



GIRLS CHOIR  
OF SPRINGFIELD

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Parent Handbook  
2024/2025

# MISSION STATEMENT

Girls Choir of Springfield is the premier community female ensemble in Springfield and throughout Southwest Missouri. Their faculty and assistants are committed to helping singers grow to their full potential in an energetic and motivating musical environment, along with inspiring them to achieve success in all facets of their lives through service and song.

## POLICIES

### Audition Procedures for Potential Members:

While prior musical training is not necessary, an audition is required. GCS does not discriminate on the basis of color, race, creed, or disability. Potential choir members must, however, meet the basic audition requirements.

### Conduct:

Girls Choir of Springfield was created to give musically motivated children the opportunity to create beautiful music in an energizing, invigorating, and loving atmosphere. When asked to join GCS, you were instantly recognized as a fine musician. Behavior problems are not tolerated and may result in expulsion from the choir.

1. It is the singer's responsibility to exercise self-discipline and act appropriately at all times.
2. It is also the singer's responsibility to understand and follow all policies in the Handbook and the Singer/Parent Contract.
3. As a choir member of GCS, you will treat others as you wish to be treated.
4. GCS is strictly opposed to any actions or remarks that offend the dignity of other members.

\*The director reserves the right to dismiss a choir member IMMEDIATELY from the choir due to the severity of the circumstances. \*In case of dismissal, all tuition and/or tour fees paid will be forfeited.

### Choir Member's Responsibilities with the aid of GCS Parents:

1. Maintain faithful and consecutive attendance to all GCS events.
2. Keep current on updates, schedules and turn forms in promptly.
3. Arrive on time
4. Prepare for your next rehearsal several times each week by:
  - a. Working on foreign language.
  - b. Memorizing selected songs.
  - c. Practicing breathing and vocal exercises.
  - d. Practicing spots in the music that are giving you trouble--vowels, notes, entrances, words, cut-offs, etc.

- e. Listening to yourself sing the literature to evaluate if you truly do have a piece learned and memorized. Are you a strong, independent choir member? Or, do you need others to pull you along?
- 6. Turn in all payments and paperwork on time.

**Contract:**

Parents and singers are required to sign the Singer/Parent Contract for each concert season. Please carefully read the entire contract!

**Health Information & Medical Consent/Liability Forms:**

GCS requires a signed Medical Consent/Liability Form to be on record each year for each singer. It is the responsibility of the parent to accurately complete a Health Form for each concert season. It is also the responsibility of the parent to keep GCS up-to-date on any changes in singer's medical history.

**Music:**

The music for each choir is chosen at the discretion of the Director and may include music from diverse religious and non-religious cultures and traditions. Music will be checked out to each singer at the start of the season and additional music may be added throughout the year. Each singer is responsible for keeping her borrowed music safe and in good condition. Music will be collected at the end of the season. Singers are responsible for replacing lost or damaged music at her own expense.

**Inclement Weather:**

We will make a cancellation decision and send out an email notice one hour before the rehearsal or concert warm-ups begin if there is threatening weather. Please check your email before heading out.

\*Please note: Performances outdoors will be cancelled one hour prior if there is inclement weather.

**REHEARSALS**

**Rehearsals:**

Weekly Rehearsals are held at First Baptist Church located 525 South Ave, Springfield, MO 65806 from 6:00 to 7:15.

**Practice Rehearsal Recordings:**

A link to Mp3 downloads are available on your singer's choir page of the website: [girlschoirofspringfield.org](http://girlschoirofspringfield.org). Please listen to your choir's Mp3 downloads and familiarize yourself with your part.

### **Attendance:**

1. Graded School Activities: School activities, which involve a grade, take precedence over a GCS event.
2. Singers with multiple absences, tardies or early departures may be dismissed from the choir at the discretion of the Director. Please communicate any conflicts with the directors as soon as possible so to avoid confusion.
3. Regular rehearsal attendance is expected

### **Concert Dress:**

Choir members are required to purchase the necessary items for concert dress. The uniform requirements are included in the September Registration paperwork.

### **Performance Appearance:**

In our capacity as ambassadors for our city and state, you should strive to present a polished, professional appearance before, during, and after an event.

1. Uniform should be clean and pressed.
2. Hair needs to be pulled off of the face in either a black headband, ponytail with a black band, or black barrette.
3. No perfume.
4. No jewelry unless purchased by GCS-- this includes earrings, rings, bracelets, necklaces, and watches.
5. Little or no makeup.

## **GENERAL INFORMATION**

### **Participation in School Music Program:**

Singers are highly encouraged to participate in their school music program if at all possible.

### **Arrival and Dismissal Policy:**

On rehearsal nights we are asking our parents to participate in a drop off and pick up car line located under the breezeway between the two buildings of the church. Please access carline from the south side of the building so cars can move in the same direction. Directors and/or assistants will be outside to greet GCS members and accompany them to their assigned place.

## **Communication:**

To save paper, money and time, we will communicate with you via email. A calendar is located on our website and is kept current with any schedule updates. We try very hard to stick to our original schedule. However, we do occasionally have to adjust dates and locations. Thank you for understanding.

1. Please check your e-mail regularly!
2. It is the singer and parents' responsibility to update GCS when a singer's address, phone number or email address changes. Email changes to [girlschoirofspringfield@gmail.com](mailto:girlschoirofspringfield@gmail.com)
3. Copies of most forms, information, handouts and the Calendar will also be available on the website.

## **PARENT VOLUNTEERS**

Parents play a VITAL role in the choir! Thanks to the volunteer work from our parents, we can keep tuition prices low and offer many opportunities to our singers. GCS is in need of the following:

- Ushers for concert events
- Community awareness of concerts and GCS events
- Corporate sponsorships and underwriting that will be listed in GCS programs

## **FINANCIAL MATTERS**

### **Tuition:**

Tuition is \$260 per semester or \$130 each quarter. Please return any forms and payments to Alicia Lyons, Artistic Director or designated staff. Checks should be made payable to "Girls Choir of Springfield". Tuition covers expenses for rehearsal spaces, accompanist, staff, music, supplies, insurance, office and performance facilities.

### **Tuition Payments:**

Tuition payments are due within the first two weeks of each semester. Contact [girlschoirofspringfield@gmail.com](mailto:girlschoirofspringfield@gmail.com) if you have finance questions.

Tuition payments should be delivered to Alicia Lyons, Artistic Director, or designated GCS staff. Please have forms and payments in a sealed envelope with your child's name on the memo line of the check and on the outside of the envelope. A receipt will be provided the following week. All deadlines for tuition are firm. Due to careful and tight budgeting, tuition is non-refundable.

# LOOKING FORWARD TO A FANTASTIC YEAR!!

## MEDICAL INFO:

DIETARY RESTRICTIONS:

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ALLERGIES (list only if severe): \_\_\_\_\_

How severe? \_\_\_\_\_

MEDICAL OR BEHAVIORAL CONDITIONS THAT DIRECTORS AND STAFF SHOULD BE AWARE OF:

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*NOTE: It is the parents' responsibility to inform GCS of any changes to their child's medical information.*

# Medical Consent & Liability Release Form

I, \_\_\_\_\_ (Name of parent or guardian)

give

permission for \_\_\_\_\_ (Full legal name of participant) to participate in the following: All rehearsals, performances, applicable tours, events, and activities sponsored by Girls Choir of Springfield.

## Contract of Release and Assumption of Risk:

I, \_\_\_\_\_, the parent/guardian of \_\_\_\_\_, in consideration for my child being allowed to participate in the GCS events, being the undersigned, intending to be legally bound, hereby waive and release all rights and claims for damages for injury, accident, or liability of any kind which I might have against Girls Choir of Springfield, GCS staff, GCS parent volunteers, other GCS participants, as well as GCS's agents, employees, officers, directors, and affiliated companies or subcontractors for any and all actions, debts, suits, claims and demands of any kind in connection with my participation in any and all Girls Choir of Springfield activities either now or in the future. The laws of and in the state of Missouri shall govern all terms and conditions. This agreement serves as a release and assumption of risk for my child, my family, my heirs and myself. I have read and understood this notice and contract.

## Signature for Medical Consent, Release and Assumption of Risk:

This certifies that I am a custodial parent or legal guardian to the above-named minor and to certify that I have the consent and authorization of any other custodial parents or legal guardians to sign this consent/release form. I hereby agree that this form in its entirety is effective in all locations to which GCS choirs may travel. My signature confirms that this form is accurate and complete, and I will not hold GCS staff or parent volunteers responsible for missing or inaccurate information.

**Photo Release:**

I give my permission for the limited use of name, images, pictures, and recordings of my child by Girls Choir of Springfield for the purpose of documenting and promoting GCS programs.

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(Printed Name) (Signature) (Date)

**PARENT:** In confirmation of the above as well as information completed on pages of this form, I sign this form on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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(Printed Name) (Signature)

*A copy of this form will be transferred to an electronic format & will be considered as valid as the original.*