in your car in the fire route in front of the church.** Westminster United Church strictly enforces this bylaw, and will have offending cars towed.
- Reduce speed and drive with caution in the parking lot

Watching Weekly Rehearsals

Parents and interested members of the community are welcome to observe rehearsals quietly from the back of the room. Please remind any children accompanying you they must also abide by the Choir's rules for rehearsal behavior. All cell phones must be turned off.

Sectionals Concert Choir choristers are expected to attend sectionals (small, additional rehearsals held separately for sopranos, mezzos and altos) as needed and determined by the Artistic Director.

Rehearsal Cancellations

Should a rehearsal need to be cancelled due to bad weather, a recorded message indicating cancellation will be on the choir line beginning at 4:00 p.m. on day of the rehearsal. **Please note: Rehearsals Are Rarely Cancelled**

EVENTS

Concerts, Music Festivals, Tours, and Retreats

Each activity of this kind contributes to the chorister's education and growth, both musically and as a maturing person. The quality of performances is a direct result of the commitment of every member in the Choir. **EVENTS ARE MANDATORY ACTIVITIES.** The Choir pays any related fees in advance of events (based on the total number of choristers in a choir), therefore an *Absence Form* must be submitted as soon as possible when you are unable to attend an event. Failure to do so will result in your child's event fee being billed to you.

Concerts

Our major concerts are listed in your event calendar. Additional performances and events may be added as opportunities arise and occasionally an event is cancelled. Choir families will be notified via the newsletter as early as possible. Please invite family and friends to our concerts. We rely on you to help us sell out our concerts!

Music Festivals

Festivals can be competitive (i.e. Peel, Kiwanis) in front of an adjudicator, or non-competitive, (i.e. our biennial Mississauga Choral Festival planned for February 26 & 27, 2010) where choirs come together to join voices under the direction of a guest clinician.

Retreats

Mandatory retreats are held for the Intermediate Choir and the Concert Choir in the fall and/or winter. The Intermediate Choir attends a 1-day retreat, while the Concert Choir attends a full weekend retreat.

Retreats give choristers an opportunity to prepare the repertoire for the year. This is an opportune time to develop musically as well as to have social interaction necessary to unify the choir. The retreat experience is an important step for choristers who have not been away from home or parents overnight. This is a crucial preparation experience for any year-end tour, and needs to be approached accordingly. Please treat this as a valuable learning experience with your chorister --an opportunity to begin to develop a greater degree of personal independence.

Retreats are important:

- To build rapport between the Music Staff and Choristers
- To set the choral and social foundation for the new season
- To build teamwork and friendships among the choristers
- To provide more focused teaching in music theory, sight-reading and general musicianship
- To jump start the preparation of new repertoire

Tours

Touring with the MCC is both a privilege and unique opportunity. Touring allows the Choir to grow musically as the choristers benefit from the extra performance opportunities as well as from hearing other choirs. The Artistic Director and the MCC Board of Directors select tour opportunities after a thorough selection process. Factors in the decision include the educational value (musical, cultural, and personal development), the destination and duration, what performing invitations have been received, the age of the choristers, and the costs -in both time and money.

Choristers are always well supervised and great care is taken in determining the itinerary of a tour. These activities may involve participation with other choirs, both local and out-of-town. On tour, the Choir represents the MCC and builds on its reputation. Standard MCC *Rules of Conduct* apply while on tour. Every participant signs a '*Behaviour Guidelines Contract*' prior to going on tour

TOURING FEES are the responsibility of each participant. Numerous fundraising projects are undertaken by parents in an effort to offset, to the greatest extent possible, these costs. The amount of money raised will depend directly on each family's gifts of time and willingness to help organize and carry out the projects.

It is our desire to have every member of the Concert Choir tour with the MCC. All avenues are explored to try to make trips as accessible as possible. In general, tours that require a sizeable financial investment are undertaken every 2 years.

Communications

A program such as the MCC depends upon a complex yet comprehensive communication mechanism to keep the entire membership informed about what is happening. Information ranges from news about rehearsal schedules, performance arrangements, to what to bring or what to wear. Therefore, it is critical that everyone does their part in reading materials handed out at rehearsals. Always check for messages from the Choir and use the MCC website as regularly as possible to keep abreast of current announcements.

COMMUNICATION FOLDER

This folder will be our principle means of communication this season. A communication folder is assigned to each chorister along with his or her music folder at the start of the season. This allows us to send information without the time limitations and costs of mail and for you to send forms/information back to us. Since not every family has internet service, and since materials are often not available electronically, the folder is essential. Choristers and parents/guardians are equally responsible for seeing that information reaches home and is read.

Choristers: Please turn in your **Communications Folder** to the Attendance Monitor *each week before rehearsal*. If you've *forgotten your folder*, make sure you check-in with the Attendance Monitor so they know you are there otherwise you may be marked absent. Lost folders are to be replaced by the chorister.

CHOIR LIAISON

Each of the MCC choirs has its own Choir Liaison. The liaison helps insure the efficiency of the Choir's weekly rehearsal. He/she is available to answer general questions, clarify issues and expectations. In general, the Liaison acts as a resource for choristers and their parents.

WEEKLY NEWSLETTERS

Choristers are issued a dated and numbered newsletter every week. We recommend keeping them in a binder for easy reference. The Attendance Monitor will insert your child's newsletter and any other pertinent information into their **Communications Folder** for pick-up at the end of the rehearsal. It is very important that choristers and parents take the time to read the **Weekly Newsletters** since all *information about choir activities and changes* in scheduling or rehearsals or concerts *will be communicated via the newsletter*. If your child has missed a rehearsal, please check the electronic version of the newsletter which is always available on our website under '**Choristers' Only**' in the Resource section.

WEBSITE

Our website is a terrific source for all things MCC. Throughout the year, newsletters, photos, music, and forms will be added. Please refer to www.mississaugachildrenschoir.com to keep informed. The choristers section of the website can be accessed using the password mcc.

MEMBERSHIP LISTING

A list featuring chorister name(s), parent names, address, emails and telephone numbers, will be distributed in late September. This list is an important communication tool for our families when arranging car-pooling, volunteer coverage, bingo switches, etc.

Note: If you **DO NOT** want your personal information included in the Membership Directory you must indicate this on your 'Membership Registration Form' when you attend the Registration & Orientation Evening.

REGISTRATION AND ORIENTATION EVENING

This evening is for parents/guardians of all new and returning choristers; to provide the MCC with the opportunity to welcome you and give you important information (and notification of any changes) you'll need for the upcoming season. The Orientation Evening is held at Westminster United Church on your child's first rehearsal night (check your Membership Registration Package for date). If necessary, you may attend on the alternate date offered.

GENERAL MEETINGS

When necessary, a general meeting for all parents is held during the season to disseminate information about the MCC. Special meetings are held on an "as needed" basis to discuss specific items of concern (tour, fundraising, etc.). An Annual General Meeting is held in May, at which time elections are held for the in coming Board of Directors and a review of the year is conducted.

MCC Financial Operations

TUITION

Tuition supports the musical education of each chorister, and covers approximately one third of the cost of the MCC program. Expenses include professional staff, rental of rehearsal and concert facilities, office mailings, sheet music, supplies, bus rentals, retreats, music festivals, etc. The MCC Board, Staff and volunteers all work hard to keep expenses as low as possible while maintaining the program's integrity and quality.

The Choir is committed to supporting all qualified vocalists. Need-based scholarships are made available. Please contact the Choir Office for further information about such scholarship assistance.

| ANNUAL TUITION: 2009 -2010 SEASON | | | | | | |
|--|---|-------------------------------------|-----------------------------------|---------------------------|-------------------------|---------------------------|
| | TOTAL TUITION DUE | LESS: NON-REFUNDABLE DEPOSIT | AMOUNT DUE AT REGISTRATION | DATE SEPT 30, 2009 | DUE: Nov 1, 2009 | TOTAL TUITION PAID |
| Training Choir (TC) | \$400 | \$100 | \$300 <i>or</i> \$100 | \$100 | \$100 | \$400 |
| Junior Choir (JC) | \$400 | \$100 | \$300 <i>or</i> \$100 | \$100 | \$100 | \$400 |
| Boys Choir (BC) -membership and tuition is part of one of the others choirs is required | - | - | - | - | - | - |
| Intermediate Choir (IC) | \$450 | \$100 | \$350 <i>or</i> \$150 | \$100 | \$100 | \$450 |
| Concert Choir (CC) | \$500 | \$100 | \$400 <i>or</i> \$200 | \$100 | \$100 | \$500. |
| Security Deposit -one time fee when you join the choir | \$100. <small>*Conditionally Refundable</small> | - | \$100 | - | - | \$100 |
| Audition fee – one time only | \$10 | - | - | - | - | - |
| Theory Book – first book | No Charge | | | | | |
| Re-Auditions -required annually | No Charge | - | - | - | - | - |
| Mandatory Fundraising Deposit – maximum rebate \$200.00 -paid annually but may be earned back through fundraising– 2 cheques <small>see explanation below</small> | \$200. <small>**Conditionally Refundable</small> | - | \$100 \$100 | - | - | \$200 |
| | | | | | | |

Cheques: Please make cheques payable to Mississauga Children's Choir indicating on memo line: 1) The reason for payment; 2) The chorister's name, including the last name (if different from that of the remitter); 3) The specific choir of which the chorister is a member. In the case of any **NSF cheques**, charges incurred by the MCC will be charged accordingly to the member.

ALL cheques (including postdated) are due at Registration / Orientation Night.

Mandatory Fundraising Deposit: Two cheques are required, \$100 dated on September registration night and the second \$100 post dated January 2, 2010.

DEPOSITS & REFUNDS

Security Deposit

A security deposit (\$100) is required when joining the MCC to cover: uniforms and music loaned to the chorister; to act as security against each member's mandatory Bingo duty; and to cover any outstanding funds owed. The Security Deposit is refundable, subject to certain limitations:

- Upon return of all uniform pieces with all items dry-cleaned, washed and in good condition, along with the chorister's undamaged music.
- Completion of the member's **scheduled mandatory bingo nights**. (Bingo obligations must be met even in if a member resigns their membership partway through a season).
- If a security deposit is not replaced (in the event it was previously forfeited due to a missed bingo), the chorister is not permitted to attend MCC activities

Mandatory Fundraising Deposit (Annual)

An annual fundraising deposit (\$200) is required to help ensure the continued wellbeing of the MCC. Members can earn back all or a portion of their annual fundraising deposit by participating in one or more of our three mandatory fundraising activities throughout the year.

Here's how it works: If a member earns a fundraising credit of \$150.00 this season, only \$50.00 would be taken from the fundraising deposit, leaving a balance of \$150.00.

Next season, they would only owe \$50.00 to top up the fundraising deposit back to \$200.00. The maximum fundraising credit is \$200 per season. Funds raised in excess of \$200 are gratefully used to support ongoing choir operations.

\$100 Non-refundable Deposit (Annual)

Upon invitation and acceptance to join [*or re-join*] the MCC, you provided a '\$100 non-refundable deposit' to ensure a position was held open for your child. This deposit also allows the Choir to make preparations for timely distribution of both music and uniforms. ***This deposit is applied against your tuition.*** (See chart).

Tuition Refunds

Tuition, minus a \$100 Administration Fee, will be refunded **ONLY** if a chorister withdraws by September 30th. No tuition will be refunded when a member withdraws after September 30th. Written requests for a waiver of this policy will be reviewed on a case-by-case basis only.

Non-Payment of Fees

Non-payment of fees will compromise a member's place in the MCC and may limit participation in rehearsals, performances and tours. All tuition and tour accounts must be kept current as the MCC makes a variety of financial and contractual commitments at the beginning of each choir year.

Chorister families must have paid tuition, made arrangements for payment of tuition, or completed and submitted scholarship application forms prior to September 30th. Choristers whose financial arrangements have not been completed by this date will be withdrawn from the Choir program.

FUNDRAISING

Fundraising is a necessary part of every charitable organization. A percentage of our revenue must come from fundraising by our members in order to retain our charitable status. A description of the Choir's fundraising activities follows:

Mandatory Fundraising Activities

As the Choir grows in size and scope, it has become necessary to develop additional fundraising strategies to support the MCC in our many endeavors; such as, the purchase of uniforms, participation in workshops, tours and events, and the commissioning of music.

The choir offers a minimum of two fundraising opportunities throughout the year: poinsettias (winter) and bedding plants (spring) Participating members help to support the choir and can earn back some, or all, of their \$200 mandatory fundraising deposit.

Tour Funds

Touring funds are raised through specific projects that are organized and carried out by Choir parents separately from the mandatory fundraisers. Profit earned by the member family is placed in the chorister's tour account. If a family leaves the choir and there is still money in this account, it will be moved into the general membership's tour account. Monies raised are strictly earmarked for touring and enthusiastic participation is always welcomed.

Corporate Sponsorships / Partnerships

MCC wishes to recognize the invaluable financial support received from the following municipal, regional and national government agencies and foundations.

City of Mississauga – Office of Arts and Culture

Ontario Arts Council

Ontario Trillium Foundation, an agency of the Government of Ontario

We welcome any corporate sponsors or donors. MCC is a registered charity and tax receipts are provided for all donations. If your corporation has a sponsorship program, please consider recommending MCC. We welcome all parent initiatives in this area.

PRIVATE DONATIONS

We rely on the financial support of our families and community. All donations exceeding \$10.00 will receive a charitable donation receipt for income tax purposes. You also may direct your donations through the **United Way** towards the MCC by indicating Mississauga Children's Choir as your charity of choice or by providing our charitable number (**133889519RR0001**) on your donation form. Even donations made to the United Way in Toronto can be directed to MCC. Many large corporations and private companies encourage their employees to volunteer in their community by making a financial donation available for volunteer hours. Please check with your employer. We will be happy to fill out any paperwork they may require.

FRIENDS OF THE MCC

The "*Friends of MCC*" campaign supports key aspects of the Choir's regular program, in particular, the biennial Mississauga Choral Festival and the commissioning of original pieces of music for the Choirs' repertoire. Please consider becoming a *Friend of the MCC*. Your support is vital to the continued success of the Choir. All "*Friends of MCC*" who make a minimum donation of \$100 will receive full recognition in both the Christmas and Spring Concert programs, an official tax receipt for income tax purposes and, a certificate of appreciation to formally acknowledge their valuable support.

MCC is proud to recognize the generous contributions of *Friends of MCC*: (to \$999)

Elva and Angus McLean

Ogan Family

ING Direct

Royal Bank Canada

Nova Printing Inc

Policy & Procedures

REGISTRATION

Registration nights are held the first rehearsal night of each choir. It is mandatory that each chorister be represented by a parent/guardian at this orientation evening. This will ensure that you know what is expected from you, what you can expect from the Choir, and will set you and your child up for success. The meeting is run by the Board of Directors who will give an overview of choir expectations for the coming year and answer any questions you may have. Registrations forms and tuition; retreat forms and fees; Mandatory Fundraising payment; and Commitment forms are collected. It's your best opportunity to learn more about volunteer positions available to choose from and to choose your Bingo dates.

ATTENDANCE

In order for the Choir to maintain its high standard of performance, MCC members are required to actively participate and be on their best behaviour in all choir activities. By attending all rehearsals and warm-ups a chorister will be well prepared and feel confident about his/her performance. Members should refer to their calendar for the season's rehearsal and events schedule. Attendance records and behaviour are monitored closely.

A meeting will be requested when attendance exceeds the limit of two absences per term or if the chorister is disruptive during rehearsals and events. A note will be sent home with the chorister requesting a meeting with the chorister's parent, the Liaison and the Artistic Director to discuss attendance expectations and reaffirm the chorister's commitment to the Choir. A chorister is automatically put on a probation period following the meeting. A chorister who is not present at rehearsals or events or who is disruptive may seriously impede the progress of the choir. Failure to correct attendance or behaviour problems following a meeting will result in the chorister's membership being withdrawn.

Arrive on-time. Arrive 10 minutes before the rehearsal starts so that the chorister has time to hand in their communication folder, greet friends, organize music and to be seated for the start of rehearsal.

ABSENCES

Planned Absences are to be reported to the Choir in advance by completing an *Absence Form* and submitting it to the Attendance Monitor as soon as you are aware of an upcoming conflict. Acceptable reasons include *medical, out of town school trip, or religious responsibilities* but will count as an absence. Birthday parties, athletic events, too much homework, routine medical appointments, etc. are not acceptable reasons for absence.

'Unplanned' Absences -such as illness or a family emergency should be reported by contacting the MCC Office *before 4:00 p.m.* (if possible) on the rehearsal/event day. In cases of extreme emergency, please call as soon as possible. **CHOIR LINE 905-624-9704**

Lateness by more than 10 minutes after the scheduled start of a rehearsal or event will be *counted as 1/2 an Absence*. Arriving late to, or missing a dress rehearsal may result in the chorister not be permitted to perform at the upcoming concert. Choristers arriving late to an event (after the warm up has begun) may not be permitted to perform at the event. Choristers who are not permitted to perform will sit with a chaperone and watch the event as there is much to learn from observation.

Illness- This is inevitably a concern for vocalists of any age! If a chorister is well enough to go to school, they are probably well enough to attend rehearsal. Choristers benefit by sitting with the Choir during rehearsal to listen to instructions taught by the Artistic Director, even if they are unable to sing. They will be expected to have their music open and to follow along.

Missed Rehearsals / Events – no more than two absences per term are permitted.

Extra Rehearsals

To maintain the high standards of the MCC, it is occasionally necessary to call extra rehearsals. These are not optional, and will usually be held on a Friday evening. Notices of extra rehearsals are published in the weekly newsletter. Concert choristers are also expected to attend occasional sectionals, which occur outside of regular rehearsals.

Choristers Etiquette

Learning about formal concert etiquette is important as choristers prepare to interact with choirs in formal settings. Therefore, everyone's assistance in reinforcing these values is greatly appreciated. From time to time you will be participating in an event in which you will be the audience. Audience response in the form of applause is a generally accepted practice in formal concert venues. Encouraging smiles on the part of the audience are most helpful, whereas waving at performers is very distracting. Please refrain from singing along with performers. Please avoid either eating or drinking during a performance (water bottles are permitted). Flash photography is never permitted.

DRESS CODE FOR PERFORMANCES

Just as the choir's sound is important, so is the choir's appearance. A well-groomed, neatly uniformed choir is essential for a truly professional and artistic experience. All choristers are expected to enter the venue properly attired or ready to perform. Choristers will be instructed to correct their uniform before entering the venue if necessary. Should a chorister be late as a result of needing to make corrections, they may be subject to the late policy.

- ♪ Good personal hygiene is necessary for all Choristers.
- ♪ Dress shirts are to be tucked in.
- ♪ Hair must be a solid natural colour, be tied back away from the face in a pony tail using a black, navy or hair-colour hair elastic and bobby pins. This includes bangs.
- ♪ 1 pair small stud earrings (gold or silver only – no gemstones)
- ♪ An MCC Ring Service Award –(Celebrating 5 years with the Choir) is permitted
- ♪ Plain Black Dress Shoe, closed heel and toe-maximum 1" heel – no bows, buckles, straps

- X** No bows, ribbons, hair-bands, scrunchies, or colored barrettes are allowed.
- X** No make-up or cosmetics (including body glitter or nail polish)
- X** No jewelry, watches or other accessories, are permitted.
- X** No scents – cologne, perfume, etc

**A Chorister who does not dress or groom properly for a performance
will not be permitted to participate.**

MCC UNIFORMS

TRAINING CHOIR

Girls: White Long- sleeved dress shirt - supplied by MCC
Navy Dress Pant - chorister to Purchase
2 Vests – navy, red supplied by MCC
MCC T-shirt supplied by MCC
Black dress socks – chorister to purchase
Black Dress Shoes (*plain, max 1" heel with closed toe and heel – no buckles or bows*)
- chorister to purchase

Boys: White Long- sleeved dress shirt - supplied by MCC
Navy Dress Pant- chorister to Purchase
2 Vests – navy, red supplied by MCC
MCC T-shirt supplied by MCC
Black dress socks - chorister to purchase
Black Dress Shoes - chorister to purchase

JUNIOR CHOIR

Girls: White long-sleeved blouse - supplied by MCC
Navy skirt - 2" above the knee when kneeling - supplied by MCC
2 Vests - navy, red supplied by MCC
Navy tights – plain with no pattern -chorister to purchase
MCC t-shirt supplied by MCC
Black Dress Shoes (*plain, max 1" heel with closed toe and heel- no buckles or bows*)
- chorister to purchase

Boys: White long-sleeved shirt - supplied by MCC
Navy Dress Pant - supplied by MCC
2 vests – navy, red supplied by MCC
MCC t-shirt supplied by MCC
Black dress socks – chorister to purchase
Black Shoes - chorister to purchase

INTERMEDIATE CHOIR

Girls: White long-sleeved blouse - supplied by MCC
Navy skirt - 2" above the knee when kneeling - supplied by MCC
2 Vests - navy, red supplied by MCC
Navy tights – plain with no pattern -chorister to purchase
MCC t-shirt supplied by MCC
Black Dress Pant (*no jean, cords or yoga pants*) - chorister to purchase
Black Dress Shoes (*plain, max 1" heel with closed toe and heel- no buckles or bows*)
- chorister to purchase

Boys: White long-sleeved shirt - supplied by MCC
Navy Dress Pant - supplied by MCC
Ties - navy, red - supplied by MCC
MCC Sweatshirt & t-shirt supplied by MCC
Black Dress Pant (*no jeans, cords or skater pants*) - chorister to purchase
Black dress socks – chorister to purchase
Black Shoes chorister to purchase

CONCERT CHOIR

Girls: White long-sleeved blouse - supplied by MCC

Navy skirt - 2" above the knee when kneeling - supplied by MCC

2 Vests - navy, red supplied by MCC

Navy Pantyhose (*sheer, lightweight – i.e. not tights*) - chorister to purchase

MCC golf shirt & t-shirt supplied by MCC

Black Dress Pant (*no jeans, cords or yoga pants*) - chorister to purchase

Black Dress Shoes (*solid black, plain, max 1" heel, closed toe and heel- no buckles / bows*)
- chorister to purchase

Boys: White long-sleeved shirt - supplied by MCC

Navy Dress Pant - supplied by MCC

Ties - navy, red - supplied by MCC

MCC golf shirt & t-shirt supplied by MCC

Black Dress Pant (*no jeans, cords or skater pants*) - chorister to purchase

Black Shoes - chorister to purchase

BOYS CHOIR

Uniform worn for chorister's main choir (TC, JC, IC, CC)

Uniforms are to be worn for performances only or when instructed to do so for promotional purposes. It is wise to try on your uniform 2 weeks before a performance in case any adjustments need to be made (our choristers do tend to grow!!). If a chorister outgrows his/her uniform during the season, please contact the appropriate uniform representative as soon as possible prior to a performance to exchange the uniform for a suitable size.

Uniform Care

Training Choir

- White Shirt, Vest, T-shirt are machine washable

-Navy Dress Pant (purchased by chorister), check your labels for directions

Junior Choir

- White Shirt, Vest, T-shirt are machine washable

Girls: Skirts must be dry cleaned

Boys: Pants must be dry cleaned

Intermediate & Concert Choir

- White blouses/shirts, Golf shirt, T-shirt are all machine washable

-Girls: Skirts, Choir Vests are dry clean only

- Boys: Pants & Ties are dry clean only

Please note: All uniform pieces supplied are the property of the Mississauga Children's Choir, and are on loan and must be dry cleaned and returned within 2 weeks of your child leaving the choir.

AUDITIONS AND RE-AUDITIONS

Membership in the choir is by audition. Audition appointments are held on various dates, April through June. Please check choir website for further details at www.mississaugachildrenschoir.com Each season the Artistic Director re-auditions EVERY chorister whether or not they are returning the following season. All re-auditions are conducted before regular rehearsal times at no additional cost. The re-audition process is conducted in a positive, friendly manner, and allows the Artistic Director to engage in a meaningful two-way dialogue with each chorister. It is the Artistic Director who ultimately determines the child's placement in the Choir for the following season.

RESIGNATION

The MCC makes a year-long commitment to its choristers in terms of programming, staffing and other services. In return, the MCC expects each chorister to make a year-long commitment to the Choir. If circumstances impede a chorister's fulfillment of that commitment, the chorister and family should arrange for a personal meeting with the Choir Liaison and either the Artistic or Executive Director, prior to submitting a written letter of resignation.

Once a letter of resignation has been received, all music and cleaned uniforms must be promptly returned. Once the family's bingo commitment has been completed the Security Deposit is refunded (mailed via Canada Post).

Please Note: Deadline for issuance of refund of mandatory fundraising credits and security deposit is September 30th. After that time, if returns and obligations have not been met, the Mandatory Fundraising Refund credits and uniform deposits are forfeited.

Bingo

The MCC is a licensed sponsor of bingo. Bingo is one of our major fundraisers and therefore it is required that all families participate.

Bingo dates are the third, fourth, and when available, the fifth Saturday afternoon of each month. The Bingo supervisor will provide on-the-job training at the Bingo Hall and no prior experience is required. Bingo is a great way to meet other parents and to support MCC!

Signup for your Bingo dates on registration nights or by contacting the Bingo Director. Families who do not sign up, will be assigned their dates. Each family will be required to work approximately 2 - 3 bingos. The Bingo schedule will be distributed with the Choir's weekly newsletter in the chorister's communication folder. Please mark your scheduled dates on your calendar

BINGO POLICY - All Choir families are required to perform their Bingo duties. If a family fails to attend or provide a replacement for an assigned bingo, the \$100 Refundable Security Deposit will be considered forfeited. An additional \$100 deposit will be required immediately and a make-up bingo will be assigned. If two (2) Bingos are missed, their Mississauga Children's Choir membership may be revoked.

A parent unable to perform his/her Bingo duty is required to find a replacement person, and to notify the Bingo Director of any changes they have made to the original schedule.

A *Membership List* containing member phone numbers and addresses will be distributed at the end of September. This list will assist you in contacting other members of the Choir in case your scheduled Bingo date is not suitable, and you need to switch with someone else.

To work at the Bingo Hall you must be: over the age of 16 years; honest and responsible. No children are permitted at the Bingo Hall.

Poor performance is considered equivalent to absenteeism. Do not arrive late, plan to leave early or come 'on call'. A parent who comes to Bingo, but is non-productive in his/her Bingo function, will be addressed in the same manner as a parent who doesn't show up.

There are no exceptions for Bingo. A parent unable to attend bingo for any reason, such as work scheduling, health, religion, etc., must send a designate in his/her place.

BINGO CONTACT INFORMATION-

Denise Heggart, Bingo Director Phone: 905-502-5834 Hm E-mail: Dheggart@rogers.com

The volunteer Bingo Director is responsible for: overseeing and scheduling members for bingo dates and to ensure members are fulfilling their choir obligation.

BINGO HALL LOCATION

Delta Bingo is located in the Dunwyn Centre, 1650 Dundas St. E (about 1 km. east of Dixie Rd., on the south east corner of Dundas St. and Matawa Ave., across the street from the Brick Warehouse).

The Bingo hall is at the south end of the building on the main floor.

ARRIVAL TIMES

Early Bingo arrival is at 2:30pm and your commitment will run until about 6:30 pm. Enter the Bingo Hall and go to the office on your left where the MCC Bingo supervisor will greet you.

BINGO POSITIONS

Bingo Supervisors

The Bingo Supervisor is responsible for running the bingo session. Bingo Supervisors will commit to two training sessions, manage one Saturday bingo and approximately 10 Saturday afternoon sessions during the calendar year.

Arrival time: 1:30 pm, leave approx 7:30 pm

Bingo Supervisors interact with the Hall Manager to:

- Verify the card counts for the session and ensure discrepancies are accounted for
- Verify the cash float
- Report card returns and check the Hall calculated prize payouts
- Report the prize payouts to the runners and any splits for the session
- Trains and assists the bingo volunteers
- Dismisses volunteers and prepares the final paperwork

For more information on becoming a Bingo Supervisor please call the Bingo Director or the choir line.

Bingo Volunteers

The Bingo Volunteer is responsible for helping with the Bingo session. Bingo volunteers will commit to 2-3 sessions per year.

Arrival times: 2:30 pm, leave approx. 6:30pm

The Bingo Supervisor, upon arrival and sign in, will assign duties.

Generally a Bingo Session will consist of some or all of the following tasks:

- Counting bingo cards
- Selling bingo cards
- Taking bingo card returns and counting and sorting the returns
- Paying out prize money
- Counting and verifying money returned from card sales
- Verifying money returned at the table boards
- Passing out ticket promotions to bingo customers
- Other duties as assigned by the Bingo Supervisor