

American Festival for the Arts

AFA Academy



Houston Girls Chorus

2011-2012 Handbook

Contents

- 1 ~ Welcome, How to Enroll, Parent Meeting, Tuition Policies
- 2 ~ Contact, Personnel, Places
- 3 ~ 2011-2012 Schedule, Attendance Policy
- 4 ~ Dress Code, Code of Conduct

WELCOME

Welcome to the American Festival for the Arts (AFA) Houston Girls Chorus (HGC) 2011-2012 Season! We are pleased that you will be joining us for an exciting year of learning and performing. The information in this package is designed to help you learn about AFA, understand our policies and enroll in HGC.

Please read through the enclosed enrollment materials carefully, noting the following:

- **The HGC Handbook** contains *general information* about HGC and its policies. Please keep these materials; they will guide you throughout the year.
- **The HGC Enrollment Materials** contain *mandatory* forms that must be filled out and returned in order to participate in HGC. All forms must be turned in **before** the first HGC rehearsal on September 19 (students receiving forms after September 15 may turn them in at rehearsal).

HOW TO ENROLL

- Print the forms on pages 5-8; please contact us if you are unable to print the forms. We strongly recommend that you keep copies of any submitted forms.
- All enrollment forms and tuition must be mailed (*no certified or registered mail please!*) to our offices at 1718A Lubbock Street, Houston, Texas 77007. Forms and payments may also be dropped off in person at the same address (or through the mail slot in the front door).
- Enrollment forms and tuition payments are due **before the first HGC rehearsal on September 19, 2011**. Students who have not completed their enrollment forms and/or who have not paid any tuition due will not be allowed to attend rehearsal and may lose their place in HGC.
- If you are not able to make full payment of your tuition due using the options on your tuition payment form by September 19, please contact us as soon as possible.

PARENT INFORMATION MEETING

Every member of HGC must have a parent or guardian attend an information meeting on Monday, September 19 (the first HGC rehearsal); we will hold sessions at 5:30 and at 7:00 (only attend one). This meeting will cover the policies and procedures of the Houston Girls Chorus, as well as the HGC schedule and other pertinent information. It is also a great time to meet our staff and ask any questions you may have about the upcoming year.

TUITION PAYMENT POLICIES

Scholarship Reconsideration Policy: If you would like to be reconsidered for additional scholarship funding, please contact Associate Director, Amanda Heathco, to explain any additional circumstances that should be brought to the attention of the Scholarship Committee.

Tuition Refund Policy: The decision to offer refunds lies in the sole discretion of AFA/HGC and will not be offered unless there is due cause such as medical emergency.

CONTACT INFORMATION

Mailing Address and Year Round Office

1718A Lubbock Street • Houston, Texas 77007

Office Phone 713-522-9699

Onsite Phone 713-201-3700

Fax 713-522-9631

Email AmandaH@afatexas.org

PERSONNEL

HGC Conductor: Kimberly Tobola

AFA Exec. & Artistic Director: Michael Remson

HGC Choral Assistant: TBA

AFA General Manager: Amanda Fisher

HGC Accompanist: Holly Wilson Butler

AFA Associate Director: Amanda Heathco

For questions regarding enrollment, schedule, or procedures, please contact Amanda Heathco at AmandaH@afatexas.org. Questions regarding tuition payment may be directed to Amanda Kepke Fisher at Amanda@afatexas.org.

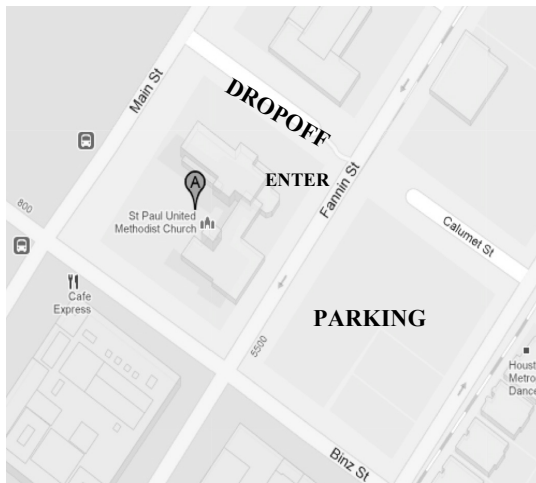
IMPORTANT PLACES

The Houston Girls Chorus meets weekly on Monday evenings from 5:30-7:30 at St. Paul's United Methodist Church; workshops are held once a month on Saturday mornings at Pershing Middle School. Please refer to the schedule on page 3 for specific dates and times.

Weekly Monday Night Rehearsals

St. Paul's United Methodist Church-Choir Rehearsal Room

5501 Main Street • Houston, Texas 77004



St. Paul's is located at the intersection of Main Street and Bissonnet/Binz, across the street from the Museum of Fine Arts. Students may be dropped off and picked up in the small parking lots/driveways near the main church building, accessible from both Main Street and Fannin.

Parking is available in the lot bordered by Fannin, Binz, and San Jacinto (enter on Binz). From the parking lot, cross Fannin to the church and enter through the first door on your left at the corner of the building. The choir room is down the small flight of stairs, at the end of the hallway on the right.

Monthly Saturday Workshops

Pershing Middle School-Room 413 (Choir Room)

3838 Blue Bonnet Blvd. • Houston, Texas 77025

Pershing Middle School is located at the intersection of Blue Bonnet and Stella Link, near Bellaire Blvd. Parking is available in the lot on Blue Bonnet Blvd; Students may be dropped off and picked up in the traffic circle/main entrance on Blue Bonnet. Room 413 is at the end of the long hallway to your right when entering the main lobby.

2011-2012 SCHEDULE

FALL 2011

September

- 19 Rehearsal, 5:30-7:30, St. Paul's
- 26 Rehearsal, 5:30-7:30, St. Paul's

October

- 1 Saturday Workshop, 9-12, Pershing MS
- 3 Rehearsal, 5:30-7:30, St. Paul's
- 10 Rehearsal, 5:30-7:30, St. Paul's
- 17 Rehearsal, 5:30-7:30, St. Paul's
- 24 Rehearsal, 5:30-7:30, St. Paul's
- 31 Rehearsal, 5:30-7:30, St. Paul's

November

- 3 *Tent. Houston Grand Opera Group Trip (HS)*
- 7 Rehearsal, 5:30-7:30, St. Paul's
- 9 *Special Performance (TBA)*
- 12 Saturday Workshop, 9-12, Pershing MS
- 12 *Group Trip to Opera-Barber of Seville*
- 14 Rehearsal, 5:30-7:30, St. Paul's
- 21 Rehearsal, 5:30-7:30, St. Paul's
- 23 *Special Performance, Tree Lighting*
- 28 Rehearsal, 5:30-7:30, St. Paul's

December

- 3 Saturday Workshop, 9-12, Pershing MS
- 5 Rehearsal, 5:30-7:30, St. Paul's
- 11 *Moody Mansion Event, Galveston, TX*
- 12 *Christmas Caroling, Washington Ave.*
- 20 *Christmas Caroling, Texas Med. Center*

January

- 7 Saturday Workshop, 9-12, Pershing MS
- 9 Rehearsal, 5:30-7:30, St. Paul's
- 19 *Dress Rehearsal, location TBA*
- 21 *Performance, location TBA*

SPRING 2012

January (continued)

- 23 *Group Trip to Opera-La Traviata*
- 30 Rehearsal, 5:30-7:30, St. Paul's

February

- 2 *Group Trip to Opera-Concert of Arias*
- 6 Rehearsal, 5:30-7:30, St. Paul's
- 13 Rehearsal, 5:30-7:30, St. Paul's
- 18 Saturday Workshop, 9-12, Pershing MS
- 20 Rehearsal, 5:30-7:30, St. Paul's
- 27 Rehearsal, 5:30-7:30, St. Paul's

March

- 3 Saturday Workshop, 9-12, Pershing MS
- 5 Rehearsal, 5:30-7:30, St. Paul's
- 19 Rehearsal, 5:30-7:30, St. Paul's
- 26 Rehearsal, 5:30-7:30, St. Paul's

April

- 2 Rehearsal, 5:30-7:30, St. Paul's
- 9 Rehearsal, 5:30-7:30, St. Paul's
- 14 Saturday Workshop, 9-12, Pershing MS
- 16 Rehearsal, 5:30-7:30, St. Paul's
- 23 Rehearsal, 5:30-7:30, St. Paul's
- 30 Rehearsal, 5:30-7:30, St. Paul's

May

- 5 Saturday Workshop, 9-12, Pershing MS
- 7 Rehearsal, 5:30-7:30, St. Paul's
- 10 *Dress Rehearsal, 5:30-7:30, St. Paul's*
- 11 *Performance, St. Paul's*
- 12 *Special Performance, Houston Zoo*

HOUSTON GIRLS CHORUS ATTENDANCE POLICY

Attendance at all rehearsals and performances is mandatory. There are two types of absences:

- **Excused Absences** An absence is excused for planned, school-related events or due to sickness ONLY. If a student has a planned, school-related event the same day and time as an HGC rehearsal, HGC must be notified at least a week ahead of the rehearsal.
- **Unexcused Absences** An absence due to scheduling mistakes, transportation issues, or anything other than a mandatory school event or sickness is unexcused. On the occasion of a third unexcused absence, parents will be called to discuss the student's future enrollment in the program.
- There are also cases in which a student will be assigned an **unexcused absence**; 3 occurrences of any of the following will equal one unexcused absence: being tardy to rehearsal, being tardy to rehearsal after a break, failure to bring music, failure to complete a homework assignment.
- If a student misses a dress rehearsal, he or she is not eligible to perform on the concert without approval from the HGC Conductor or AFA Executive Director.

- Please notify staff if your child is sick or will be late by calling (713) 522-9699. Calls will be made to parents of tardy and/or absent students.

DRESS CODE

Clothes should be casual, yet neat, orderly and in good repair. Shorts are permitted, but the length must be no shorter than six inches above the knee. Any clothing that bares the midriff or that is extremely tight or low cut is not permitted. Concert dress will be discussed with the conductor as concerts approach.

Personal Possessions: AFA, HGC, St. Paul's United Methodist Church and Pershing Middle School are not responsible for the loss or theft of personal possessions. AFA strongly recommends that students not bring valuables to rehearsals or events (including iPods, cameras, and electronic devices). Students should not leave belongings unattended at any time. Cell phones are allowed, but must be turned OFF during all classes and rehearsals. Students caught texting or talking on cell phones during rehearsal will have their phone confiscated.

AFA CODE OF CONDUCT

One of the primary advantages of a small, independent music program is the close relationship between individual faculty members and students, an advantage we wish to maintain and strengthen. Respect for all faculty, students and staff is expected. The use of proper terms (Mr., Mrs., Dr., Ms., Ma'am, or Sir) when addressing adults is expected.

An HGC student is assumed to be honorable and trustworthy, exemplifying traits that deserve the respect of the community. Dishonorable behavior that breaks this trust is regarded as a serious breach of rules and grounds for immediate disciplinary action. Serious or multiple offenses will jeopardize a student's membership in this unique community. These infractions include but are not limited to:

- Theft or unauthorized removal of property; Unauthorized copying and/or removal of documents related to HGC
- Attending under the influence of alcohol or illegal drugs; Possession, distribution, sale, transfer or use of alcohol or illegal drugs
- Fighting or threatening violence; Disruptive and inconsiderate behavior such as rudeness and foul language; Sexual aggression or harassment of any kind
- Intentional or negligent conduct leading to the damage of property
- Insubordination or refusal to perform assigned duties; Disregard for the rights of others
- Violation of health or safety rules
- Possession of food and drink in areas not defined for their use
- Littering
- Chronic or patterned absenteeism and/or poor punctuality
- Failure to cooperate with, or otherwise obstructing, any investigation into an alleged violation of procedure or policy
- Lying, cheating, or dishonesty of any kind
- Discrimination of others based on race, age, gender, sexual orientation, etc.
- Loitering at unauthorized times in corridors, parking areas or other grounds

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2011-2012 Enrollment Materials

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2011-2012 HOUSTON GIRLS CHORUS MEMBER INFORMATION

Please Type or Print Clearly

Personal Information

Last Name *First Name* *Middle Initial*

Mailing Address *City* *State* *Zip Code*

Student Home Phone *Student Cell Phone (if applicable)*

E-Mail Address: This address will be used for all communication during the year. You may list more than one e-mail if desired- we recommend using the student's email and one parent or guardian's email (as appropriate)

School *Grade*

Parent/Guardian Information

Father/Guardian Name

Mother/Guardian Name

Father/Guardian Best Daytime Phone

Mother/Guardian Best Daytime Phone

Father/Guardian Best Evening Phone

Mother/Guardian Best Evening Phone

Father/Guardian Employer & Job Title

Mother/Guardian Employer & Job Title

Father/Guardian Email Address

Mother/Guardian Email Address

Emergency Contact Phone Number

Emergency Contact Name and Relationship (other than parent/guardian listed above)

AUTHORIZATIONS AND PERMISSIONS

Please Type or Print Clearly

Authorization to Consent to Medical Treatment

No medications of any kind, including Tylenol, are given to or taken by a student without written permission from the parent/guardian. If a student is injured or ill, her parents/guardians are contacted immediately. If it is necessary for a student to leave due to illness, she is kept under supervision until a parent or person designated by a parent comes for him/her. If emergency care is required, the student will be transported to the nearest medical facility accompanied by a member of the HGC or AFA staff.

I am the parent/legal guardian of the student named below. I give authority to American Festival for the Arts to consent to medical treatment for my child in the event I cannot be reached.

Parent Printed Name

Parent Signature

My child is allergic to the following medication(s) and/or food(s):

My child is taking the following prescribed medication(s):

Physician Name and Phone

Insurance Company & Policy Number

Waiver/Press Release

In consideration of my child's enrollment in the Houston Girls Chorus, I agree to release American Festival for the Arts, Houston Girls Chorus, Houston Grand Opera (HGO), St. Paul's United Methodist Church, and Pershing Middle School and any officers, directors, employees, agents, or representatives of AFA, HGC, HGO and St. Paul's United Methodist Church, Pershing Middle School from any claims that may arise from and result in any expenses, personal injury, loss or damages incurred by myself or my child during participation in and association with HGC.

I also grant permission for Houston Girls Chorus, its agents or sponsors, to use any written evaluation comments, photos, film, videos, or recordings of me for the promotion of the HGC program.

Student Printed Name

Student Signature

Parent Printed Name

Parent Signature

AUTHORIZATIONS AND PERMISSIONS

Required Form - Please Type or Print Clearly

Code of Conduct

In consideration of my enrollment in Houston Girls Chorus, I have read and fully understand the Code of Conduct governing student behavior. My signature below indicates my commitment to abide by the terms of this code and to actively promote this code as part of my attendance. Should I be the cause of an infraction of any of the guidelines provided, I agree to hold AFA/HGC harmless for any disciplinary action taken against me up to and including suspension from the Conservatory.

Student Printed Name

Student Signature

Parent Printed Name

Parent Signature

Attendance Policy

Attendance at all rehearsals and performances is mandatory. There are two types of absences:

- **Excused Absences** An absence is excused for planned, school-related events or due to sickness ONLY. If a student has a planned, school-related event the same day and time as an HGC rehearsal, HGC must be notified at least a week ahead of the rehearsal.
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- There are also cases in which a student will be assigned an **unexcused absence**; 3 occurrences of any of the following will equal one unexcused absence: being tardy to rehearsal, being tardy to rehearsal after a break, failure to bring music, failure to complete a homework assignment.
- If a student misses a dress rehearsal, she is not eligible to perform on the concert without approval from the HGC Conductor or AFA Executive Director.
- Please notify staff if your child is sick or will be late by calling (713) 522-9699. Calls will be made to parents of tardy and/or absent students.

In consideration of my enrollment in Houston Girls Chorus, I have read and fully understand the HGC Attendance Policy. My signature below indicates my commitment to abide by the terms of these policies as part of my attendance at HGC. Should I be the cause of an infraction of any of the guidelines provided, I agree to hold HGC harmless for any disciplinary action taken against me up to and including dismissal or suspension from HGC.

Student Printed Name

Student Signature

Parent Printed Name

Parent Signature