

I. INTRODUCTION

Welcome to the Indianapolis Children's Choir! The purpose of the handbook is to provide you with basic information about the ICC. Please feel free to contact our office if you don't find the information you need.

The Indianapolis Children's Choir (ICC) is a music performance and education program for children and youth that emphasizes the development of musical skills and understanding. Singing is the major focus of the musical experience, and it is a powerfully personal means of musical expression. We hope this experience will form the foundation of a life-long relationship with music for the singers and their families.

II. BACKGROUND

The Indianapolis Children's Choir was founded by Henry H. Leck in 1986, as a result of a grant awarded by Lilly Endowment, Inc. Since 1987, the choir has enjoyed a collaborative working relationship with Butler University. In 1996, the Indianapolis Children's Choir began a cooperative program with the Columbus Indiana Philharmonic to form the Columbus Indiana Children's Choir. In 2017 the ICC began artistic and administrative management of the Anderson Area Children's Choir. ICC has also developed Regional Choir locations in various communities in and around Central Indiana.

III. MISSION & VALUES STATEMENT

The mission of the Indianapolis Children's Choir is to provide quality music education with the goal of attaining the highest level of artistic excellence in choral music performance.

As a performing and educational arts institution, ICC values:

- Personal and Social Growth - fostering a sense of self-worth, self-esteem, leadership, accomplishment, pride, and teamwork among our singers, parents/guardians, and audience members.
- Diversity and Accessibility - enriching the lives of children from all religious, racial, cultural, and economic backgrounds.
- Creativity and Excellence - striving to lead locally, nationally, and internationally.

IV. CURRICULUM

The Indianapolis Children's Choir singers study and perform a variety of music from traditional folk songs to contemporary musical literature. The music chosen is commonly from the widest variety of traditions and is performed in an array of settings. The repertoire is selected to educate the ICC members and is not intended to impose or intrude upon anyone's personal beliefs. Therefore, it is essential that all singers are willing to sing all repertoire.

High quality music from all styles and periods form the foundation for musical learning and serve as the basis for the curriculum. We believe that "children should be led to musical masterpieces by means of musical masterpieces" (Zoltan Kodály). Since the best musical experiences for children are inherent in great music, the Indianapolis Children's Choir repertoire includes the music of Mozart, Bach, Handel, Haydn, Schubert, Britten, Kodály, Vaughan Williams, Copland, and Bartok, among others. Folk, popular, gospel, spiritual, and patriotic music are also included.

Composers are often commissioned to write special works. More than fifty original works have been written specifically for the ICC, including compositions by James Mulholland, David Ott, Alice Parker, Caroline Shaw, and Dan Forrest.

Concepts about music (melody, rhythm, harmony, timbre, dynamics, form, style, and performance practice) and musical skills (singing, theory, sight reading) are taught throughout the rehearsals using methods of singing, listening, and analysis. Eclectic tastes and styles are also a part of the ICC repertoire. Past concerts have included blue grass, jazz, musicals, opera, and klezmer bands.

The children are taught to use their vocal instruments through exercises, posture, breathing, and tone production. The essence of the musical experience is based on pitch and movement as it is "felt" and heard. The ability to hear music, to conceptualize music, to perceive and respond musically develops naturally from the human voice. Singing skill and musical understanding are essential components of the creative process and fundamental concepts of music education.

V. THE PROGRAM

The ICC is committed to enriching the lives of children from all backgrounds, and we strive to represent the diversity of Central, South Central, and North Central Indiana's youth. We embrace the twin ideals of musical excellence and social mission, each of which reinforces the other.

The program consists of seven divisions: the Early Childhood Division, the Preparatory Division, the Children's Choir Division, the Neighborhood Choir Academy, the High School Division, the Columbus Indiana Children's Choir, and the Anderson Area Children's Choir.

EARLY CHILDHOOD DIVISION

Early Childhood Program

The ICC is proud of its programming and instruction of preschool aged youngsters.

Based on the important research and experience of one of America's foremost music educators, John Feierabend, ICC's Early Childhood program brings the playful songs and rhymes throughout history to the lives of today's families.

The great tradition and quality of America's most ambitious and successful children's choral organization and its outstanding teachers bring these songs and rhymes and an engaging classroom experience together, planting the seeds for lifelong sensitivity and imagination.

Studio classes are held at Butler University and regional choir locations including In the cities of Zionsville and Columbus.

For more information, please contact the ICC office at 317.940.9640.

PREPARATORY DIVISION

Preparatory Program

The ICC's Preparatory Program is a non-assessed experience for first through third grade students.

Fourth grade students may also be chosen to participate through assessment. These students meet one time per week. Each lesson cleverly and energetically combines the learning of musical skills, group singing, and play-like activities and games that bring together educational experiences and fun in meaningful ways.

The program is an outstanding way for youngsters to explore their interest in music and singing—potentially preparing them for opportunities in ICC's other programs. Our hope is that they will bring their developing talent and experience to other learning and group activities in school and beyond.

For more information, please contact the ICC office at 317.940.9640.

CHILDREN'S CHOIR DIVISION

Fifteen choirs make up the Children's Choir Division of the ICC, seven of which meet on the campus of Butler University, and five choirs which meet at regional locations outside of the Indianapolis area. Singers in this division are usually entering or currently enrolled in grades four through nine. Occasionally older, trained singers are selected to continue through grade 10. All choirs emphasize note reading, vocal training, and performance skills.

Campus Choirs

The **Bel Canto** and **Cantantes Angeli** choirs rehearse once weekly while the **Kantorei** choir rehearses twice weekly. These choirs include those students who have demonstrated a high degree of vocal and sight-singing ability.

Lyric and **Chamber** choirs rehearse once a week and include students who exhibit a strong desire to sing and have demonstrated an intermediate proficiency in vocal technique and sight-reading abilities.

Jubilate choir rehearses once a week and includes students in grades 3-9 with special needs that could prohibit them from participating in another choir.

Beginning Level Choirs

These choirs meet once per week at Butler University (Octavo) as well as locations in Boone County (Zionsville), Hamilton County (Carmel and Fishers), Hendricks County (Avon), and Johnson County (Greenwood).

Beginning level singers are in grades 4 through 7 and have demonstrated the ability to sing in tune and a readiness to develop sight-reading and harmonic skills.

HIGH SCHOOL DIVISION

Bella Voce

Members of Bella Voce are women in grades 10-12.

Rehearsals for this choir are held on Sunday afternoons.

Indianapolis Youth Chorale

Members of the Indianapolis Youth Chorale are men and women in grades 10-12. Younger male singers whose voices have changed and who have assessed may also be included in IYC.

Rehearsals for this choir are held on Sunday afternoons.

Both ensembles enrich vocal technique, foster outstanding performance etiquette, further improve music literacy skills, perform a wide variety of outstanding repertoire, and nurture lasting friendships. The ensembles also tour every year.

Rehearsals for both choirs are held on Sunday afternoons in an attempt to avoid the many time conflicts the high school students' experience. Students are expected to practice the music outside of their organized rehearsal time.

COLUMBUS INDIANA CHILDREN'S CHOIR (CICC)

The Columbus Indiana Children's Choir serves children in grades four through nine, with rehearsals taking place in Columbus, Indiana. Singers participating in Columbus are placed by ability in either Concert or Descant choir. A beginning level choir also meets in Franklin, Indiana and participates in CICC concerts.

Members of CICC come from Bartholomew and six surrounding counties. CICC is a cooperative effort of the Indianapolis Children's Choir and the Columbus Indiana Philharmonic (CIP).

Concert Choir

Concert choir singers have demonstrated an intermediate or advanced proficiency in vocal technique and sight-reading skills.

Descant Choir

Descant singers have demonstrated a readiness for developing sight-reading and harmonic skills.

Franklin Choir

Beginning level singers have demonstrated a readiness for developing sight-reading and harmonic skills.

AFTER SCHOOL PROGRAMS

The Indianapolis Children's Choir is committed to outreach through partnering with other organizations with after school programs. The Indianapolis Children's Choir has provided preparatory music experience in an after school setting at Shepherd Community Center and the Boner Center. Additionally, ICC provides yearly activities with Charter Schools.

The ICC also offers the Neighborhood Choir Academy, an eight-week introductory choir after-school program where singers are offered a chance to perform in an ICC season concert.

VI. MEMBERSHIP

The ICC is meant to be a positive learning experience for the singers—one that they will carry with them throughout their lifetime.

These young people will be sharing wonderful times together both musically and socially.

The ICC members are expected to understand and practice commitment and responsibility. We encourage all youth to take pride in their membership of this unique choir program.

Every member is expected to remain active and committed to the program for the entire season of his/her enrollment, which begins in late August and concludes with a spring concert in May or a final concert at the Choral Festival in June. Please check the calendar for your choir's ending date.

VII. ASSESSMENTS

Assessments for the Indianapolis Children's Choir are held May through October for children entering grades four through twelve.

Second Semester Assessment

Second semester entry assessments take place in December and January.

Special Assessments

Special assessments may be arranged by contacting the ICC office at 317.940.9640. Participants in the Early Childhood Division and Preparatory program are not required to assess.

VIII. COMMITMENT TO SCHOOL MUSIC PROGRAMS

The success of ICC has been dependent in large part on the support of music teachers throughout Central Indiana. ICC singers should be leaders in their school music ensembles.

It is **mandatory** for every ICC singer to be an active participant in his or her school choir if one is available. The only exceptions are instances in which the student must choose between instrumental and vocal music or irreconcilable schedule conflicts.

IX. FINANCIAL INFORMATION

For financial questions please contact Paul Schafer at 317.940.8068 or pfschafe@icchoir.org.

Choir	Tuition	Non-refundable Registration Fee	Retreat	Total
Early Childhood	\$125 + \$25 non-refundable registration fee for each 8 week session			
Preparatory	\$380	\$60		\$440
Regional Choirs	\$390	\$60		\$450
Octavo	\$390	\$60		\$450
Chamber	\$390	\$60		\$450
Lyric	\$390	\$60		\$450
Kantorei	\$500	\$60		\$560
Bel Canto	\$510	\$60	\$95	\$665
Cantantes Angeli	\$510	\$60	\$95	\$665
Bella Voce	\$510	\$60	\$95	\$665
IYC	\$510	\$60	\$95	\$665
CICC	\$330	\$60		\$390

TUITION AND FEES

The Indianapolis Children's Choir requires each member to pay fees *annually* based upon his/her choir assignment. **A non-refundable registration fee of \$60 is required at the time of registration. This registration fee does not apply to the tuition.** The following chart summarizes other fees related to membership in the ICC.

- **Uniform cost is additional.** Please see the "Dress and Casual Uniforms" section on pages 19-20.
- Singers joining the ICC after January 1, 2018 will be charged a prorated portion of the standard tuition for their assigned choir and the non-refundable registration fee of \$60.00.
- The Indianapolis Youth Chorale, Bella Voce, Cantantes Angeli, and Bel Canto choirs begin each season with a rehearsal retreat at a site usually away from Butler University. We believe this experience is essential to reach the teaching goals set for each child, and it allows members an opportunity to develop relationships within the choir. Every effort is made to minimize the costs related to the retreat. Other choirs may also schedule a retreat at the discretion of their director.
- Tuition fees include a \$10 activity fee per season to assist the ICC Parent Association in providing awards, choir parties, year-end activities, and family events for every singer during the year.

SIBLING TUITION DISCOUNT

Reduced tuition is available for families with more than one singer enrolled in the ICC. Full tuition is required for the highest choir involved. Each additional singer in the family, regardless of choir, may pay the reduced rate. The reduced annual tuition for siblings is:

- All ICC choirs, including IYC & Prep \$50.00 off tuition
- CICC \$50.00 off tuition

Note: The reduction applies only to tuition, and it is not available for other choir fees (uniform, retreat, etc.)

PAYMENT POLICIES AND INFORMATION

Fees for the season are due in full, even if a child drops out of the program or is removed at any time during the season.

Payment is either **due in full** at the time of registration or can be split into monthly payments via **direct debit**.

PAYMENT OPTIONS

Payment Program

The payment program allows you to pay tuition costs through monthly payments via ACH direct debit from your bank account.

Payments are drawn on the 10th of each month. The required minimum monthly payment for each choir is as follows:

Indianapolis Youth Chorale & Bella Voce	\$60.00
Cantantes Angeli & Bel Canto	\$70.00
Kantorei	\$65.00
Lyric, Chamber, Octavo, & Treble	\$50.00
CICC	\$50.00
Regional Choirs	\$50.00
Preparatory	\$50.00

*Note: Your final payment may need to be adjusted accordingly due to an unpaid balance, or other unpaid fees.

Any ACH debits returned by the bank to ICC will be subject to a \$30.00 fee per item.

FINANCIAL ASSISTANCE

A limited amount of need-based financial assistance is available to qualified families. If you would like to be considered for financial assistance, you must complete a Financial Assistance Form found on the ICC website under "Singers and Families." Forms are reviewed and assistance awarded at the discretion of a committee appointed by the ICC Board of Directors. Qualification is determined based upon financial need or special circumstances as documented in your application. Incomplete applications will not be considered.

If your personal financial circumstances change and alter your ability to pay on a timely basis, please contact the Finance Office (317.940.8068) at the ICC to discuss your situation.

TOUR ACCOUNTS

Opportunities are available for advanced singers to participate in tours to various locations both foreign and domestic. ICC maintains a separate "tour" account for intermediate and advanced singers. If a child chooses to participate in ICC sponsored fundraising opportunities, a percentage of the profits from his/her individual sales are designated by the ICC Board of Directors to be held in escrow in the singer's personal tour account.

- **The credits held in escrow are available to help pay for any future tour expenses which the singer might incur. They are not available to pay any other ICC fees, such as tuition, uniform, etc.** The escrowed funds are owned by the ICC and are not eligible for cash withdrawal by the singer.
- Direct deposits made by a family toward a singer or chaperone's tour costs as well as charges for the tour are also accounted for in the singer's tour account.
- Statements showing activity in the tour account can be provided by request if your child is chosen to participate in an ICC tour. You may also request a statement for your singer's touring account at any time, and parents are encouraged on occasion to review the account activity and accuracy of the information shown.
- Any balance remaining in the tour account at the time of graduation or withdrawal/removal from the ICC reverts to the ICC general tour fund. This fund is used to provide financial assistance and pay general touring costs not covered by touring fees charged to participants. Upon request, any balance remaining in a graduating singer's tour fund can be transferred into an active sibling's tour fund.

FUNDRAISING OPPORTUNITIES

There are many ways to earn money for a singer's tour and tuition accounts. Several opportunities are listed here but others may be developed throughout the year.

All Year: Scrip Gift-Cards
Fall: Season Program Book Advertisements
September: Tuition Fundraiser
October: DiscoverIndy Book
January: Candy Bars
March: Popcorn

Each year the ICC produces a program book, which is distributed at concerts throughout the performance season. This book contains information about the ICC, photographs of ICC activities, a list of contributors, advertisements sold by choir members, and other interesting items. A portion of the proceeds for each advertisement sold is applied toward the tour fund of the singer responsible for the ad. All choirs are eligible to participate in program ad sales. Advertising contracts and previous years' programs are available in the ICC office.

Additional information is distributed in the fall.

X. REHEARSAL SCHEDULE

Note: Transportation to and from rehearsals is the individual responsibility of the parents, as are carpools, etc. Rosters are issued at the first choir rehearsals to facilitate transportation arrangements. Should any rehearsal changes be necessary, singers will be given adequate notice.

EARLY CHILDHOOD DIVISION

Early Childhood Times and locations are available for each class at
<http://www.icchoir.org>.

PREPARATORY DIVISION

Campus Preparatory Classes:
Butler University, Lilly Hall, Room 133

Level One Thursday 5:00 – 6:00 pm

Level Two Monday 6:00 – 7:00 pm

Carmel, Cornerstone Lutheran Church – Carmel Campus
4850 East Main Street, Carmel
Monday 4:45 – 5:45 pm

Johnson, New Hope Church
5307 Fairview Road, Greenwood
Monday 5:00 – 6:00 pm

Boone/Zionsville, Zionsville Presbyterian Church
4775 W. 116th Street, Zionsville
Thursday 5:00 – 6:00 pm

Fishers, Cornerstone Lutheran Church – Fishers Campus
13450 E. 116th Street, Fishers
Tuesday 4:45 – 5:45 pm

Hendricks, Kingsway Christian Church
9201 E County Road 100 N, Avon
Thursday 5:00 – 6:00 pm

CHILDREN'S CHOIR DIVISION

Beginning Level Choirs

Boone County Children's Choir

Thursday 6:00 – 7:15 pm
Zionsville Presbyterian Church
4775 W. 116th Street, Zionsville

Carmel Children's Choir

Monday 6:00 – 7:15 pm
Cornerstone Lutheran Church – Carmel Campus
4850 E Main Street, Carmel

Fishers Children's Choir

Tuesday 6:00 – 7:15 pm
Cornerstone Lutheran Church – Fishers Campus
12011 Olio Road, Fishers

Hendricks County Children's Choir

Thursday 6:15 – 7:30 pm
Kingsway Christian
9201 E County Road 100 N, Avon

Johnson County Children's Choir

Monday 6:00 – 7:15 pm
New Hope Church
5307 Fairview Road, Greenwood

Campus Choirs

Jubilate Thursday 6:15 – 7:00 pm
Lilly Hall, Room 133

Octavo Wednesday 6:00 – 7:15 pm
Lilly Hall, Room 124

Chamber Thursday 5:30 – 6:45 pm
Lilly Hall, Room 124

Lyric Tuesday 5:30 – 6:45 pm
Lilly Hall, Room 124

Kantorei Tuesday 7:00 – 8:15 pm
Lilly Hall, Room 124
Thursday 7:00 – 8:15 pm
Lilly Hall, Room 124

Bel Canto Monday 6:00 – 8:30 pm
Lilly Hall, Room 124

Cantantes Angeli	Wednesday	6:00 – 8:30 pm Lilly Hall, Room 120
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HIGH SCHOOL DIVISION

Bella Voce	Sunday	2:00 – 4:30 pm Lilly Hall, Room 124
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Indianapolis Youth Chorale	Sunday	1:45 – 4:15 pm Lilly Hall, Room 120
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COLUMBUS INDIANA CHILDREN'S CHOIR

Concert	Monday	6:00 – 7:15 p.m. Northside Middle School 1400 27 th Street, Columbus
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Descant	Tuesday	6:00 – 7:15 p.m. Northside Middle School 1400 27 th Street, Columbus
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Preparatory Choir	Monday	5:30 – 6:30 p.m. Northside Middle School 1400 27 th Street, Columbus
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Franklin	Thursday	6:00 – 7:15 p.m. Franklin Community Middle School 625 Grizzly Cub Drive, Franklin
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XI. REHEARSAL ATTENDANCE

Membership in the Indianapolis Children's Choir is a commitment to faithful, consistent, and punctual attendance. It is expected that rehearsals take a very high priority in each child's life. Each child is holding a valuable place in his/her choir. All rehearsals are mandatory unless otherwise indicated on the choir calendar.

ABSENCES FROM REHEARSAL

Each choir will be assigned a Choir Coordinator at the beginning of the season. You will be notified of the choir coordinator's name and phone number as soon as it is available. The Choir Coordinator attends each rehearsal and performance, takes attendance, maintains absence information, maintains attendance records for the director, and makes absence calls to singers that have not arranged their absence. **Please make sure to post this information in a prominent place in your home for handy reference.**

A choir member may have the stated number of excused absences for each semester (see chart on page 15). Any absence beyond the allotted number will require a make-up rehearsal. **In order to be excused, the Choir Coordinator must be notified prior to the**

rehearsal. Failure to notify the Choir Coordinator of an absence will result an unexcused absence (see section on Unexcused Absences on page 14). In the case of a planned absence, notice as far in advance as possible is appreciated. A “Pre-Arranged Absence Form” is available in the back of this handbook or from your Choir Coordinator.

Parents must submit a request for each TARDINESS or EARLY DISMISSAL. A written excuse should include the child’s name, name of his/her choir, reason for tardiness or dismissal, and a parent signature. If a singer is tardy 30 minutes or more to two separate rehearsals, the singer must attend one make-up rehearsal.

The final dress rehearsal before a concert is very important. Please make sure to pre-arrange any absence at least two weeks in advance for missing any of these rehearsals. Without prior arrangements for absence, it is possible that a singer will not be allowed to perform. Sound checks, staging, and other final details are handled at these rehearsals, and it is important that the directors know how many members to expect.

FALL & SPRING BREAK GUIDELINES

ICC normally does not take a fall/spring break but understands that many of our singers do. With the large number of schools involved, it is necessary that you pre-arrange any absences during your fall/spring break (1 week of break allowed) with your Choir Coordinator. If you do not pre-arrange your absence(s), it **will** count as unexcused. If you plan to be in town and attend rehearsal during your fall/spring break, it will count as a make-up. Always watch the monthly calendar updates for rehearsal schedule changes in March or April. Some choirs may have combined rehearsals during the weeks that have the largest number of schools on break.

RELIGIOUS HOLIDAYS

Any singer absent because of a major religious holiday shall not have the absence counted against him/her. These absences should be pre-arranged at least two weeks in advance.

School Performances

Children that are required for a mandatory school performance and turn in a signed pre-excused absent form, first signed by the school and then by the choir director are not charged with an absence (similar to religious holidays). These absences must be arranged two weeks in advance.

UNEXCUSED ABSENCES FROM REHEARSAL

If no contact has been made with the Choir Coordinator prior to an absence, it is unexcused. **All unexcused absences must be made up.** If a singer is unable to demonstrate commitment to ICC through good attendance and punctuality, the singer may be moved to another choir for the remainder of the semester. Should an excessive number of excused or unexcused absences occur, removal from the program will be considered. Unexcused absences not made up will be considered when choir placements are made the following year. All unexcused absences must be made up in order to graduate.

REHEARSAL MAKEUP

Any absences exceeding the allotted number, ***excused or unexcused***, must be made up by attending the listed choir makeup rehearsal. (See chart for allotted number of excused absences and makeup choir assignment). **ALL UNEXCUSED ABSENCES MUST ALWAYS BE MADE UP.**

When making up a rehearsal:

- Consult the chart below to see which choir you can attend to make up your absence.
- **Check the calendar for the choir that you are planning on attending to makeup rehearsal.**
- When attending the rehearsal, fill out the “Rehearsal Makeup Form” with the makeup choir’s Choir Coordinator.
- You can make up an absence in advance. For example, if you know you will miss a rehearsal in October and have time in your schedule to make up the rehearsal in September; you can attend an extra rehearsal in September, just fill out the rehearsal make up form and let the choir coordinator know you are making up a rehearsal in advance. Don’t forget, however, to fill out a pre-arranged absence form for the October absence.

When attending a makeup choir in **substitution** for your regular rehearsal:

- Let your regular Choir Coordinator know you will be absent and that you will be attending a makeup choir. *For example*, you plan to attend a Bel Canto rehearsal instead of your regular Cantantes Angeli rehearsal, be sure to notify your choir coordinator that you will not be in attendance at your regular rehearsal. This will prevent you from receiving an unexcused absence.
- Attend the appropriate makeup choir rehearsal and fill out the “Rehearsal Makeup Form” with the makeup choir’s Choir Coordinator.

REHEARSALS

Choir	Excused Absences Per Semester	Excused Absences per Year	Makeup Choir
Regional Choir	3	6	Any other Regional Choir of your choosing
Treble	3	6	Octavo or any Regional Choir of your choosing
Octavo	3	6	Treble or any Regional Choir of your choosing
Chamber	3	6	Kantorei or Lyric
Lyric	3	6	Kantorei or Chamber
Kantorei	5	10	Lyric or Chamber
Bel Canto	3	6	Cantantes Angeli
Cantantes Angeli	3	6	Bel Canto
Bella Voce	3	6	Scheduled with Director
Youth Chorale	3	6	Scheduled with Director
CICC Concert	3	6	CICC Descant
CICC Descant	3	6	CICC Concert

For information on performance absences see page 17.

RESIGNATION

Each singer is expected to fulfill his/her commitment to participate in the ICC for the entire season. If, however, an extremely unusual circumstance occurs which would prohibit a singer from honoring that commitment, a personal conference between the director and parents will be required before submitting a letter of resignation. **If a student resigns, the parent or legal guardian is still responsible for the entire tuition fee.**

REHEARSAL ETIQUETTE PROCEDURES

The following procedures help us achieve the discipline and professionalism for which the Indianapolis Children's Choir is known. These procedures are enforced for the singers' safety, to ensure orderly rehearsals, and out of respect and courtesy for each other.

1. Arrive not more than 15 minutes before the designated rehearsal time. Please use the restroom and get drinks **before** you sign in. Then go directly to the Choir Coordinator or assistant at the attendance table to sign in before reporting to the rehearsal room. After signing in, go directly to the rehearsal room. Late-arrivals must always sign-in immediately upon arrival. Any child arriving more than 30 minutes late to two separate rehearsals will receive one excused absence. A written note is necessary for early dismissal from a rehearsal. Singers do not leave the room after rehearsal begins unless there is an emergency or special permission has been granted.
2. Always bring your ICC bag, water bottle, name tag, music, personal folder, word sheets, and three sharpened pencils to rehearsal.
3. Give attendance notes, payments, permission slips, etc. to the choir coordinator or assistant at the attendance table.

4. A rehearsal make-up form must be filled out and given to the choir coordinator or assistant for proper make-up credit.
5. **Do not roam about the building at any time.** Students should only be in assigned halls, rehearsal rooms or the ICC office area.
6. Do not bring food or drink except water into the rehearsal area. However, directors encourage singers to bring bottled water to rehearsals. Try to eat a nutritious meal before you arrive at the rehearsal facility.
7. If, for any reason, a child cannot actively participate in a rehearsal, the singer should bring a written note and observe quietly and attentively.
8. Parents and interested members of the community are always welcome and are encouraged to observe rehearsals as space allows. A parent should always accompany minor siblings.
9. When dropping off or picking up singers, parents are urged to be aware of traffic and parking patterns in areas adjacent to Lilly Hall. Please do not park or idle your vehicle in crosswalks. Do not ask your child to walk to another area of the campus to meet you. Butler University has asked parents NOT to park in the Clowes Circle and requests parents to drop off and pick up singers from the Clarendon Drive main entrance. Follow Butler parking procedures.
10. At all times show respect for each other, parent volunteers, directors, staff, and the facilities. Pay attention to the director at all times. Do not behave in a manner which is disruptive to the rehearsal or distracting to fellow singers, directors, or accompanists, or which prohibits a positive and successful rehearsal.
11. Running, yelling, and rowdy behavior are not permitted in the building or on the grounds at any time.
12. Non-participating siblings must be supervised by parents/guardians at all times. ICC is not liable for any accident, injury, or altercation that may occur.

DISRUPTIVE BEHAVIOR

Cell Phones:

Cell phones are permitted in rehearsal, but they must be shut off. Absolutely no texting is allowed during rehearsal. Repeated offense may result in confiscation of phone, and/or parent conference.

Music:

Music must be brought to every rehearsal. If a singer does not have his or her music in their folder, it will be counted as a half absence.

Other disruptive behavior will result in the following consequences:

First offense – verbal warning during a rehearsal or performance.

Second offense – a verbal warning, specifying that it is your second warning and removal from rehearsal/performance is imminent.

Third offense – removal from rehearsal/performance. The rehearsal/performance is counted as an unexcused absence. Following the rehearsal, there will be a brief meeting with the director, and the singer may receive a discipline infraction form that must be signed by the parent and returned. This will remain in the singer’s permanent record.

Removal from a second rehearsal/performance will result in a meeting with the singer, parents, director, and an ICC staff member.

Removal from a third or subsequent rehearsal will result in a leave of absence from the program, the length to be determined on an individual basis. It may also result in removal from the program.

Any singer caught with alcohol, cigarettes, drugs, drug paraphernalia, or any type of weapon (including pocketknives) will be immediately suspended from the program.

Every singer is entitled to attend ICC free from harassment, threats or fear. Singers harassing, threatening or making it difficult for others to attend ICC will be subject to consequences through their choir director and the ICC staff. ICC has a zero tolerance policy for bullying. Singers exhibiting these behaviors may be subject to dismissal from the program.

XII. PERFORMANCES

All performances are mandatory unless otherwise noted on the detail sheet and attendance is required.

If a school performance conflict occurs, the absence must be reported to the Choir Coordinator and Director **in person and in writing at least two weeks prior to the performance.** (In the event of a previously unscheduled ICC booking, the director will notify the choir when the written excuse is required.) School performances that conflict with a mandatory ICC performance will not count as an absence against the singer if the singer completes a pre-arranged absence form and has it signed by both the school director and the ICC director.

Each choir will be assigned a Performance Coordinator. The Performance Coordinator attends all performances of your choir. He/She is responsible for scheduling and assigning chaperones, providing support for the director at the performance locations, and monitoring the singers’ activities. You will be notified of the Performance Coordinator’s name and phone number as soon as it is available. Please keep this information with your Choir Coordinator’s information for quick reference.

EXCUSED ABSENCES FROM PERFORMANCES

Acceptable reasons for an excused absence from a mandatory performance:

Count as 1 excused absence

Illness
Death in the Family
School Music Performance (if not pre-arranged)

Count as 3 rehearsal absences

Unexcused absence

Family is out-of-town during performance

Acceptable reasons for an excused absence from a mandatory performance during school hours:

Count as 1 excused absence

Illness
Death in the Family
School System Will Not Excuse Student
Family is out-of-town during performance

Count as 3 rehearsal absences

Unexcused absence

All absences from performances must be pre-approved by the director at least two weeks prior to the performance. Any exception to the above reasons must be presented BOTH in person and in writing to the director two weeks prior to the performance. An absence from a performance counts in the total absences allowed per semester and year and must be made up.

NOTE: Any unexcused absence from a mandatory performance may constitute the placement of the singer in another choir or removal from the program.

XIII. PERFORMANCE PROCEDURES

Performances require the very best conduct, appearance, and musicianship. Information concerning specific concerts will be distributed on performance detail sheets. It may also be found on our Web site at www.icchoir.org.

1. Singers should always eat a nutritious meal and get plenty of rest before a performance. Be sure the singer has used the restroom prior to arrival at the performance site.
2. Singers should arrive ten minutes before the performance call time and immediately check in with the choir coordinator or assistant. Singers may not arrive more than 15 minutes after a call time.
3. Tardiness to a performance may exclude a singer from participation at that performance.
4. All performers must arrive wearing the proper ICC uniform attire as noted in the performance detail sheet. Failure to wear the proper uniform will result in non-participation in the performance. Singers should remain in their complete uniform until they have left the performance site.
5. Singers should conduct themselves at all times in a calm, polite, and professional manner. They must give their undivided attention to the ICC staff and appointed chaperones at all times.
6. All singers must know the music. Each musician must have a confident command of the performance repertoire. Failure to demonstrate this at the final rehearsal may result in release from the corresponding concert commitment.
7. If a singer feels ill during a performance, he/she should quietly sit down on the riser and rest for the remainder of the song. Then, if feeling better, the singer may get up and sing again, or if not, quietly leave the stage. Chaperones are always watching and will help if necessary. Once a singer leaves the stage he/she may not return.
8. Remember that singers represent the Indianapolis Children's Choir at all times.

NOTE: Final dress rehearsals and pre-performance rehearsals are always closed to the audience, including families. Only designated chaperones will be allowed in the rehearsal area prior to a performance. This allows the singers to concentrate on the music, the director, and any necessary final instructions.

TICKETS

The ICC is a professional arts organization and charges admission for its season concerts. The majority of the ticket sales and revenue help offset the costs involved with a large performance. These costs include hall/space rental for concerts and dress rehearsals, equipment rental, program printing, moving costs, and additional expenses for musicians.

In the fall each family will receive a season ticket brochure. Tickets for three or more ICC concerts will be available through this brochure or online at a reduced price. Season ticket holders have preferred seating at season concerts. Individual concert tickets can be purchased online, www.icchoir.org (click on Tickets & Tour Payments), through the ICC office, or at the door (while supplies last).

XIV. DRESS AND CASUAL UNIFORM REQUIREMENTS

The following topics apply to informal and formal performances.

Personal Hygiene

Good personal hygiene is a must for all singers.

- Singers should be odorless. (Wear deodorant, but please do not use perfumes, scented lotions, or scented body/hair sprays.)
- Make up for informal performances is optional and lipstick should be subtle shades

Jewelry and Accessories

- Bracelets and watches should be removed from wrists.
- Necklaces are not permitted.
- Girls in the high school division will purchase earrings to wear with their dress uniforms.
- Girls in CA/BC will be issued pearl necklaces to be worn at performances.
- Stud earrings are permitted performances for singers in the children's choir division. (no more than 2 per ear)
- Singers may have one ring per hand.
- No colored nail polish is permitted and will be removed prior to performing.
- Clear polish or French manicures are acceptable.

Hair

Hair should be groomed away from the face and may be fastened with natural (matching hair color) barrettes or hair ties (no bows, ribbons, colored barrettes). Hair should be a natural color for performances, if hair is colored dyed it should be a natural hair color (i.e. brown, blond, natural black, natural red). If the singer chooses to dye hair an unnatural color, it should be a temporary dye and should not be visible for any ICC performances.

INFORMAL UNIFORMS

All ICC Performing Choirs

Singers are often requested to wear their informal uniforms for some performances or the final rehearsal before the performance. A polo shirt or t-shirt will be distributed once online registration has been completed and is billed to your tuition account.

The bottom portion of the informal uniform varies from one ensemble to another. Please see the chart below for your choir:

Preparatory	Blue t-shirts, worn tucked in Dark blue jeans with no rips or other adornment Tennis shoes of neutral color (no neon, red, etc.)
Beginning Level Choirs	Blue polo shirts, worn tucked in Black uniform pants from Schoolbelles Black shoes and socks
Kantorei, Lyric, Chamber	Blue polo shirt, worn tucked in Boys – Black uniform pants from Schoolbelles Girls – Black uniform skirt from Schoolbelles Boys – Black shoes and socks Girls – Suntan hose with black flat shoes with strap
CA and BC	Blue polo shirt with black insets. (Polo must be hemmed to appropriate length) Dark blue jeans with no rips or other adornment Tennis shoes of neutral color (no neon, red, etc.)
BV and IYC	Blue polo shirt, must hang neatly if left untucked Dark blue jeans with no rips or other adornment Tennis shoes of neutral color (no neon, red, etc.)

DRESS UNIFORMS

INTERMEDIATE AND ADVANCED LEVEL CHOIRS

Singers in intermediate and advanced level choirs also have dress uniforms. Beginning level choirs and Preparatory do not have a separate dress uniform. All singers are responsible for purchasing their own uniforms.

Kantorei, Lyric, and Chamber

Singers in Kantorei, Lyric, and Chamber should purchase their logo sweater vest in the ICC offices. Other uniform parts (shirts, ties, pants, skirts) should be purchased from ICC's uniform supplier, Schoolbelles.

Schoolbelles
Glendale Town Center
2625 E 62nd St
Indpls, IN 46220
317.255.5275

Dress uniform for these choirs consists of the following

Girls	White oxford shirt, tie	Schoolbelles
	Sweater vest	ICC office
	(black – Kantorei, red – Lyric & Chamber)	
	Black uniform skirt	Schoolbelles
	Suntan hose with black flat shoes with strap	
Boys	White oxford shirt, tie	Schoolbelles
	Sweater vest	ICC office
	(black – Kantorei, red – Lyric & Chamber)	
	Black uniform pants	Schoolbelles
	Black shoes and socks	

Indianapolis Youth Chorale, Bella Voce, Cantantes Angeli, and Bel Canto

Uniforms

Indianapolis Youth Chorale, Bella Voce, Cantantes Angeli, and Bel Canto have formal uniforms that are purchased through the ICC office. These singers will be measured at the beginning of the season for these uniforms.

Grooming for Formal Concerts

Hair

It is important for the audience to see the facial expressions of the singers.

If hair is longer than shoulder length, please keep it tucked behind the shoulders during a performance.

Girls:

Hair should be pulled back and away from the face.

- It may be styled completely up completely off of neck, or pulled back from temples, (no ponytails).
- Girls may use natural (matching hair color) barrettes, (no bows or ribbons).

- Girls may add sparkling barrettes or hair pins. Hair should be styled and not simply pulled back in a ponytail.

Boys:

Boy's hair should be drawn away from the face. Natural (hair colored) fasteners are permitted. All boys should be clean shaven for concerts. If a student has an established beard, you must consult with your director in order to wear it for the concerts. A beard must be cleanly trimmed.

Women's Uniform Requirements:

Make-up for Formal Uniform:

- Girls are encouraged to wear make-up that accents their complexions at formal performances.
- Black, blue, green or other dark and unnatural lip shades are not permitted.

Nails

- Clear nail polish, French tips, or no nail polish are acceptable.

Dresses

- Dresses need to be hemmed come to the top of the shoe.
- Dresses should be long enough to cover the ankles but not so long as to cause tripping when walking.

Girl's Shoes

- Girls wear black dress shoes of varying styles, such as flats, character shoes or dress shoes.
- Shoes should not exceed a 2.5 inch heel.
- Stiletto heels are not permitted.
- Boots and black sneakers are not permitted.

Men's Uniform Requirements:

Men's Tuxedos

- Shirts must be clean and pressed for each performance. The top button must be buttoned for performances.
- Trousers must be hemmed properly. The hem must reach the back of the shoe and touch the front of the shoes.
- Vests and ties should be cleaned when necessary. Vests should be pressed. (IYC)
- Jackets should be buttoned for performances.

Men's Shoes

- A black dress shoe is required. Make sure they are polished before a performance.
- Tennis shoes and boots are not permitted.
- An ankle length sock is required.

XV. MUSIC

The ICC Music Library is one of ICC's greatest assets. Great care should be taken to keep the music in good condition. Individual folders are issued to singers in IYC, Cantantes Angeli, Bel Canto, Kantorei and CICC Concert choir.

If folders and music are issued, it is the singer's responsibility to take good care of them and keep from losing them. All folders and music are the property of the ICC and must be turned in at the end of the season. Choirs on tours may turn music in after their tour. If music or folders are lost, irreparably damaged, or not returned, an additional fee will be charged to cover replacement costs. The fee will be \$2 per piece of music, \$10-\$20 for books, or \$50 for a folder and music. Broken folders may be replaced by contacting the ICC office. **When turning in folders at the end of the year, please make sure the singer's name is still in the folder to receive proper credit.** You should also take care to remove all personal items from your folder at the end of the season.

HANDLING AND CARE OF MUSIC

1. Music must be brought to all rehearsals unless you are notified otherwise.
2. Never fold or roll music.
3. Never write on music without the permission of the director. Any markings should be done in pencil. A sharpened pencil should be brought to each rehearsal. Do not deface any piece of music. Blank pages or portions of the music are NOT for drawing pictures, writing personal notes, etc. Photocopied music is done with permission of the composer or publisher and should be treated the same as a printed octavo.
4. If for any reason a piece of music is in need of repair, please do so properly with clear tape or bring it to the attention of your director.

XVI. TOUR INFORMATION

Indianapolis Youth Choral , Bella Voce, Cantantes Angeli, Bel Canto, and Kantorei choirs usually have annual tour opportunities.

Lyric, Chamber, and CICC tour opportunities vary. Tours are optional.

All tour costs are in addition to the tuition. Each singer maintains an individual touring account.

For more information regarding touring accounts, see "Touring Accounts" on page 8.

Each director whose choir is involved in a given tour will follow a selection process for that tour. Selection is based on some or all of the following criteria: preparation of music, attendance, rehearsal discipline, experience, and age. A vocal assessment for tour may be required.

Chaperoning a tour

Parents interested in chaperoning must complete an application through the ICC office. Chaperone fees are similar or a bit higher than singer fees. Upon selection of the

(traveling) tour choir for the current season, choirs may have revised rehearsal schedules toward the end of the season or close to the time of the tour.

Standard ICC rules of conduct apply on tour. However, given our increased visibility and the extended period of the tour, the singers will be expected to maintain an even higher level of discipline.

Tour Dismissal

In the most severe discipline cases, the director may send the singer home before the completion of the tour at the cost of the family. No singer may leave the tour group, even with his or her parent, without prior written approval.

Communicating on Tour

Our tour experience has shown that calling home on a tour can be very upsetting to a child who is away. Therefore, it is our policy that children will not be allowed to call home.

Likewise, we recommend that parents refrain from phoning tour accommodations.

In the event of an emergency, contact phone numbers for staff members will be provided.

XVII. GRADUATION POLICY

The ICC Parent Association (ICCPA) plans and sponsors an annual graduation banquet or reception which is held at the end of the season to recognize singers who qualify for graduation.

Graduates of the Children's Choir division are recognized at a major ICC season concert and at a banquet. CICC graduates are recognized at the CICC Choral Festival and are honored with a family reception. These graduates include the following:

- A singer who is completing 9th grade and completing the season in good standing **without excessive absences**. (CICC graduates 8th graders with the same criteria.)
- A male singer whose voice has changed (per an assessment with Mr. Pedde) **and** who has assessed into IYC.

Graduates of the High School division are recognized at the final high school concert "Hear Our Song" and are honored at a banquet or reception following the concert.

Graduation is granted for singers who are completing 12th grade **without excessive absences**. Makeup rehearsals are offered throughout the year. Please take advantage of these opportunities to remain in good standing.

XVIII. DEVELOPMENT

The Indianapolis Children's Choir depends on charitable contributions *to nurture and inspire student achievement through quality music education and the pursuit of artistic excellence in choral music performance.*

While approximately half of the ICC budget comes from tuition, the generosity of foundations, businesses, and individuals ensures that the ICC experience is accessible to all families.

ICC family and friends can help by making tax-deductible donations, securing matching gifts from employers, connecting us with potential corporate funders, and supporting ICC fundraising events.

If you have questions or would like to help, please **call the ICC Director of Development at 317-940-8067.**

XIX. VOLUNTEERS

As a not-for-profit organization, the Indianapolis Children's Choir depends on volunteers. Volunteer opportunities are numerous and diverse, from office assistance to special projects such as choir coordinator, performance coordinator and chaperones.

All ICC families are required to volunteer two hours of time over the course of the entire season (August to June). Volunteer opportunities are numerous and diverse, from office assistance to special projects such as choir coordinator, performance coordinator and chaperones. Alternately, families can opt-out of volunteering by paying a fee of \$25. This fee will be charged upon registration, or included in your monthly payments.

A criminal background check is required for anyone working directly with ICC singers.

XX. INDIANAPOLIS CHILDREN'S CHOIR PARENT ASSOCIATION (ICCPA)

The ICCPA provides an opportunity for parents to work as a body in promoting the choir through volunteer and fundraising activities. Meeting dates are announced and all parents are encouraged to become involved in the organization's activities.

ICCPA OFFICERS AND BOARD

Erin Mayer – President
Brigid Rupp – Secretary
Pam Francis – Treasurer
Janet Bishop – Staff Representative
Claire O'Brien
Cheryl Loggins
Bridget Hand
Nancy Boggs
Kim Meyers
Valerie Ellis
Bridget Trahin

The ICCPA officers choose at-large members each fall. Applications for these positions are available through the ICC office or any ICCPA officer.

The ICCPA provides social interaction opportunities for the singers and parents. Dates are posted on the monthly calendar.

During previous seasons ICCPA has hosted choir pizza parties, lock-ins, and ice skating parties.

The ICCPA also provides the ICC recognition for each singer and helps with uniform scholarships. The ICCPA is responsible for graduation banquets.

CICC Parent Support Team: This group of volunteers changes on an annual basis. The CICC – PST provides social activities for the singers in the Columbus area. The CICC – PST is responsible for the graduation reception, used uniforms and CICC logo sales. Please contact Ruth Dwyer at 317-940-8066 for more information.

XXI. BOARD OF DIRECTORS

The Indianapolis Children's Choir Board of Directors exists to oversee the business of the corporation.

Eric Moy, President
Robert Fetchman, Vice President
Joe Gonzalez, Secretary
Julie Hipsky, Treasurer
William Batt, Assistant Treasurer

Jeff Mortier
Erin Mayer
Brittany Thomas
Brad Arthur
Joseph Cookston
Todd Curry
Amber Denny
Maria Fletcher
Tim Huston
Patricia Trowers-Johnson

Toni Kanzler
James Obermaier
Joshua Pedde
Valerie Phillips
Judy Roudebush
Patricia Shuhilo
Don Steffy
Timothy J. White
Enaksha Wickremsinhe

XXII. STAFF

Joshua Pedde, *Artistic Director*
Don Steffy, *Executive Director*

ICC ADMINISTRATIVE STAFF

Stephen McCoy, *Senior Director of Marketing, Development, and Alumni Relations*
Janet Bishop, *Managing Director*
David Riggs, *Director of Development*
Jordan Smith, *Production Manager*
Stephen McCoy, *Director of Alumni Relations and Webmaster*
Lois Young, *Development Officer - Grants and Donor Relations*

Paul Schafer, *Financial Assistant / Information Management*
Sean Kissane, *Marketing and Communications Coordinator*
Dianne Beardsley, *Fundraising Coordinator*
Natalie Dempsey, *Librarian*
Sharon Bergmann, *Volunteer Coordinator*
Lisa Wihebrink, *Anderson Area Children's Choir Administrator*

ICC ARTISTIC STAFF

Joshua Pedde, *Artistic Director, Bel Canto and Cantantes Angeli Choir, Fishers Children's Choir and Preparatory Choir*
Ruth E. Dwyer, *Associate Director / Director of Education, Early Childhood*
Lauren Southard, *Director of Outreach & Early Childhood Programs, Jubilate, Carmel Children's Choir and Carmel Preparatory Program, and Thursday Butler Campus Preparatory Program*
Amy Hughley, *Assistant Artistic Director, Regional Program Coordinator, Neighborhood Choir Academy Director, Bella Voce*
Alicia Hamaker, *Judy Roudebush Fellow, Assistant to Cantantes Angeli and Fishers Children's Choir*
Katherine Giger, *Enrichment Program Coordinator and Stage Manager*

Michelle Boehm, *Boone County Children's Choir, Boone County Early Childhood*
Penny Dimmick, *Monday Butler Campus Preparatory Program*
Mary Evers, *Indianapolis Youth Chorale*
Melissa Garcia, *Johnson County Children's Choir, Johnson County Preparatory Program, Hendricks County Children's Choir, Hendricks County Preparatory Program, Early Childhood*
Joanna Golando, *Early Childhood*
Andy Himelick, *Boone County Children's Choir and Boone County Preparatory Program*
Leeann Starkey, *Octavo, Neighborhood Choir Academy*
Henry Leck, *Founder*

CICC STAFF

Ruth E. Dwyer, *Artistic Director/Concert Choir*
Melissa Garcia, *Associate Director / Descant Choir*
Deborah Eikenbary, *CICC Coordinator / Columbus Indiana Philharmonic Representative*
Mark Landis, *Franklin*
Nick Kohne, *Preparatory*
Jill Friedersdorf, *Early Childhood*

Anderson Children's Choir Staff

Josh Pedde, *Artistic Director*
Amy Hughley, *Co-Director of Youth Chorale*
Lauren Southard, *Director of Concert and Preparatory*
Elane Camp, *Director of Chorale*

ÍE Indianapolis Children's Choir **Pre-Arranged Absence Form**

Today's Date: ___/___/___

Singer's Name: _____ Contact Cell Phone: _____

Singer's Choir: _____

Date of Absence: ___/___/___ (Only 1 date per form)

Reason for Absence: _____

Choir Coordinator's signature

Directors Signature

Excused

Not Excused

If absence is because of a school concert conflict, please have your school director sign below:

School Choral Director's Signature

Date

ÍE Indianapolis Children's Choir **Pre-Arranged Absence Form**

Today's Date: ___/___/___

Singer's Name: _____ Contact Cell Phone: _____

Singer's Choir: _____

Date of Absence: ___/___/___ (Only 1 date per form)

Reason for Absence: _____

Choir Coordinator's signature

Directors Signature

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Not Excused

If absence is because of a school concert conflict, please have your school director sign below:

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Pre-Arranged Absence Form

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Singer's Name: _____ Contact Cell Phone: _____

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Date of Absence: ___/___/___ (Only 1 date per form)

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Choir Coordinator's signature _____

Directors Signature _____

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If absence is because of a school concert conflict, please have your school director sign below:

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Date



Pre-Arranged Absence Form

Today's Date: ___/___/___

Singer's Name: _____ Contact Cell Phone: _____

Singer's Choir: _____

Date of Absence: ___/___/___ (Only 1 date per form)

Reason for Absence: _____

Choir Coordinator's signature _____

Directors Signature _____

Excused

Not Excused

If absence is because of a school concert conflict, please have your school director sign below:

School Choral Director's Signature

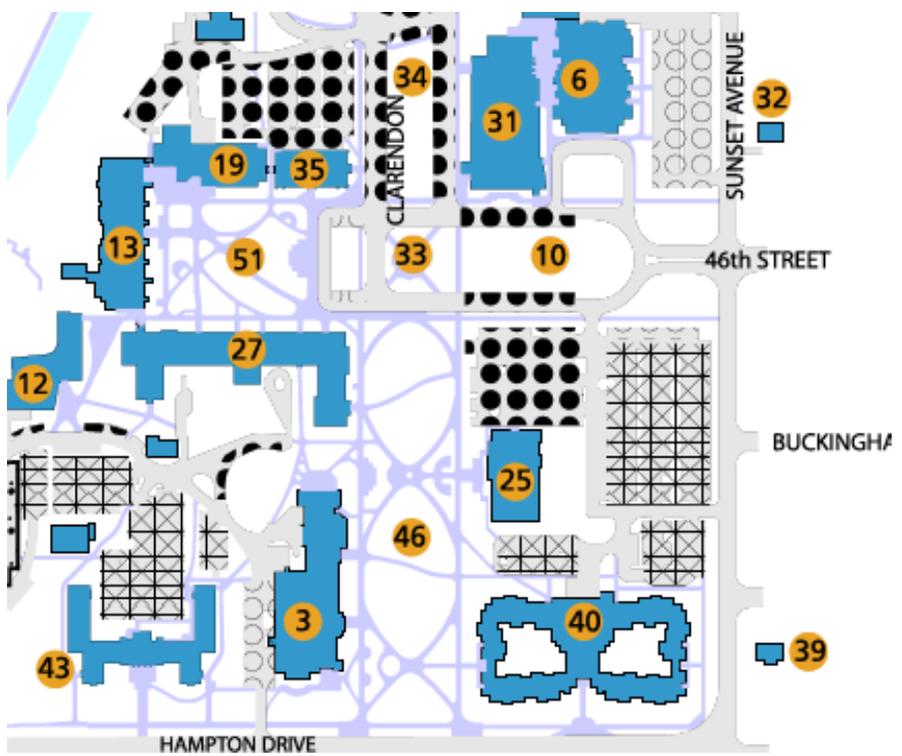
Date



ICC offices are located in the lower level of Lilly Hall, building 31 on the lower map.

Enter the glass doors on the southwest side and take either the stairs or the elevator to the lower level. The offices are right next to the elevator.

ICC rehearsal rooms are located on the first floor of Lilly Hall. Enter the glass doors on the southwest side and turn left just past the elevator. The rehearsal rooms are located directly ahead and to the right.



Lilly Hall – 31
Clowes Hall – 6