



Northwest Girlchoir Chorister and Family Handbook

Updated: September 2022

2150 N 122nd St. Seattle, WA 98133
www.northwestgirlchoir.org
Phone: 206-527-2900

Welcome to Northwest Girlchoir!

We are so pleased that you have chosen to be part of Northwest Girlchoir, which is both a distinguished music education organization and a vibrant community for choristers and their families. We hope that you and your chorister will be inspired by the beautiful, challenging, and varied music we sing, by our amazing conductor/teachers, collaborative pianists, and administrative staff, and by the dedicated and talented choristers who make up Northwest Girlchoir. With 50 years of outstanding choral music education, we have had a positive impact on thousands of girls from across the region. We've also shared our music with appreciative audiences from Tacoma to Denver, Poland to Argentina!

The board and staff of Northwest Girlchoir want your choir experience to be the best in every way. As we build and strengthen our parent community, we encourage you to become involved as volunteers, concertgoers, event participants, and financial donors. We hope that this handbook will provide helpful information about our programs, policies, and opportunities. Please feel free to contact either of us, your choir conductor, the administrative staff, or our board members with any questions or suggestions!

Jill Clymer
Executive Director

Karen Bruno
Artistic Director

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Northwest Girlchoir

Location and Office Hours

Main Office/Rehearsal Location

2150 N 122nd St
Seattle, WA 98133

Office Hours

September – June:

Monday through Thursday 12:00 PM – 6:30 PM

July - August: Monday through Thursday, 11:00 AM – 5:00 PM

Closed Fridays

www.northwestgirlchoir.org

info@northwestgirlchoir.org

Phone: 206-527-2900

Rehearsal Times

| | | |
|------------|--|--|
| Prep Choir | Tuesday or Wednesday | 5:00 PM – 6:00 PM |
| Fresca | Tuesday or Wednesday <i>*Thursdays may return in January 2023</i> | 4:30 PM - 6:00 PM |
| Amabile | Monday/Wednesday or Tuesday/Thursday | 4:30 PM - 6:00 PM |
| Vivace | Monday/Wednesday | 4:30 PM - 6:00 PM |
| Amore | Tuesday One Sunday per month | 6:30 PM - 8:45 PM 5:30 PM - 8:30 PM |
| Ensemble | Thursday | 6:15 PM - 7:45 PM |

Board and Staff Contact List

Staff:

| | |
|--|--|
| Karen Bruno, Artistic Director Amore/Ensemble/Amabile Teacher-Conductor | karen@northwestgirlchoir.org 206-527-0237 |
| Charity Rasmussen, Vivace Teacher-Conductor | charity@northwestgirlchoir.org |
| Jura Litchfield, Fresca Teacher-Conductor | JuraLitchfield@gmail.org |
| Haley Gabler, Prep Choir Teacher-Conductor | haley@northwestgirlchoir.org |
| Minju Kim, Lead Collaborative Pianist: Amore, Ensemble, Fresca & Prep | |
| Dori Baunsgard, Vivace Collaborative Pianist | |
| Youngjin Joo, Amabile Collaborative Pianist | |
| | |
| Jill Clymer, Executive Director | jill@northwestgirlchoir.org 206-527-0236 |
| Kevin Carson, Director of Development | kevin@northwestgirlchoir.org 206-527-0238 |
| Ann Selznick, Choir Administrator | ann@northwestgirlchoir.org 206-527-2900 |
| Rachel Oliver, Marketing Coordinator | rachel@northwestgirlchoir.org 206-737-9123 |
| Bridget Schuster, Choir Operations Coordinator | bridget@northwestgirlchoir.org 206-737-9122 |
| Kris Sigloh, Bookkeeper | |

Questions? Here's who to ask about the following topics:

| | |
|---|------------------------|
| Absences/late arrivals | your teacher-conductor |
| Chorister progress, repertoire/curriculum, promotions to the next level | your teacher-conductor |
| Auditions, repertoire, musical/community partnerships | Karen Bruno |
| Boar/committee membership, scholarships, racial equity | Jill Clymer |
| Fundraising, parent/chorister activities | Kevin Carson |
| Registration/tuition, music folders, tickets, volunteering, calendar | Ann Selznick |
| Tours, uniforms | Bridget Schuster |
| General questions or don't know who to contact | Ann Selznick |

Board of Directors:

| | | |
|-------------------------------|----------------------------------|-------------------------|
| Nidhi Agrawal, Vice President | Laura Hopper, Board Co-President | Jason Rogers, Treasurer |
| Ryan Buckmaster | Becky Kelley, Board Co-President | Anna Shope |
| James Goldsmith | Jennifer Lund | Bina Shukla |
| Kaeli Grant | Christine Perez, Secretary | Josep |

Keep in Touch!

Northwest Girlchoir Communication Methods and Channels

ChoirWire

Look for Northwest Girlchoir's weekly ChoirWire, an email bulletin just for parents and choristers! The ChoirWire contains all of the latest information regarding regular rehearsals, tech rehearsal and concert call times, upcoming events, programs, and performances! The ChoirWire is usually sent out on Thursdays. **Let the office know right away if you are not receiving yours!** You may also receive occasional choir-specific emails or emergency notifications (such as rehearsal change or cancellation).

Website + Families Section

Northwest Girlchoir maintains our primary online presence at www.northwestgirlchoir.org. Parents and choristers will be provided access to our password-protected "**Families Section**." The password will change every year and will be available in the most recent ChoirWire email. The Families Section will provide the following for each choir level:

1. Access to our most-current calendar information, including tech rehearsal and concert call times.
2. Updated roster and carpool information, including chorister and parent names, chorister's school, and pertinent parent contact information, including phone numbers and emails.
3. Resources for choristers to support at-home learning.
4. A recap of information from the ChoirWire plus links to any necessary documents.
5. Formal uniform guidelines and care instructions.

Social Media

Northwest Girlchoir maintains a presence on the following Social Media platforms:

Facebook: facebook.com/NorthwestGirlchoir

YouTube: youtube.com/NorthwestGirlchoir

Instagram: instagram.com/NorthwestGirlchoir

Follow us on one or more of these platforms and stay in-the-know! Concert photos and videos will predominantly be shared via our Facebook page.

Photo-Sharing Site

Throughout the year, staff members may take photo or video from performances, rehearsals, or concerts. These photos will be uploaded and made available to parents at www.northwestgirlchoir.smugmug.com. Parents may submit their photos to share by emailing them to info@northwestgirlchoir.org.

Mission, Vision, and Values

Mission:

Northwest Girlchoir transforms the lives of girls and young women through outstanding music education, dynamic choral performances, and an enduring community.

Vision:

A world where everyone is transformed by the beauty of choral music and the power of women's voices.

Values:

Artistic Excellence: Vibrant music-making of the highest quality.

Education: Developing each chorister's musical knowledge, vocal and aural skills, and personal confidence.

Equity: Ensuring equitable opportunities for all participants regardless of race, ethnicity, religion, socioeconomic background, or sexual orientation.

Community: Nurturing friendships, shared values, and pride by working together toward a common goal.

Collaboration: Fostering teamwork while valuing each person's contribution.

Service: Sharing of ourselves to enrich the greater community.

Global Awareness: Cultivating understanding of, and connections with, the world and its people.

Artistic Excellence

- Healthy vocal technique.
- Outstanding, high-quality, diverse repertoire.
- Teacher-conductors who are role models as musicians, vocalists, and people.
- Professional-level performing experiences
 - Northwest Girlchoir produces concerts in December, March, May, and June, at places such as Town Hall Seattle, Benaroya Hall, or Everett Civic Auditorium, and North Seattle Church.
 - Chances for each of our choir levels to experience at least one "all choirs combined" concert as well as to shine in more age-specific combinations during the year.
 - Performances for "high profile" arts gatherings, such as NW-ACDA (American Choral Directors Association Conference) and Greater Seattle Choral Consortium's Seattle Sings.
- Collaborations with other artists and arts organizations, such as Sondra Segundo Cunningham, Kaleidoscope Dance Company, Seattle Women's Chorus, and the Seattle Collaborative Orchestra.
- Participating in tours and festivals.

Music Education

- Nurturing the individual chorister within the context of the group.
- Learning to hear and see how music is put together (the elements of music and music notation) using music literacy tools inspired by the Kodály approach.
- Understanding how to work as an ensemble (combining your voice with others; responding to the teacher-conductor; making musical choices in context; learning to consider the opinions and ideas of others).
- Understanding of the vocal mechanism, how it grows, and how to keep it healthy.
- Learning about ourselves and the world around us through the music we study.
- Exploring connections between music and other art forms in historical and contemporary times.

Repertoire

The music we choose for our choristers is, in essence, our textbook for the concert cycle of learning. Therefore, music is primarily selected for the following educational reasons:

- Quality of the text: high quality poetry, age-appropriate, inspiring, has stood or will stand the test of time, that speaks to a shared human experience.
- Musical architecture: music that has depth and artistry are pieces that combine music and words in a way that illuminates or augments the text, teach us about the composer's craft, and are some of the best examples of its genre, historical period, use, etc.
- Composer: we specifically look for music composed and arranged by women and standard-bearers from a wide range of cultures.
- Teachability/suitability of the music: the pieces allow us to teach specific aspects of melody, rhythm, form, harmony, texture, style, culture, and/or vocal technique; is the right balance of accessible and challenging to the choristers; helps choristers to succeed and grow.
- Cultural and social context: the piece adds to the chorister's understanding of different cultures, people and places in the world, and/or historical time periods.
- Sacred and secular: the understanding of "sacred" is nuanced and different for each family, yet there are plenty of pieces that are overtly sacred due to the nature of our choral history. Much choral repertoire comes from a 1500+ year old tradition of sacred (church) music, as composers were employed by the church to write for weekly services. Until the early 20th Century, the vast majority of published choral music was sacred. We still sing this music and other sacred music because of its musical and cultural value, and we approach it as music, culture, and history. At Northwest Girlchoir, our singers explore a wide variety of music -- secular and sacred, old and new, composed and folk – with the goal of providing a well-balanced curriculum for our choristers.

Community

- Consistent Effort - choristers see how their individual work contributes to the whole.
- Teamwork - choristers experience the importance and satisfaction of working together toward a common goal.
- Safe Environment - choristers experience a nurturing, supportive, fun rehearsal space in which to sing and grow.
- Friendships - singers come back year after year because of the friendships formed with girls from across the region. They build a community of friends - outside of their regular school friends - who love to sing, to work hard, and to learn together.
- Mentoring - choristers from our high school choir volunteer in younger choir sections, serving as teacher assistants and as role models for our younger choristers.
- Connection – our choristers sing in various community venues and events and make friends from across the country and around the world as they tour.
- Agency – singers are given opportunities to make and influence decisions in rehearsal and, in older choirs, to create opportunities for social connections with one another.
- Linked to a Vibrant Network – choristers are alums with others from 50 years of Northwest Girlchoir
 - Anyone who has sung with Northwest Girlchoir for at least one year, and is over 18, is a Northwest Girlchoir alum!
 - Our alums are studying in great colleges and universities, working in amazing fields, raising children, giving back to their communities, singing in college and community choirs, and serving on our board of directors.
 - Some of our current choristers are children of Northwest Girlchoir alums!

Racial Equity

Northwest Girlchoir is committed to racial equity, creating a welcoming, inclusive, and nurturing experience for all choristers, families, and audiences. We honor each individual's history, heritage, and talents. Our community is strongest when all voices are affirmed, and everyone is connected through the joy of singing.

We have set goals to reduce racial barriers and increase equity and inclusion over the next several years. Steps we have already taken:

- Created a formal Racial Equity Plan and invested in racial equity training for board and leadership staff.
- Formed a Racial Equity Committee made up of Northwest Girlchoir parents, board members, and staff; this committee works to identify racial barriers and areas for improvement, including recruitment of choristers, board and staff, partnerships/collaborations, programming, and more.
- Launched the free after-school Bravo Choir at Northgate Elementary and held outreach concerts in schools that are culturally, racially, and socioeconomically diverse.
- Significantly increased scholarship, building access to choir, tours, and summer camp. In 2021, we rebuilt our scholarship application process to further reduce barriers.
- Worked with a consultant to carry out a survey and focus groups of our key constituents to assess Northwest Girlchoir's readiness for – and barriers to – racial equity progress.

Email jill@northwestgirlchoir.org or call 206-527-0236 if you'd like to get involved in our racial equity efforts.

Tuition

The main choir fee is the annual tuition, which ranges from \$1,040 for Prep Choir to \$2,510 for Ensemble. A complete list of tuition rates is available on our website. In addition to music instruction, the tuition fee covers the cost of uniform rental, sheet music for the year, and a choir T-shirt, as well as contributing to concert venue rental and pianist fees (tuition does not include tours, summer camps or concert tickets). There is an additional \$100 annual registration fee. If you have more than one chorister, all but the eldest receive a 10% discount on their tuition. For mid-year enrollments, tuition will be pro-rated and payments adjusted accordingly.

Our preferred method of payment is via the FACTS tuition management service. FACTS accepts payment through ACH (bank account transfer) or credit card. There is a 2.95% fee for using a credit card, and there may be additional FACTS fees of \$10-\$45, depending on the payment schedule you select. When using FACTS, your registration fee is payable with your first tuition payment.

Northwest Girlchoir offers the following four payment plans via FACTS:

- **Payment Plan A** - One-time payment of tuition and registration fee, with an additional 2.95% processing fee on credit card payments. Full payment due before the first rehearsal.
- **Payment Plan B** - Two tuition payments, with an additional 2.95% processing fee on credit card payments and a one-time \$10 FACTS installment fee. The registration fee is paid with the first tuition payment. The first payment (tuition and registration fee) is due before the start of rehearsals and the second payment is scheduled for January.
- **Payment Plan C** - Eight tuition payments, with an additional 2.95% processing fee on credit card payments and a one-time \$45 FACTS installment fee. The first payment (tuition and registration fee) is due before the start of rehearsals and subsequent payments are scheduled monthly.

We also offer the alternative of a one-time, lump sum payment of tuition and registration fees prior to the first rehearsal via personal check or cash.

Accounts must be current (no more than 30 days past due) in order for a chorister to participate in rehearsals and concerts. Severely delinquent accounts may result in a chorister being asked to leave the choir until their account is settled.

Withdrawal Process

If a chorister withdraws from choir, Northwest Girlchoir will offer a tuition refund or reduction according to the schedule below. **Parents of choristers must give written notice of their intent.** The tuition refund or reduction will be based on the date that the written notice (email or letter) is sent to the Northwest Girlchoir office. Please note if you are on an installment plan you must continue paying installments until you have paid the required portion. Registration fees are non-refundable.

If you join in September and wish to withdraw:

- If written notice is given before **September 15, 2022**, the family is liable only for the *\$100 nonrefundable registration fee* and any installment fees paid to FACTS.
- If written notice is given **by October 15, 2022**, the family is liable for the *\$100 registration fee, FACTS fees, and ¼ of the annual tuition.*
- If written notice is given **by January 15, 2023**, the family is liable for the *\$100 registration fee, FACTS fees, and ½ of the annual tuition.*
- If written notice is given **AFTER January 15, 2023**, the family is liable for *\$100 registration fee, FACTS fees, and the entire annual 2022/2023 tuition.*

If you join in January and wish to withdraw:

- If written notice is given by January 15, 2023 the family is liable for only the \$100 nonrefundable registration fee and any FACTS installment fees (\$10-\$45).
- If written notice is given by March 31, 2023 the family is liable for the \$100 registration fee, FACTS fees, and 1/2 of the total tuition.
- If written notice is given AFTER March 31, 2023, the family is liable for the \$100 registration fee, FACTS fees, and the total tuition.

Scholarships

Northwest Girlchoir is committed to access and offers an established, need-based scholarship program. Currently 11% of choristers receive scholarships, and the organization is committed to expanding both scholarship funding and recruitment of choristers who would not otherwise be able to participate.

Scholarship Program Guidelines:

- Scholarship awards are based on need and on funds available; we will work with you to find the right amount for your family.
- Chorister families can receive up to two free tickets per concert.
- Scholarship applications are completed online, with application periods in August and December.
- The Board of Directors approves the Scholarship Program budget. The Board Scholarship Committee sets the award procedures and evaluates applications.
- The Executive Director coordinates the Scholarship Program with the assistance of the Choir Administrator. Each application is handled confidentially; neither the names nor award amounts are shared publicly in any way.

Choir Levels

See page 4 for information about rehearsal days and times, and page 17 for details on the Northwest Girlchoir audition and promotion process.

Non-Auditioned Choir Levels

Prep Choir (Grades 1 & 2)

Through singing games, focused choral experiences, and other musical activities, fundamentals of music and healthy vocal production are introduced and practiced, under the expert and nurturing guidance of Haley Gabler. Prep Choristers participate in three Northwest Girlchoir performances per year, including a Prep Choir-only showcase in December, and concerts with the full Girlchoir program in March and in June. No audition is required at the Prep Choir level.

Fresca (Grades 3+)

Jura Litchfield leads the Fresca choir. In Fresca, choristers build skills, experience, focus, and friendships that are the foundation for enjoyment and success in Northwest Girlchoir. Our goals are to learn to sing with relaxed, healthy tone and beautiful vowels, follow a music score, read basic rhythms and pitch patterns, to sing unison and 2-part songs, and to have fun! No audition is required at the Fresca level.

Auditioned Choir Levels

Amabile (Grades 5+)

Led by Karen Bruno, this level offers choristers the opportunity to develop confidence in singing a wide variety of 2-part repertoire. Amabile singers develop more advanced ear training and music reading skills, as well as more accurate intonation and an expanded vocal range. With more rehearsal time (twice weekly, instead of once), choristers also start to build stronger friendships and a deep sense of responsibility for, and pride in, their choir community.

Vivace (Grades 7+)

Under the direction of Charity Rasmussen, the choristers in Vivace sing in three or more parts, experience more sophisticated repertoire, and often pair with the Amore level on commissioned new works. They have expanded performing opportunities during mainstage concerts, throughout the community, and on yearly week-long tours (June-July). Vivace singers receive instruction in developing their maturing singing voices and are choral leaders-in-training.

Amore (Grades 9-12)

At the Amore level, led by Karen Bruno, choristers participate in sophisticated music making. Singers must demonstrate the independence and skill levels necessary to learn music and texts in a variety of languages and parts and are deeply committed to the ensemble process. Singers explore a wider range of vocal colors and repertoire, forging deeper connections between themselves, the music, and the wider world. Amore choristers are frequently invited to perform throughout the Puget Sound region, sing in regional choral festivals, and participate in international tours.

Ensemble (Grades 10-12)

Ensemble is made up of a small group of auditioned Amore singers who want the experience and challenge of performing in a smaller group. They sing more varied repertoire and are one of the featured performers at Spring Fling, Northwest Girlchoir's annual fundraising event.

Tours

Touring and choral festival participation are important facets of Northwest Girlchoir. Singers gain valuable experiences through performing for unfamiliar audiences and under a variety of circumstances. Through repeated performances, singers experience a more profound knowledge of the repertoire, and they grow as individual musicians and as a cooperative ensemble. Choristers also forge new friendships and deepen current bonds through days of fun and hard work “on the road.”



Amore Tour to Poland & the Czech Republic 2019

Choristers on tour have opportunities to meet and interact with people from many different backgrounds and cultures, including other choirs and singers, homestay families, and people in the community. They gain confidence and independence through the challenges and responsibilities of traveling as a group—ordering a meal in another language, sharing a hotel or dorm room with other choristers, and touring an area independently in small groups. Many Northwest Girlchoir graduates speak of choir tours as some of the most memorable and transformative experiences of their choir careers.



Amabile Tour to Vancouver B.C. 2019

Touring and choral festival participation provide great benefits to the Northwest Girlchoir organization as a whole, both immediately and long term. Tours strengthen relationships between directors, choristers, and composers from around the world, and the perspective and reach of the choir is expanded on the national and international stage. Particularly for festivals, our choirs have the chance to prepare and hear new and different repertoire, work with a nationally/internationally-recognized conductor, and observe different ways of running a choir.

It is the intention of Northwest Girlchoir that each chorister experiences the following while on a choir tour:

1. Singing the concert repertoire to an increasing degree of understanding and performance quality at each performance, through being able to add layers of understanding, interpretation, and expression.
2. Musical growth as an entire choir through performing in a wide variety of venues and acoustics, at various times of day, for many different kinds and sizes of audiences, and under many different circumstances (e.g. jet-lagged, after a long day of touring, for an audience that doesn't speak English, right after another excellent choir sings, etc.).
3. Performing music for audiences that are not guaranteed to be supportive—certainly not full of Northwest Girlchoir families, and often for people of different cultures and languages.
4. Growth as individuals through the excitement, challenges, and responsibilities of group travel (keeping track of your belongings, sleeping/eating/spending time outside of one's familiar comfort zone, observing the customs of another culture, getting back to the bus on time, making friends with people from different backgrounds, etc.).
5. Growth as a “choir team” and formation of new and deeper bonds with current choristers through many days of unique, shared experiences.
6. The privilege of traveling to another region/country and sharing part of your hard work and culture—not just being a tourist but bringing something (music and singing) to share with others.
7. Forging friendships with people from around the region/country/world.
8. At choral festivals, the opportunity to work with world-class clinicians in an intense, high-energy environment, alongside other young people from around the region/country/world who share their love of singing.

9. At choral festivals and in collaborative concerts on tours, watching, learning from, and meeting choirs from around the region/country/world—seeing how many different ways there are to do “choir” well.

Progression of Tour Opportunities

Tours are optional but highly recommended. Fees for tours and summer camps are in addition to the annual tuition. Need-based scholarships are available--Northwest Girlchoir board and staff are committed to making touring possible for every chorister. Regular touring opportunities begin for choristers at the Fresca level; occasionally, Prep Choir sings out in the community as well.

Fresca—In alternating years, choristers can participate in either a tour day (singing at local schools, senior centers, or a charity event, followed by a fun group activity) or an overnight trip to collaborate with another choir or work with a clinician. Usually occurs in the spring.

Amabile—2-3 day tour to sing at a regional choral festival, such as Leavenworth Tree Lighting, Whistler Cantando Festival, or in a performance exchange with a local choir/clinician, with time for fun and socializing.

Vivace—Annual summer tour, usually for one week in late June/early July. Vivace has participated in choir festivals in Cincinnati, New Orleans, Eugene, Denver, Corvallis, and Vancouver, B.C.

Amore—International tour every other year, usually 12-14 days long. Recent tours include Poland/Czech Republic, Argentina/Uruguay, and Malta/Sicily.

Summer Sing Day Camp

Northwest Girlchoir offers Summer Sing, a week-long day camp held in July. It is open to 90 girls entering 2nd-7th grade, both current choristers and non-choristers. The camp is held at North Seattle Church. Activities may include choral singing, instruments, group dance, art, and games. The week ends with a free Friday afternoon performance to which families and the general public are invited. The musical experiences of Summer Sing are led by the choir directors of Northwest Girlchoir. Our high school aged Amore choristers serve as counselors, and 8th and 9th grade choristers serve as counselors-in-training.



The fee for Summer Sing Day Camp is not included in the regular annual tuition; the camp is optional but encouraged for current choristers. Scholarships are available.

Participation, Attendance, and Conduct

Participation policy

To build individual musicianship skills and to prepare for the high level of performance that distinguishes Northwest Girlchoir, regular attendance is necessary for all choirs. Choir singing is more than each chorister just “learning the notes”. It is a team activity and a group art form that requires the presence of every singer in the ensemble. Consistent attendance is necessary for outstanding music to happen and is a factor in each chorister’s participation in next year’s choir, as well as consideration for promotion to the next choir level.

Rehearsal attendance guidelines for all choirs:

- Choristers are expected to regularly attend rehearsals.
- Parents/choristers, please notify your director by email for any rehearsal absence--in advance whenever possible.
- Choristers should not miss more than two consecutive weeks of rehearsals, whenever possible.
- Please be on time for rehearsals. “On time” means that the chorister has used the restroom, has signed in, and is in their seat, with a folder and pencil, ready to sing when the rehearsal is scheduled to begin.
- When a chorister arrives late to rehearsal, they are marked tardy. Tardiness affects a chorister’s attendance average.
- Attendance average is calculated by dividing the number of hours present at rehearsal by the total rehearsal hours possible. For instance, in Amabile and Vivace, 80% attendance means missing no more than 4 rehearsals, September–December; 3 rehearsals January-March; and 4 rehearsals, March-June.

Concert attendance guidelines:

- Choristers are expected to perform in *all* scheduled Northwest Girlchoir concerts, with special emphasis on the December, March, and June mainstage concerts. Please contact your conductor by email to communicate conflicts.
- Out of respect for fellow choristers, the director, and our audiences, please contact your director at least three months in advance (or as soon as possible) to discuss concert performance conflicts. Notifying the director with only a week or two notice jeopardizes the quality of the performance we are preparing for our audiences; repeated “failure to notify in advance” will affect a chorister’s future participation in the choir.
- Choristers are *required* to participate in scheduled pre-concert tech rehearsals in order to sing in those concerts.
- Chorister part check—readiness for concerts
 - A chorister whose attendance average is below **80%** at the time of a ticketed concert, regardless of the reasons for the absences, will be asked to schedule an individual “part check” with their director to show their readiness for the concert (correct pitches and rhythms, language pronunciation, breath marks, style choices, and movement/choreography).
 - The chorister will be allowed to sing in the concert *only if* they can demonstrate competency during the part check.
 - Out of respect for the rest of the choir, a singer whose attendance falls below **60%** at the time of a ticketed concert will not be allowed to perform in the concert.

Leave of absence:

Choristers are allowed one leave of absence during their tenure with Northwest Girlchoir. You may take a leave of absence from September-December, January-June, or September-June. Any tuition refund due is calculated according to the Schedule for Tuition Refund or Reduction. Because a chorister will miss instruction during the leave of absence, their readiness for promotion to the next choir level may be affected; your conductor will make that assessment on an individual basis. Health related leaves of absence do not count toward a chorister's overall allowance.

Conduct policy

Northwest Girlchoir wants each chorister to feel that they are safe, valued, and can contribute to great music making. Consistent positive chorister conduct is fun for everyone, creates an exciting learning environment, and is one of the requirements to advance through Northwest Girlchoir choir levels. There are five conduct expectations:

1. Be kind

- Be sensitive to the feelings and needs of others.
- Be supportive of your fellow choristers; encourage them to gain more skill and confidence.
- Adopt a positive attitude toward choristers, staff, and activities.
- Strive to make new friends and to welcome and include all choristers, especially new choristers.
- Treat younger singers with understanding and kindness. Remember that in your behavior you are a role model for them.

2. Be safe

- Do not run in the building or engage in horseplay before or after rehearsal (especially younger choristers).
- Always let an adult know where you are going—never wander off by yourself. Do not use unauthorized rooms at the rehearsal location (NSC).
- Use caution when waiting for rides or walking through the parking lot. Do not wait alone outside the building, especially when it's dark.
- Drivers (parent and Amore choristers) should proceed carefully through the parking lot and respect the one-way policy. Watch for pedestrians and other cars.

3. Be respectful

- Treat all choristers, staff, parent volunteers, and our rehearsal and concert spaces, with respect.
- Honor the diverse backgrounds of all choristers, staff members, volunteers, and audiences.
- Listen to and follow instructions the first time that they are given.
- Listen when it's needed—talk only when it's your turn.
- Respect yourself as a musician—always try to give the best of yourself in each rehearsal and concert.
- Respect the time commitment that choristers have pledged to each other. Be on time, ready to sing when rehearsals begin, and miss rehearsal only when it is absolutely necessary.

4. Be responsible

- Take care of bathroom, water, and food needs before the rehearsal starts. Use bathroom breaks during rehearsal for emergencies only.
- Do not eat food or chew gum during rehearsals or concerts.
- We recommend that you have a water bottle with you at every rehearsal. A well-hydrated body means a healthier voice.
- Have your music folder and pencil with you at every rehearsal.
- Have all of the components of your uniform clean, in good repair, and with you to wear at concerts. Wear concert-appropriate shoes, jewelry, etc. (as described in the "Uniform" section).
- Take care of yourself (get enough rest, eat well) so that you are healthy for rehearsals and concerts.

5. Contribute positively

- Strive to learn something new, do something better, and sing with more artistry in every rehearsal and concert.
- Fully participate: sing when we are singing, listen when we are listening, and practice when we are practicing.

- Put your music in order and be in your seat, ready to begin, before the rehearsal start time.
- Sit/stand in rehearsals and concerts with your best, healthiest singing posture, so that you can reinforce good vocal technique habits.
- Learn and memorize your music for the concerts (notes, words, and artistry decisions). Get markings and other information if you miss a rehearsal.
- Do not use cell phone during rehearsal, including checking messages and texting.
- Choose conduct that helps everyone to work and learn at their best.

Behaviors that will not be tolerated at Northwest Girlchoir:

- Fighting or physical attacks on choristers or staff
- Bullying, including cyberbullying
- Disruptive or disrespectful conduct toward choristers, staff, volunteers, etc.
- Verbal abuse or harassment
- Racial harassment
- Sexual harassment
- Theft
- Use, possession, sale, or delivery of alcohol, tobacco, or drugs, or being under the influence of drugs/alcohol during Northwest Girlchoir activities
- Defacing or destruction of property (including music and folders) belonging to Northwest Girlchoir, North Seattle Church, performance venues or tour locations
- Use or possession of weapons or firearms, including knives, guns, etc.
- Any criminal act as defined by law

How Northwest Girlchoir addresses misconduct

- I. Our conductors have many years of experience with classroom management. They model positive behavior and encourage this in each chorister. If a chorister chooses behavior in conflict with the Northwest Girlchoir rules, the conductor may intervene in the following ways:
 - Chorister will be asked to change/improve their behavior
 - Change of seat in rehearsal
 - Removal from activity
 - Conductor and chorister meeting after rehearsal

- II. If a chorister is consistently unable to follow Northwest Girlchoir rules over the course of repeated rehearsals, despite conductor encouragement and intervention, the following steps may be taken:
 - The director may call the parent(s) or request a face-to-face meeting to discuss the chorister's conduct. Depending on the age of the chorister, the director may request that the chorister be present.
 - A contract addressing the behavior and expectations for improvement may be created for the chorister.
 - Serious or repeated misconduct may result in a chorister being dismissed from Northwest Girlchoir.

Auditions and Promotion Guidelines

Prep Choir and Fresca

Prep Choir and Fresca are non-auditioned choirs for girls in 1st through 4th grades (and older on a case-by-case basis). Just sign up (through September in the fall; through January for the rest of the school year)! We recommend that choristers who join in January (particularly 1st graders) have good word reading skills to feel comfortable with the pace.

Amabile, Vivace, Amore, and Ensemble (by audition)

Participation in the Amabile, Vivace, Amore, and Ensemble choirs is determined by a placement audition.

New member auditions

New Northwest Girlchoir choristers are selected through **individual placement auditions**. All singers entering grades 5 - 12 are eligible. The Artistic Director conducts auditions in the spring and summer for fall placement and in the fall for January placement. Auditions last approximately 10 minutes. Singers should come prepared to sing "Are You Sleeping," "Twinkle, Twinkle, Little Star," or "My Country 'tis of Thee." The Artistic Director talks with each applicant and checks the singer's vocal health, ability to sing in tune, listening skills, and willingness to follow teacher instructions. Singers in grades 6-8 should have some music experience in a school/church/community choir or band, in a musical show, or individual instrument lessons. Singers in grades 9-12 should have two or more years of experience singing in a choir, and facility with pitch and rhythm reading and classical vocal style.

Current chorister promotions for Amabile, and Vivace

Promotions to the next level after Fresca, Amabile, and Vivace take place May-early June. Refer to Page 11 for the most typical grades in each level.

Promotion guidelines, Fresca-to-Amabile, Amabile-to-Vivace, and Vivace-to-Amore

1. Years in choir level - Generally, a chorister will spend two years in Fresca, Amabile, and Vivace (unless they enter a particular level as an older chorister), so a chorister has the opportunity to be both "the new kid" and "the experienced leader." Sometimes exceptions are made.
2. Rehearsal and concert participation (consistent rehearsal and concert attendance, early notification for a missed concert, positive contribution, being on time, focus, rehearsal and concert behavior)
3. Age and social maturity - Choir is a social activity. Choristers need to feel comfortable with their peer group and within reach of their peers in age, social development, and ability to take on responsibility. Sometimes, a chorister joins us with lots of music skills, but fewer skills in working in a group or relating to their peers. We want a chorister to feel a positive sense of community and be able to build friendships among their fellow choristers.

4. Musicianship and Vocal skills

Fresca-to-Amabile (These skills will be assessed during regular rehearsal)

- follow a single line of a choral score
- hold your singing part against another in a round or partner song
- use "light" or "head" voice
- show developing music reading skills, especially basic rhythm syllables and solfege hand signs.
- focus and participation during every rehearsal

Amabile-to-Vivace (These skills will be assessed during choir rehearsals throughout the year.)

- fluent use of music tools (rhythm syllables, solfa hand signs, handstaff)
- singing technique

- sight reading and dictation
- ensemble singing (focus, part singing, blend, balance)
- score analysis and marking
- the Amabile Chorister Self-Assessment, handed out each year to choristers

Vivace-to-Amore (These skills will be assessed during regular rehearsals, in a short year-end written quiz, and during a May/June audition.)

- regular participation in mainstage concerts
- vocal technique
- learning their Vivace singing parts well, including languages, breath marks, dynamics, etc.
- focus in rehearsal
- sightreading a line of music with basic rhythms, stepwise and skips
- facility in finding key signatures and reading dotted rhythms
- kindness to fellow choristers; positive attitude

Amore auditions for Ensemble

Ensemble is open to choristers who have been in Amore for at least one year. Auditions occur in June. In addition to outstanding music reading skills and both solo and choral vocal quality, potential Ensemble members must have demonstrated excellence in the following areas: positive, cooperative behavior in Amore rehearsals; regular rehearsal and concert attendance; and the ability/responsibility to learn the music outside of rehearsal time.

- Amore choristers schedule an **individual voice check** with the Artistic Director, which includes the chorister singing their parts from selected Amore music.
- When deemed necessary by the Amore director, there may be an **Ensemble Group Audition**. This involves grouping the choristers in various combinations and listening to the blended sound. Each year the Artistic Director creates Ensemble blending the new voices with those of choristers previously selected. The final Ensemble personnel include choristers whose voices are able to blend well with as many singers as possible.

Rehearsal Drop-off and Pick-up Policy

Rehearsal drop-off policy: Fresca, Amabile, Vivace, and Amore choristers

Fresca, Amabile, Vivace, and Amore choristers may sign themselves in no earlier than 15 minutes prior to the start of rehearsal. Northwest Girlchoir is not responsible for choristers who arrive earlier than 15 minutes prior to rehearsal. Choristers in Prep Choir, Fresca, and Amabile are not allowed to wait alone – they must be supervised by an adult.

Make sure your chorister signs in when she arrives for rehearsal. In an emergency, this list will be used to make sure everyone is accounted for.

Prep Choir Rehearsal drop-off guidelines:

- Prep Choir parents must accompany their chorister to the rehearsal room and sign them in.
- Have your chorister use the restroom AND wash her hands before rehearsal.
- Please note on the sign-in sheet if your chorister is being picked up by someone other than the usual parent, caregiver, or carpool driver. Please also ask this person to make contact with your conductor when they pick up your chorister after choir.

Pickup Policy

- Prep Choir—the Prep Choir conductor brings Prep Choristers to the East Lobby to meet their parents and be signed out.
- All other choirs—you may meet your chorister outside the rehearsal room after rehearsal, or in the downstairs lobby in front of the East Entrance, whatever feels best to you and your chorister.
- Choristers in Prep Choir, Fresca, and Amabile are not allowed to wait outside the building after rehearsals without adult supervision.

Late policy

If you will be late to pick up your child, please call the office at 206-527-2900. Prep Choir, Fresca and Amabile choristers will be brought to the choir office to wait for you. This service should only be used on a rare occasion and should not be abused. Do not have your child go alone to another part of the building to wait for you – they need to be under staff supervision. Vivace and Amore choristers may wait inside the East Entrance lobby if their ride is late.

Waiting areas

Parents and siblings may wait in the hallways or lobby of the church during rehearsals. You may also wait in the Family Chapel, if available.

Concerts and Performances

Northwest Girlchoir presents several mainstage concerts each year. *Participation in these concerts and their respective technical rehearsals is required except in case of health issues.*

In addition to the mainstage concerts, individual choirs perform in music festivals, schools, retirement communities, benefit events, places of worship, and at public celebrations. *Participation in these community performances is expected.* If a chorister is unable to participate, the *General Attendance Guidelines* apply.

Concert tickets

All mainstage concerts are ticketed. The link to purchase tickets will be available on the Northwest Girlchoir website. Tickets are also available at the door on a space-available basis. Discounted rates are sometimes available for students and seniors; families on scholarship receive two free tickets per concert. Community concerts are ticketless and pay-as-you-wish donations are gratefully accepted.

Families are our best marketing tool. While we have no minimum ticket sales requirement, please help us fill the house! Share the season schedule with friends and co-workers and invite them to concerts.

Concert behavior and recording

Northwest Girlchoir seeks a professional concert experience both for performers and audience. If you are experiencing repeated coughing or your child is restless or noisy, please step out to the lobby. We make an audio recording of each concert; loud noises mean we cannot use the recording.



Concert recording policy

No photography or videography is allowed during mainstage performances! Cameras, phones and tablets distract performers and detract from the professionalism of the performance. Recordings of any kind are often illegal under copyright laws. Northwest Girlchoir's recordings, photos, and videos of performances will be made available whenever possible.

Uniform Information

All auditioned choristers (Fresca, Amabile, Vivace, & Amore) wear uniforms for concerts. Uniforms do much more than make our choirs look lovely on the stage. By dressing alike, our choristers come together as a single artistic entity uniting our separate talents into one voice. Many choristers also say that their uniforms create a feeling of belonging to the choir family.

General rules of dress that apply to all choirs:

- Choristers are given one t-shirt to keep and as part of their annual uniform to be worn during tech rehearsals, on tour, and other select times. Choristers are welcome to wear their t-shirts to school and around town to show their participation and pride in Northwest Girlchoir.
- Northwest Girlchoir recommends that choristers who wear a uniform wear deodorant, even if they do not regularly wear deodorant. This will help to extend the life of the uniform.
- **Hair should be off the face and shoulders (e.g. in a ponytail or bun, with bangs fastened away from the face) for all choristers.**
- Barrettes or headbands should be either black or match the color of their hair. No flowers or other adornments should be worn.
- No jewelry (beyond stud-sized earrings). No bracelets, wristbands, or friendship bracelets.
- Make-up may be used in small amounts and should be tastefully applied, giving a natural look.
- Shoes should be plain, simple black flats or low heels. Remember to check shoes often for fit; children's feet can grow very fast and what fits in December might be too small by June. A free shoe exchange is available in the choir office – stop by to drop off a pair of too-small shoes and/or to find a new-to-you pair that fits!

Choristers with lost, damaged or unrepairable uniforms will be responsible for the replacement cost:

Fresca: \$75 dress

Vivace: \$75 shirt/\$50 pants

Amabile: \$100 dress

Amore: \$50 shirt/\$50 pants/\$25 scarf

Replacement t-shirts: \$10

Uniforms will be issued in September and January as singers join or are promoted. All alterations are at the discretion of Northwest Girlchoir. Any alterations or mending after January is the responsibility of the chorister's family. **Northwest Girlchoir will collect all uniforms at the end of the season, and the replacement cost will be charged for unreturned uniforms.**

Uniform Care Guidelines

It may be necessary to clean your chorister's uniform during the year. Here are the care instructions for each uniform:

DRESS (Fresca, Amabile) or PANTS/SHIRT (Vivace, Amore):

- Turn inside out before washing, and place inside a mesh lingerie bag if possible.
- Machine wash in cold water, on the gentle cycle.
- **Hang dry only.**
- Do not dry clean.
- **DO NOT IRON!**

AMORE SCARF:

- Remove before washing top.
- Machine wash in cold water, on the gentle cycle, inside a mesh lingerie bag.
- Do not dry clean.
- **DO NOT IRON!**

Tour uniform and dress code instructions and guidelines will be provided to choristers in advance of travel during tour meetings and via the packing list and behavioral expectations handouts.

Music Folders (for Fresca through Ensemble choir levels)

- The cost of music purchase and rental is included in tuition. All music and folders used by choristers are the property of Northwest Girlchoir.
- Folders can be taken home for practice but must be brought to every rehearsal. Singers who consistently forget their folders at rehearsal will not be allowed to take them home.
- Music folders must be left at the last rehearsal before each concert, so that old music can be filed and new music distributed before the next rehearsal. If there is an exception, choristers will be notified to turn in their folders at the concert location.
- Treat the folders and music with care—each season's folder and music are worth approximately \$50, which will be charged to the chorister if the music folder is lost or damaged.
- Singers are provided a pencil at the beginning of the year and are expected to have a pencil with them at every rehearsal.
- Water (in a container with a lid, not glass) is suggested for rehearsals; a water bottle with retractable straw that can fit beneath a mask is recommended.

Volunteer at Northwest Girlchoir!

You are invited to become part of Northwest Girlchoir's dedicated volunteer team! Please review the opportunities below and consider making time this year to help Northwest Girlchoir achieve its mission to transform the lives of girls and young women through outstanding music education, dynamic performances, and an enduring community. Volunteering is also a great way to get to know other parents and choristers!

VOLUNTEER OPPORTUNITIES

| | |
|------------------------------|---|
| Board of Directors | Become an active member of the Northwest Girlchoir community and help make decisions about the direction of the organization as a whole. |
| Racial Equity | Work with committee to increase access and inclusion for people of color across the organization. |
| Fundraising | Support fundraising efforts and develop relationships with individual and corporate donors. |
| Music Library | Help file and organize sheet music. |
| Office Volunteer | Administrative help with mailings, copying, filing, data entry, and other general office tasks. |
| Event Helper | Assist with Northwest Girlchoir fundraisers and other events. Help us plan, set up, serve, decorate, and/or clean up. |
| Chorister Recruitment | Assist with marketing efforts to attract new choristers, including promoting Northwest Girlchoir to schools, libraries, and community groups. |
| Concert Support | Serve as greeter, usher, box office staff, backstage helper, uniform helper, or other essential concert and tech rehearsal roles. |

ADDITIONAL EXPERTISE OR SKILLS

Do you have a specific skill that you could share with Northwest Girlchoir? Let us know if you have skills in the following areas:

| | | |
|------------------------------------|-------------------|--------------------|
| IT/ Database | Photo/Videography | Finance/Accounting |
| Foreign Languages (please specify) | Audio Recording | Graphic Design |
| Dance/Choreography | Law | Marketing/PR |
| Sewing | Human Resources | |

Please send us an email at info@northwestgirlchoir.org if you can help in any of these areas. Thank you!

Fundraising

Northwest Girlchoir is grateful to you, our community of parents and families, for all the ways you support our program—through tuition, transportation, ticket purchases, and volunteering—and through tax-deductible donations that keep tuition and concerts affordable.

Tuition this year covers only 43% of the cost of Northwest Girlchoir programs. We rely on donations from our community to close the gap and to fund scholarships to increase access to the choir. Eleven percent of Northwest Girlchoir students are on need-based scholarships.

Being a donor also brings you closer to the choir through fun donor benefits! Donations of all sizes are welcome and recognized throughout the year. Benefits are cumulative and extend one calendar year from your donation date. You may choose to decline benefits and make your entire gift tax deductible.

Donation Levels and Benefits

Donations of any amount receive recognition in Northwest Girlchoir concert programs.

Choir Supporters \$250

Invitation to a “behind the scenes” look at our music education program in action

Choral Patrons \$500

Invitation to two pre-concert wine and cheese receptions during the season

Leadership Circle \$1,000

Guaranteed preferred seating at all season concerts, for you and up to three guests

Composer’s Circle \$2,500

Invitation for two to an intimate dinner party with our Artistic Director and a distinguished special guest.

Benefactor’s Circle \$5,000

Sponsor or dedicate a concert, including recognition on concert materials and a “Thank You” from the stage.

Director’s Circle \$10,000 and Up

Northwest Girlchoir Ensemble sings at your private event, on a mutually agreeable date.

In addition, we have opportunities available to commission a new piece. Musical commissions support composers and can be dedicated in honor of a loved one. Please contact Development Director Kevin Carson for more information 206-527-0238 or Kevin@northwestgirlchoir.org.

How we fundraise

Donations are welcome any time of the year and may be made online, in person, over the phone, or through the mail. Upcoming opportunities to give include: the Counterpoint Fundraising Competition in October, our Spring Fling fundraiser on April 22, 2023, and our annual concert ask in June.

Visit our website www.northwestgirlchoir.org to make a donation or contact our Director of Development Kevin Carson at (206) 527-0238 or Kevin@northwestgirlchoir.org.

In Case of Emergency

Snow closure

Northwest Girlchoir will close for snow according to the most conservative Seattle or Shoreline snow closures (whichever closes earlier and stays closed longer). Rehearsals may be cancelled even if schools are in session, depending on afternoon road and weather conditions. Closures will be reported on our website and through emails to families.

In case of emergency

Northwest Girlchoir has a supply of water and food for staff and choristers in case of emergency. We maintain a list of choristers with their medical and emergency contact info and a first aid kit in the choir office.

FIRE

- Conductors will lead their choirs outside to a designated meeting place. If you are on site, follow staff members to your designated meeting place. Do not take your chorister home until before the all-clear from staff. Before taking your chorister home, please make sure you have checked them out with their conductor.
- If you are on site and need to report a fire, call 9-1-1 to report a fire at North Seattle Church. Then proceed calmly outside.

EARTHQUAKE

- Choristers will take shelter in place until it has been deemed safe to evacuate. Conductors and staff are familiar with the building and rehearsal spaces and will direct choristers to duck, cover, and hold.
- If you are on site, please duck, cover, and hold under a table. If there is not one nearby, keep your head down, and cover your neck with one arm. If you are sitting, stay in your chair or kneel beside it, but be sure to hold on!
- If you are off site, remain calm. You may pick up your chorister, but please be sure to check them out with their conductor. If the building has been compromised do not enter it!

STRANGER IN THE BUILDING

- If you are on site and see someone who looks suspicious or threatening, inform a staff member immediately. **DO NOT APPROACH THE PERSON.** Tell a staff member what they look like, what they were doing, and where you saw them. Staff will then notify police.
- If an immediate threat is reported, staff will initiate a lockdown. Rehearsals will continue, but rooms will be locked. If you are on site, please go to the Choir Office until staff gives the all clear. Do not try to take your chorister home unless instructed to do so.

ALLERGIC REACTION

- If your chorister has a severe allergy, be sure that it has been noted on their registration form, especially if they carry an EpiPen.

NORTHWEST GIRLCHOIR 2022-2023 COVID-19 SAFETY PROTOCOLS

Northwest Girlchoir is dedicated to the physical, mental, and emotional health of our choristers and their families. We pledge to monitor and follow local, State and national public health policies. Parents sign a COVID-19 agreement in the annual registration form, to accept/acknowledge the risk associated with group activity.

Note: Northwest Girlchoir's COVID-19 policies may change as public health policies change.

Health Policies

- All choristers, staff, volunteers, and parents entering the building are highly encouraged to be up to date on COVID-19 vaccines.
- Parents are responsible for monitoring chorister's health, and keeping their chorister home – and notifying Northwest Girlchoir – if their choristers is experiencing COVID-19 symptoms.
- If we are notified of a suspected or confirmed case of COVID-19, we will follow protocols outlined below.

Facility/Class Procedures

- Well-fitting masks are highly recommended for choristers in the building and at rehearsal. Extra masks will be available in the choir office.
- Parents are welcome to wait in the building during rehearsal, and are highly encouraged to wear a mask. Available spaces are the Family Chapel and the lobby.
- We will practice social distancing in each rehearsal room, with distance depending on number of choristers and size of room.
- Choristers are encouraged to use hand sanitizer or wash hands upon arrival.
- Rehearsal room windows and doors may be open for airflow, so choristers should dress for the weather. To further improve ventilation, we will be using portable HEPA air purifiers in rehearsal rooms.

Concert Procedures

- Northwest Girlchoir will follow the policies of our concert venues and communicate those policies to families and audience members as far in advance as possible of each tech rehearsal and concert.
- Current policies include recommended vaccination and masking for both performers and audience.
- For the December 11 concerts at Town Hall, we will require masks for audience members so we can safely sing along together to holiday favorites.

If your chorister or anyone in your household has a suspected or confirmed case of COVID-19, contact Choir Administrator Ann Selznick ASAP at 206-527-2900 or info@northwestgirlchoir.org.

Close Contact with a Suspected Case

If a chorister or staff member believes they have been in **close contact** with a person suspected of having COVID-19, they should monitor their health for signs of fever, cough, shortness of breath or difficulty breathing, sore throat, chills, headache, loss of taste or smell, muscle or body aches, nausea/vomiting/diarrhea, congestion/runny nose (not related to seasonal allergies) and unusual fatigue.

“Close contact” means being closer than six feet from an infected person for at least 15 minutes, during a timespan between 48 hours before they started showing symptoms and the time the infected person is isolated (or, for individuals with no symptoms, between 48 hours before the date the positive test was collected and the time the infected person is isolated). Close contact also happens if someone with COVID-19 coughs on you, kisses you, shares utensils with you, or you have contact with their body fluids.

Confirmed Case

In the case of a “confirmed” case of COVID-19, we will:

- Notify the Public Health Seattle & King County and consult with them regarding next steps.
- Notify all chorister families and staff.
- Instruct the person with confirmed COVID-19 to stay home for 5 days after their positive test, then return to choir after a negative antigen test.
- Instruct those who had close contact with the person (see above) to stay home if they have symptoms.

Return Policy for a Fully Vaccinated Person w/ Suspected or Confirmed Case of COVID-19

If a fully vaccinated person was in close contact with someone suspected or confirmed as having COVID-19, they do not need to stay home unless they are having symptoms. Whether or not you develop symptoms, get tested at least 5 days after you last had close contact with someone with COVID-19. Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.

- If a person tests positive for COVID-19, they may return to choir 5 days after the positive result if they show a negative antigen test, and if they **wear a mask** until symptoms have subsided.
- If a person has symptoms but tests negative for COVID-19, they may return to choir 24 hours after fever has resolved (without the use of fever-reducing medication) AND symptoms have improved.
- If the person has one or more symptoms and had no test, they can return to choirs 10 days after symptoms started AND at least 24 hours after fever resolved (without the use of fever-reducing medication) AND symptoms have improved.