Flint Hills Children's Choir

HANDBOOK

2020-2021

MISSION STATEMENT

The mission of the Flint Hills Children's Choir is to provide

excellence in choral music instruction and performance for children

and to provide enrichment in the arts for Manhattan and surrounding communities.

ABOUT THE CHOIR

The Flint Hills Children's Choir (FHCC) brings children of different race, cultures and backgrounds together in universal song. These musically talented and motivated young people join together to produce high quality, beautiful music from a wide variety of genres and styles. The students learn the value of leadership, self-discipline and teamwork as they join their voices in the pure, angelic tones that only talented children can achieve.

ATTENDANCE

Flint Hills Children's Choir members are expected to attend every rehearsal and performance. The rehearsals are sequential, each building upon the next, leading up to performances which cannot be complete without the voice of every choir member. The FHCC schedule is posted early in the year to ensure that events can fit into busy schedules. In order to ensure the choir's success and growth, the following Attendance Policy is in place:

1. For an anticipated absence, parents need to fill out the Conflicts and Absence form on the website Member Portal as early as possible. For an absence due to sudden illness or emergency, the parents should notify the following KSU Intern.

   KSU Administrative intern 2020-2021: Ashley Peery, akpeery@ksu.edu

2. Students who have to miss a rehearsal for any reason must submit a recording via the Member Portal under their respective choir headings. Specific "homework assignments" and assigned material will be available to families within 48 hours of the missed rehearsal.

3. Please arrive at rehearsals on time! Rehearsal can only be successful when everyone does their part to be there from the start. Excessive tardiness can result in the choir member being dismissed from the choir at the discretion of the Directors if previous communication has not been made.

AUDITION PROCEDURES

The Flint Hills Children's Choir is open to students with treble voices in grades 3 – 10. While prior musical training is not necessary, an audition is required. Previous choir members are not required to re-audition for the following concert season. The audition process can be found in Appendix #4 of the handbook or on the website.

BEHAVIOR

The Flint Hills Children's Choir was created to give musically motivated children the opportunity to create beautiful music in an energizing, invigorating, and loving atmosphere. Choir members are expected to act appropriately at all times. Behavior problems are not acceptable and may result in termination from the choir at the Directors' discretion.

CONCERTS / PERFORMANCES 2020-2021

(Please see website for updated yearly schedule.)

CONCERT DRESS

Choir members will have separate attire for concert dress and for casual performances (see Appendix #2). Requirements will be discussed and orders placed at the beginning of the year.

TUITION FEES

Tuition fees help to cover expenses such as accompanist, performance apparel, music supplies, instrumentalists, and performance facilities.

> *A $40 nonrefundable deposit is made for each student at the time of registration. This is in addition to the tuition rates below in order to reserve their spot for the season.

ANNUAL TUITION FOR KONZA CHOIR (grades 6-10): $320 per student, with discounts for families with multiple students in the ensemble.

PAYMENT PLAN	FIRST STUDENT	SECOND STUDENT	THIRD STUDENT
Monthly Payments*	$40 per month	$37.50 per month	$35 per month
2 Payments**	$160 per semester	$150 per semester	$140 per semester
Full Tuition**	$320	$300	$280

ANNUAL TUITION FOR BLUESTEM CHOIR (grades 3-5): $320 per student, with discounts for families with multiple students in the ensemble.

PAYMENT PLAN	FIRST STUDENT	SECOND STUDENT	THIRD STUDENT
Monthly Payments*	$35 per month	$32.50 per month	$30 per month
2 Payments**	$140 per semester	$130 per semester	$120 per semester
Full Tuition**	$280	$260	$240

*Monthly payments are due the first rehearsal of each month, September-April. A $10.00 late charge may be assessed for each month that tuition is past due.

**The first payment is due September 2. If paying by semester, the second payment is due at the first January rehearsal.

If, for whatever reason, a singer resigns or is asked to leave the choir:

- Prior to Sept. 15th: Tuition will be refunded accordingly.
- After Sept. 15th: No tuition refunds will be made.
- Should extenuating circumstances arise, an appeal may be made to the Board.

TUITION ASSISTANCE

Partial or full tuition waivers may become available for financial hardship situations. Please contact a director for tuition waiver guidelines and an application form.

MUSIC

The music for the choir is chosen at the discretion of the Directors and may include music of diverse religious and non-religious cultures and traditions. Choir members are expected to accept and respect the choir's music repertoire from an artistic standpoint.

Each choir member is responsible for keeping his/her music safe and in good condition. Choir members are responsible for replacing lost or damaged music at his/her own expense.

PARENT RESPONSIBILITIES

The Flint Hills Children's Choir cannot function and succeed without the participation and dedication of the choir member's parents. We appreciate all efforts of parents to do the following:

1. Make sure your choir member(s) are at all rehearsals on time and with all necessary items (music, water, etc.).
2. Inform the organization and/or administrative intern of absences.
3. Make tuition payments in a timely manner, help with fundraising and help with your choir member's uniforms.
4. Check emails, website, and choir member's music folder for the latest choir information.
5. Help on at least one fundraising event throughout the choir season.

PARENT VOLUNTEER OPPORTUNITIES

Parents play a vital role in the Flint Hills Children's Choir! Thanks to the volunteer work from parents, we can keep tuition prices affordable and offer many opportunities to our musicians. We encourage all parents to help with various short-term or long-term activities. Sign-up sheets will be available at the beginning of the year. Please consider helping with one or more of the following:

- Help with uniform orders/distribution.
- Be a chaperone on short and/or long trips.
- Help with events which may include:
    - Concert decorations
    - Passing out programs
    - Organizing food when needed at concerts or choir events
    - Transportation to local performances
- Help with fundraising events which may include:
    - Check order forms
    - Help at pick up times
    - Help choir members find customers
- Help with distribution of publicity… This may include poster design, delivery, etc.
- Serve on the Board of Directors.

QUESTIONS AND CONCERNS

Parents often have questions and concerns and may be unsure how to address them:

1. Always feel free to call or email the Directors or the FHCC President.
2. On rehearsal nights, please wait until after the rehearsal to address questions or concerns with a Director. Please direct all attendance questions to the administrative intern.

REHEARSALS

Rehearsals will be held on Monday nights.

3-5 grade choir: 5:40-6:55pm
6-10 grade choir: 6:30-8:05pm

Additional rehearsals will be scheduled closer to performance dates as needed. These dates will be given out at least one month in advance.

Parents, grandparents, teachers, and visitors are always encouraged and welcomed to sit in the back of the room quietly and enjoy the rehearsal! The rehearsal atmosphere is not conducive to young children, and we ask that they not be in the room during rehearsal. Please consider visiting us!

REHEARSAL TRACKS

Each semester rehearsal tracks will be available via the website in the Member Portal. Following weekly rehearsals, students are expected to learn the assigned music for the following week and are encouraged to use this resource to do so.

TRIPS / TOURS

Each year the FHCC Konza Choir will be taking a trip to a choral convention, area-wide festival, or other specified location. Tuition fees will not cover these costs and all students will be expected to raise the funds in order to go with the choir. Fundraising events will be conducted throughout the year to assist with these additional expenses.

WATER

Choir members are highly encouraged to bring a leak-proof water bottle to every rehearsal. Water is needed to hydrate the vocal folds and only one water break will be taken. Remember that only water is allowed at rehearsals.

APPENDIX #1:

FHCC Contact Information

For general inquiries, please use info@flinthillschildrenschoir.org

Staff

Executive Director	Janie Brokenicky	(785) 313-4704	janie.brokenicky@gmail.com
Artistic Director	Karis Nichols	(913) 360-0404	karisdolenz@gmail.com
Administrative Director	Clara Kachanes	(785) 259-4133	ckachanesmusic@gmail.com
Accompanists	Heather McCornack & Alicia Willard		
KSU Student Intern	Ashley Peery		akpeery@ksu.edu
KSU Student Intern	Joseph Pierce		

Board of Directors

President	Jeff Kohlmeier
Vice President	Michael Petermann
Treasurer	Julie Spiegel
Secretary	Gina Platt
K-State Liaison	Cheryl Richt
Konza Parent Liaison	Jill Pfannenstiel
Bluestem Parent Liaison	_____
K-12 Music Education Liaison	Shana Lander
Community Relations	Seth Stone
At Large	Michele Ward

Website:

www.flinthillschildrenschoir.org

APPENDIX #2:
CONCERT DRESS / UNIFORMS

Students will be issued FHCC-owned apparel each year as part of their annual tuition. All issued apparel will be returned to the choir upon departure from the organization. The choir will be sure to maintain adequate sizes for each member and provide a different shirt/polo at semester if the currently issued item no longer fits.

CONCERT DRESS for BOYS:

White shirt & black bow tie, black pants and belt, black socks, and black shoes.

CONCERT DRESS for GIRLS:

White shirt & black bow tie, black skirt (below the knee) or pants, black hose or socks, and black closed toed shoes/flats (no high heels, please).

CASUAL DRESS:

FHCC polos will be checked out each year and are to be worn with black pants, belt and black shoes. For ladies, slacks or skirt is acceptable.

REPLACE OR PURCHASE:

Students are responsible for replacing any lost or damaged apparel during the course of the performance year. They may also choose to purchase their attire at the end of the current year if they wish to keep the items.

Bow tie - $8

Tuxedo shirt - $16

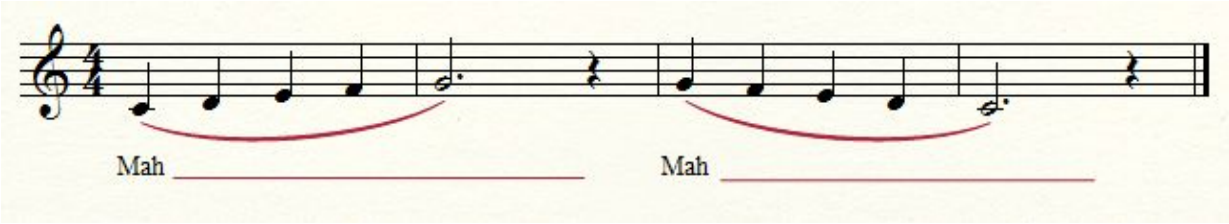
Polo - $25

APPENDIX #3:

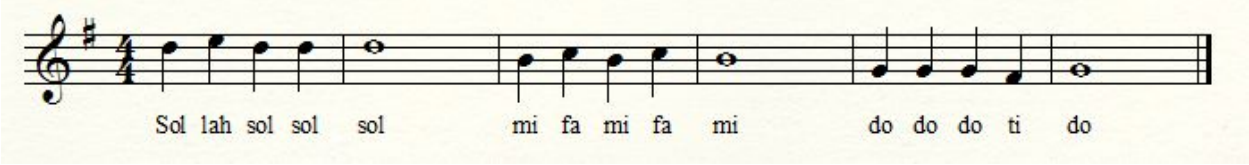
AUDITION PROCEDURES

1. Spoken Introduction: The singer clearly states his/her name, age, and grade in school.

2. The student will sing ascending and descending five-tone scale passages to test range. Scales will be sung on the syllable, “mah”.



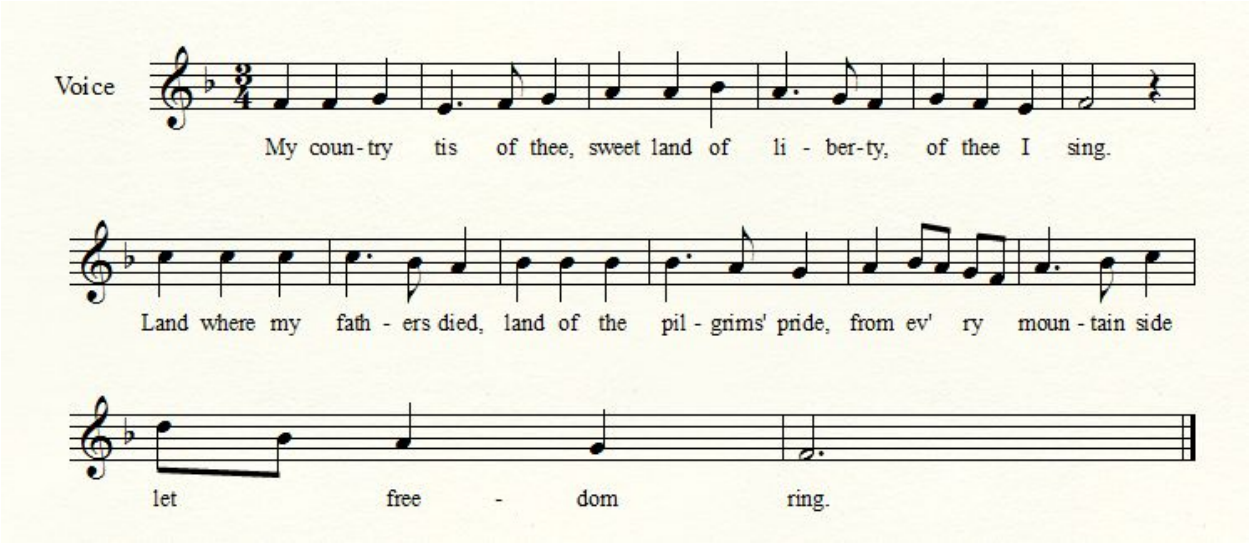
3. The student will sing the following exercise, which is comprised of three different melodic patterns. If familiar, solfege can be used. Otherwise, the student may sing on “Lah.” The piano will play all three throughout the exercise to see if students are comfortable holding a harmony.



4. Prepared Song – *America* (see page 2).

5. The student will sing *Row, Row, Row Your Boat* in a round with the director.

AMERICA


Voice
My coun-try tis of thee, sweet land of li - ber-ty, of thee I sing.
Land where my fath - ers died, land of the pil - grims' pride, from ev' ry moun - tain side
let free - dom ring.

APPENDIX #4:

MUSICIAN/PARENT CONTRACT & PHOTO/VIDEO RELEASE 2020-2021

1. We, the parents and the musician, have reviewed and accept the policies and information in the FHCC Handbook. We understand that the handbook may be revised on occasion as deemed necessary by the Directors and that it is our responsibility to make sure we have current information.

2. Maintaining the high standard of the FHCC requires commitment and conscientious participation by all musicians and parents. I, the musician, will learn my music and be prepared for all rehearsals and concerts. We, the parents, will make every effort to have our students(s) attend ALL rehearsals. We understand the Attendance Policy as described in the handbook.

3. As parents, we understand the necessary fees and expenses that are involved with FHCC. We will arrange a payment schedule with the FHCC Treasurer and make every effort to make payments in a timely manner. We also understand the non-refundable policies as described in the handbook.

4. We, the parents and the musician, are responsible for the care of the music and will be responsible for the cost of replacing lost or damaged music.

5. I, the musician, will be responsible for wearing the proper concert attire and will take extra care in the use of the choir owned uniform items. I understand that I am only to wear FHCC clothing items for concert and other performances. We, the parents, understand that if choir owned uniform items are lost or damaged, we will be responsible for the cost of replacing the item.

6. We, the parents, know that volunteers are what helps keep FHCC function, We will do our best to volunteer to help with an event or with fundraising at least one time this year.

7. I, the musician, will demonstrate exemplary behavior and my best manners at all FHCC events. We, the parents, will do our best to uphold and maintain the integrity and high standards set by FHCC and model positive attitudes, words, and actions for choir members and the community.

8. Participating in any activity is an acceptance of some risk of injury. I agree that my/my child's safety is primarily dependent upon taking proper care of oneself. Despite precautions, accidents and injuries may occur and injury and/or loss or damage to personal property may occur as a result of participating in the FHCC; therefore, I assume all risks related to participating in the FHCC. I also hereby acknowledge that the FHCC directors, board, employees, and volunteer workers assume no liability whatsoever for personal injuries or property damage that may arise out of my/my child's participation in the FHCC.

We, the musician and the parents, have read and accept the above Contract.

_____ _____ _____ _____

Musician's Signature Date Parent's Signature Date

The Flint Hills Children's Choir requests permission for musician's photographs and/or video shots to appear in promotional materials. The choir website will not list names of musicians.

_____ Yes, I grant permission for my musician's photograph/video to appear in promotional materials.
_____ No, I prefer that my musician's photograph/video shots not be used in promotional materials.