

allegro HANDBOOK

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MISSION STATEMENT

Through excellence in choral education and performance, children and youth will experience the joy and rewards of singing while developing essential life skills.

POLICIES

Conduct:

Allegro was created to give musically motivated children the opportunity to create beautiful music in an energizing, invigorating, and loving atmosphere. When you were asked to join Allegro, 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 and Parent Contract.
3. As a Choir Member in Allegro, you will treat others as you wish to be treated.
4. Please refrain from asking for "special" permission or "special" treatment. In order to ensure fairness to other choir members, Special Permission or Treatment will not be given! Every Choir Member and family is truly "special."
5. Allegro is strictly opposed to any actions or remarks that offend the dignity of other members.

Prior to dismissal, the following steps MAY be taken:

1. Choir Member will have a conference with the Director.
2. Parents will be notified by phone or e-mail.
3. Parent will be invited to a joint conference with Choir Member and Director.
4. If the above mentioned methods do not correct the problem, the Choir Member will be dismissed from the choir.

*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 Allegro Parents:

1. Maintain faithful and consecutive attendance to all Allegro events.
2. Check the Attendance record regularly on the Singers Only page (www.allegrocc.org) to ensure compliance with the Attendance Policy.
3. Keep current on monthly updates, schedules and turn forms in promptly.
4. Arrive on time so that you do not miss Vocal Technique and warm-ups which are essential to individual voice development and to the choir as a whole.
5. Complete all assignments on time for your next rehearsal.
6. 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 Allegro songs 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?
7. Turn in all payments and paperwork on time.

Attendance: To protect the self-esteem of each choir member and to protect and maintain forward progression in the choir itself, the following serves as the Attendance Policy for Allegro.

1. Free Absences:

- a. Singers are given 1 "free" absence before each of the Fall, Winter & Spring concerts.
- b. A make-up is required for all whole absences over 1.
- c. An absence is an absence-no matter the reason! If you are not present for any reason - you are considered absent!
- d. Absence count returns to zero after each of the 3 major concerts.

2. Make-Up Lessons:

- a. Make-up Lessons will be offered on Monday nights only as scheduled on the master calendar.
 - b. **NO OTHER ADDITIONAL MAKE-UP SESSIONS WILL BE SCHEDULED.** There will only be 3 opportunities to attend a make-up session before each concert. Please plan ahead.
3. Singers get 1 free make-up before each concert. Cost of each additional make-up is \$10 made payable to Allegro. Payment is due at the time of the make-up lesson

Attendance Record:

- a. It is the Singer's responsibility to stay informed on his or her own attendance record. *Remember that every absence counts no matter what the reason.*
- b. Singers can check their Attendance Record on the website - Singers Only page. If there is an error on the Attendance Record, please notify Lori Egan at attendance@allegrocc.org.

4. Tardiness/Early Departures:

Recurring tardies or early departures will be treated in the following manner:

- a. Arriving 15 minutes late and/or departing 15 minutes is counted as a tardy. An accumulation of 3 tardies will count as an absence.
- b. Singers missing ½ of any rehearsal will be counted absent.

5. Retreats:

Retreats are a vital part of the rehearsal process.

- a. **3 hour or longer Retreats:**
 - Missing 31 minutes up to ½ will result in 1 absence.
 - Missing more than ½ will count as 2 absences.
- b. **Less than 3 hour Retreats:**
 - Missing more than ½ will count as 1 absence.

6. Small Group Lessons:

- a. Small Group Lessons are part of the regular rehearsal schedule for Moto and for Brio. Attendance is required.
- b. Missing a Small Group Lesson will count as 1 absence.

7. Community Performances:

- a. The choirs may also perform, when asked, at designated community events at the discretion of the director.
- b. You will receive at least one month's notice regarding these performances.
- c. All Community Performances serve as important rehearsal time. Missing a Community Performance will count as 1 absence.

8. Continued Absences or Tardies/Early Departures:

- a. Singers with excessive absences in the Fall due to conflicting activities that cause the Singer to be ineligible to perform in the Fall Concert will result in dismissal from the choir.
- b. Singers with multiple absences, tardies or early departures may be dismissed from the choir at the discretion of the Director at any time.

9. Mandatory Dress Rehearsals:

- a. Singers must attend all dress rehearsals in order to perform in a concert.
- b. There are at least 2 Dress Rehearsals prior to each concert (Fall, Winter & Spring).
- c. To ensure fairness to all singers and consistency in the vocal production of each choir, *please do not ask for special permission to miss a dress rehearsal.*

10. Participation in Performances:

- a. Allegro members are expected to participate in all performances.
- b. Occasionally, extenuating circumstance may cause the singer to miss a performance. Notify the director in writing at least one month in advance.

11. Tour Eligibility:

- a. Singers are eligible to perform on tour ONLY if they are in compliance with the Attendance Policy.
- b. No tour refunds are given for any reason.

12. Tour Rehearsals:

- a. Attendance is required at Tour Rehearsals.
- b. Singers will be given 1 "Free" Absence. Singers may not miss more than 1 Tour Rehearsal.
- c. If Singer misses more than 1 Tour Rehearsal, Singer may not perform all songs on tour. This will be determined by Director.
- d. There will be NO MAKE-UPS for Tour Rehearsals

13. Under the Weather:

If a singer has a stuffy nose or scratchy voice and is fever free, he/she should still attend rehearsals and participate in all activities if possible.

14. Polite and respectful compliance to the Attendance Policy is expected.

Audition Procedures for Potential Members:

Allegro admits children and youth from grades 3-12. While prior musical training is not necessary, an audition is required. Allegro does not discriminate on the basis of color, race, creed, or disability. Potential Choir Members must, however, meet the basic audition requirements.

Poco, Vivo and Moto Advancement Auditions:

If a Poco, Vivo or Moto singer wishes to move to a different choir, he/she will need to schedule an Advancement Audition appointment. Advancement Auditions are held in late March or early April. Please see current calendar for dates. Moto and Vivo Singers wishing to advance will need to take a written Music Theory Test before or after their scheduled audition time. Moto singers must receive a 90 or better on their singing score and a 90 or better on their character evaluation to be eligible for Brio.

Brio Re-Auditions:

Each Brio member will be required to Re-Audition in the spring. Brio singers will need to schedule a Brio Re-Audition appointment. Re-Auditions are held in late March or early April. Please see current calendar for dates. Singers will be asked to sign a Brio Commitment form for the upcoming season before Re-Auditioning. The singer must maintain a 90 or better on their singing score and a 90 or better on their character evaluation to be continue to be eligible for Brio.

Performances:

We have three major concerts each year: Fall Concert in November, Winter Blessings Concert in December and Spring Concert in March or April. All concerts are open to the community. Please feel free to invite family and friends. **Allegro concerts are a professional and life-changing experience. All concerts are recorded. Thank you for keeping young children and babies at home.*

Community Performances:

The choirs may also perform, when asked, at designated community events at the discretion of the director. **You will receive at least one month's notice regarding these performances.**

Scheduling a Performance:

If you wish to schedule one of the choirs for your church or event, please contact us! We ask that you contact us 6-12 months prior to your performance date for planning purposes. Contact admin@allegrocc.org or marcia@allegrocc.org.

Concert Dress:

Choir members are required to purchase the necessary items for concert dress. The uniform requirements are included in the in the April Registration paperwork. All uniform fees are due at the August Parent/Singer meeting.

Performance Appearance:

In your capacity as an ambassador for our city and state, you are required to present a polished, professional appearance before, during, and after an event.

1. Uniform should be clean and pressed.
2. Boy's Uniform shirts and tour t-shirts will be tucked in and worn with a belt while performing.
3. Personal hygiene is a must--brush teeth and shower!
4. Even if you are not old enough, please wear deodorant for a performance. It can be very warm when singing.
5. Hair needs to be pulled off of the face in either a black headband, ponytail with a black band, or black barrette. Absolutely no bangs or hair hanging in or around face!
6. No perfume.
7. No jewelry unless purchased by Allegro--yes, this includes earrings, rings, and watches.
8. Freshly scrubbed face.
9. Little or no makeup.

Performance Day Diet:

Please avoid all milk products, fried foods, or beverages containing caffeine 3 hours prior to a performance. Choir Members must eat a healthy meal and drink one large glass of water prior to every performance.

Contract:

Parents and choir members are required to sign the Singer and Parent Contract for each concert season. **The contract will be strictly enforced. It is suggested that you carefully read the entire contract!** In order to be fair to and consistent with all choir members, we cannot deviate from these policies.

Paperwork:

Choir Members will not be allowed into rehearsals or performances if the Choir Member has outstanding paperwork. Extra copies of most paperwork may be downloaded and printed from the website: www.allegrocc.org.

Inclement Weather:

If the Blue Valley School District cancels classes due to bad weather, Allegro rehearsals/performances will be cancelled as well. If the weather changes drastically on a rehearsal or performance day, we will make a cancellation decision and send out an email notice before the rehearsal or warm-up begins. Please check your email before heading out or call 913.219.7213. Cancellation information will also be posted on the Singers Only page of our website: www.allegrocc.org.

*Please note: Outdoor performances will be cancelled if it is raining or lightening one hour prior to the event.

Choir and Academics:

Traditionally, Allegro Choir Members are also excellent students! **School comes first. However, having too much homework is not an excuse to miss!!!** Careful planning and time management in school projects and activity calendars will allow you to keep up with choir responsibilities. **All Choir members are expected to comply with the attendance policy in order to be eligible to perform.**

Participation in School Music Program:

Singers are highly encouraged to support and to participate in their school music program if at all possible (choir is preferred, but band is okay). It is Allegro's belief that the singer has the opportunity to be a leader and an example to fellow musicians in his/her school music program.

Medical Consent and Liability Forms:

Allegro requires a signed and notarized Medical Consent & Liability Form to be on record each year for each Choir Member. It is the responsibility of the parent to accurately complete the Medical Consent & Liability Form for each concert season. It is also the responsibility of the parent to complete and submit a new Medical Form if there are any changes in medical history.

Music:

The music for the choirs is chosen at the discretion of the Director and may include music of diverse religious and non-religious cultures and traditions. As a member of Allegro, you are expected to accept and respect the choir's entire music repertoire from an artistic standpoint.

Music will be checked out to each Choir Member at the start of the season and additional music may be added throughout the year. Choir Members will sign a Music Check Out Form indicating music they have received. Choir Member should write his/her name in pencil on the front of each piece of music. Each choir member is responsible for keeping his/her music safe and in good condition. Music will be collected at the end of the season. Choir Members are responsible for erasing his/her name and any personal notes prior to turning in music and are responsible for replacing lost or damaged music at his/her own expense. The Choir Member will be billed for any lost or damaged music and will have 30 days to pay for missing music.

Rehearsals:

Rehearsals are held on Monday nights at Asbury Methodist Church, 5400 W 75th Street, Prairie Village, KS unless otherwise indicated on the Master Calendar (available on the website, www.allegrocc.org.) Once again, it is essential that you attend EVERY rehearsal as information is taught sequentially. During rehearsals, it is not just notes and good choral tone that are taught...self-esteem, teamwork, responsibility, controlling nerves, dignity, focus, posture, and confidence will be incorporated into every rehearsal and performance. Please refer to the Attendance Policy for further information.

Practice Rehearsal Recordings:

A link to Mp3 downloads are available on the Singers page of the website: www.allegrocc.org. Please listen to your choir's Mp3 downloads and familiarize yourself with YOUR part. In the first four weeks, you should listen to the Mp3's 4 to 5 times a week. You are responsible for marking your music as directed and learning your music! Instructions for marking music is provided in the music packet checked out to Choir Members at the August Parent/Singer meeting.

Watching the Rehearsal:

Parents and visitors are always encouraged to quietly watch and enjoy the rehearsal. The rehearsal atmosphere is not conducive to young children; therefore we respectfully ask that they wait outside or at home. In accordance with our contract for the rehearsal facility, we ask that you do not use any other rooms other than the rehearsal space and restrooms.

**In order to reduce distractions and increase focus, all rehearsals, including dress rehearsal, will be "closed rehearsals" during the final week before each concert.

Water:

It is important enough to receive its own category. Water is needed to hydrate the vocal chords. Please bring a plastic bottle of water with a push-top lid labeled with Choir Member's name to every rehearsal and performance.

Communication:

To save paper, money and time, we will be doing 99% of our communicating with you via email and the website. Occasionally, information may be sent home after a Monday night rehearsal. If in doubt, check the Calendar on the website, www.allegrocc.org; Singers page, as it contains all information regarding rehearsals, times, locations, etc. Please always check the calendar on the website to make sure you have the most recent copy. The calendar will have the last revision date in the upper right hand corner.

We try very hard to stick to our original schedule. However, we do occasionally have to adjust dates and locations. Thank you for your understanding.

1. Please check your e-mail and the website regularly!
2. It is Choir Member and Parent's responsibility to update Allegro when Choir Member's address, phone number or email address changes. Email changes to admin@allegrocc.org.
3. Copies of most forms, information, handouts and the Calendar will also be available on the website, www.allegrocc.org, --24 HOURS A DAY!
4. Before contacting Allegro Staff; please check the website, www.allegrocc.org, as many of your questions may be easily answered! Also, please be aware that Allegro Staff have limited working hours. Lori is available at every rehearsal. Please utilize this time to get your Allegro questions answered. You are ALL very important to us. Your calls and e-mails will be returned during Staff working hours, which may vary.

Administration/Information: Lori Egan - admin@allegrocc.org or 913.219.7213

Finance: Theresa Stewart - finance@allegrocc.org or 913.825.3904

Facility Operations: Marcia Kruse - marcia@allegrocc.org

Director: Christy Elsner - christy@allegrocc.org

FINANCIAL MATTERS

Contact Theresa Stewart at finance@allegrocc.org or 913.825.3904 if you have finance questions.

Outstanding Invoices:

In order for your Choir Member to rehearse or perform, all invoice payments must be current. Choir Members will not be allowed into rehearsals or performances if the Choir Member has outstanding invoices.

Scholarships:

Partial Tuition Scholarships will be given on a limited basis in June only if funds are available. Singers whose families can demonstrate financial need can apply for a Scholarship. A Scholarship application is required for all Scholarship requests. This form will be held in confidence and will not be available to anyone other than Allegro staff. The Scholarship application postmark deadline is June 1. Applicants will be notified of the results of the application by June 25. Scholarship funds awarded will be divided into 2 equal account credits— July 1st and October 1st. Scholarship recipients are responsible for any Tuition balance due after credit is applied in July and October. Scholarship recipients will be required to submit 10 Sponsorship packets with addresses to be mailed by Allegro. Sponsorship packets can be printed from the Parents Page of the website - www.allegrocc.org. These packets are due at the August Parent/Singer meeting.

Installment Payment Plans:

Installment Payment Plans may be arranged for singers whose families can demonstrate financial need. An Installment Payment Plan Application is required and must be arranged prior to the payment due date. Installment Payment Plan applications will be considered throughout the concert season. Information can be found on Parents Page of website.

Choir Member's "Escrow" Account:

Each Choir Member Family has an "escrow account" for fundraising. Due to IRS regulations, we cannot issue refund checks for any fundraising or donations Choir Member receives, nor can we transfer money from one Choir Member Family's account to another Choir Member Family's account. Please do not ask us to bend or manipulate these rules.

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If Choir Member has money left in his/her "escrow account" at the end of a concert season, it will remain in the account for Choir Member's use the next concert season. If Choir Member or a member of his/her family does not return, the money will be used in Allegro's General Budget. Money in the escrow account can be applied to payments or invoices for tuition, tour, uniform, and misc. expenses such as concert tickets and concert CD's.

* If the Choir Member has past due invoices, any available credit in Choir Member's account may automatically be applied to the past due invoices.

Tuition Fees:

Tuition covers expenses for rehearsal space, accompanist, staff, music, supplies, insurance, office and performance facilities. All checks should be made payable to "Allegro." All deadlines for tuition are firm. A late fee of 5% may be assessed each month that tuition is past due unless an Installment Payment Plan has been arranged. Due to careful and tight budgeting, tuition is non-refundable. Late tuition payment may result in the removal of your Choir Member from the Allegro program.

Tuition Deadlines:

Personal check, PayPal credit card pmt or money from Choir Member's "escrow" account can be used for tuition payment. Payment Schedules are handed out with Registration packets and are posted on Parents page of website.

Tour Fees and Deadlines:

Personal check, PayPal credit card pmt or money from your "escrow" account can be used for tour fees. Tour payment schedule is posted on the Parents page of the website.

Business/Personal Sponsors and Fundraising:

In order to make Allegro financially attainable for all Choir Members, we offer a variety of selective funding opportunities.

1. Miscellaneous fundraisers may be offered throughout the year. 70% of fundraising profits are placed into participating Choir Members' "escrow" accounts. Please contact Theresa Stewart at finance@allegrocc.org or 913.825.3904 for your account balance. The remaining 30% is split between the Fundraiser Coordinator's "escrow" account if applicable (15%) and Allegro's General Budget (15%).
2. 70% of all Business/Personal Sponsorship funds solicited by Choir Member are placed in Choir Members' "escrow" account. You will be notified by Theresa Stewart via email if you receive an ad or donation. The remaining 30% is used for Allegro's General Budget. Sponsorship packets are available on the Choir Forms tab of the website: www.allegrocc.org.
3. Sonic Cards and Hy-Vee, Hen House and Price Chopper Coupon Books can be purchased for \$5.00. Choir Member receives \$3.50 credit for each Coupon Book/Card purchased. Cards and Coupon Books must be pre-ordered & purchased - see link on Parents page of website.

Other Finance Policies:

1. A \$30.00 service fee will be charged for all returned checks. Parents will also be charged for any additional fees that Allegro incurs for returned checks or stop payment on checks.
2. The Choir Member may not rehearse, perform, or tour if his/her account has a negative account balance or if he/she has outstanding paperwork.
3. Cash Policy: Allegro assumes no responsibility for a cash payment unless a written receipt is obtained and recorded by an Allegro staff member. Because of the policy, it is suggested that you pay by check or the parent "walks" the payment into the rehearsal. Please do not leave cash payments in the rehearsal basket.
4. If the Choir Member has past due invoices, any available credit the Choir Member's "escrow" account will automatically be applied to the past due invoice.

PARENT ASSOCIATION

General Information:

In a perfect world, Allegro would be fully funded by endowments, grants, and gifts. This is, of course, far from reality. 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 Choir Members. The Parent Association, for all parents in all choirs, provides an opportunity for parents to meet and discuss productive ways to provide volunteer services for Allegro. We have a variety of committees available on which to serve. The Parent Association, as a whole, meets two or three times a year.

Volunteer Opportunities:

1. We ask each family to help with various short-term or long-term activities equaling approximately 10 hours per concert season of volunteer service. Parents will select their committee preferences in Registration paperwork at the start of each season. You'll find volunteer opportunities on the Parents page of the website
2. Parents are asked to record their number of volunteer hours. The Parent Volunteer Log link is on the Parents page of the website. This information will assist us when applying for grants.

MISCELLANEOUS**Questions and Concerns:**

Parents often have questions and concerns. Allegro Staff are always happy to help:

1. Always feel free to email the Staff. Most questions can be answered by Lori Egan admin@allegrocc.org or 913.219.7213. Please be patient--it may take a day or two to return your e-mail.
2. Please refrain from discussing concerns or issues with the Directors prior to or following a rehearsal or performance, thus allowing the Directors to have sufficient time to deal with preparations for our Choir Members! This is a busy time for the Directors and information shared is often forgotten as focus is on the rehearsal.
3. Please do not discuss absences with the Directors. If the Director has a question regarding a Choir Member's absence, you will receive a phone call or email from her.
4. Take advantage of our friendly staff available at all rehearsals. Make life easy for everyone. Come in and ask questions, enjoy visiting with other parents, etc. Lori will be available at rehearsals to answer questions and concerns. The Rehearsal Parent is also present each Monday night and can help as well.
5. Addressing issues directly with the staff helps to avoid miscommunications and senseless gossip. We have a "no gossip" policy. Go right to Lori or Christy with concerns.

Drop Baskets:

Please return any forms and/or non-cash payments to the Allegro Table. Remember you must obtain a receipt for ALL CASH PAYMENTS from Lori or Marcia.

TOUR**General Information:**

Touring is an integral part of the children's choir curriculum. Choir Members are encouraged and expected to tour with the choir as choir tours open the way for young artists to share their music with wider audiences and provide valuable opportunities for character education. Young people learn the importance of discipline, teamwork, focused concentration, and commitment. As young ambassadors, choir members share their music with people around the world, learn to appreciate diverse cultures, and experience the rewards that come from doing their work well.

Vivo: Vivo Allegro takes a day tour in our metro area each spring.

Moto: Allegro Con Moto tours the regional area each year and may be gone for two to five nights. Typically, the choir travels within driving distance from Kansas City. However, exceptions to this travel policy would include an invitation to perform at a regional or national conference or invitation to perform at a special event or festival warranting exceptional treatment. All Moto Members are encouraged to tour.

Brio: Allegro Con Brio tours the area regionally, nationally, or internationally each year with trips extending from one to seven nights. International tours will be taken every three or four years so that every member has a chance to experience another part of the world. All Brio Members are expected to tour.

Tour Guidelines:

1. Any Allegro member is eligible to tour if:
 - a. Tour balance is paid in full by deadline. Please note that all tour payments are non-refundable.
 - b. Choir Member is in compliance with attendance policy.
 - c. Choir Member has completed and returned all forms by deadline.

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- d. Choir Member and Parent attend all Tour Meetings. If Choir Member and Parent cannot attend any Tour Meeting, Choir Member and Parent will make arrangements to get information from Staff.
 - e. Choir Member can start and finish the entire tour with Allegro. If you can not, you can not participate in the tour.
 - f. Choir Member has demonstrated exemplary behavior at all Allegro functions throughout the year.
2. Deadlines for Tour Fees and paperwork will be absolutely firm. **LATE PAPERWORK and TOUR FEES may not be accepted, no matter what the circumstance.** Allegro has to pay for the accommodations, transportation, and activities often times several months in advance. Therefore, **Tour Fees are NON-REFUNDABLE--NO EXCEPTIONS!**

If Tour Fees and/or paperwork are not turned in on time, the Choir Member will not be allowed to rehearse or perform until fees and paperwork are turned in. The Choir Member also risks being removed from the tour list due to late fees and/or paperwork.

3. Each Choir Member will be assigned to a Chaperone and a "tour family." You will sleep and eat with your "tour family." The Chaperone will stay in Choir Member's suite or will have an adjoining room. If these two rooming options are not available, hotel floors will be guarded by off-duty police officers. If security personnel are not available, parents of Choir Members who are staying in rooms alone will be notified that Choir Member is staying in a room without a chaperone, but Choir Member will still be under the care and supervision of his/her assigned "tour family" Chaperone. All minor concerns or questions should be addressed to the Chaperone. There will be one Chaperone per 4 to 6 choir members in a "tour family."
4. Choir Members may stay with a parent on tour ONLY if the parent is the singer's tour family Chaperone.
5. Allegro travels with a Tour Nurse or Tour Rehearsal Parent. Tour Nurse or Tour Rehearsal Parent and Allegro Staff must be aware of all medications, allergies, etc. for your Choir Member's safety. Choir Member's Parent assumes all responsibility for accurate submission of an updated Medical Info/Consent and Liability and Form if Medical history or information has changed. The Medical Form is available on the Parent Page of the website: www.allegrocc.org. Tour nurse or Tour Rehearsal Parent will be in charge of keeping and dispensing any medications for Moto or Poco. Moto and Poco choir members must give all medications to the Tour Nurse or Tour Rehearsal Parent or Allegro Staff when checking in for Tour departure. Brio choir members must notify Tour nurse or Tour Rehearsal Parent and Allegro Staff of all Medications when checking in for Tour Departure.
6. When outside of the hotel, Choir Members must stay in a group of four or more at all times. Inside of the hotel, Choir Members will stay in a group of two or more. **NEVER GO ANYWHERE ALONE.** If Choir Member is found to be in a smaller group, Choir Member will spend the remainder of the day or Tour as part of Christy's group. For the safety of the Choir Member, Chaperones must always be informed of their "Tour Family's" location.
7. **Unlimited Cell phone usage is not allowed on tour!** It is Allegro's policy that cell phone usage discourages interaction with tour friends and is an overall distraction from the purpose and benefits of Tour. If the trip is one or two nights, cell phones may be used to contact parents to let them know we have arrived and at the end of the trip to let them know we are on our way home. For trips over three nights, you may send a pre-paid calling card with instructions or a cell phone along with your Choir Member. Choir Members will be allowed to call only on certain days and at certain times. Otherwise, the phones will remain in the off position and put away during tour. If Choir Member is not in compliance with this policy, Chaperones and Staff will have the authority to hold Choir Member's cell phone for the remainder of the Tour.
8. All Choir Members will remain with Allegro at all times. Choir Members **WILL NOT** be allowed to depart from the tour agenda due to safety and liability reasons. **Please do not ask us to bend this rule!** We are on tour and tour is our focus!!!
9. A Choir Member wishing to deviate from the planned tour to join his or her immediate family may do so **ONLY ON THE FINAL DAY OF TOUR WHEN THE CHOIR IS PREPARING FOR DEPARTURE** and if the following are in place:

**** Deviations are not always allowed for each tour and will be decided at the discretion of the Director, travel company (if applicable) and travel situation.****

- a. Parent of the Choir Member has arranged all coordination of transportation for the Choir Member for the deviation. Allegro will not provide travel to meet the family nor provide travel agent/planning services.
 - b. Allegro must receive written Statement of Deviation 30 days prior to departure detailing the deviation including the exact time and location of the Choir Member's release to the parent. This statement must be signed by the parent. Allegro assumes no liability for Choir Member after the deviation.
 - c. When Allegro has contracted with a travel company for tour, the parent is responsible for all Deviation forms, deadlines and fees required by the travel company. Allegro must still have the parent's written Statement of Deviation as well.
 - d. Riding home from tour with a parent instead of taking the provided transportation is considered a deviation from tour and requires a written Statement of Deviation 30 days prior to departure!
 - e. **We can not accept deviations from tour after the above deadlines due to the intensive planning and preparation of tour documents, check lists, flight preparation, etc.**
10. Be on time or you'll miss the bus—NO JOKE! Every single minute of tour is crammed packed. There is not one minute of unproductive time!
 11. Best behavior and manners are expected at all times. Any behavior that is not exemplary will result in a phone call to Choir Member's parents and/or immediate expulsion from tour. Parents will assume responsibility and the entire financial cost for picking Choir Member up from our current tour location if expulsion from tour is necessary.
 12. Allegro is not responsible for personal items that are lost, damaged, or stolen.
 13. Adequate sleep is built into the schedule each night. "Lights Out" is strictly enforced. Yes, we will have fun, but not at the expense of our health and emotions! Rest time may also be scheduled during the day depending on the tour schedule.
 14. No boys allowed in girls' room and no girls allowed in boys' rooms.
 15. Choir Members are not allowed to borrow money from friends or from any chaperones at any time. Budget your money carefully.
 16. When touring internationally, Choir Members will wear a neck badge at all times. Choir Members must have the current itinerary and phone numbers, passport, and ID in neck badge at all times.
 17. Upon entering the hotel, there will be a group meeting for all tour participants to cover fire escapes, keys, etc.
 18. Choir Members are never to answer hotel door unless it is Christy or a chaperone. If a member of the hotel staff comes to the door, please call Christy or your chaperone and wait for them to arrive before opening the hotel door.
 19. Do not call the front desk for pillows, extra towels, etc. All hotel needs must go through Christy or Choir Member's "tour family" chaperone.
 20. There will be absolutely no running, loud talking or slamming of the doors in the hotel.
 21. Pay movie channels and long-distance calling will be turned off in the rooms.
 22. Do not order from room service or from a delivery service.
 23. Choir Members will be assigned a bus and/or plane seat and hotel roommates based on age and at the discretion of the Director. Room, bus and/or plane arrangements cannot be changed.
 24. Choir Members are expected to eat 3 healthy meals provided each day. Dieting is not allowed while on tour. We ask that Choir Members limit the amount of pop, caffeine, and sugary snacks that are consumed. Allegro will provide water and healthy snacks if tour budget allows. Choir Members will be asked to bring a disposable water bottle and healthy snacks if tour budget does not allow Allegro to provide these items.

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Please note the following regarding Special Dietary Needs:

- While Allegro will make a special dietary need request on your behalf, please note that we cannot guarantee that the request will be honored.
 - We are not able to request specific foods nor are we able to tell you how your request will be honored. (i.e.: If you request vegetarian meals, we are not able to tell you what those meals will be.)
 - We are not able to guarantee that various foods will not come in contact with one another. (i.e.: we cannot guarantee that meat will not come in contact with bread, etc.)
 - We will always try to give you a general idea of what food will be offered to the best of our ability. We do not always have access to meal information - so the information you are given will be limited.
 - If you have Special Dietary Needs - we cannot emphasize enough that you must PLAN AHEAD and take responsibility for your own needs. Since we cannot guarantee if or how your needs will be accommodated, you must plan to bring your own healthy supplemental foods (i.e. peanut butter crackers, protein bars, fruit, etc.)
 - Allegro will not be able to make special trips to purchase any supplemental food for singers with Special Dietary needs while on tour. Once again - we emphasize - PLAN AHEAD and bring what you may need.
 - Above all - remember that we are travelling as a group which is very different from travelling alone or with your family. Exceptions and Special Requests except as listed above are simply not possible on a group tour.
25. Choir Members should bring only the amount of money suggested at the tour meeting. All (or most) meals are included in the cost of tour.
26. It is suggested that all Choir Members traveling by bus or airplane who are susceptible to motion sickness should consider bringing over the counter medication such as Dramamine or a set of "sea bands" to protect themselves from motion sickness. These can be purchased at Wal-Mart, Walgreen's, etc.

Clothing Guidelines:

Choir Members will dress in only approved clothing as designated by clothing guidelines.

1. Choir Members must bring all items required for each specific tour. A checklist will be provided at the tour meeting.
2. Shirts must come to edge of shoulders, no spaghetti straps or halter tops are allowed.
3. Skirts and shorts should be finger-tip in length.
4. Shirts and pants together must cover the belly button and the rear-end.
5. Tour T-shirts will be tucked in and worn with a belt when performing.
6. Pack comfortable shoes only—do not bring anything that will cause blisters or cause you to be off balance.
7. Flip flops will only be allowed in Hotel.
8. Only one-piece swimsuits or tankinis that cover all of the rear and the stomach are allowed on tour.
9. Singers not in compliance with the Guidelines will be asked to change or will not be allowed to participate in activities.