

ÍC Indianapolis Children's Choir

Chaperone Training
2025 -2026

When Working as a Chaperone:

- Maintain order and safety of the children at the ICC
- Provide assistance to the Performance Coordinator and the Director
- Maintain a positive attitude while always using positive statements
- Lead by example - start with your own child
- Treat all children as though they are your own
- Treat the children with kindness and respect, be courteous
- Speak in a regular tone of voice without yelling, and of course, no cursing at any time
- There is no smoking allowed while chaperoning

ÍC Indianapolis Children's Choir

Chaperone Information

Duties

- Each choir has a **Choir Coordinator**. They manage the singer sign-in at rehearsals and performances.
- Each choir has a **Performance Coordinator**. They help coordinate between the Director, chaperones, and Production Coordinator.
- As chaperones you will be reporting to the Performance Coordinator.
- Report to the performance site 30 minutes prior to the call time and report to the Performance Coordinator.
- Upon arrival, you will receive duties from your Performance Coordinator.
- You may bring your own singer, or carpool, when you report for chaperone duty. You may not, however, bring siblings of choir members, unless they are members of the ICC and they are performing at that concert.

Duties

- When the children are in formal uniform, chaperones should wear dress clothes (mainly black so you blend in behind the scenes).
- When the children are in informal uniforms, chaperones may be in casual clothing also, no jeans, shorts, or flip flops.
- Keep in mind, you may be behind the singers on stage, so dress to not attract attention to yourself – black clothing is best.
- Come dressed for the weather in case you are assigned outdoor duty.
- Always wear comfortable shoes.

- Kleenex, cough drops, safety pins, band aids, uniform items, sewing kit, extra ties, black shoe polish, black tape, extra hose, fingernail polish remover, hair accessories.

Note: this bag is brought by the Performance Coordinator or ICC staff

Duties

PERFORMANCE
BAG

Duties

MEDICAL BAG

- Tylenol, Advil, Pepto Bismal, Mylanta, Sudafed, Benadryl, Imodium, tweezers, thermometer, alcohol prep, Kleenex, ace bandages, hot packs, cold packs, contact solution, calamine lotion, first aid ointment, Band-Aids, feminine supplies, cough drops, and hard candy (for diabetics)

Note: this bag is brought by the ICC staff member assigned to the performance – the Performance Coordinator should tell all Chaperones where the bag is located at each performance. **Only the ICC staff can administer medications to singers.**

ÍC Indianapolis Children's Choir

Prior to Performance

- Assist in directing the singers to the sign-in location
- Escort singers to the restroom
- Help maintain order and quiet during non-performing times
- No singer is to leave the performance or practice area alone under any circumstances

Duties

BEFORE
PERFORMANCE

- Only designated chaperones will be allowed in the practice area and performances areas
- Any disciplinary problems should be reported to the Performance Coordinator – who will inform the Director
- A singer may not be removed from a performance for disciplinary reasons without the approval from the Director

Duties

BEFORE
PERFORMANCE

- Inspect singers for proper uniforms
 - Uniform inconsistencies should be reported to the Performance Coordinator
- The Director has the final word on whether or not a child may perform or not perform because of incorrect uniform!

Duties

BEFORE
PERFORMANCE
UNIFORM
CHECK

Inspection Guidelines

- Small stud earrings only (no more than 2 per ear)
- No colored nail polish. Clear nail polish or French tips are acceptable
- No necklaces unless your specific uniform calls for one
- No bracelets or wristwatches- exceptions for medical bracelets
- All hair accessories should be the same color of the hair, unless otherwise specified by the choir's Director (no bows or ribbons)

Duties

BEFORE
PERFORMANCE
UNIFORM
CHECK

Inspection Guideline, cont.

- Make sure hair is out of face (make sure that the singer can bow without their hair falling into their face)
- Obvious make-up. (Singers may wear make-up that accents their complexion at formal performances)
- Non-ear piercings that are visible
- Singers may have one ring per hand

See included uniform information for more details per choir.

Duties

BEFORE
PERFORMANCE
UNIFORM
CHECK

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During the Performance

- Help the singers to line up
- Spread out among singers when moving between locations
- Follow the Director's instructions – be flexible
- Escort the singers to the performance area
- Keep an eye on the singers
- Escort the singers back to the practice area

Duties

DURING
PERFORMANCE

Duties

DURING
PERFORMANCE

Note: As a chaperone you may be unable to view the performance, chaperones are assigned to various areas, behind the risers, in the wings or totally backstage.

If it is important that you see a specific performance, then choose not to chaperone for that event.

Duties

DURING
PERFORMANCE

- If a singer falls ill, they have been taught to sit down on the risers. If they need to be removed from the risers, this should only be done during the next applause break.
- Always get the eye of the Director so that they know what is going on.
- They cannot return to the performance once they come off the stage. The singer who is ill needs to be taken away from the stage.
- Contact the parents as quickly as possible.

ÍC Indianapolis Children's Choir

After the Performance

- Assist with the dismissal of singers at the designated area.
- Directors may or may not meet with choir after performance.
- They are to be dismissed to parents, guardians, or other authorized individuals.
- Do not allow children to walk to any other area. Parents need to come to where we are to pick up their singer.
- Make sure that they are united with the person picking them up.

Duties

AFTER
PERFORMANCE

- Check performance area and practice areas for litter and forgotten articles.
- Restrooms should also be checked.
- ICC has a good reputation for the behavior of the singers. Areas left a mess does not reflect well on the organization or the singers.
- Chaperones are required to assist with the dismissal of the singers. Upon completion, you will be released by the Performance Coordinator or the Director based on the number of singers who remain.

Duties

AFTER
PERFORMANCE

ÍC Indianapolis Children's Choir

Uniform Details Per Choir

Casual Uniforms



ICC Polo
 Provided by the ICC, included with tuition fee.

Plain Blue Jeans
 Purchased on your own. No leggings, holes/rips, or embellishments.

Clean Tennis Shoes
 Purchased on your own. Neutral color, plain shoes.



ICC T-Shirt
 Provided by the ICC, included with tuition fee.

Plain Blue Jeans
 Purchased on your own. No leggings, holes/rips, or embellishments.

Clean Tennis Shoes
 Purchased on your own. Neutral color, plain shoes.

Formal Uniforms



ICC Uniform Top: Blouse or Tux Jacket and Black Shirt
 Purchased from the ICC at an additional cost.

ICC Uniform Bottom: Long Black Skirt or Tux Pants
 Purchased from the ICC at an additional cost. Must be hemmed to top of singer's foot.

Black Socks or Pantyhose
 Purchased on your own.

Black Dress Shoes
 Purchased on your own. Plain flats with black pantyhose or tied shoes with black socks.

Jewelry: Necklace and Earrings Set
 Purchased from the ICC at an additional cost.

Please wear your ICC year pin with all uniforms. Visit the ICC Handbook for all other uniform requirement details.

Casual Uniforms



ICC Polo

Provided by the ICC, included with tuition fee.

Plain Blue Jeans

Purchased on your own. No leggings, holes/rips, or embellishments.

Clean Tennis Shoes

Purchased on your own. Neutral color, plain shoes.



ICC T-Shirt

Provided by the ICC, included with tuition fee.

Plain Blue Jeans

Purchased on your own. No leggings, holes/rips, or embellishments.

Clean Tennis Shoes

Purchased on your own. Neutral color, plain shoes.

Formal Uniforms



ICC Uniform Top: Glitter Blouse or Tux Jacket and Black Shirt

Purchased from the ICC at an additional cost.

ICC Uniform Bottom: Long Black Skirt or Tux Pants

Purchased from the ICC at an additional cost. Must be hemmed to top of singer's foot.

Black Socks or Pantyhose

Purchased on your own.

Black Dress Shoes

Purchased on your own. Plain flats with pantyhose or tied shoes with black socks.

Please wear your ICC year pin with all uniforms. Visit the ICC Handbook for all other uniform requirement details.

Casual Uniforms



ICC Polo

Provided by the ICC, included with tuition fee.

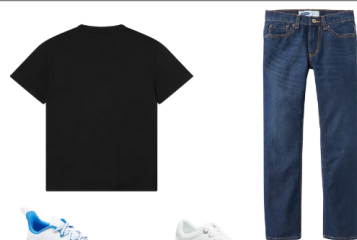
Black School Uniform Pants or Skirt

Purchased on your own. No jeans or leggings. Pleated skirt must be from Schoolbelles or another uniform provider and be at least fingertip-length.



Black Dress Shoes

Purchased on your own. Flats or tied shoes with black socks.



ICC T-Shirt

Provided by the ICC, included with tuition fee.

Plain Blue Jeans

Purchased on your own. No leggings, holes/rips, or embellishments.



Clean Tennis Shoes

Purchased on your own. Neutral color, plain shoes.

Formal Uniforms



ICC Vest and Tie

Purchased from the ICC at an additional cost.

White Oxford Shirt

Purchased on your own. Completely plain button down.

Black School Uniform Pants or Skirt

Purchased on your own. No jeans or leggings. Pleated skirt must be from Schoolbelles or another uniform provider and be at least fingertip-length.



Black Dress Shoes

Purchased on your own. Flats or tied shoes with black socks.

Please wear your ICC year pin with all uniforms. Visit the ICC Handbook for all other uniform requirement details.

ÍE | Indianapolis Children's Choir
Beginning Level Choir

ÍE | Indianapolis Children's Choir
Jubilate

Beginning Level Choirs + Jubilate

Casual Uniforms



ICC T-Shirt

Provided by the ICC, included with tuition fee.

Plain Blue Jeans

Purchased on your own. No leggings, holes/rips, or embellishments.

Clean Tennis Shoes

Purchased on your own. Neutral color, plain shoes.

Formal Uniforms



ICC Polo

Provided by the ICC, included with tuition fee.

Black School Uniform Pants or Skirt

Purchased on your own. No jeans or leggings. Pleated skirt must be from Schoolbelles or another uniform provider and be at least fingertip-length.

Black Dress Shoes

Purchased on your own. Flats or tied shoes with black socks.

Please wear your ICC year pin with all uniforms. Visit the ICC Handbook for all other uniform requirement details.

ÍE Indianapolis
Children's
Choir

ÍE | Indianapolis Children's Choir
Foundations Choir

ÍE | Indianapolis Children's Choir
Preparatory Choir

**Preparatory
+
Foundations**

Uniforms



ICC Foundations or Prep T-Shirt
Provided by the ICC, included with tuition fee.

Plain Blue Jeans
Purchased on your own. No leggings, holes/rips, or embellishments.



Clean Tennis Shoes
Purchased on your own. Neutral color, plain shoes.

Please wear your ICC year pin with all uniforms. Visit the ICC Handbook for all other uniform requirement details.

ÍE Indianapolis
Children's
Choir

Next Steps

To complete the Chaperone training, **please complete the required background check.**

Link to background check:
<https://icchoir.formstack.com/forms/chaperoneform>

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Thanks for Participating in Training!