

SOUTHERN CALIFORNIA CHILDREN’S CHORUS

Member’s Handbook

Table of Contents

I.	Introduction and Mission Statement	2
II.	The Choruses	3
III.	Promotions	5
IV.	Sight Singing/Theory	7
V.	Music Retreats	7
VI.	Communication	8
VII.	Tuition	8
VIII.	Attendance	8
IX.	Awards	9
X.	Rehearsals	10
XI.	Rehearsal Schedule and Rooms	10
XII.	Rehearsal Safety & Security	11
XIII.	Music	11
XIV.	Dress Code and Uniforms	12
XV.	Individual Choral Opportunities	15
XVI.	Department/Concert Preparation	15
XVII.	Annual Re-Auditions	16
XVIII.	Parent Volunteers	16
XIX.	Work Permits	16
XX.	Work Permits – Commonly Asked Questions	17
XXI.	Chaperones	18
XXII.	Carpools	18
XXIII.	Fundraising	18
XXIV.	Social Events	18
XXV.	Chorus Pins	19
XXVI.	Distribution of Promotional Materials	19
XXVII.	Board of Directors	19

SCCC Office
5020 Campus Drive
Newport Beach, CA 92660
949-296-7007
www.SCCCChorus.org

Copyright 2016-2017

Southern California Children's Chorus

Member's Handbook

I. INTRODUCTION and MISSION STATEMENT

Congratulations on being accepted into the Southern California Children's Chorus (SCCC)! This member's handbook explains SCCC's structure and procedures. Please read it as it contains useful information for all member's of SCCC. We hope you enjoy your year of music and are challenged to achieve your full potential as a chorister.

MISSION AND GUIDING PRINCIPLES OF THE SOUTHERN CALIFORNIA CHILDREN'S CHORUS

The Southern California Children's Chorus exists to enhance children's lives through distinguished choral music education and world class performance.

In carrying out its mission, SCCC adheres to several important guiding principles:

1. SCCC is open to and encourages participation of boys and girls throughout Southern California regardless of racial or ethnic background or economic status.
2. SCCC provides children with a unique and important educational, social, and artistic musical experience. SCCC believes that music education and choral performance greatly enhance a child's development in academic and social arenas.
3. SCCC believes children possess a tremendous capacity for knowledge and growth. By striving for excellence in a disciplined and encouraging atmosphere, children can achieve their full potential in choral artistry.
4. SCCC believes that educating children in the best choral repertoire from the past and the present preserves an important part of our culture for future generations.

II. THE CHORUSES

A **Southern California Children's Concert Chorus**

The Concert Chorus is SCCC's premier performing/touring chorus. Choristers are chosen from auditions. The Concert Chorus is comprised of choristers primarily from grades 7 through 12. Choristers are promoted to the Concert Chorus upon displaying the maturity and musical and vocal skills needed to meet the challenge of learning and performing a large, sophisticated and difficult performance repertoire. It is required that a member at this level regards the chorus as top priority in personal scheduling. Weekly attendance is extremely important. A mandatory yearly retreat is scheduled in the fall from Friday afternoon until Sunday afternoon. The Concert Chorus performs regularly throughout Southern California for public and private organizations. In general they tour nationally and internationally once every 2 years in early summer. The Concert Chorus rehearses on Tuesdays for two hours, and includes music theory, sight singing and ear training. Additional rehearsals are called as needed before tours or other special engagements.

B. **Southern California Children's Advanced Chorus**

Advanced Chorus members are chosen from auditions each year. The Advanced Chorus is comprised of members primarily from grades 6-10. This is the entry-level chorus for members of this age group with vocal readiness, maturity, and musicianship. The Advanced Chorus provides continued training in vocal technique, breathing, theory, Kodaly sight singing, ear training and the development of performance technique. Choristers remain at this level until they have mastered the skills required to move on to the Concert Chorus. The period of time varies widely with individuals and can range from 1 to 3 years. The Advanced Chorus meets two hours on Tuesdays. Performance opportunities include approximately 4 events each fall and spring and a possible weekend tour or music education camp.

C. **Southern California Children's Intermediate Chorus**

Intermediate Chorus members are chosen from auditions each year. The Intermediate Chorus is comprised of choristers from grades 4 through 6. This is the usual entry-level chorus for new members of this age group with vocal readiness and maturity. The Intermediate Chorus provides extensive training in vocal technique, breathing, theory, Kodaly sight singing, ear training and the development of performance technique. Choristers remain at this level until they have mastered the skills required to move on to the Advanced Chorus. The period of time varies widely with individuals and can range from 1 to 3 years. The Intermediate Chorus meets on Tuesdays for 1 hr, 45 minutes. Performance opportunities include approximately 4 events each fall and spring.

D. Southern California Children’s Apprentice Chorus

Apprentice Chorus members are chosen from auditions held each year. The Apprentice Chorus is comprised of choristers from grades 2 and 3. SCCC offers two sessions of Apprentice Chorus due to the large enrollment number. This entry-level chorus for new members is a readiness program in which the basics of vocal production and musicianship are presented in a manner suitable for the age group. The emphasis is on musicianship training as developed by Hungarian composer Zoltan Kodaly. Limited public performances are scheduled during the year, including the annual Holiday and Spring Concerts; however the emphasis at this level is preparatory training. Each session of the Apprentice Chorus, “Early Birds” and “Late Birds,” rehearses 1 hour on Tuesdays.

E. Southern California Children’s Primary Chorus

Primary Chorus is designed for children in the first grade. Choristers at this level will begin to read some pitches and simple rhythms. Through the use of the Kodaly Method the children are introduced to solfa syllables and their relationship to the music staff and to each other. Simple melodic and rhythmic patterns, which are based on childhood chants, are introduced to the choristers. In time the choristers learn to associate these patterns with the solfa syllables and in turn will be able to read basic pitch and rhythm patterns by sight. The repertoire of Primary Chorus includes folk songs and singing games, that are enjoyable to this age group. Primary Chorus singers are prepared for further instruction in subsequent levels of the Southern California Children’s Chorus. The Primary Chorus meets on Tuesdays for 40 minutes.

F. Southern California Children’s Kinder Chorus

Kinder Chorus is designed for children in Kindergarten. With repeated experiences Kinder Chorus members will begin to develop and perceive the concepts of music, which include the sense of steady beat and rhythm. The repertoire of songs in Kinder Chorus includes a wealth of age-old folk songs and singing games, which are pleasing and possess aesthetic value. All of this is accomplished through the use of the Kodaly Method of music instruction for children. Kinder Chorus singers are prepared for more detailed instruction found in subsequent levels of the Southern California Children’s Chorus. The Kinder Chorus meets on Tuesdays for 40 minutes.

III. PROMOTIONS

Choristers are often quite anxious to be promoted and the directors are very sensitive to the importance of promoting the singer when he or she is **READY**, and not before. Each singer develops at his or her own rate, and the amount of time spent at each level varies widely among members.

Most promotions to the next chorus level are made at the end of June.

Promotions from Apprentice to Intermediate Chorus are generally made when it is felt that the maturity level of a member is such that the singer can adapt to a longer rehearsal, a more academic approach in teaching methods, and has acquired the necessary musical skills to participate at a performing level. This generally takes place at approximately the age of ten years old, or the fourth grade. An audition before the music staff is required in which the singer may be asked to perform a solo or sing from their current chorus repertoire, and sight-read.

Promotions from Intermediate to Advanced Chorus are generally made at the end of a performing season. An audition before the music staff is required in which the singer may be asked to perform a solo or sing from their current chorus repertoire, and sight-read. A careful assessment of the chorister's ability, commitment, theory aptitude, rehearsal and performance abilities, and attendance record is made before promotion.

Promotions from the Advanced Chorus to the Concert Chorus are generally made at the end of a performing season. An audition before the music staff is required in which the singer may be asked to perform a solo or sing from their current chorus repertoire, and sight-read. A careful assessment of the chorister's ability, and commitment, theory aptitude, rehearsal and performance abilities, and attendance record is made before promotion.

Singers are qualified to audition for the Concert Chorus when they are vocally and musically prepared. The audition is extensive, with sight singing required.

CRITERIA FOR PROMOTION:

A. Required musical skills increase at each level.

1. Voice quality and health of the voice
2. Vocal skills: breath management, tone production, diction
3. Intonation: singing in tune, keen listener
4. Theory skills: acceptable level of proficiency in theory and sight-singing, ability to follow a score, ability to sing in harmony
5. Knowledge of all of the Choral literature at their current chorus level.

B. Personal growth, self-discipline

1. Regular and prompt attendance at rehearsals and performances
2. Demonstrated commitment to SCCC, placing SCCC in high priority so as to be dependable for performances
3. Excellent attitude and behavior
4. Performing skills
5. Peer interaction in rehearsals, performances, camp, tours

IV. SIGHT SINGING/THEORY

Sight singing, ear training and theory lessons are considered crucial to the quality of the choirs. The sight singing/theory component is incorporated in the chorus rehearsals. At times, rehearsal of the music, text and memorization may be required to be done outside of rehearsals. Diagnostic exams and evaluations may be given during the chorus year and contribute to the promotion evaluation.

Level I Sight Singing/Theory Goals:

Solfege skills; Treble clef note names; Notation skills; Rhythmic values [whole, half, quarter, eighth, 16th, dotted notes, rests]; Meters-simple beat placement; Introduction to intervals; Rhythmic and melodic dictation; Vocabulary.

Level II Sight Singing/Theory Goals:

All previously covered skills; Solfege diatonic melodies; Major, minor scales; Key signatures; Rhythms-aug., dim; Meters-compound; Intervals; Primary triads; Sight singing melodies; two part Vocabulary Dictation skills.

Level III Sight Singing/Theory Goals:

All previously covered skills; Solfege-modulations; Dictation skills; Rhythms-ties, syncopations; Meters-reinforce; Triads-major, minor; Perfect intervals; Key signatures-relative, parallel; sight singing 2, 3 part music; Vocabulary; Chromaticism.

Level IV Level Sight Singing/Theory Goals: All previously covered skills; Rhythm-32ns, triplets; Key signatures; Meter-mixed, complex; Scales-modes; All intervals; Oral/written identification of triads in all positions; Seventh chords; Bass clef; Sight singing 3-4 part music; Vocabulary.

Any chorister, at the discretion of the choir director, may be required to take additional music lessons, including sight singing and vocal coaching, at the chorister's expense.

V. MUSIC RETREATS

For the Concert Chorus, an annual Music Retreat each autumn is considered a vital component of the choral experience. **Retreat is mandatory** for all Concert Chorus members. Repertoire, musicianship skills, vocal development, theory lessons and sight singing will be intensely studied during the retreat. It provides an opportunity for veteran and new choristers to get acquainted and interact early in the choral year. The retreat typically takes place in October. Parent chaperones care for a small group of choristers while on retreat. Exact times and locations are announced on our website and during rehearsal.

Advanced Chorus holds a Saturday retreat. This is mandatory and gives choristers an opportunity to get acquainted as well as to learn music skills. Parent volunteers assist as needed during the day. Exact time and location is announced on our website and during rehearsal.

VI. COMMUNICATION

A. **SCCC Website!!!**

All information for choristers will be posted on SCCC's website, www.SCCCChorus.org.

B. **E-Mail or Phone**

Choristers will also be notified of announcements or given reminders by phone or by e-mail. SCCC must be provided current e-mail and phone information.

VII. TUITION

The tuition fee includes instruction, use of published music, and uniforms. Concert Chorus tuition includes retreat fees and transportation. Tuition does not include tour expenses, transportation to performances or the casual polo shirt required for rehearsals and some performances, or wardrobe cleaning fees. Tuition is payable to the Southern California Children's Chorus according to the published fees. Tuition is a full choral year commitment. *Please note, tuition will not be refunded.* Even if a chorister drops in January, full payment of tuition is required (even if a payment plan exists). A limited number of scholarships are available each year, based on demonstrated financial need. To request a scholarship application, call the SCCC office at 949-296-7007. Scholarship families are strongly encouraged to participate in fund raising activities and be parent "helpers".

VIII. ATTENDANCE

Attendance is required at all rehearsals. Attendance at the Holiday and Spring Concerts, as well as recording sessions and retreat are **mandatory**. You are encouraged to sing at all other performances since performance is a primary goal of SCCC. Please note that it is important for the director to know before each rehearsal those who will be absent.

Some concerts are for volunteer ensembles consisting of only a few singers. In this case, the director will invite individual choristers to perform, depending on exact voice parts and voice colors needed. In the event that a concert is to be given with less than the full chorus, only those choristers that are invited or agree to sing will be expected to be present.

Should a chorister's attendance become a concern to the director, the chorister will be put on probation. Missing consecutive rehearsals will be reason for concern. When a chorister misses many rehearsals for **other than medical reasons**, the director may decide to have the chorister dismissed from SCCC.

IX. AWARDS

Awards are top priority to our directors to ensure that our choristers realize how much they are appreciated. Discipline, attitude and hard work are attributes that are highly encouraged in the SCCC. Each season, the SCCC gives attendance awards to its choristers in the following categories:

Exemplary Attendance

Honor Attendance

Director's Award (the highest honor) - This award recognizes special achievement beyond expectation, in attitude, attendance, leadership, and influence on other choristers to excel.

Each chorus will hold an annual awards ceremony at an announced location at the conclusion of the season. These awards are given at the discretion of the directors and are based on attitude and attendance as follows:

ALL CHORUS LEVELS

EXEMPLARY ATTENDANCE

Attendance is considered exemplary when a chorister is in attendance at all weekly rehearsals and all SCCC concerts.

Other performances are attributed towards exemplary attendance, when the chorister is present to perform, in addition to the above.

Any retreat dates for any Chorus level are considered mandatory.

HONOR ATTENDANCE

Attendance is considered honor when choristers have extremely few absences. This is particularly important for major concerts and other performances. SCCC will give Honor Attendance should there be very, very, few misses of weekly rehearsals and scheduled performances. It is VERY critical that your director knows if you must miss a rehearsal or performance of any kind.

Retreat dates for any Chorus level are considered mandatory.

X. REHEARSALS

A vast amount of repertoire must be learned each season in a short period of rehearsal time. Therefore, it is essential that every minute of the rehearsal be used wisely. The choristers must arrive in plenty of time to use restrooms, and be ready to begin rehearsing promptly at the required start time. During rehearsal, parents are welcome to wait in the open quad areas of the campus or in the cafeteria. Space permitting, parents are welcome to quietly observe rehearsals.

At the end of rehearsal, choristers should make sure that chairs are neatly in position and all music is in their folder. The Director will dismiss the group when all business has been completed.

Any snacks should be eaten before rehearsal, **outside of the building**. Please place all trash in wastebaskets. Do not bring food or drinks into the rehearsal room: a water bottle is acceptable.

All choristers and families must show respect for the rehearsal facility's property at all times. Younger children must be kept quiet and under control. We are using community college facilities and are aware that there are other learning opportunities ongoing in our area. Lack of respect will be grounds for dismissal or asking family members to vacate the premises during rehearsal times.

No cell phones may be used during any rehearsal or performance. Phoning, receiving calls or texting may be grounds for dismissal. When asked permission, the directors, will excuse a chorister for an emergency call.

Please see UNIFORM section for detailed information on acceptable attire during rehearsals.

XI. REHEARSAL SCHEDULE

Kinder Chorus	Mr. Healy	4:30 to 5:10 p.m.
Primary Chorus	Mr. Healy	5:20 to 6:00 p.m.
Apprentice Chorus	Miss Susan	
	Early Birds	4:20 to 5:20 p.m.
	Late Birds	5:30 to 6:30 p.m.
Intermediate Chorus	Miss Betsy	4:30 to 6:15 p.m.
Advanced Chorus	Miss Carol	4:30 to 6:30 p.m.
Concert Chorus	Miss Lori	4:30 to 6:30 p.m.

XII. REHEARSAL SECURITY & SAFETY

SCCC is responsible for the chorister during rehearsals. Parents are responsible for delivering the chorister to, and picking him/her up from, the rehearsal room.

For your child's safety, please do not drop off any chorister prior to the scheduled rehearsal time. A parent or guardian must supervise all children arriving before the beginning of rehearsal. Wear SCCC's polo shirts to all rehearsals.

Parents, to avoid any parking lot safety incidents, please pick up your chorister at the rehearsal room following rehearsal. Choristers must be picked up **promptly**. There is no supervision provided before or after rehearsal. **A chorister may be dismissed from SCCC after two occurrences of a late pickup.**

XIII. MUSIC

Each chorister is given a numbered music folder, which is his or hers for the year (excluding Kinder Chorus and Primary Chorus.) Music is very costly and difficult to replace! Choristers must be responsible for their own music, including financial responsibility. A \$50 replacement fee will be collected if music is lost or not returned to SCCC at the end of the choral season. Please adhere to the following guidelines:

- Music or folders that are lost or damaged must be replaced by the chorister and/or parent
- Never write on or tear music folder.
- Never fold a piece of music incorrectly or bend it.
- Mark your score in **pencil only**.
- Always put music back into your music folder carefully.
- Music may be loaned for study at rehearsal (red folders), only if it is checked out and noted in the roll book by the Chorus parent. The "loaner" folder must be returned at the conclusion of that rehearsal.
- All music and folders will be returned to SCCC at the end of the season.

XIV. DRESS CODE AND UNIFORMS

All SCCC events throughout the year require Choristers to dress according to the SCCC dress code. This includes retreats, tours, banquets and any other SCCC activities. Choristers must dress modestly. See additional requirements below.

You are responsible for your own uniform during the choral season. Uniforms must be clean, neat and not needing any repairs. Individual alterations to dresses/jumpers or laundering of uniforms are NOT permitted.

Please have your uniform dry cleaned as needed to prevent damage to the fabric. Parents will be charged a \$15 cleaning fee at the beginning of the year which is payable before receiving the uniform. Uniforms will not need to be dry-cleaned when returned. SCCC will dry-clean all returned Dress Uniforms at the end of the season.

Choristers will be required to return all uniforms to SCCC at the final awards ceremony, NO EXCEPTIONS. **A replacement fee, based on the chorus level attire, will be billed and collected if it is not returned by the specified date.**

A signed wardrobe agreement is required prior to distribution of wardrobe.

There are two basic uniforms required (Dress and casual/rehearsal).

A. Dress Uniform Requirements:

Dress uniforms are the property of Southern California Children's Chorus and are on loan to the chorister for the choral season. The dress uniform is to be returned to SCCC at the end of the season or as arranged.

Girls

Concert choristers are provided a formal black concert dress that is owned by SCCC. A pearl necklace which is purchased through SCCC for \$10 is to be worn.

Advanced choristers are provided a black tea length dress.

Intermediate choristers are provided a black concert dress with a lace collar.

Apprentice choristers are provided with a black jumper and white tuxedo shirt, and red bow tie.

Primary and Kinder choristers do not have a dress uniform.

- **Girls'** dresses must be dry-cleaned ONLY.
- They must be returned to SCCC at the end of the season or as arranged.

For all SCCC events:

- Hair should be pulled away from the face. A small black hair bow is permitted but not necessary, no hair accessories including feathers, tinted extensions, or other distracting hair ornamentation is allowed. Hair must be natural color, extremes in dyeing, bleaching or tinting are not allowed.
- Black tinted nylons are required (no tights, please). Exception is Apprentice who wear white tights.
- Black Mary Jane style shoes, approved by SCCC, are to be worn.
- One pair of stud earrings can be worn. Ear plugs and multiple earrings are not to be worn. No other jewelry is allowed including rings, and bracelets.
- Modest, natural make up only – heavy make up including thick eyeliner and extremes in makeup such as glitter, on hair, face and body are NOT allowed.
- Visible tattoos are not acceptable.
- Visible body piercing of any kind, except for earlobe earrings, is NOT permitted.
- NO perfume.
- Fingernail polish must be light, natural or clear colored.

Boys

Concert choristers are provided black tuxedo tails with a black cummerbund and bow tie. A white wing-tipped shirt, button studs and cufflinks are also provided.

Advanced choristers are provided a black tuxedo with a white wing-tipped shirt, black cummerbund and bow tie.

Intermediate choristers are provided black tuxedo pants, white tuxedo shirt, black vest and bow tie.

Apprentice choristers are provided with black tuxedo pants, white tuxedo shirt, red cummerbund and red bow tie.

Primary and Kinder choristers do not have a dress uniform.

- **Boys'** shirts must be professionally laundered. Also, tuxes and accessories must be dry-cleaned ONLY.
- All uniforms and accessory items must be returned to SCCC at the end of the season or as arranged.

For all SCCC events:

- Black socks and dress shoes are required.
- Hair should be nearly trimmed and groomed.
- Hair must be natural color, extremes in dyeing, bleaching or tinting not allowed.
- Visible tattoos are not acceptable.
- Male choristers may not wear earrings.
- Visible body piercing of any kind is NOT permitted.
- NO cologne.
- Earrings, ear plugs, jewelry, or any other visible distracting ornamentation is NOT allowed.

B. Casual/Rehearsal Uniform Requirements

Weekly rehearsals. All choristers are required to wear their SCCC polo shirts. Polo shirts are purchased separately at rehearsal. Long pants preferred, shorts are acceptable but must be long enough to cover half of the thigh. No “short shorts.” Hats are not to be worn. Full-length pants, cropped pants and straight-legged Capri pants are permitted. Pants, capri pants, and shorts must be dress-style or casual dress-style (e.g. Dockers ®). NO tight fitting pants such as yoga, leggings, sweats, etc. Modest dress is mandatory. No backless tops, bare midriffs, or visible cleavage. *(SCCC accepts donation of used SCCC shirts. When available, used shirts can be purchased during rehearsals at the merchandise table.)*

For informal concerts, choristers will wear a Southern California Children’s Chorus polo shirt, black jeans or long black pants(Full-length pants, cropped pants and straight-legged Capri pants are permitted. Pants, capri pants, and shorts must be dress-style or casual dress-style (e.g. Dockers ®). NO tight fitting pants such as yoga, leggings, sweats, etc.), black socks and all-black closed toed shoes are required. SCCC prefers choristers to use their concert shoes for performances.

XV. INDIVIDUAL CHORAL OPPORTUNITIES

Often opportunities arise for the SCCC to perform individually or in small groups. The SCCC provides music for luncheons, banquets, benefits, hospitals, retirement homes, movies, movie tracks, operas, shopping centers, and civic and church meetings. The SCCC Concert Chorus will also perform on stage at various concert locations with various performing arts organizations. All performance opportunities will be listed online at www.SCCCChorus.org, unless it is a last minute request wherein you are notified by telephone or e-mail.

The SCCC highly encourages our choristers to use their unique skills and artistry in their school music programs. It is our responsibility to uphold and support our classmates, teachers and school musical ensembles.

XVI. DEPARTMENT /DRESS CODE/CONCERT PREPARATION

The Southern California Children's Chorus strives, at all times, to project an image that is wholesome, "All-American", and respectful of God, community and environment. A respectful, quiet attitude is required. Obedience is required. A natural, healthy appearance is required. Choristers should be mindful of personal hygiene and use deodorant and mouthwash when necessary. Choristers must come to weekly rehearsals rested and fed.

Performing is very demanding physically, mentally and emotionally. Families should avoid over-scheduling a child on the day of a major rehearsal or performance. Be sure to feed your child wisely on a performance day.

** Please refer to UNIFORMS section for a detailed description of SCCC's dress code policy.

The Southern California Children's Chorus reserves the right to dismiss from its membership any chorister at any time for conduct or behavior that jeopardizes the safety or well being of any chorister, volunteer or staff member or that reflects negatively on SCCC as an organization. The determination to dismiss a chorister shall be made in the sole discretion of the music director upon consultation with Lori Loftus, without prior notice to the chorister.

Also, although we would like to be able to include every child with a sincere desire to sing, we recognize that some children are unsettled either physically, psychologically, or even chemically. Unfortunately, behavior that distracts the director and other children, inhibiting the progress of the choral rehearsal, may be grounds for dismissal.

XVII. ANNUAL RE-AUDITIONS

Re-auditions are held for each chorister each year usually at the end of the season or in the summer months. Choristers are invited back the following year if they re-audition successfully and if they have met the expectations of their individual chorus during the previous year. An exception to this rule is only at the Concert Chorus level.

XVIII. PARENT VOLUNTEERS

Parent volunteers are a precious and vital part of the SCCC. From time to time, a special request will be noted in the online newsletter for parent volunteers. Please consider helping our chorus by being involved when you are able. Call the office staff to volunteer. While you are in the presence of the choristers, as a parent volunteer, we ask that you refrain from any use of alcohol and tobacco, and at all times observe the dress code required for choristers. Please smile, encourage and direct our choristers in the best way possible!

XIX. WORK PERMITS

California law requires an individual Entertainment Work Permit for each chorister. Applications are available online at the DLSE website: <https://permits.dir.ca.gov/ewp/>.

It is the responsibility of parents to renew work permits and keep them current. *As a courtesy*, an email reminder will be sent to parents reminding them to renew their chorister's work permit and providing additional instructions before the permit expiration date.

Work permit renewals may be done online or submitted by mail. However, SCCC recommends online processing.

California Division of Labor Standards Enforcement (DLSE)
6150 Van Nuys Blvd # 100
Van Nuys, CA 91401-3308
(818) 901-5484

Work permits are only valid for six months and must be renewed to remain current.

Upon receipt of the new work permit, please keep the original for your files and submit a photocopy of the work permit.

A current Entertainment Work Permit must be on file with SCCC by November 1, 2016, or your child will not be permitted to participate in rehearsals. Work permits must remain current for choristers to participate in performance opportunities.

XX. COMMONLY ASKED QUESTIONS REGARDING WORK PERMITS

Why does my child need a work permit?

It is the law.

The California Code of Regulations provides that “A minor desiring to be employed in the entertainment industry must obtain an Entertainment Work Permit.” (8 CCR 11752)

Why is SCCC in the “entertainment industry”?

The Regulations broadly define “Entertainment Industry” to include “any organization, or individual, using the services of any minor in: musical performances; and any other performances where minors perform to entertain the public” (8 CCR 11751). Thus, each chorister who wishes to perform in SCCC concerts must obtain an entertainment work permit.

What if my child does not have a work permit? Can he or she still perform with SCCC?

No. Labor Code section 1308.5(b) provides that “Any person employing either directly or indirectly through third persons, or any parent or guardian of a minor who permits any minor to be employed in violation of any of the provisions of this section is guilty of a misdemeanor. Failure to produce the written consent from the Labor Commissioner is prima facie evidence of the illegal employment of any minor whose written consent is not produced.”

Any child who does not have a current work permit on file with SCCC will not be permitted to perform at SCCC concerts or any affiliated performance. To ensure that all permits are valid for performances, each chorister must have a current permit as of November 1st.

Who is responsible for obtaining a work permit?

The work permit must be obtained by the minor or his or her parent. (8 CCR 11752) As a courtesy, SCCC will remind the children and/or parents of the need to obtain a work permit, but the chorister and his or her parents are responsible for obtaining a work permit and keeping it current. (Work permits are only good for up to six months.)

How do I get a work permit?

A work permit application is obtained online at <https://permits.dir.ca.gov/ewp/> or by mail from:
California Division of Labor Standards Enforcement (DLSE)
6150 Van Nuys Blvd # 100 Van Nuys, CA 91401-3308
(818) 901-5484

An Entertainment Work Permit will be emailed or mailed to you within 1 to 8 weeks.

When should I apply for a renewal of a work permit?

Due to delays in the renewal process, SCCC strongly recommends that you renew your work permit online as soon as permitted *before* the current work permit expires.

XXI. CHAPERONES

Parent chaperones are necessary and appreciated. Special events, concert performances, tours and camps run most efficiently when we have parent volunteers. At the conclusion of concert performances or other special events, at least one chaperone must remain until all choristers have been picked up. If you are interested in being a chaperone, please contact your choir parent or the SCCC office. While you are in the presence of the choristers as a chaperone, we ask that you refrain from any use of alcohol and tobacco and at all times observe the dress code required for choristers.

XXII. CARPOOLS

Due to liability concerns, SCCC will not be responsible for establishing carpools. However, **zip-code rosters** will be distributed to parents who wish to do so.

XXIII. FUNDRAISING

Tuition covers less than half of the cost of SCCC's programs. A variety of fundraising programs are necessary to ensure that the SCCC remains in a solid financial position and to keep tuition as low as possible.

Two of these fundraisers involve Scrip and See's Candy sales. Participants in the Scrip and See's Candy fundraisers not only benefit SCCC but also accumulate credit which may be applied to tour payments and/or next year's tuition. Of the profit earned from these programs, 75% is credited to the individual chorister's account. Upon leaving SCCC, any unused credit is forfeited back to the general budget of the SCCC.

Separate announcements will describe this year's general fundraisers. These events offset the additional costs of the SCCC which are not covered by tuition. We appreciate the participation of all choristers and their families in this vital area. **IF YOU DO NOT WISH TO PARTICIPATE IN ANY FUNDRAISING, YOU MAY DONATE \$100 TO HELP UNDERWRITE YOUR CHILD'S EXPENSES FOR THE YEAR.**

XXIV. SOCIAL EVENTS

From time to time, the choirs will have a special social event. Pizza parties, ice cream socials, and holiday parties are all part of the social life of our choruses. The website will give information and the cost, if any, for every event. We encourage all choristers to attend these functions, as friendships and deeper relationships are nurtured during these times.

XXV. CHORUS PINS

The SCCC has a chorus pin to commemorate each year that a chorister has participated. Pins are available at rehearsal. Bars denoting the year are given to the chorister upon completion of a choral season. Our choristers are encouraged to wear the choir pin on their concert uniforms.

XXVI. DISTRIBUTION OF PROMOTIONAL MATERIALS

SCCC prohibits the distribution of outside promotional materials. Any distribution of flyers or other promotional communication materials among choristers or parents, while at the rehearsal site or performance site, and prohibits the use of any SCCC e-mail list for the same purpose.

XXVII. BOARD OF DIRECTORS

SCCC is privileged to have its operations overseen by a distinguished Board of Directors composed of chorister parents and members of the business community. The Board is responsible for establishing overall policy for SCCC, approving an annual budget, conducting long range planning, and ensuring that SCCC's operations are carried out in a fiscally and legally prudent manner. Importantly, the Board undertakes a major financial commitment each year, raising a substantial portion of SCCC's annual operation expenses that are not covered by tuition or other sources.

Parents interested in serving SCCC as a Board member are encouraged to contact John Loftus via the SCCC office.