



Cary-Apex Youth Choir  
Handbook

# Contents

<b>About the Choir</b>	<b>2</b>
Board of Directors	2
<b>Announcements</b>	<b>2</b>
<b>Website &amp; Social Media</b>	<b>2</b>
<b>Financial Information</b>	<b>3</b>
Tuition and Fees	3
Financial Responsibilities	3
Wardrobe Expenses	3
<b>Fundraising</b>	<b>4</b>
<b>Rehearsals</b>	<b>4</b>
Extra Rehearsals	4
Rehearsal Cancellations	5
Drop Off/Pick Up	5
<b>Attendance Policy</b>	<b>5</b>
<b>Tardy Policy</b>	<b>6</b>
<b>Sick Policy</b>	<b>6</b>
<b>Performances</b>	<b>6</b>
Performance Attire	7
<b>Music and Folders</b>	<b>7</b>

## About the Choir

Cary-Apex Youth Choir is a 501(c)(3) non-profit organization founded to provide a welcoming environment for young people to receive an excellent music education and share the joy of choral singing. Cary-Apex Youth Choir does not unlawfully discriminate on the basis of race, ethnicity, national origin, religion, disability, gender, gender identity or sexual orientation.

### Board of Directors

Founder/Director:	Laura Delauney	<a href="mailto:director@caryapexyouthchoir.org">director@caryapexyouthchoir.org</a>
Secretary:	Susan Heiserman	
At Large:	Amber Nicole Dilger	
At Large:	Anna Exley	

## Announcements

Most choir information will be sent through email. Notices, especially reminders, may also be sent through Remind. Occasionally, we will send home papers. Parents are responsible for reading this information thoroughly.

Please contact the Director if you have questions, or if the information you have received is unclear ([director@caryapexyouthchoir.org](mailto:director@caryapexyouthchoir.org)).

## Website & Social Media

CAYC Website: <http://www.caryapexyouthchoir.org>

CAYC Facebook: <http://www.facebook.com/CaryApexYouthChoir>

CAYC Instagram: [www.instagram.com/caryapexyouthchoir](http://www.instagram.com/caryapexyouthchoir)

Please follow us and tag us with photos from CAYC events!

If you have good quality digital photos that you would like to share on our website or social media, please send them to the director. Individual names are not posted with photos, unless specific permissions are given by the parent.

# Financial Information

## Tuition and Fees

The tuition and fees cover all CAYC programming for the 2021-2022 season. Participation in workshops or festivals may incur an additional charge. Payment is accepted by cash/check, or through PayPal (fees apply). A deposit is required to hold your spot, and full tuition is due by the first rehearsal. All fees are non-refundable.

### **Prelude Choir**

2021-2022 Tuition	\$345
2021-2022 Materials Fee	\$15

### **Lyric Choir**

2021-2022 Tuition	\$400
2021-2022 Materials Fee	\$15

## Financial Responsibilities

The initial non-refundable deposit must be received to secure a singer's spot in the choir. Full tuition is due at the first rehearsal and is non-refundable, even if the singer withdraws from the program. A payment plan or small scholarship may be offered for those who require financial assistance. Please inquire prior to registration.

## Wardrobe Expenses

Singers will be provided with a performance shirt. The cost is included in the Materials Fee. Singers are welcome and encouraged to wear their choir shirts throughout the year, however, bear in mind that they must be kept in good condition to use for performances. Additional shirts may be ordered at \$15/each and are available to singers and their family members through pre-order with registration.

All other performance attire, in adherence with wardrobe guidelines, must be purchased on your own.

## Fundraising

Cary-Apex Youth Choir is a 501(c)(3) non-profit organization. Tuition and Fees do not cover the full cost of programming. The choir relies on grants, sponsorship, donations, and fundraisers to support the operating budget. Periodically, families may be asked to participate in fundraising or donation-drive activities to help support the choir. Participation is encouraged, but not mandatory.

## Rehearsals

Rehearsals are held weekly on Thursdays.

Location: Green Level Baptist Church, 8509 Green Level Church Rd, Cary, NC 27519

**Prelude Choir**                      **5:15pm - 6:15pm**

**Lyric Choir**                         **6:30pm - 8:00pm**

Tentative rehearsal schedules will be provided prior to registration, and final schedules will be issued at the beginning of the season.

**Singers are expected to arrive 5-10 minutes early** to be ready to begin rehearsal promptly.

Prior to rehearsal, singers should:

- Check in with attendance monitor

- Use the restroom

- Turn off all electronic devices

- Have music, pencil, and (optional) water bottle ready

- Be in seat when rehearsal begins

Food, drinks, and gum are not allowed at either rehearsals or performances; however, water bottles are permitted at rehearsals. Cell phone use during rehearsal is not permitted.

## Extra Rehearsals

Depending on the performance schedule/location, extra rehearsals may be required. Parents will be notified in advance if there will be an additional rehearsal.

## Rehearsal Cancellations

In the case of inclement weather, rehearsal may be cancelled or moved online. A decision will be made by 4pm on the day of rehearsal, and a notice will be sent by email and/or Remind text. Parents will be notified in advance of any other cancelled rehearsals. *In the event of changes in the COVID-19 pandemic situation, choir programming will continue in modified form.*

## Drop Off/Pick Up

Singers should arrive 5-10 minutes before the start of rehearsal and report directly to the rehearsal space to check-in. Park in the lot to the right of the main church building. Enter the main doors of the church and take the stairwell to the 2nd floor. Rehearsal room is on the right.

Please be prompt when picking up your child. Arrive at or before the end of rehearsal.

## Attendance Policy

Choir is a team activity, and every voice is important. Therefore, regular attendance is expected.

Singers may have no more than three (3) absences during a semester (Aug-Dec and Jan-June) and are responsible for material covered in missed rehearsals. If absences exceed this limit, the singer and parent will need to discuss with the director whether or not s/he will be able to perform with the choir. Parents should notify the director in advance if their child will be absent from rehearsal.

Email [director@caryapexyouthchoir.org](mailto:director@caryapexyouthchoir.org) or call/text Mrs. Delauney 919-949-1278 to report an absence.

When a singer is absent s/he is responsible for the material missed prior to returning to rehearsal.

The Director reserves the right to dismiss a singer from the choir due to lack of commitment as demonstrated by poor attendance or behavioral issues that cannot be resolved after due diligence. No tuition will be refunded.

## Tardy Policy

Singers are expected to arrive to rehearsal and performance call times 5-10 minutes early to get organized and use the bathroom (if necessary) before rehearsal begins. Three unexcused tardies will be marked as an absence. To be excused, parents must notify the director in advance if a situation requires their child to be late to rehearsal.

## Sick Policy

If a singer is ill and running a fever, s/he should not attend the rehearsal or performance, but must notify the director before the rehearsal or performance. When a singer is absent from rehearsal, s/he is responsible for the material missed prior to returning to rehearsal. Access to rehearsal through Zoom may be provided.

## Performances

The choir performs locally each semester. *If necessary, the choir may organize alternatives to traditional performances for the 2021-2022 season, based on guidance from the CDC and regulations in our state in regards to COVID-19.* Additional performances may be added to the calendar after its August distribution. Singers and parents will be notified in advance if such an opportunity arises.

**ATTENDANCE AT ALL PERFORMANCES IS MANDATORY.** Again, choir is a team activity, and we rely on every voice for successful representation of our music. Dates are provided at the beginning of the season/semester. If a singer absolutely must miss a performance, the parent is expected to discuss with the director at the beginning of the semester, or as soon as possible. (Exceptions for singer's illness, death in the family.)

If additional performance opportunities arise during the semester, parents will be given the opportunity to indicate availability before the date becomes part of the official performance calendar.

If an extenuating circumstance arises, parents must contact the director to discuss. Unexcused absence from a performance is grounds for dismissal from the choir.

## Performance Attire

- CAYC Shirt, tucked in
- Black pants (dress pants preferred, NO Jeans)
- Black closed-toe shoes
- Hair should be pulled away from the face

Because we are a team, singers are expected to dress uniformly for performance. Therefore, no hair bows or prominent jewelry may be worn. Small stud earrings are acceptable. Religious head coverings are permitted and should be of neutral color to blend with the performance outfit. Singers should not wear perfume or cologne, as it may create allergic reactions or breathing problems for others.

## Music and Folders

Each singer must provide a 1-inch 3-ring black binder to hold their music. Binders should be plain black, and standard rings are recommended (not D-ring). A clipped-in pencil pouch in the binder is recommended. The inside front pocket of the binder should be labeled with "Cary-Apex Youth Choir" and the singer's name.

A set of music will be issued to each singer. Music copies are property of CAYC and families are entrusted to take good care of them throughout the year. Singers are responsible for bringing their music folder to every rehearsal. All music will be collected at the end of the semester/year. Charges will be assessed for the replacement of any significantly damaged music.

Singers will be expected to mark in their music IN PENCIL during rehearsal. If a singer uses a pen or marker to mark their music s/he may be assessed a damage fee equal to the replacement cost of the music.