



ATTENDANCE POLICY

Because each child is independently valuable within the choir, all rehearsals and performances are mandatory, unless otherwise noted on the HCCC calendar. The season calendar is provided in the online registration form and includes all rehearsal and performance dates. Please add these dates to your personal calendar at the time of registration. Any additions to the calendar will be communicated as soon as possible via handouts, emails, and/or phone calls.

Attendance is expected at every rehearsal and performance. In the event of an illness (student must be fever free for 24 hours to attend a rehearsal or performance), a major conflict with a required school event, or family emergency, an absence may be excused. Choral members who have excessive absences may be placed on "Attendance Probation" and may not be able to participate in a performance. Excessive absences may also lead to termination of choir membership.

By registering, you agree to have your child/children at each mandatory rehearsal and performance. Please list any anticipated absences on the registration form to request prior approval. Once the choir season has begun, please complete a "Planned Absence Form" with HCCC's Attendance Coordinator if you anticipate your child missing a rehearsal or performance. In the case of two or more absences per semester, the director may ask the individual to sing his/her performance pieces to make sure he/she is prepared for performance. If the student cannot accurately sing his/her pieces or is clearly unfamiliar with staging, he/she may be asked not to perform.

If a member is asked to sing a solo, is a part of a special ensemble, or is performing a speech or reading, the student must commit to being at every rehearsal that semester. Any planned absences must be pre-approved by HCCC's Artistic Choral Director. Please complete a "Planned Absence Form" with HCCC's Attendance Coordinator. Depending on the circumstances, the special part in the performance may be reassigned to another student.

The sign-in sheets at rehearsals and performances are the basis of the HCCC attendance records, so it is imperative that each member personally sign in. If a choral member is unable to attend a rehearsal or performance he/she must notify the Attendance Coordinator.

PUNCTUALITY

"Early is good, on time is late, and late is unacceptable." We plan to use every minute of our scheduled rehearsal time. In order to do so, students are asked to arrive several minutes early to allow time to use the restroom, get a drink, sign in, pick up their music binders, and be seated in their place. It is essential that singers are ready to sing when rehearsal begins and picked up promptly at the conclusion of rehearsal. Habitual tardiness results in disruption of rehearsal and may result in dismissal from the program.

REHEARSAL GUIDELINES

The Hancock County Children's Choir currently rehearses every Monday at Mount Comfort United Methodist Church, located at 3179 North 600 West (Mount Comfort Road), Greenfield, IN 46140.

Since we are a tenant of Mount Comfort United Methodist Church it is important that the HCCC space is cared for and treated respectfully at all times.

- Arrive in time to be in your seat at the start of rehearsal, making allowance for using the restroom, signing in, getting a drink, gathering your music binder, etc.
- Enter designated entrance as soon as you arrive on the property. Do not remain outside to socialize, play, or explore the property.
- Attendance sign-in & tuition payments are completed at the Welcome Center desk and various tables throughout the lobby.
- Sign in & Sign out with each rehearsal
- No child should ever sign in/out for another student
- Choral members must stay in the designated areas for rehearsal
- No student should leave rehearsal early, unless special permission has been given in advance
- No parent is to interrupt rehearsal to speak with his/her child(ren) or the director
- Rehearsals and performances are cell phone free zones. Student cell phones must be turned off and placed in a purse or backpack during the entirety of rehearsals and performances. Choir staff will have cell phones available to receive incoming calls from parents in case of emergency, and those phone numbers will be publicized to all choir parents.