



Resident Choir Program
PARTICIPATION POLICIES
2022–2023 Season

Updated August 23, 2022

Table of Contents

1	Resident Choir Program Participation Policies
3	Letter from the Artistic & Executive Director
4	Season Calendar
5	History
	Mission & Philosophy
6	Overview of Programs
7	Resident Choir Descriptions
9	Membership Requirements
10	Attendance
15	Rehearsal Expectations & Procedures
17	Offsite Event Procedures
18	Tuition & Fees
20	Triple-A Commitment
21	Financial Awards & Scholarships
	Touring
22	Uniforms
24	Performance Appearance
25	Parent/Guardian Communication
26	Community Service
27	Student Activities Squad
29	Code of Conduct
30	Letter from the Artistic & Executive Director
31	Eligibility
	Safe Space & Inclusive Place
32	Social Media
33	Use of Personal Property
	Singer Behavioral Expectations
34	Parent/Guardian Expectations
	Volunteer Expectations
35	Enforcement
36	Violations
	Retaliation
	Background Checks
	Acknowledgment
37	Leadership Directory
	Staff Leadership
38	Board Leadership



FROM THE DESK OF **THE ARTISTIC & EXECUTIVE DIRECTOR**



Welcome to the **Resident Choir Program** of the Pensacola Children's Chorus!

We are so thrilled to have you and your child(ren) as a part of our PCC family. At PCC, we are proud to stand for so much more than music. Sure—we are the only performing arts experience of its kind for Northwest Florida's youth. But what we do with the arts is so much more profound. **We use music as a foundation for success not just on stage, but in life.** Ingrained in music is the potential to learn responsibility, teamwork, accountability, confidence, and empathy, to name a few! Through our signature blend of rehearsal, performance, and leadership, **we use music to make better people.**

Your membership marks a significant commitment; not just for you, but for us as well! Upon enrollment, we make a promise to you: **your child's life will be transformed as a member of this incredible chorus.** For over three decades, we have witnessed countless singers come out of their shell and audition for their first solo. We have seen the smiles on hundreds of faces when they nail their choreography in lockstep with one another. We have heard testimony from numerous alumni who recount their time with PCC as one of the most formational experiences. These promises are waiting for your child(ren), too.

The transformational promise and potential of PCC cannot be experienced without first acknowledging the significant familial commitment you've made upon enrollment. With seemingly endless paperwork and an extensive calendar, it's no wonder that PCC has earned a reputation of being a very large time commitment. However, if you look more closely, it's not so much the time that is to blame.

Over the past several years, we have refined our rehearsal calendar, tightened up our performance schedules, and streamlined our processes to make things as seamless as possible for our members. In reality, the commitment can best be described as **accountability** (one of our core values). **A few simple steps can help you maximize the PCC experience:**

1. Check your email;
2. Check your email (yes, it bears repeating);
3. Review this document and our website for the latest and greatest information;
4. Show up to weekly rehearsals and performances without excuse, and;
5. Encourage, love, and support your child through this experience – this is the most important!

Whether you've been a part of the PCC Family for many years or your joining for the first time, we welcome you with open arms. This is a vibrant, fun-loving, and one-of-a-kind community. We are so grateful you're a part of it.

Now, on with the show!

Alex Gartner (Mr. Gartner)
agartner@pensacolasing.org
(850) 434-7760 ext. 5

2022–2023 Season Calendar



Please review the calendar on our website by scanning this QR code
or visiting www.PensacolaSings.org/singer-site

I. History

The Pensacola Children's Chorus was founded in 1990 by husband-and-wife duo, Susan and Allen Pote. Stemming from the children's choir program of the Pensacola Symphony Orchestra, membership began to grow, and soon the organization blossomed into an independent not-for-profit 501(c)3 organization. Now in its 33rd season, PCC's resident choirs continue to entertain thousands of audience members each year both at home in Pensacola and across the United States and abroad.

II. Mission & Philosophy

The mission of the Pensacola Children's Chorus is to foster the personal and social growth of its members and transform the community through inspirational musical experiences. PCC's programs are guided by this aforementioned mission statement which outlines three main principles:

Personal and Social Growth

At the core of PCC's programs is the drive to equip our singers with the tools they need to be successful—not just as young musicians, but also in life. By teaching music alongside the disciplines necessary to bring a performance to life, our staff are able to impart broader lessons in responsibility, teamwork, accountability, empathy, and confidence. We amplify this through opportunities for growth and leadership within musical and non-musical activities. At PCC, we don't use people to create great music; we use music to create great people.

Transform the Community

Music is a two-way street between performer and audience. As such, we take pride in going beyond the concert hall to create impactful and innovative encounters with music throughout our community. Through our repertoire, we seek to convey messages that not only uplift but challenge our audience to see the world from a different point of view and recognize how each one of us contributes to our collective success. These messages are activated through partnerships with our local arts organizations, school and government entities, and other non-musical not-for-profit organizations which each build up our community in unique ways.

Inspirational Musical Experiences

A crucial part of PCC's time-tested D.N.A. is an array of highly engaging mainstage performances. These include *Christmas on the Coast*, *One World, Many Voices*, and *Showtime*. Our annual calendar revolves around these beloved community events which attract audiences of over 25,000 people each year.

IV. Overview of Programs

Resident Choir Program

Age: Grades 1-12

Frequency: At least once per week, beginning in September/January

PCC's flagship program is the Resident Choir Program which consists of 9 ensembles comprised of approximately 200 members in grades 1-12. Interested members complete an annual audition and are recommended for a *placement choir*, meaning a choir where a child is "placed" based on their age and musical ability. Singers in grades 6-12 have the opportunity to participate in more selective *auditioned choirs*, or groups that have a separate, more rigorous audition. All of these choirs meet at least once per week and some have some weekend rehearsals. Resident Choirs are featured in each of PCC's Mainstage Performance Series and perform frequently throughout the community. A full description of each choir can be found on pages 7-8.

Mainstage Performance Series

Frequency: December, March, May

Perhaps the most recognizable PCC program is our Mainstage Performance Series which comprises all 3 of PCC's signature performances: *Christmas on the Coast*, a perennial showcase of holiday music and traditions; *One World, Many Voices*, a choral celebration of music from around the world and right here at home; and *Showtime*, a revue of music from stage and screen. These performances are typically held in downtown Pensacola's historic Saenger Theatre.

Neighborhood Choirs & Regional Choirs

Age: Grades 3-8

Frequency: Once per week, October-December and March-May

While Pensacola feels like a small town, Northwest Florida is vast region filled with many young people eager to sing. PCC's Neighborhood Choir program fills gaps in geographic and socioeconomic barriers by establishing choral programs in areas of our region that are historically inaccessible to downtown Pensacola. These Neighborhood Choirs also serve as a training ground for singers who are interested in the Resident Choir Program who require more individualized, hands-on musicianship training. These groups combine for concerts throughout the region and perform individually within their own communities.

Sing in the Summer

Age: Grades 1-12

Frequency: Weeklong beginning in June

Sing in the Summer is a series of weeklong camps which build musical and performance skills in fun and unique ways. Specific camps include *Spotlight Series* where participants learn and mount a fully stage musical production in just 5 days; *Dance Intensive*, a high energy, fast-paced movement bootcamp; and our annual *Summer Festival*, a fun-filled immersive learning experience which fuses musicianship with fun and friendship. The official camp schedule will be launched in March 2022.

PCC Studio

Age: Grades 6-12

Frequency: Weekly or biweekly, September-May

The Music Academy provides members of the Resident Choir Program the opportunity to develop their vocal skills, learn the basics of piano, practice music literacy skills, and broaden their musical horizons in a one-on-one setting. For scheduling purposes, up to 20 singers may elect to participate in weekly or biweekly lessons with PCC's instructors. Singers can choose to work on voice, piano, or a combination of both.

V. Resident Choir Descriptions

Preparatory Choir

Age: Grades 1–2

Weekly Rehearsals: Thursdays, 3:45–4:30pm

Preparatory, or “Prep Choir” for short, is an entry-level choir for treble singers in Grades 1–2. This group provides an introductory singing experience which combines foundational tonal development with movement that matches a child’s motor development. A hybrid between a choral and general music classroom, singers will build fundamental musical skills such as keeping a steady beat, matching pitch, echo singing, and elemental note and rhythmic identification. Prep Choir participates in PCC’s Mainstage Performances through age-appropriate musical sets.

Choristers

Age: Grade 3

Weekly Rehearsals: Mondays, 3:30–4:30pm

Choristers is an entry-level choir for treble singers in Grade 3. This group focuses on developing healthy vocal production and learning basic movement skills. Repertoire chosen for performance is selected primarily to support musical and social learning outcomes with the occasional popular tune thrown in here and there. Choristers participates in PCC’s Mainstage Performances and frequently combines vocally with Prep Choir, as well as with the older choirs.

Festival/Lyric

Age: Grades 4–5

Weekly Rehearsals: Mondays, 4:45–6:15pm

Choreo Rehearsals: Select Saturdays, 9:00–10:30am

Festival/Lyric is a choir for treble singers in Grades 4–5. This group focuses on building confidence through vocal production while strengthening musicianship and movement skills. Repertoire is chosen for performance is selected primarily to support musical and social learning outcomes, and popular music is frequently interspersed throughout musical sets. Members of Festival/Lyric are invited to tour with PCC every summer. This choir participates in PCC’s Mainstage Performances and frequently combines vocally with older and younger choirs.

Concert

Age: Grades 6–8

Weekly Rehearsals: Thursdays, 5:00–6:30pm

Choreo Rehearsals: Select Saturdays, 11:00am–1:00pm

Concert Choir is a middle school-aged treble choir which focuses on strengthening musicianship skills, developing more advanced movement skills, and building confidence through a maturing vocal tone, especially through the voice change. This group performs a variety of repertoire which draws from the classical choral canon as well as numerous popular sources. Members of Concert are invited to tour with PCC every summer. This choir participates in PCC’s Mainstage Performances and frequently combines with older and younger choirs.

V. Resident Choir Descriptions (continued)

Ensemble

Age: Grades 6-8 (separate audition required)

Weekly Rehearsals: Thursdays, 6:30-7:45pm

Choreo Rehearsals: Select Saturdays, 1:30-3:00pm

Ensemble is an auditioned choir of advanced middle school-aged treble voices. Singers are invited to join after demonstrating strengths in vocal production, musicianship, and movement. Members of Ensemble are also required to participate in Concert Choir as well as adhere to a more demanding rehearsal and performance schedule. This choir performs frequently in the community as well as during Mainstage Performances.

Ambassadors

Age: Grades 7-12 (separate interview required)

Weekly Rehearsals: Thursdays, 7:45-8:30pm

The Ambassador Choir is an auditioned chamber ensemble of veteran PCC singers in grades 7-12. Singers become eligible to participate in Ambassadors after one full year of membership in PCC, and members are ultimately chosen for their advanced vocal and listening skills as well as a strong commitment to community service and supporting others. The Ambassadors do not regularly participate in PCC's signature performances; rather, they partner with local nonprofit organizations and community event organizers to showcase the benefits of a musical education and reveal the transformative power of music within niche communities.

Chorale

Age: Grades 8-12

Voice Type: Tenors, Basses (e.g. "changed") and changing voices

Weekly Rehearsals: Tuesdays, 4:15-5:30pm

Choreo Rehearsals: Select Sundays, 5:00-6:00pm

Chorale (pronounced "kurOWL") is a high school-aged ensemble for changed voice tenors and basses which focuses on building vocal confidence and camaraderie. This group performs a variety of repertoire with an emphasis on traditional men's choir music. Members of Chorale frequently combine with Choraliers for specific performances and outside social events. This choir has a high volume of performances and maintains a demanding rehearsal schedule.

Choraliers

Age: Grades 9-12

Voice Type: Sopranos & Altos

Weekly Rehearsals: Tuesdays, 7:15-8:45pm

Choreo Rehearsals: Select Sundays, 1:00-2:30pm

Choraliers (pronounced "core-uh-LEERS") is a high school choir for sopranos and altos which focuses on developing maturity in vocal production, movement skills, and overall self-esteem. This group performs a variety of repertoire with an emphasis on music by women composers as well as songs whose messages inspire confidence, independence, and positive self-image. Members of Choraliers frequently combine with Chorale for performances and social events. This choir has a high volume of performances and maintains a demanding rehearsal schedule.

V. Resident Choir Descriptions (continued)

Young Singers

Age: Grades 9-12 (separate audition required)

Voice Type: Sopranos, Altos, Tenors & Basses

Weekly Rehearsals: Tuesdays, 5:35-7:00pm

Choreo Rehearsals: Select Sundays, 2:45-4:45pm

Young Singers is an advanced group of high school-aged singers who possess strong skills in vocal technique, music reading, and movement. Singers are selected not only for their musical skills, but also for their stage presence, confidence, risk-taking, and a demonstrated history of a team-centered attitude. Repertoire spans all genres of music with an emphasis on musical theatre and modern music phenomena. Members of Young Singers must also participate in either Choralliers or Chorale based on their voice type. This choir has a high volume of performances and maintains a demanding rehearsal schedule.

VI. Membership Requirements

Audition

Prospective members of PCC's Resident Choir Program must successfully complete a vocal audition prior to acceptance. Auditions must be scheduled in advance, either in May, August, December, or January. These auditions are comprised of a standardized sequence of exercises which assess tonal development, aural skills, musicianship, independence, and the ability to follow directions and/or adapt to criticism. No prior preparation is required. Prospective singers entering grades 6-12 will also learn a short choreographed routine which will evaluate their innate movement skills.

Progress Check

In May, all PCC singers will complete an annual progress check. Unlike an audition, a progress check is to assess each singer's growth over time and determine their choir placement for the following year. Musical activities within the progress check are similar to the initial audition which are meant to evaluate a singer's musical skills and level of independence. Each singer conducts a self-evaluation on their progress and behavior throughout the year which is discussed with a PCC instructor. While formal progress checks happen after Showtime, short check-ins may be conducted at various times throughout the year.

Regular Attendance

Once a singer has accepted their invitation of membership, they are expected to attend all scheduled rehearsals and performances. Specific policies regarding attendance can be found on page 10.

On-Time Payments

Each family must pay all fees and tuition associated with each program on or prior to the due date. While it is the responsibility of the parent/guardian to pay open invoices, any singer whose account is in habitual bad standing may not be invited to participate in certain opportunities until the account is settled or a payment plan has been established with good faith. Singers with a balance from a prior year of membership will not be allowed to re-enroll until payment is received. Information on payment procedures can be found on page 19.

VI. Membership Requirements (continued)

Team Mentality

“Me” mentality has no place in PCC. In a performance-driven environment, it can be tempting to adopt this mindset when one is passed over for a solo or is not assigned a place of prominence in the front row. In reality, numerous factors influence these decisions, and few have to do with whether a child is viewed as more favorable than the next! Our singers (and family members) are expected to set these feelings aside, recognize the bigger picture and one’s place in it, and support fellow members without condition or exception. Specific policies are outlined in the Code of Conduct which begins on page 29.

Growth Mindset

Climbing to the top of a mountain seems daunting at first, but with each small step, that summit gets closer and closer into view. At the PCC, we have helped thousands of alumni evolve immensely as individuals (not just musicians) through our program. This growth does not happen overnight; rather, it is the culmination of hours of rehearsal which lead to impactful and inspirational performances. Rehearsals are critical steps and performances are memorable milestones on each child’s musical and educational journey through the Pensacola Children’s Chorus.

Especially for a young person, the expectations of membership can seem daunting. However, by accepting membership into PCC’s programs, we expect that all members will maintain their membership for an entire season. Only then will they begin to experience the potential impact that PCC can have. At the same time, we expect parents/guardians to trust this process as well and encourage their child(ren) to uphold their commitment to PCC and teach the importance of what it means to be a member of a team. Only *together* can we reach our fullest potential.

VII. Attendance

PCC is so much more than an after-school activity. Accepting an invitation to join PCC’s choir not only represents a singer’s desire to participate in a fun-filled musical experience; it also signals a commitment between each singer in PCC. We are successful only when we recognize that we are better when we work together. This means that each singer is vitally important to the overall success of our program. This also means that one’s individual contribution to the program impacts the success of others.

The best way to honor this mutual commitment is through consistent attendance. PCC’s online calendar is fairly consistent year-to-year and the performance and special event calendar is meticulously kept up to date. Please ensure that you have synced your child’s choir calendar to your smart phone, tablet, or computer. Instructions on how to do so may be found online at www.PensacolaSings.org.

VII. Attendance (continued)

Compulsory Attendance

Attendance at all weekly rehearsals, choreography rehearsals, and performances is required.

Mandatory Events, Resident Choirs

Members of the Resident Choir Program are featured in PCC's Mainstage Performance Series. Unanticipated absences on the following dates/events may disqualify a singer from future participation in PCC events:

- **Christmas on the Coast**
 - December 5, 6, 7 – PM dress rehearsals (“tech week”)
 - Grades 1-3 – est. 3:30-5:30
 - Grades 4-5 – est. 4:30-7:30
 - Grades 6-8 – est. 5:30-9:30
 - Grades 9-12 – est. 5:30-9:30
 - December 8 – school shows
 - Grades 1-2 – n/a
 - Grades 3-12 – est. 8:00-4:00 (school excusal provided)
 - December 10, 11 @ 7:30pm, December 12 @ 2:30pm – performances
- **One World, Many Voices**
 - March 3 – PM dress rehearsal
 - Grades 1-5 – n/a
 - Grades 6-12 – 5:00-9:00
 - March 4 – AM dress rehearsal, PM performance @ 3:00pm
 - Grades 1-5 – est. 9:00-12:00, 1:00-5:00
 - Grades 6-12 – est. 1:00-5:00
- **Showtime**
 - May 8, 9, 10, 11 – PM dress rehearsals (“tech week”)
 - Grades 1-3 – est. 3:30-5:30
 - Grades 4-5 – est. 4:30-7:30
 - Grades 6-8 – est. 5:30-9:30
 - Grades 9-12 – est. 5:30-9:30
 - May 12, 13 @ 7:30pm, May 14 @ 2:30pm – performances

Excused Absences

While attendance is always mandatory, we recognize that life sometimes gets in the way. As such, a singer may be excused from rehearsal (“excused absence”) for the following reasons:

- Illness
- Death in the family
- Any circumstance that has been previously approved by a PCC instructor
- Conflict with another mandatory activity*

*Conflicts of this nature must be approved by a PCC instructor in advance. For specifics, please refer to the section entitled “Commitment to School and Community Arts Programs” on page 14.

VII. Attendance (continued)

Unexcused Absences

Any conflict that is not related to the above exceptions is an unexcused absence. Specific examples of unexcused absences include:

- Family vacation
- Doing homework
- Studying for a test
- Any absence that is not reported, including those that would be excused
- Arriving 20+ minutes late to a scheduled rehearsal/call-time with no prior communication and/or approval

Multiple unexcused absences will impact a singer's ability to audition for a solo or participate in upcoming performances. For singers in the Resident Choir Program, incurring 2-3 unexcused absences during the following periods will result in the following consequences:

- September-December: no solos in *Christmas on the Coast*, possible exclusion from finale sequences in *Christmas on the Coast*
- January-February: no solos in *Showtime* & no participation in *One World, Many Voices*, possible exclusion from touring privileges
- March-May: no solos in *Showtime*, possible exclusion from finale sequences in *Showtime*, possible exclusion from touring privileges

Incurring 4+ unexcused absences at any point during the season will result in the following actions:

- Scheduled phone call or face-to-face conference between a PCC instructor and parent/guardian to evaluate child's continued participation
- Potential exclusion from upcoming performances

Remote Rehearsal Participation

Singers who are sick or experiencing symptoms of a potentially contagious illness are encouraged to stay home. In such cases, participation in rehearsal via Zoom may be possible. However, for the purposes of attendance, the child will be marked as excused and absent. Those who opt to participate remotely more than once per concert cycle may be asked to furnish a doctor's note. If habitual use is observed by any singer, PCC staff may revoke remote participation privileges.

Absence Due to Mandatory Quarantine

Singers who have been diagnosed with or are demonstrating symptoms of COVID-19 are excused ("excused absence") from rehearsal. Singers who have been exposed to or diagnosed with COVID-19 but remain asymptomatic are expected to participate in rehearsals via Zoom. While Zoom participation in these circumstances is possible, for the purposes of attendance, the child will be marked as excused and absent.

VII. Attendance (continued)

Excused Tardiness

For one reason or another, tardies happen. In all circumstances, communication is key. Provided that a parent/guardian/carpool leader has communicated with PCC's attendance line or a choir representative, the following tardies will be marked as excused ("excused tardy"):

- Traffic
- School car-line backup
- Any circumstance that has been previously approved by a PCC instructor
- Conflict with another mandatory activity*

*Conflicts of this nature must be approved by a PCC instructor in advance. For specifics, please refer to the section entitled "Commitment to School and Community Arts Programs" on page 14.

Unexcused Tardiness

Any tardy that is not related to the above exceptions is an unexcused tardy. Singers who arrive 20+ minutes after a scheduled rehearsal/call-time with no prior approval/communication will be marked as absent ("unexcused absence"). Specific examples of "unexcused tardies" include:

- Carpool miscommunication
- Avoidable scheduling errors/conflicts
- Any tardy that is not reported, including those that would be excused

Multiple unexcused tardies will impact a singer's ability to audition for a solo or participate in upcoming performances. For singers in the Resident Choir Program, incurring multiple unexcused tardies during the following periods will result in the following actions:

- 3 unexcused tardies = 1 unexcused absence, thus pursuant to the Unexcused Absence policy listed on page 12.
- 4+ unexcused tardies within the periods of September–November and March–April will require a scheduled phone call or face-to-face conference between a PCC instructor and parent/guardian to evaluate a child's continued participation in future rehearsals and upcoming performances.

Habitual Absence/Tardiness

There are myriad scenarios which could possibly result in a child missing a significant portion of rehearsal. In such cases, a singer may be asked to temporarily leave the program until regular attendance is possible. However, any incurred tuition and fees are not refundable regardless of circumstance.

VII. Attendance (continued)

Being Present

There is nothing that can substitute for the learning that happens during in-person rehearsals. Physical presence not only helps the individual singer develop confidence in their parts, it also reveals a choir's fullest potential. As such, if a child has been absent (for any reason) to a point where they will not be confident in all/a portion of an upcoming performance, or if their lack of preparation will detract from a group's overall performance, PCC instructors will use their best judgment to modify that singer's participation accordingly.

Commitment to School and Community Arts Programs

PCC is grateful and reliant on the support of countless advocates and leaders in schools, houses of worship, and community organizations. In fact, we strongly encourage our singers to participate in multiple types of programs based on their interests and career aspirations. We especially encourage our singers to participate in their school's choir program so that they can practice and demonstrate musical leadership beyond our own organization.

Understandably, conflicts will arise, which we strive to address through an array of compromise. The three most common conflicts include (1) rehearsal/practice, (2) dress rehearsal/scrimmage, and (3) performance/game. The nature and importance of all these types of conflicts are considered in the following attendance policy:

If a WEEKLY REHEARSAL conflicts with another...	The singer...
Rehearsal/practice	Is expected to attend PCC rehearsal
Dress rehearsal/scrimmage	Will likely be excused from PCC rehearsal*
Performance/game	Will likely be excused from PCC rehearsal*

If a CHOREO REHEARSAL conflicts with another...	The singer...
Rehearsal/practice	Is expected to attend PCC rehearsal
Dress rehearsal/scrimmage	Will be expected to split time with both**
Performance/game	Will be expected to split time with both**

If a DRESS/TECH REHEARSAL conflicts with another...	The singer...
Rehearsal/practice	Is expected to attend PCC rehearsal
Dress rehearsal/scrimmage	Will be expected to split time with both**
Performance/game	Will be expected to split time with both**

If a PERFORMANCE conflicts with another...	The singer...
Rehearsal/practice	Is expected to attend the PCC performance
Dress rehearsal/scrimmage	Is expected to attend the PCC performance
Performance/game	Is expected to attend the PCC performance

*Any excusals from rehearsal must be approved by a PCC instructor or the Artistic Director. Choir representatives and other PCC staff are not permitted to excuse singers from rehearsal.

**In such scenarios, we value compromise. As PCC should be a priority activity in your child's life, when conflicts arise, we prefer that the singer creatively work out a solution so that they may meaningfully participate in both activities for a reduced amount of time. If necessary, PCC staff is willing and able to assist.

VII. Attendance (continued)

Reporting an Absence or Tardy

If a singer will be late or must miss PCC rehearsal, it can only be marked excused if it is reported in a timely fashion. All absences and tardies, including those previously approved by a singer's choir director or the Artistic Director, should be reported in the following manner:

1. Call the PCC Attendance Line at **(850) 434-7760 ext. 345**
2. Listen to the prompt. After the beep, please indicate the following information in your message:
 - Singer's Name
 - Name of the Individual Calling
 - Relationship to the Singer
 - Date of Absence/Tardy
 - Reason for Absence/Tardy
 - Best number to call in the case of any questions

Once you have reported the absence on the attendance line, there is no reason to follow up with any parent, volunteer, or staff member to confirm that your message has been received. Parent volunteers check the attendance line throughout the week and will forward a notice of your child's attendance record to their Choir Representative.

Please note that any absence or tardy that has been communicated to a PCC staff member must also be reported to the attendance line. Otherwise, it is likely you will receive a call regarding your child's attendance.

VIII. Rehearsal Expectations & Procedures

Almost all of the rehearsals for PCC's Resident Choirs are held on the campus of First Presbyterian Church in the Margaret Moore Nickelsen Center. The following expectations and procedures help each one run smoothly, safely, and effectively:

Attire

- Singers should come to rehearsals wearing their rehearsal uniform, the details of which can be found on page 22.
- A child will be assessed 25¢ per item for each uniform infringement. These fees can only be paid with cash which should be deposited in the Out-of-Uniform Jar located in the Rehearsal Hall. All uniform infringement funds will support PCC's tuition assistance program which helps singers with financial need participate in PCC's programs.

VIII. Rehearsal Expectations & Procedures (continued)

Drop-Off/Check-In

Returning to PCC's historical pick-up and drop-off procedure, singers will enter and exit through PCC's main lobby:

- Singers should arrive no earlier than 15 minutes prior to their scheduled rehearsal time.
- Drivers should enter the PCC parking lot from eastbound Chase St. If you arrive more than 15 minutes prior to the scheduled start of rehearsal, please park in the Chase or Gregory St. lots and walk your child to the entrance. Otherwise, please line-up in a single carline on the right side of the driveway. (If entering off Gregory St., please park in the lot and walk singers to the door.)
- Singers should deposit all coats, backpacks, and other belongings on the hooks in the hallway. Silenced cell phones and smart watches should be placed in their assigned folder slot or in their backpack.
- Upon entering the rehearsal hall, singers in grades 6-12 should retrieve their assigned folder from its slot before moving to their assigned seat. Singers in grades 1-5 should move immediately to their assigned seat where their folder will be placed.
- If payment or paperwork needs to be turned in, singers should place it in the drop box or hand it to their Choir Representative. Do not hand payments or paperwork to a PCC instructor.
- Singers who need to speak with a PCC instructor about an upcoming rehearsal, event, or absence should wait until *after rehearsal* is complete.
- Parents who need to speak with a PCC instructor are encouraged to make a phone call or send an e-mail. In general, PCC instructors are not available to talk with parents before, during, or after rehearsals.

Pick-Up

- Drivers should plan to arrive no earlier than 15 minutes prior to the end of their child's rehearsal. Upon arrival, cars will be directed to queue through the parking lot and into the main driveway. Please follow all instructions and do not leave your vehicle unoccupied.
- Parents picking up their children in car line should enter the PCC parking lot from the Chase Street entrance to allow for a smooth, one-way traffic flow. Do not attempt to approach the PCC building from Gregory Street, as this will significantly hinder the flow of traffic.
- Drivers who arrive earlier than 15 minutes prior to the end of rehearsal should park and walk to the main entrance to pick up singers.
- Do not sit idly on Chase. PCC assumes no responsibility for warnings or fines issued by local law enforcement for non-compliance to traffic laws.
- Parents who are late to pick up their child 3 times or more will be billed \$1 per minute after the allotted 15-minute grace period. All babysitting funds will support PCC's tuition assistance program which helps singers with financial need participate in PCC's programs.

IX. Off-Site Event Procedures

Most of PCC's Mainstage Performances are held in Pensacola's historic Saenger Theatre, and nearly every performance is held within a borrowed or rented space. Regardless of venue, it is important that all singers and volunteers familiarize themselves with the following expectations to ensure that PCC will continue to be welcomed in various performance venues throughout our community:

Before Arrival

- Parents /guardians should check the event detail sheet (found online at www.PensacolaSings.org/detailsheets) for the required uniform as well as for any items which need to be brought from home. General uniform requirements can be found on page 22.
- For Tech Week, parents and singers should abide by the suggested pre-rehearsal snack or meal recommendations.
- Pack as little as possible and leave any items prohibited by the Saenger/other venues at home (a complete list of the Saenger's prohibited items can be found online at www.PensacolaSaenger.com).

Check-In

- Drop off singers at the location marked on the event detail sheet. (For the Saenger, this is at the corner of Jefferson and Intendencia Streets.)
- **Arrive no earlier than 15 minutes** prior to the scheduled call time. In general, singers will not be permitted to enter the performance space prior to call time.
- Turn off and stow all electronic devices, including cell phones and smart watches, in your own belongings and do not bring them on stage.

Saenger-Specific Instructions

- All personal items are subject to a search by security personnel. All singers, staff, and volunteers will pass through a metal detector prior to entering the building.
- Heed instruction from and be kind and gracious to PCC staff and volunteers.
- Show respect for the concert venue and refrain from any form of vandalism or disorderly conduct. (Singers will be responsible for any fees or charges resulting from his/her negligence.)
- Stay only in assigned areas and do not enter the dressing rooms without the permission of PCC staff or the Choir Representatives.
- Singers should remain in dressing rooms until a PCC staff member dismisses them. ALL dressing room stations must be neat and orderly before ANY singer can leave.
- Parents should not sit idly on Jefferson or Intendencia Streets in observance of local traffic laws. PCC assumes no responsibility for warnings or fines issued by local law enforcement for non-compliance to traffic laws.

IX. Off-Site Event Procedures (continued)

Check-Out

- Singers should collect all their belongings and ensure the holding space is neat and tidy.
- Hang all uniform pieces on their hangers and place them on assigned racks.
- Remain in the holding space until a Choir Representative or PCC staff member dismisses you. No singer is permitted to leave their holding space until the entire room is clean and orderly.
- Parents picking up their child should arrive no earlier than 15 minutes prior to the scheduled dismissal time.
- Parents who are habitually late to pick up their child will be billed \$1 per minute after the allotted 15-minute grace period. All babysitting funds will support PCC's tuition assistance program which helps singers with financial need participate in PCC's programs.

X. Tuition & Fees

Membership fees and monthly tuition are required to participate in PCC's programs. All families who participate in the Resident Choir Program are expected to pledge at least \$15/month through our sliding scale model (refer to page 20 for more information.) **Fees and tuition are not refundable.**

Registration Fee, Resident Choir Program

Each singer in PCC's Resident Choir Program is required to pay a one-time registration fee per season by no later than a singer's first rehearsal. Singers who participate in multiple choirs do not have to pay separate registration fees. There is no prorated registration fee for singers who join mid-season. This fee is a minimum of \$65 to a maximum of \$185 (Grades 1-2) or \$365 (Grades 3-12).

Tuition

Monthly tuition payments are due for each month of a child's participation (September-May). The minimum tuition is \$15 to a maximum of \$55-\$95, depending on age.

Sibling Discount

PCC offers a discount to families who have multiple children participating in PCC's choirs. This discount applies to Resident Choir tuition only. Savings are calculated based on the number of siblings participating as well as the specific choirs in which they sing. Families who pay less than full price are ineligible for sibling discounts.

Activity Fees

Separate fees are required for special activities:

- Cast Parties (Gr. 1-12, not required) - \$15.00
- High School Banquet (Gr. 9-12, not required) - \$35.00
- Retreat (Gr. 6-12, required) - \$5.00

XI. Tuition & Fees (continued)

Performance-Related Fees

Celebration Ads

Families may opt to purchase a Celebration Ad to be featured in PCC’s mainstage concert programs. Information on exact sizes, pricing, and deadlines can be obtained from Christy Rogers, Director of Advancement, or at www.PensacolaSings.org/member-homepage.

Performance Tickets

Tickets are required to attend PCC’s mainstage performances at the Saenger. These can be purchased directly from the Saenger Theatre Box Office or online through Ticketmaster.com. Parents have the opportunity to buy tickets directly from the Saenger ahead of the general public. Information on parent pre-sale will be announced closer to each performance.

Season Subscriptions

Parents are encouraged to purchase season subscriptions to secure their favorite seats for each concert. Season subscriptions are only available from July through September of each year. For information on subscriptions, please contact Christy Rogers, Director of Advancement.

2022–2023 Resident Choir Program Tuition & Fees
based on one participant for an entire season

Choir	Grades	Registration Fee		Tuition	
		Minimum	Maximum	Minimum/Month	Maximum/Month
Preparatory	1–2	\$65	\$185	\$15	\$55
Choristers	3	\$65	\$365	\$15	\$65
Festival/Lyric	4–5	\$65	\$365	\$15	\$85
Concert	6–8	\$65	\$365	\$15	\$95
Ensemble	6–8	\$65	\$365	\$15	\$45
Choraliers	9–12	\$65	\$365	\$15	\$95
Chorale	7–12	\$65	\$365	\$15	\$95
Young Singers	9–12	\$65	\$365	\$15	\$45
Ambassadors	7–12	\$65	\$365	\$15	\$25

Payment

Payments made by auto-draft are due by the 1st or 15th of each month, depending on a family’s preference. Payments for those not using auto-draft are due by the 1st of each month. PCC accepts cash, checks, and all major credit cards, which can be processed in-person or through electronic invoice. Any credit card transaction initiated by the PCC office will incur a 3.49% handling fee. Invoices that are 30 days past due will automatically incur a 10% late fee. Bounced checks/bank auto-drafts will be assessed a \$20.00 penalty.

X. Tuition & Fees (continued)

Automatic Withdrawal

Automatic withdrawal is the preferred method for tuition and registration fees. Both bank accounts and credit cards are eligible for automatic withdrawal. Automatic withdrawals using a credit card will be subject to a 3.49% handling fee per transaction. Withdrawals from a bank account incur no extra fees. Bounced checks/bank auto-drafts will be assessed a \$20.00 penalty.

Delinquency

Open invoices that are past due by 30 days or greater will be automatically assessed a 10% late fee. Habitual delinquency may interrupt a child’s ability to participate in PCC programs. It is ultimately the family’s responsibility to ensure that payments are made on time and that accounts remain in good standing.

XI. Triple-A Commitment

To unleash and support the potential of all young people in Northwest Florida, we must remove barriers. Access to life-changing arts education should not be the exclusive privilege of those with higher levels of expendable income. This is the philosophy behind PCC’s new **Triple-A Commitment: Affordable & Accessible Arts**—a cultural and economic equalizer which empowers families to pay tuition based on their financial ability.

This Triple-A Commitment adopts a sliding scale model of tuition. As such, a family contributes according to their household’s expendable income. This commitment stands on a foundation of fairness and equity and enables families across all socioeconomic brackets to access the quality music education programs of the Pensacola Children’s Chorus.

Triple-A awards are based on a family’s ability-to-pay as well as their household’s size and adjusted gross income. This chart can be used as an estimation of your family’s Triple-A award:

You can estimate with this chart:

Household Size		Income Thresholds					
1	≤ 25,142	29,165	33,831	39,244	45,523	52,807	≥ 61,256
2	≤ 33,874	39,294	45,581	52,847	61,334	71,147	≥ 82,530
3	≤ 42,606	49,423	57,331	66,504	77,144	89,487	≥ 103,805
4	≤ 51,338	59,552	69,080	80,133	92,955	107,827	≥ 125,080
5	≤ 60,070	69,681	80,830	93,763	108,765	126,168	≥ 146,354
6	≤ 68,802	79,810	92,580	107,393	124,576	144,508	≥ 167,629
7	≤ 77,534	89,939	104,330	121,023	140,386	162,848	≥ 188,904
8+	≤ 86,266	100,069	116,080	134,652	156,197	181,188	≥ 210,178
Reduction in Full Price Fees	85%	75%	65%	55%	45%	35%	25%

More information, including how to calculate your Triple-A award, can be found online at www.PensacolaSings.org/tuition.

XII. Financial Awards & Scholarships

The Pensacola Children's Chorus offers several financial awards and collegiate scholarships. Financial awards are granted to returning members of PCC, while collegiate scholarships are awarded to graduating seniors who are enrolled in a higher education program.

Financial Awards

PCC offers 7 financial awards valued at \$500 each to selected returning members. Recipients are chosen based on a successful application and interview process. Some applications require only a written application and résumé, while others require an additional performance video.

Finalists are required to participate in an in-person interview with members of the Awards & Scholarships Committee of PCC's Board of Directors, the group tasked with administering PCC's scholarship programs.

Recipients are featured in PCC's mainstage playbills throughout the year. Monies are awarded as a credit to a singer's monthly tuition. Award recipients are expected to participate for the entire season. Should a singer have to drop out of PCC's programs, he/she forfeits the remainder of their financial award and will be ineligible for any future scholarships/awards.

Award recipients, regardless of any combined Triple-A or financial awards, are required to pay a minimum of \$15/month per enrolled choir.

Collegiate Scholarships

PCC awards two collegiate scholarships valued at \$1,500 each to graduating seniors who are enrolled in an accredited higher education institution. Monies are submitted directly to the institution in which the singer is enrolled.

XIII. Touring

Touring with PCC provides a unique experience to strengthen friendships and explore our world through music. Members of Festival & Lyric, Concert, Ensemble, Choraliers, Chorale, and Young Singers have opportunities to tour each year. In many instances, tours are built around high profile invitations extended to PCC to perform at festivals and conferences across the United States and internationally. While not all tours are required, they are strongly encouraged.

Special fundraisers for tour are administered throughout the year, though the most lucrative ones take place during the fall months. Monies raised can only be used toward tour in the present season, and monies do not carry over from year-to-year.

Information on upcoming summer tours can be found on PCC's website.

XIV. Uniforms

Nearly all PCC events (including rehearsals) require certain uniforms. Not only do uniforms create a strong degree of professionalism, they support the mentality that we are all in this together. In addition to assigned costume pieces for PCC's mainstage concerts, there are three uniforms for the Pensacola Children's Chorus:

1. **Rehearsal**, for use in weekly rehearsals and choreography rehearsals
2. **Informal**, for use at certain rehearsals and community performances
3. **Formal**, for use at certain community performances and mainstage concerts

Specific requirements are outlined below and separated by choir. All singers are required to purchase specific uniform pieces from specified vendors. Please refer to the "Uniform Information" in the member section of PCC's website for details. With specific questions, please contact Heidi Siren at heidijade@pensacolachildrenschorus.com.

Alterations

Any alterations made to PCC formal uniform pieces require prior written permission from the Costume Designer. Please send a photo of your singer wearing the uniform piece(s) with an explanation of how you would like to have them altered to Heidi Siren at hsiren@pensacolasings.org.

Rehearsal & Informal Uniforms

Rehearsal Uniform					
	Top	Bottom	Shoes	Socks	Accessories
Grades 1-5 Preparatory, Choristers, Festival & Lyric	Blue PCC t-shirt*	Solid black skort, chino shorts, pants, or leggings	Plain white tennis shoes	No-show or white ankle-length socks	n/a
Grades 6-8 Concert & Ensemble	Blue PCC t-shirt*	Solid black leggings (no cotton), chino shorts, or pants	Plain white tennis shoes	No-show or white ankle-length socks	n/a
Grades 9-12 Choraliers, Chorale, YS	Black PCC t-shirt*	Solid black athletic leggings (no cotton) or joggers	Black jazz, character, or ballroom shoes	n/a	n/a

*Provided by PCC once-per-season

Informal Uniform					
	Top	Bottom	Shoes	Socks	Accessories
All Choirs	Blue PCC polo*	Varies by event*	Plain black flats/dress oxfords OR black character/ballroom shoes (Gr. 9-12 only)	Plain black if wearing dress/ballroom shoes	n/a

*Provided during your first year of membership. Size swaps are available year-round.

*Please check the event detail sheet for specific requirements. These can be found online at www.PensacolaSings.org.

XIV. Uniforms (continued)

Formal Uniforms

Each choir has two options for formal uniforms based on singer preference. Please review the options based on your child's grade level/choir:

GRADES 1-5						
Preparatory, Choristers, Festival & Lyric						
	Top	Bottom	Shoes	Socks	Accessories	Other**
Option 1 Blouse/Jumper	Peter Pan collar white blouse	Black jumper	Plain black flats	White microfiber tights	Stole* Hairbow*	Plain white/skin-tone camisole
Option 2 Vest/Pants	White dress shirt Black sweater vest	Black dress slacks Solid black belt	Solid black oxfords	Solid black dress socks	Black tie	Plain white/skin-tone t-shirt

*These items are provided by PCC at every performance.

**These items are only required for *Christmas on the Coast* and *Showtime*.

GRADES 6-8						
Concert & Ensemble						
	Top	Bottom	Shoes	Socks	Accessories	Other**
Option 1 Blouse/Skirt	Peter Pan collar white blouse Blue vest*	Black skirt	Plain black flats	Skin tone tights/bodytight	Black crosstie*	Plain white/skin-tone camisole
Option 2 Vest/Pants	White dress shirt Blue vest*	Black dress slacks Solid black belt	Solid black oxfords	Solid black dress socks	Black tie	Plain white/skin-tone t-shirt

*These items are provided by PCC at every performance.

**These items are only required for *Christmas on the Coast* and *Showtime*.

GRADES 9-12						
Choraliers, Chorale & Young Singers						
	Top	Bottom	Shoes	Socks	Accessories	Other**
Option 1 Dress	Black dress*	n/a	Black character shoes	Skin tone body tight with clear straps	Pearl necklace*	Nude character shoes; Strapless skin-tone convertible bra; Black volleyball shorts/bike shorts
Option 2 Tuxedo	White tuxedo shirt* Tuxedo jacket*	Tuxedo pants*	Black ballroom shoes	Solid black dress socks	Black bowtie and cummerbund*	White v-neck undershirt with sleeves

*These items are provided by PCC at every performance.

**These items are only required for *Christmas on the Coast* and *Showtime*.

XIV. Uniforms (continued)

Uniform Donations

Singers who have outgrown certain uniform pieces can donate them to PCC, who in turn will use them for mid-season sizing emergencies and last-minute loaners for performance. PCC does not sell used uniform pieces or coordinate swaps between families.

Questions

For any and all uniform questions, please contact Heidi Siren, Costume Designer, at hsiren@pensacolasings.org.

XV. Performance Appearance

A performance truly begins the moment a singer walks on stage, not just when they start singing. Therefore, PCC upholds strict appearance standards which coincide with the professional image of the organization. Specific appearance requirements will be listed on a Performance Detail Sheet which can be found online at www.PensacolaSings.org/member-homepage.

The following guidelines are required for PCC's Mainstage Performances and serve as the standard for performance appearance at all events:

Hair

Hair must be of a natural color. It should be clean, styled, and secured away from the face with accessories that match the natural hair color. Bangs should be trimmed so that they do not cover the eyes.

Long hair should be pulled back into a "half-up, half-down" look to accommodate accessories and secure any hair from falling into the face. Short hair should be well-groomed, styled, tidy, free of frizz, and secured out of the face.

Facial hair must be kept trimmed, neat, and tidy. Spotty growth is not permitted.

Jewelry

No personal jewelry is allowed at any performance. This includes necklaces, bracelets, silicone bands, watches, rings, ankle bracelets, any visible piercings, or wrist-worn smart devices. The only permissible accessories are emergency medical accessories or those assigned to a singer by the Costume Designer.

Nail Polish & Fake Nails

Only clear nail polish (gel acrylic or otherwise) is allowed. No other colors are permissible. Fake nails are not allowed from dress rehearsal through performances.

XV. Performance Appearance (continued)

Make-Up

Theatrical lights tend to wash out facial features, making it difficult to identify a child when they are performing on stage. Stage make-up helps alleviate this problem, and therefore make-up is required strongly recommended for all singers for *Christmas on the Coast* and *Showtime*.

Ben Nye Basic Theatrical Make-Up Kits provide the essentials. These can be purchased online through your preferred retailer or in person at local vendors such as Mainstage Theatrical Supply or Pirouettes. Theses cost approximately \$20.00/each. They do not include mascara.

Singers should wear whatever makes them most comfortable. The following make-up standards are what is suggested for *Christmas on the Coast* and *Showtime*.

Foundation/Powder:	Match skin-tone
Blush:	2-3 shades darker than natural blush color, according to skin-tone
Lip Color:	2-3 shades darker than natural lip (matte balms/stains/long-wearing colors)

Strongly Recommended

Eye Shadow:	2-3 shades darker than skin-tone
Eye Liner:	Black or brown
Mascara:	Black or brown

XVI. Parent/Guardian Communication

PCC employs a variety of communication methods to keep you informed. If you are not regularly receiving e-mails or have recently changed your e-mail, please contact Heidi Siren to ensure that your e-mail record is up to date. We have the ability to track whether an e-mail has been received and/or opened; however, we are unable to verify if an e-mail address is valid or active.

Multiple systems for communication will be used regularly:

SchoolCast

This e-mail and text message communication system will be the primary way which you will receive information regarding PCC activities. These will include rehearsal reminders, sign-up links, and important notices regarding calendar changes or additions.

Constant Contact

This e-mail marketing system will be used to create visually pleasing newsletters and special community announcements. Many e-mail systems flag these communications as junk mail, so please ensure that the @PensacolaChildrensChorus.com and @PensacolaSings.org domain is on your safe senders list.

XVI. Parent/Guardian Communication (continued)

Families of PCC Facebook Group

This closed Facebook group serves as a network and forum for all PCC family members from every choir. It's a great way to ask questions, share photos, and engage with PCC on social media. You can join by visiting www.Facebook.com/PCCFamily.

PCC's Social Media Accounts

PCC maintains a strong presence on Facebook, Instagram, and TikTok. Posts will promote PCC events and celebrate the accomplishments of our PCC family. Be sure to "like us" on both Facebook and Instagram and share our posts with your online network. Both accounts can be found on the respective social media sites by searching @PensacolaChildrensChorus.

www.PensacolaSings.org

PCC's shiny website serves as a hub of information for parents and community members. For pertinent membership-related information, please click on "Singer Site" in the top right hand corner to be directed to the appropriate resources.

XVII. Community Service

Many PCC singers, especially those in high school, require community service hours. PCC proudly provides numerous opportunities for community service. Examples include:

Internships

High school singers have the opportunity to apply to be an intern for Preparatory, Choristers, Festival & Lyric, Concert, and Ensemble. Interns are expected to attend each rehearsal for their assigned choir in order to serve as vocal and movement models. A short interview process is required, and interns are ultimately selected because of a demonstrated commitment to PCC's programs as well as for their outstanding leadership and character. Interns are welcome to join their interning choirs on choir tour. PCC will cover the cost of the intern's trip as long as the intern also signs up to attend their own choir's summer tour.

Ambassador Choir

Singers selected for the Ambassador Choir qualify for many community service hours. These are project-specific, and singers will be notified whether their participation in a specific event qualifies for community service hours.

Community Performances

Some community performances also count as community service. Specific examples include singing for military groups (e.g. Order of Daedalians), at assisted living facilities (e.g. Azalea Trace), at sporting events (e.g. Blue Wahoos, Turkey Trot), and at religious services (e.g. First Presbyterian Church). PCC's mainstage concerts and collaborations with other artistic organizations do not qualify for community service hours. Generally, rehearsals (aside from internship rehearsals) do not count as community service hours.

XVII. Community Service (continued)

Summer Programs

High school aged singers are encouraged to volunteer at PCC's summer programs, especially the Summer Festival. These singers serve as counselors, and all time spent at these events in this capacity qualifies as community service hours.

Office & Production Assistance

There always seems to be the opportunity for assistance in the PCC office. Past tasks have involved organizing the choral library, cleaning and organizing supply cabinets, stuffing mailers, or collating paperwork or music for various activities. These are sporadic in nature, but help is always needed. If you are interested in this type of work, please contact Brooke Dykes at bdykes@pensacolasings.org.

In order for PCC's staff to sign off on community service hours, singers are expected to maintain an accurate log throughout the year. Singers may establish a community service log and keep it on file in the PCC office. PCC staff will only sign off on hours that are logged regularly throughout the year, not all at once near the due date. It is the responsibility of the singer to maintain a record of their community service, not the PCC staff.

XVIII. Singer Activities Squad

Singers in grades 6-12 who are members of the Resident Choir Program are eligible to run for a position on the Singer Activities Squad (SASquad), a council of student leaders. Representatives from all middle and high school-aged choirs will be elected by their peers at the start of each season. The chairperson shall be appointed by members of PCC's staff and board. This individual serves as an advisory member of PCC's Board of Directors.





CODE OF CONDUCT

2022–2023 Season

Reviewed by Board of Directors on August 23, 2022

Table of Contents

30	Letter from the Artistic & Executive Director
31	Eligibility
	Safe Space & Inclusive Place
32	Social Media
33	Use of Personal Property
	Singer Behavioral Expectations
	Parent/Guardian Expectations
34	Volunteer Expectations
35	Enforcement
	Violations
	Retaliation
	Background Checks
36	Acknowledgment



FROM THE DESK OF
THE ARTISTIC & EXECUTIVE DIRECTOR



A central tenet of the mission of the Pensacola Children's Chorus is to foster the personal and social growth of our singers. We take this directive very seriously, and through our musical activities we strive to instill valuable lessons in responsibility, teamwork, accountability, confidence, and empathy.

One important tool in this work is our **Code of Conduct**, which can be found on the following pages. While it may seem extensive, I hope you are able to see the foundations upon which it is built: kindness, compassion, and personal awareness—all valuable traits which will help our singers succeed both now and in the future.

A singer who joins the Pensacola Children's Chorus also elects to abide by this Code of Conduct both during PCC activities and at all times. This Code of Conduct is not bound by physical walls—it is a way of life. It equally applies to our staff, parents, family members, and volunteers. If we are to truly be a PCC family, then we must learn to value one another and treat each other with the utmost respect and kindness.

Unfortunately, there are times when this Code of Conduct has to be leveraged in order to correct poor behavior or bad decisions. While it is always my hope that we never need to have such interactions, please know that we are prepared to strongly enforce this Code of Conduct. Any deviation from the following standards is always addressed privately in a case-by-case basis, usually as a dialogue between singer, parent, and staff.

An important function of this Code of Conduct is to ensure the safety, happiness, and well-being of each and every one of our singers. We can only be our best when we work together, which means that we must educate our singers of the value and need to be respectful one another. Adults must also model this behavior so that singers bear witness to kindness and empathy everywhere they look. I believe that it truly takes a village to raise and teach children in this ever-changing age. With this Code of Conduct, I assure you that we are all in it together.

Thank you for your support. Together, you will help us achieve our mission of enabling this generation to reach their full potential by equipping them with the qualities and behaviors which will help them realize future success.

Alex Gartner (Mr. Gartner)
agartner@pensacolasings.org
(850) 434-7760 ext. 5

I. Eligibility

This Code of Conduct applies to all persons who participate in any of PCC's activities, enter a PCC facility, or attend a PCC-sponsored or affiliated event. It applies to singers, parents, family members, volunteers, staff, patrons, and board members alike. These behavioral standards apply not only during PCC-sponsored activities, but in all aspects of daily life and work.

II. Safe Space & Inclusive Place

PCC's Safe Space and Inclusive Place is the social foundation of all PCC activities. This policy is paramount, and violations of this policy are handled severely and swiftly.

Safe Space

The Pensacola Children's Chorus intentionally strives to maintain a respectful environment that serves as a safe space for its singers, staff, and volunteers. Any individual who severely violates this policy may be removed from the premises immediately and possibly be barred from participation in future PCC programs. A singer who violates this policy, no matter how severe, will receive disciplinary action, including (but not limited to) loss of privilege, suspension, or possible termination of membership.

A "respectful environment" is defined as a space where an individual feels safe, affirmed, welcomed, and respected.

A "safe space" accounts for one's personal safety as well as the safety of others.

Inclusive Place

The Pensacola Children's Chorus welcomes individuals from all backgrounds and walks of life. This includes, but is certainly not limited to, individuals of all races, colors, ethnicities, nationalities, religions, gender identities, sexualities, physical appearances, abilities and disabilities.

Certain behaviors are contrarian to PCC's values, and therefore do not have a place in our community. These include (but are certainly not limited to) harassment, discrimination, gossiping, or bullying, especially when motivated by race, gender, sexuality, religion, socioeconomic status, or disability.

A singer who through their actions willfully violates these policies will be subject to discipline, including (but not limited to) loss of performance opportunities, suspension, or possible termination of membership without a refund.

An adult who through their actions willfully violates these policies may be removed from the premises and possibly barred from participation in future PCC activities.

II. **Safe Space & Inclusive Place** (continued)

Inclusive Place (continued)

The Pensacola Children's Chorus intentionally celebrates not only what makes us unique, but what brings us together. This is primarily accomplished through the stories and messages we portray in our music and performances. Great care is taken to ensure that the lyrics sung by our singers are appropriate for youth and would not require any child to sing words which they feel are offensive, upsetting, or misaligned with their identity.

III. **Social Media**

Social media can be a fun and rewarding way to engage with family, friends, and co-workers. However, the use of social media also presents certain risks and carries with it certain responsibilities. PCC recognizes that social media is also an important form of community engagement and an effective way to promote PCC activities. Therefore, PCC encourages its singers and families to engage with PCC on social media. At the same time, PCC maintains a standard social media policy to ensure that its singers, families, affiliates, and brand are represented in a responsible, positive, and appropriate way.

Online Content

Any singer, family member, staff member, or volunteer through his/her affiliation with the Pensacola Children's Chorus shares responsibility for portraying the name, likeness, image, and reputation of PCC in a professional and tasteful manner. This responsibility applies to all online content including, but not limited to, posts related to the activities, facilities, property, singers, staff, volunteers, family members, affiliates, images, logos, and brands of the Pensacola Children's Chorus. PCC reserves the right to request that any social media posting be removed if in its determination PCC deems that the post is derogatory, slanderous, misrepresentative, or inconsistent with the policies, brand, and image of the Pensacola Children's Chorus. Failure to adhere to this policy will result in disciplinary action and/or the reporting to local authorities.

Respect & Responsibility

In addition to the aforementioned policy, all affiliates of the Pensacola Children's Chorus agree to:

1. Respect the privacy of fellow singers, parents, chaperones, volunteers, and staff while posting online, especially if they do not wish for their name, image, or likeness shared on the internet;
2. Refrain from using social media to share images or information which portrays another individual in a negative manner or violates his/her privacy;
3. Refrain from circulating or engaging with offensive, derogatory, slanderous, or misrepresentative content regarding another individual or the organization, and;
4. Report any violation of the aforementioned policies to a PCC staff member.

IV. Use of Personal Property

Individuals have the right to bring approved personal property to PCC-related activities. Individual property is subject to search by a PCC staff member and/or an appropriate agent if reasonable suspicion exists that a prohibited or illegally possessed item is contained therein.

Electronic devices are also subject to search. A staff member and/or appropriate agent shall have the authority to take a singer's cell phone and search its contents when a reasonable suspicion exists that a student is using their cell phone and/or social media in violation of the Code of Conduct. Singers must provide passwords necessary to access cell phone memory. Parent authorization is not required to conduct a search, though parents will be informed if a search has been completed.

V. Singer Behavioral Expectations

In addition to the aforementioned policies, all PCC singers agree to these additional behavioral expectations:

1. Maintain a high level of self-control and personal responsibility;
2. Show respect for the PCC staff, volunteers, and their fellow singers;
3. Be supportive of their peers, as it is vital that everyone works together as a team and feels confident that their individual involvement contributes to the success of the entire organization;
4. Respect their personal property, the property of PCC, and the property of their fellow students, parent volunteers, and staff, and;
5. Refrain from using, possessing, or distributing any illegal substance (i.e. vape pens, alcohol, drugs, tobacco, and all other forms of contraband) at **any time**, including time spent outside of PCC activities.

VI. Parent/Guardian Expectations

A singer does not participate in PCC's programs as a singular unit—their participation requires the coordination of the entire family. Therefore, all parents/guardians agree to the following policies to ensure that each child who participates can fully experience and enjoy all that PCC has to offer:

1. Collect and **read** any electronic or paper communications regarding PCC activities;
2. Notify the PCC office of any change in address, phone number, or e-mail;
3. Be self-sufficient and attempt to answer questions regarding PCC programs from information in emails or on the website (staff are always happy to assist, but please be respectful of their time);
4. Check the online calendar to keep up-to-date with the latest rehearsal, performance, and other event information;
5. Deliver singers safely to rehearsal no sooner than 15 minutes prior to the start time (unless special arrangements have been made);
6. Pick up singers promptly after rehearsals and performances;
7. Respect PCC's closed-rehearsal policy, which exists so that PCC can maintain a professional, artistic, and productive learning environment (this applies to all regular rehearsals, dress rehearsals, and pre-performance rehearsals);
8. Report all absences, tardies, and transportation issues to attendance line, Choir Representative, and/or Artistic Director;

VI. Parent/Guardian Expectations (continued)

9. Notify the Choir Representative if someone other than the singer's regular ride is picking them up from rehearsal (proper identification may be required);
10. Volunteer according to your time and talents, and;
11. Agree to release PCC, its staff, parents, and volunteers of any liability for injury or illness of your child while they are participating in a PCC activity through the signing of a release form.

VII. Volunteer Expectations

PCC cannot be successful without the assistance of a strong team of volunteers. It is expected that at least one individual per family volunteer at least TWICE during each season based on individual strengths, personal availability, and need.

Volunteers are viewed as an extension of the leadership of the PCC. While fulfilling volunteer responsibilities, parents/guardians acknowledge that their work is for the benefit of all PCC members, not simply their child. While parents/guardians will be likely be volunteering in close proximity to their child, frequent doting or favoritism toward one or a group of children will result in reassignment or dismissal.

Volunteers derive their leadership and direction from the PCC staff. Choir representatives and crew area heads will coordinate specific volunteer areas. Questions or conflicts should be reported to a PCC staff member. In times of conflict, the decision of the Artistic & Executive Director is final.

PCC reserves the right to dismiss any volunteer, parent or otherwise, from involvement in PCC activities at any time and for any reason.

Volunteer Policies

Volunteers agree to follow the following policies:

1. Report to volunteer assignment promptly and communicate unforeseen circumstances to the Performance Coordinator in a timely manner;
2. Wear a PCC-provided nametag at all times;
3. Refrain from bringing other children who do not participate in PCC activities to volunteer assignments, as this is not allowed, and;
4. Avoid wearing perfume or fragrance to any volunteer assignment.

Volunteer Code-of-Conduct

PCC views its volunteers as an extension of its leadership. Therefore, volunteers agree to:

1. Work amicably alongside other parents and students in order to maintain a suitable climate for enhanced learning and growth;
2. Accommodate the needs of students with disabilities without question, reaction, or hesitation;
3. Cater any and all disciplinary action toward eliciting a positive response and improved behavior and promptly notifying any use of disciplinary action to a PCC staff member;
4. Refrain from shouting, yelling, or speaking to a student in an angry or emotional tone, as this behavior is absolutely unacceptable and will result in dismissal;

VII. Volunteer Expectations (continued)

***Volunteer Code-of-Conduct* (continued)**

5. Strictly refrain from slapping, punching, hitting, pushing, or using any other form of physical or corporal punishment as a means to discipline a child including one's own (failure to comply will result in immediate dismissal and the notification of proper authorities);
6. Monitor and possibly correct student behavior to ensure that all students are being treated with kindness, fairness, and respect;
7. Avoid gossip and never speak negatively about a specific singer to another volunteer, parent, or student;
8. Immediately notify a PCC staff member of any child or adult who has been witnessed engaging in gossip, unsafe behaviors, or who may be in violation of the policies contained in the Code of Conduct.

VIII. Enforcement

Enforcement of the Code of Conduct falls under the purview of the PCC staff under the leadership of the Artistic & Executive Director, as empowered by the Board of Directors and dictated in the organization's by-laws. In all matters relating to the Code of Conduct, the determination of the Artistic & Executive Director shall be final, and will equally serve as the official ruling of the Pensacola Children's Chorus.

IX. Violations

Violation of any of the behavioral standards or policies outlined in this document will be addressed on a case-by-case basis. Consequences and/or disciplinary action will match the severity of the violation. Anyone who wishes to challenge any consequence and/or disciplinary action must submit a written request to the Artistic & Executive Director. Changes in determination are not guaranteed.

Any person who observes a PCC staff member in violation of the Code of Conduct should notify the Artistic & Executive Director in writing. Alternatively, notification can be sent to the Chairperson of the Personnel Committee of the Board of Directors by e-mailing board@pensacolachildrengchorus.com.

X. Retaliation

PCC prohibits taking negative action against any individual for reporting a possible violation of this policy or for cooperating in an investigation. Any individual who retaliates against another for reporting a possible violation of this policy or for cooperating in an investigation will be subject to disciplinary action.

XI. Background Checks

PCC reserves the right to conduct an FBI/BCI background check on any volunteer at any time and for any reason. Volunteers who refuse to cooperate will be immediately dismissed and prohibited from participating in any PCC activity until a check is complete.

XII. Acknowledgment

Upon enrollment, all singers, parents, and/or guardians must acknowledge that this policy has been reviewed and accepted. Volunteers must review and accept these policies prior to beginning their assignment. By purchase of a ticket to a performance, patrons must comply with these policies which are linked in the performance playbill. Individuals who do not agree to abide by these policies may not participate in any activity of the Pensacola Children's Chorus.

PCC Leadership Directory

PROGRAM STAFF

admin@pensacolasings.org

Alex Gartner

Artistic & Executive Director

(850) 434-7760 ext. 5

agartner@pensacolasings.org

Miguel Aldahondo

Director of Community Programs

(850) 434-7760 ext. 3

maldahondo@pensacolasings.org

Juliana Child

Assistant Artistic Director

(850) 434-7760 ext. 7

jchild@pensacolasings.org

Brooke Dykes

Performance Coordinator

(850) 434-7760 ext. 4

bdykes@pensacolasings.org

Christy Rogers

Director of Advancement

(850) 434-7760 ext. 2

crogers@pensacolasings.org

Heidi Siren

Costume Designer & Member Services

(850) 434-7760 ext. 6

hsiren@pensacolasings.org

Courtney Johnson

Office Coordinator & Executive Assistance

(850) 434-7760 ext. 1

cjohnson@pensacolasings.org

Evelyn Aguirre

Megan Andzulis

Michael Dennis

Stephany Heath

Dominic Krippes

Katie Olson

Lindsay Riddle

John Purcell

Asst. Dir., Middle School Choirs

Principal Accompanist

Choreographer

Asst. Dir., High School Choirs

Technical Director & Facilities Specialist

Asst. Dir., Elementary Choirs

Choreographer

Security Services

Finance/Billing

Membership

finance@pensacolasings.org

membership@pensacolasings.org

PCC Leadership Directory

BOARD OF DIRECTORS

board@pensacolasings.org

Betty Berling

Community Volunteer

Rusty Branch

VP of Community Engagement
Innisfree Hotels

Meg Burke

Executive Director
Pensacola Young Professionals

Sheila Dunn, DMA

Chair, Dept. of Music; Professor of Voice
University of West Florida

Karla Ent

Professional Photographer

Robert Rushing

Attorney & Managing Partner
Carver Darden

Alejandra Ryan

Founder
Altius Marketing

Jimmy Stapleton

Commercial Banking Manager
SouthState Bank

Sherri Hemminghaus-Weeks

Community Volunteer

EXECUTIVE BOARD

Sheila Dunn

President

Betty Berling

Vice President

Jimmy Stapleton

Treasurer

ARTISTIC ADVISORY BOARD

Janet Galván, DMA

Ithaca College (ret.)

Robyn Reeves Lana

Cincinnati Youth Choir

Susan & Allen Pote

Pensacola Children's Chorus (ret.)

Michael Spresser

Music Publication Specialist

