

ATTENDANCE POLICY

REV. 8/10

Our choirs require excellent attendance to develop the blend, balance, and general preparedness that will assure excellent performances. Any absence, regardless of the reason, hurts the choir as well as the individual who is missing.

- Communication is vital. Conductors and Choir Coordinators must be contacted if a singer will be absent.
- Singers should put all rehearsal and performance dates on their calendars and should avoid scheduling conflicting activities.
- When signing up for other activities, singers should consider the Angelica Cantanti Youth Choir dates to which they are already committed.

Choir Calendars

Calendars for each choir are located on the Angelica website on the Singers and Families page. Every effort is made to stick to those calendars, but small changes and additions are inevitable. Please bookmark this page and check these calendars often for updates.

Choir Coordinators

Each choir is assigned a Choir Coordinator at the beginning of the season.

- Families will be notified of the coordinator's name, phone number and email as soon as it is available.
- The Choir Coordinator attends each rehearsal and performance, takes attendance, maintains absence information, maintains attendance records for the conductor, and makes absence calls to singers that have not arranged their absence.
- Please keep the coordinator's information in a prominent place in your home for handy reference.

Punctuality and Preparation for Rehearsal

Punctuality is a primary ethic of the Angelica Cantanti Youth Choirs. Because rehearsal time is precious, we expect singers to be in their seats and prepared to sing at the start time. Tardiness is unacceptable.

All Angelica Cantanti singers should arrive at least 10 – 15 minutes before rehearsal to take care of the following

- Check in with the Choir Coordinator taking attendance
- Use the restroom
- Arrange music in order listed
- Deposit cell phone in the rehearsal box, to be returned when rehearsal is finished

Singers should arrive on time and stay until the end of each rehearsal. Singers who arrive late or leave early miss important rehearsal time and disrupt the rehearsal for the other singers.

Procedure for Absences

- If a singer knows about an upcoming rehearsal or concert performance absence, he/she **must e-mail BOTH the conductor and the Choir Coordinator** in advance ASAP or at least 2 weeks in advance.
- Rehearsal absences are limited to **two** per semester. In other words, the maximum number of rehearsals a singer may miss between September and the holiday concert is two, and the maximum number of rehearsals a singer may miss between January and the spring concert is two.
- After two absences in the semester, the conductor will call the family to discuss attendance.
- Texting an absence on the day of a rehearsal or performance for reasons other than illness or emergency is not acceptable.
- If a singer decides not to attend rehearsal due to weather, that absence is up to the discretion of the conductor. If, however, choir rehearsal is cancelled due to weather, that is not considered an absence.
- Attendance at all major concerts is mandatory. Any known absence in advance must be communicated and approved by the Conductor.
- If a singer has missed too many rehearsals before a performance, they may not be able to sing in that performance.
- If a singer is unable to demonstrate commitment to Angelica Cantanti through good attendance and punctuality, removal from the program will be considered. All paid tuition will be forfeited, and any unpaid tuition will be collected.

Spring Break

Angelica Cantanti does not take a spring break but understands that many of our singers do. With the large number of schools involved, it is necessary that you pre-arrange any absences during your spring break (within 2 weeks notice) to your choir coordinator AND conductor.