



# handbook

Striving for excellence  
in choral music

**2007-2008**

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**Peterborough Children's Chorus**  
**Membership Handbook**  
**2007 – 2008**

Music Director — Maureen Harris-Lowe

Concert and Youth Choir Accompanist — Gael Morrison

Junior Choir Accompanist — Dylan Cox

Administrative Assistant — Joan Lawless

**MAUREEN HARRIS-LOWE**

Maureen is a graduate of the University of Western Ontario with a Bachelor of Musical Arts. Her focus of study concentrated on voice and choral conducting. She also has her Bachelor of Education from York University and currently teaches with the Kawartha Pine Ridge District School Board. She brings to the choir her experience with the Toronto Children's Chorus and the Kingsway Lambton United Church Choir in Toronto. Maureen has had the opportunity to work with and learn from several renowned choral conductors including Jean Ashworth-Bartle and Paul Halley. Maureen sings with the Peterborough Singers and is actively involved with the Peterborough music community.

**Gael Morrison**

Gael joined the Peterborough Children's Chorus in the 2003-2004 season. Also the accompanist for the Peterborough Singers, the Peterborough Singers Pop Ensemble, the Lindsay Voices of Victory Youth Choir, and for various solo singers and instrumentalists in the area, Gael brings a wealth of knowledge and enthusiasm to the PCC. Her academic accreditations include a Licentiate Diploma from the University of Toronto as well as an ARCT from the Royal Conservatory of Music. Gael has a private music studio in Lindsay teaching piano and theory.

**Dylan Cox**

Dylan is a student at Peterborough Collegiate Vocational School in his fourth year of the Integrated Arts Music Program. He has been studying classical piano for 12 years. He has completed his Grade 10 exam from the Royal Conservatory of Music, and is now working towards his ARTC performance. Dylan plays the piano in the PCVS Jazz Band and has participated in the Classics Festival in Chicago. He has been a member of the Peterborough Children's Chorus for seven years and sings in the Youth Choir. Through his years with PCC he has participated in many festivals and trips, including the East Coast tour and the west coast SEVEC exchange. Dylan also sings with the PCVS Singers and plays the French horn in the PCVS Symphonic Band.

**Joan Lawless**

Joan began her involvement with local choral music as the administrative assistant for the Peterborough Singers for many years. She became acquainted with the PCC 5 years ago when her daughter Rachel joined the Junior Choir. In 2005-2006 she was a member of the Board and had the privilege of traveling to BC with the Concert & Youth Choirs. Joan's education includes an Administrative and Policy Studies degree from Trent University.

## CONTACT INFORMATION

### Choir Phone Number 740-6110

Call this number to leave a message for Maureen or to hear recent choir updates including cancellations due to weather, reminders of dress rehearsal times, etc. It is very important to call this number and leave a message if you are not able to come to rehearsal.

### Choir Email Address

[office@peterboroughchildrenschorus.com](mailto:office@peterboroughchildrenschorus.com)

Much of our communication to choristers and their families is done through email. Our weekly newsletter is sent out via email, as well as any other choir correspondence.

### Maureen Harris-Lowe 743-2624

We would prefer you to use the Choir Phone Number rather than Maureen's home number. Please call Maureen only if you need to speak with her on a personal or sensitive matter. She checks the choir phone number listed above regularly and will return your message as soon as possible.

### Joan Lawless 740-1912

We would prefer you to use the Choir Phone Number or Email Address rather than Joan's home number. Call Joan only if you need information immediately or if you have been directed to do so by a newsletter or if you would like to have information regarding a bursary application.

### Members of the Board of Directors

Board member's contact information will be handed out at the first rehearsal.

### Peterborough Children's Chorus Addresses

P.O. Box 1995, Peterborough, Ontario K9H 7X7

Web-site: [www.peterboroughchildrenschorus.com](http://www.peterboroughchildrenschorus.com)

### Rehearsal Location

Queen Mary Public School  
Monaghan and Weller Sts., Peterborough

# *Welcome to the Peterborough Children's Chorus*

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## MISSION STATEMENT

The Peterborough Children's Chorus is an auditioned choir, open to all children and youth ages 8 to 25 years living in Peterborough and the surrounding area.

The choir's purpose is to promote enjoyment of music and to provide opportunities for young people to develop their musical expertise through varied repertoire and performances.

Our motto is "Striving for excellence in choral music."

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**In order to ensure that this will happen, all choristers and their parents/guardians must clearly understand, and accept, the following procedures and expectations.**

## **MEMBERSHIP**

The Junior Choir, which acts as a training choir for the Concert Choir, is open to choristers from the age of 8 who have successfully passed an audition.

Membership in the Concert Choir is available to choristers from the age of 11 who are accepted following an audition.

The Youth Choir is for boys with changed voices and choristers from Grade 10 (or age 14) and up who have successfully passed an audition.

Membership fees and payment schedules are detailed later on in this handbook. If a child decides to leave the choir, or is asked to leave, there will be no refunds. Your child has taken a position that could have otherwise been offered to another child. Unpaid fees may result in removal from the choir. Any outstanding fees, music, uniforms or any other funds owing from the previous choir year are due before membership in the new choir year will be accepted.

## **ANNUAL VOICE EVALUATIONS**

Voice evaluations may be held for every chorister in the spring. These are necessary for the Music Director to hear individual voices and to observe changes in voice colour and maturity. Choristers are expected to know all material covered during the year. All choristers are invited back the following year if they have lived up to the expectations of the chorus during the previous year. This includes excellent discipline, deportment, participation in fund raising (or equivalent financial donation), and care of choir uniform and music.

## **NEWSLETTERS/CHOIR CORRESPONDANCE**

The Peterborough Children's Chorus is a very active organization and it is essential that choristers and parents carefully read the weekly newsletters and memos that are given out at rehearsals by the Music Director and the Board of Directors. Newsletters are to be kept in order, in a folder, which will be provided by the choir. These folders are to be handed into the duty parent desk at the beginning of each rehearsal and will be returned at the end of rehearsal with the weekly newsletter enclosed. Newsletters, permission forms and other correspondence are also sent out weekly via email and are available on the choir's website at [www.peterboroughchildrenschorus.com](http://www.peterboroughchildrenschorus.com).

## **ATTENDANCE**

Attendance at all rehearsals and concerts is mandatory if the objectives of the choir are to be maintained. Illness, intense study during exam week, and occasional school trips are valid reasons for absence but the Music Director must be informed. If a chorister is ill the Music Director must be contacted prior to 5 p.m. (740-6110/paul.harrislowe@sympatico.ca) on rehearsal day. As the Music Director cannot be reached after 5 p.m., last minute absences can be reported to the choir number before a rehearsal begins.

If a chorister is absent it is their responsibility to find out what work was covered. If a chorister misses two or more rehearsals during a term the chorister will be asked to 'audition' for the Music Director proving their knowledge of the music. If the music is not learned the chorister may be asked to withdraw from a particular performance. Unless the Music Director has given specific permission, a missed dress (final) rehearsal will mean that the chorister may not participate in the upcoming performance. In the event of inclement weather on a rehearsal or concert day please listen to the message on the machine at the choir number 740-6110 and/or check for a choir email.

## REHEARSALS

The Peterborough Children's Chorus learns an enormous amount of music each year and so it is essential that every minute is used wisely. Please be prepared at each rehearsal with the following:

- Arrive in plenty of time to pick up new music and sign in
- Bring two sharpened pencils with erasers
- Bring PCC water bottle with your name on it
- Carry music folder and supplies in a labeled bag
- Use washrooms before rehearsal

## DISCIPLINE

Discipline is the responsibility of the Music Director in cooperation with the parents.

Choristers are expected to exercise appropriate behavior, cooperation and consideration for others during all choir activities. Electronic devices such as cell phones, MP3-players, etc. should not be brought into the rehearsals. There is to be no talking during rehearsals. There will be time for social interaction before and after rehearsals and at break. Any chorister who has to be reminded to stop talking more than once during a rehearsal may be asked to leave that particular rehearsal.

Choristers are asked to respect the rehearsal space provided. They must not wander around the school. Washrooms are to be kept clean and items belonging to Queen Mary School are not to be touched.

In order to run a productive rehearsal, free of distractions, parents may not sit in to view rehearsals.

If a chorister is having difficulty with the music or keeping up with the other choristers they may be asked to miss a particular concert or take a leave of absence from the choir to gain some extra music instruction. Choristers may be placed on probation for 30 days for reasons of discipline, attendance or musical consideration. This is done at the discretion of the Music Director and in consultation with the Board.

## TRIP PARTICIPATION

Choristers are encouraged to participate in trips based on the following criteria:

- the chorister interacts effectively with peers
- the chorister consistently displays appropriate behaviour at choir rehearsals and concerts
- the chorister adheres to the dress code as outlined in the Membership Handbook
- the chorister represents the Peterborough Children's Chorus well in the community.

## CARE OF MUSIC

Music is very costly and very difficult to replace. A lot of our music is borrowed from other choirs and must be returned in excellent condition. Choristers must assume the responsibility of looking after it very carefully. Appropriate markings in the music must be neat and only in pencil. Choristers will be billed for lost or damaged music. An established set fee of \$5.00 per piece of lost or damaged music will be charged. Music will be distributed on Tuesday, September 11, 2007.

## UNIFORMS

All **Junior and Concert choristers** must provide:

- A white dress shirt (cotton, plain collar, no trim or ruffles or glitzy buttons). A boy's dress shirt works best as the collar is designed to lay flat when wearing a bow tie.
- Plain black dress pants (i.e. no leather, velour or shiny material, no black denim, no cargo pants, no metal studs). For sizes up to 16, Walmart carries a reasonably priced dress pant in the boy's department, which are recommended.
- Black shoes (flat, plain, no shiny buckles, no open toe, no open back). 1 inch heel maximum. This will be strictly enforced.
- Black socks, black knee-highs, or black nylons

All **Youth choristers** must provide:

- Ladies – a long black skirt and black shoes
- Men – long black pants, black shoes and socks

**Provided by the choir for Junior choristers:**

- Reversible vest, bow tie

**Provided by the choir for Concert choristers:**

- Vest, cummerbund and bow tie.

**Provided by the choir for Youth choristers:**

- Ladies – blouse and necklace.
- Men – shirt and tie.

**All uniform pieces are to be properly cared for and missing items must be paid for.** A replacement fee of \$15 for the bow tie, \$20 for the cummerbund, \$60 for the vest, \$30 for the Youth Choir's blouse, \$50 for the Youth Choir's boy shirt, \$20 for the tie, and \$10 for jewelry will be enforced.

In order for the choir to maintain its professional appearance, strict uniform and grooming guidelines will be enforced. The image of the choir is one of uniformity and individual uniqueness is distracting. Choristers who are not in appropriate full dress uniform for a concert may be denied the opportunity of singing in that concert.

**Before your chorister leaves home for a concert please check the following:**

- Hair is tied back from the face with black hair elastics, clips or pins.
- Black pants are ironed and below the ankle.
- White shirt is ironed and tucked in.
- Black socks or knee-highs.
- Plain, black flat dress shoes.
- No makeup, nail polish or jewelry (if earrings must be worn, they must be small plain studs only), no coloured bras or undershirts.

## FUNDRAISING

All Choristers and their parents are expected to do their part in selling concert tickets and participating in fundraising events. The choir will not succeed without the support of fundraising dollars, so an equal contribution from all members is required. See **Membership Fees** for more details (p12).

## VOLUNTEERING

Parents are responsible for volunteering to help with different choir activities throughout the year. Each family should expect to assist with one committee or volunteer activity. In addition, parents are required to serve as duty parents on a rotating basis during choir rehearsals and concerts. A duty parent schedule and guidelines will be distributed in the fall. Each family should expect to serve as a duty parent two to three times a year per chorister. Volunteers are essential for maintaining the ongoing organization of the choir.

## PERMISSION

Permission for participation in any of the events listed through the choir newsletter throughout the year is considered to have been granted by parents/guardians as signed on the 2007-2008 registration form. Permission is also considered to have been granted for photos to be taken by choir personnel and the media. Permission is considered to have been granted unless otherwise noted for pictures of choristers to appear in media and on the web site. If you have given us your email address on the registration form, we assume that we can use it to communicate with you.

## OVERNIGHT EXCURSIONS

Some events/activities may extend overnight. At that time it will be necessary to have detailed relevant medical information about each participant as well as permission to seek medical attention in the event of any emergency. All information will be held in confidence.

## MEMBERSHIP FEES

Please return completed registration form and cheque(s) for fees by **September 4, 2007**. Fees for the 2007-2008 choir year are as follows:

**Junior Choir \$170**  
**Concert Choir \$245**  
**Youth Choir Ladies \$245**  
**Youth Choir Men \$200**

The above fees include a PCC t-shirt, water bottle, and the cost of an overnight workshop at Camp Kawartha on **Friday September 28 to Saturday September 29 for Concert and Youth choristers and daytime workshop on Saturday September 29 for Junior choristers**. This workshop is compulsory. There will not be a reduction in fees for those who cannot attend. If a child decides to leave the choir, or is asked to leave, there will be no refunds of membership fees. Your child has taken a position that could have otherwise been offered to another child.

## Fundraising Fee

Each chorister is expected to contribute to fundraising for the choir. By paying the above fees, each chorister agrees to raise a minimum of \$50 fund raising profit (this may require \$100+ in sales). Along with receiving the completed registration forms and membership fees by **September 4, 2007**, choristers must also provide a fundraising cheque in the amount of \$50 made out to the Peterborough Children's Chorus dated March 1, 2008. If the required funds are not raised in the fundraising opportunities provided by the choir, this cheque will be cashed on March 1. The PCC will provide choristers with a minimum of three fundraising opportunities by this date. Choristers who raise \$50 or more of profit in fundraising activities will have their cheques returned to them.

If you do not wish to participate in fundraising activities, you can make a \$50 donation to the choir from which you will receive a tax receipt. This donation must be received by **September 4, 2007**. Please mark your cheque "donation".

## **Installment/Deferred Payments**

Membership Fees may be made in two equal installments — the first half to be paid by **September 4, 2007**, the second half to be paid by post-dated cheque dated October 17, 2007.

The choir will not guarantee placement for returning choristers who have not given their \$25 deposit by June 2007 or followed the payment guidelines set out on the previous page.

## **Bursary Assistance**

Choristers who would like to apply for partial or full bursary assistance should contact Joan Lawless, the Administrative Assistant at [office@peterboroughchildrenschorus.com](mailto:office@peterboroughchildrenschorus.com)/ 740-1912 or Maureen Harris-Lowe, at [paul.harrislowe@sympatico.ca](mailto:paul.harrislowe@sympatico.ca)/743-2624 to ask for an application to be sent to them. All information will be kept in the strictest confidence.

## **For more information**

If you have any questions please leave a message on the choir message machine, 740-6110 or email us at: [office@peterboroughchildrenschorus.com](mailto:office@peterboroughchildrenschorus.com).

## **PRIVACY POLICY**

The Personal Information Protection and Electronic Documents Act (PIPEDA) came into effect on January 1, 2004. This legislation governs how personal information gathered from choir members, staff, members of the Board of Directors, ticket purchasers, patrons and donors is collected, stored, shared and used.

The Peterborough Children's Chorus (PCC) and its Board of Directors are committed to respecting the personal information of all its patrons, choristers and their families, volunteers, staff, and members of the Board of Directors, by adhering to the privacy principles elucidated in the Personal Information Protection and Electronic Documents Act (PIPEDA).

## **Collection and Use of Information**

Peterborough Children's Chorus collects personal information only from its patrons, choristers and their families, volunteers, staff, members of the Board of Directors and others who have actively shown or are likely to show an interest in the organization.

"Artistic information" is personal information about choristers and their families gathered by PCC for the purposes of carrying out its artistic mandate. Examples include (but are not limited to): information respecting auditions, bursary information, chorister/parent agreements, parental consent or permission forms, camp enrollment forms, billet forms, telephone information for duty parent purposes. Artistic information is not subject to PIPEDA and therefore may be collected and retained without consent.

All other information collected by PCC is subject to PIPEDA. PCC may collect other information, including financial information and identifying information.

PCC will seek consent before it collects, uses or discloses information (see below) Individuals will be informed about the purposes for which their information will be used.

PCC will use the personal information only for the purposes for which it was collected, and will not disclose the information for other purposes without prior notification, except as required by law. All personal information provided to PCC will be maintained in a secure manner to ensure that its use is limited to the purposes for which it was collected.

## Consent

PCC seeks your consent before it collects uses or discloses your personal information for non-artistic purposes. In accordance with the spirit of PIPEDA, where possible, PCC will seek express consent. If you grant consent, you agree and consent to share your personal information with PCC, for use by PCC under the conditions set out in this Privacy Policy. For example, PCC may contact you to inform you of PCC concerts and other activities including fund raising initiatives. If you choose not to consent, PCC will not collect, keep or use any of the information you provide. If you grant consent and change your mind, you may withdraw consent at any time by contacting the Privacy Officer. If it is necessary to use information collected for a purpose not identified when the information was collected, PCC will seek consent for the new use.

## Storage of Information

Personal information is stored in our database(s) and in hard copy files. Only designated members of the Board of Directors, or individuals specifically authorized by the Board (e.g., Duty Parents while on duty) have access to this information. Personal information that is no longer required to fulfill the stated purpose will be destroyed or made anonymous.

## Contact Information

Questions or comments regarding this policy, or the administration of the Privacy Act may be directed to the Vice President of the PCC, who will be the designated representative (Privacy Officer) under PIPEDA.

## MARK YOUR CALENDAR

Please consider all of these dates compulsory (unless otherwise noted). The Music Director must be informed well in advance if there are extenuating circumstances that prevent a chorister from attending.

### TUESDAY, SEPTEMBER 11 – Music, Uniform pickup, AGM

6:30 at Queen Mary School for all choirs

6:30 information session and Annual General Meeting

7:00 Music and uniform pick up

Come with your family - Participate in the Annual General Meeting and elect your new Board of Directors and review the financial position of the choir.

Meet other choristers and parents, the Music Director, the accompanists, the administrative assistant and your new Board of Directors.

Sign for and receive your music for the first half of the season. Receive your uniform pieces (bring along but don't wear uniform, shoes, pants, shirt that have been purchased to make sure they are appropriate uniform).

There will be a parent information session and lots of opportunities to ask questions. You will also be able to sign up to volunteer, pick up the first fundraiser of the year, purchase tote bags, and order hoodies.

## Rehearsal Schedule

The choir rehearses every Tuesday evening at Queen Mary School (corner of Monaghan Road and Weller Street). Please arrive 15 minutes early for each rehearsal.

Junior Choir 6 – 7 p.m.

Concert Choir 7 – 8:30 p.m.

Youth Choir ladies 8 – 9:30 p.m.

Youth Choir men 8:30 – 9:30 p.m.

**Important** – Choristers are to be in attendance during their rehearsal time only. The choir does not accept responsibility for supervising choristers before or after their scheduled rehearsal.

The following workshop, concert and rehearsal dates are mandatory for membership in the Peterborough Children's Chorus. **Please mark your calendars now!**

**Friday, September 28 — Concert and Youth Choirs Only**

Camp Kawartha Overnight Workshop — details in September newsletter

**Saturday September 29— Junior, Concert and Youth Choirs**

Camp Kawartha Day Workshop — details in September newsletter

**Monday, December 10— All Choirs**

Dress Rehearsal for Gloria Concert

**Tuesday, December 11 — All Choirs**

Gloria Concert at George St. United Church

**February, 2008 - Youth Choir**

Ontario Vocal Festival in Ajax

**Friday May 2, 2008 — all choirs**

Dress Rehearsal for Voices of Spring Concert

**Saturday, May 2, 2008 — all choirs**

Voices of Spring Concert at George St. United Church

**May 2008 - Concert Choir**

Trip to Calgary to sing with the Calgary Children's Choir

**Spring 2008 Youth Choir trip TBA**

*As concerts approach the Music Director may schedule extra mandatory rehearsals as necessary.*

## PCC FAQ

**If I am going to miss rehearsal what do I do?** Call the choir phone (740-6110) and leave a message.

**What do I do if I lose a piece of music?** The cost to replace a piece of lost music is \$5.00. Speak to Maureen to get a replacement copy.

**What do I do if I lose a uniform piece?** The cost to replace a lost uniform piece is outlined on page 9.

**What happens if I show up at a concert and do not have all the pieces of the proper uniform?** Our uniform co-ordinator will have extra uniform pieces, however choristers who are not in appropriate full dress uniform for a concert may be denied the opportunity of singing in that concert.

**How do I find out information if I missed a newsletter?** Newsletters are sent out via email each week and can be also requested by emailing us at: [office@peterboroughchildrenschorus.com](mailto:office@peterboroughchildrenschorus.com).

**What happens if I don't raise the required amount for fundraising?** You have until March 1, 2008 to raise the required amount for fundraising, otherwise your \$50 fundraising cheque will be cashed (p12).

**What happens if I raise too much money for fundraising?** If you raise in excess of \$50 for fundraising, your \$50 fundraising cheque will be returned to you.

**What do I bring to practices?** Bring your music, newsletter folder, 2 sharpened pencils with erasers and your labeled PCC water bottle.

**What do I NOT bring to practices?** Do not bring electronic items such as cell phones, MP3 players etc.

**What happens if I miss too many practices?** If you miss two or more rehearsals, you may be asked to 'audition' again for the Music Director proving your knowledge of the music. (details on p 6).



740-6110

[office@peterboroughchildrenschorus.com](mailto:office@peterboroughchildrenschorus.com)