

New Jersey Youth Chorus

WhartonARTS

Helen H. Cha-Pyo, Artistic Director



MEMBER HANDBOOK: 2024–2025 SEASON

Welcome to the 2024–2025 Season of the New Jersey Youth Chorus!

ORGANIZATION

The New Jersey Youth Chorus is an auditioned choral program for children in grades K–12. NJYC is a program of Wharton Arts. Wharton Arts is a non-profit organization managed by the Executive Director and Artistic Director, with support from the Board of Trustees. NJYC artistic and operational functions are performed by its Founder and Director, Artistic Staff, and Program Staff, with additional support provided by the Wharton Arts administrative team and an active parent volunteer organization. Wharton Arts is a registered non-profit 501(c)(3) charitable organization.

WHARTON ARTS MISSION

Wharton Arts' mission is to provide the highest quality performing arts education to a wide range of students in a supportive and inclusive environment, where striving for personal excellence inspires and connects those we teach to the communities we serve.

As an organization whose mission is dedicated to the positive impact music can have on individuals and in the communities we serve, we are dedicated to fostering a supportive and fully inclusive environment by embracing equity, diversity, and inclusion (EDI) in all of our initiatives.

We are accountable to our constituents as we aspire to achieve equity on all levels of the organization for our leadership, employees, families, students, and other members. We commit to educate ourselves through anti-racism and EDI training, increase representation of People of Color throughout our organization, and amplify the voices of underrepresented composers and artists, especially Black artists, in our programming.

NJYC'S PHILOSOPHY

NJYC provides exceptional choral music education and performance experiences, fostering expression, artistry and growth.

To achieve this, the New Jersey Youth Chorus:

- Maintains high expectations and standards of excellence for musical training and performance,
- Provides a unique opportunity for musical and personal development in an atmosphere of camaraderie and friendship,
- Encourages good citizenship by making a positive contribution to society through the transformational power of music,
- Shares its work to benefit the diverse communities it serves.

The NJYC performs a wide range of choral literature from music of the masters to international folk music and gospel. We unite choristers from many communities through the study and performance of great choral music.

Our mission, philosophy, and goals continue to revolve around that which is most important – the choristers and the music. It is far more than singing. *We teach values, we nurture, we inspire.*

We believe that through the choral art – through the NJYC choir family – the musical journey is about fellowship, compassion, commitment, taking risks, growing, nurturing, beauty, joy, and passion.

New Jersey Youth Chorus

NJYC ARTISTIC STAFF

Trish Joyce
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Patricia.Joyce@WhartonArts.Org

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Phillip Steffani
Accompanist, Coriste, Sola Voce

Andrew Macirowski
Accompanist, Camerata, Coro Vivo

Ryan Bridge
Accompanist, Primo Coro

NJYC PROGRAM STAFF

Krystiana Machtinger
Director of Chorus Administration
Krystiana.Machtinger@WhartonArts.org

CONTACT US

Rehearsal Location:
570 Central Avenue
New Providence, New Jersey 07977

Mailing Address:
60 Locust Avenue
Berkeley Heights, New Jersey 07922

NJYC Office Line: 973-998-5670
Wharton Arts: 908-790-0700
General email Inquiries: info@njyc.org

WhartonArts.Org
NJYC.org

Wharton Arts

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Helen H. Cha-Pyo, *Artistic Director and Principal Conductor*

New Jersey Youth Chorus

Trish Joyce, *Founder & Director*,
Krystiana Machtinger, *Director of Chorus Administration*

Trish Joyce, *Director, Coriste & Primo Coro*
Daniel Malloy, *Director, Coro Vivo & Camerata*
Joanna Scarangelo, *Director, Sola Voce*
Phillip Steffani, *Accompanist*
Andrew Macirowski, *Accompanist*
Ryan Bridge, *Accompanist*

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Aimee Roehler, *Social Media Manager*

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Adrienne Ostrander, *Operations & Office Manager*
James Choi, *Production Assistant*
Bailey Eng, *Production Assistant*
Andrew Morrison, *Production Assistant*
Sarah Peterson, *Production Assistant*
Alex Post, *Technical Associate*
Cedric Sanders, *Building Manager*

Finance

Eva Dooley, *Director of Finance & Administration*
Jillian Lyons, *Comptroller*
Nancy Janker, *Accountant*

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To maintain our high standards of excellence and to allow the New Jersey Youth Chorus to run smoothly and effectively, it is essential for all choristers and parents to study this handbook and follow the rules and regulations as outlined. Returning members, please read through the handbook again, as it has been updated for the coming year.

EXPECTATIONS

Music is a performing art, and rehearsals are preparation for performance. The educational curriculum and the repertoire studied are cumulative. In order to achieve the desired group sound and quality, each choir depends on the preparedness of the individual members. Consistent participation on a regular basis is vital to the learning process and allows each chorister to have a successful choral music experience.

Each chorister is expected to attend ALL rehearsals and performances; arriving on time and fully prepared. Choristers were specifically selected as members of the New Jersey Youth Chorus; this is an honor and a responsibility. It will require commitment, dedication, and hard work, and the rewards will be great. Our attendance policies are strict in order to guarantee a program of the highest quality, which is possible only if all chorus members are fully committed to the music, to fellow singers, and to the NJYC Family.

REHEARSAL SCHEDULE

Rehearsals are held at 570 Central Avenue, New Providence, NJ according to the following schedule:

Sola Voce	Mondays	4:15 – 6:00 PM
Coro Vivo	Mondays	4:15 – 6:00 PM
Camerata	Mondays	6:15 – 8:15 PM
Coriste	Mondays	6:15 – 8:30 PM
Primo Coro	Wednesdays	4:15 – 5:45 PM
Primi Passi	Saturdays	9:30–10:45 AM

Ensembles meet weekly, beginning the week of September 9, 2024, with our final rehearsals of the regular season the week of May 19, 2025. Touring groups will continue to meet through June. Primi Passi meets as designated in the registration materials.

There will be no rehearsals or classes on the following dates in 2024-2025:
October 14, November 27, December 18–Jan 4, January 20, and February 17
*We may not have rehearsal on March 19. We will advise at a later date.

NJYC reserves the right to amend the rehearsal schedule at any time.

DRIVING & PARKING AT NJYC

Our rehearsal facilities are part of a larger business building with open businesses that occupy sections of the parking lots. By law, cars should not idle for long periods of time. Feel free to leave and come back at the end of rehearsal. We do have a parent lounge for parents to wait to pick-up. We also have a volunteer room for our volunteers to work during rehearsal

To ensure the safety of everyone at NJYC, please observe and adhere to the policies below.

DRIVING & DROP OFF

- Enter via the driveway closest to the Shopping Center to the right of the building and exit via the driveway closest to South Street to the left of the building. Otherwise the parking lots become very unsafe. Keep in mind, we cannot control cars from other areas of the business building.
- Drive slowly and considerately.
- Parents are allowed to drop off at the entrance or on the car line.
- Cars- DO NOT pass at any time.

PARKING & PICK UP

- The dropoff lane is not to be used for pickups- it blocks the flow of traffic for the other businesses in the complex. You must park to the far right of the building where there is ample parking available, and walk over to pick up your child.
- Parking nearest to the entrance should be saved for volunteers, staff, students who drive themselves, and anyone who cannot walk long distances.
- Students are required to wait inside the building. The parking lot is not a safe place to congregate. Please communicate pick-up with your child.
- Please pick your child up promptly upon the conclusion of rehearsal.

COMMUNICATIONS

NJYC utilizes TeamSnap to communicate all updates and changes to the rehearsal, event, and performance schedule. In the event of a last-minute change of schedule (for example, snow or other emergency cancellation), families will be notified via Teamsnap in the following ways:

- An email sent to all emails on the roster.
- A push notification to all cell phone numbers on the roster.
- A text message, if you have signed up for it via the app.

Information and specific requirements for each rehearsal, event, and performance will be communicated to the choristers in rehearsal, and via weekly electronic notifications using email/Teamsnap. **It is critical that any written information is read by both choristers and parents and that any necessary responses are provided in a timely manner.**

- It is expected that the email addresses of older choristers are provided at the time of registration, and are set to receive emails. Younger choristers are permitted to receive emails but are not required.
- At least one parental cell phone number is **required** to opt-in to receive text message alerts. Choristers are also permitted to receive alerts but are not required.
- The emergency contact provided during registration must be local, and cannot be either of the parents/guardians listed. In the event of an emergency, parents/guardians will be called first, and if neither is available, the emergency contact will then be called.

ATTENDANCE POLICY

Choristers are expected to be present for all rehearsals and performances unless otherwise noted. There are a number of reasons for this:

- 1) Every absence affects the sound of the choir. Many pieces in our repertoire are three and four parts, and balance is an important issue. The challenging nature of the music means having enough voices to carry, blend, and balance with the other voices. Each voice IS important, and each chorister was chosen to be a fully contributing member of the choir.

- 2) Performing with too few members can affect the confidence level of the choristers who are singing. If you don't attend, you are letting down both your director and your fellow choristers.
- 3) Every time the choir sings, it affects the reputation of NJYC. If we are not at our best, it reflects on the entire organization and impacts our future performance opportunities.
- 4) There are financial impacts. We hire transportation and make other arrangements based on the expected number of attendees, and we are often committed to those even if the number of attendees declines.

Absences will be tracked by the ensemble director. Consequences for not following the guidelines below are outlined in the next section.

Rehearsal Attendance

Choristers are permitted to miss:

- 2 rehearsals between September- Winter Concert
- 3 rehearsals between the Winter Concert and Spring Concert.

If a chorister has to miss consecutive rehearsals due to severe illness (where they also have to miss school) please email your choir director to let them know.

PLEASE NOTE: CONSECUTIVE ABSENCES, OR EXCESSIVE ABSENCES DUE TO CONFLICTS WITH EXTRA-CURRICULAR ACTIVITIES, SUCH AS THEATER REHEARSALS OR SPORTS, ARE NOT PERMITTED.

Please make arrangements with your director/coach ahead of time to ensure you stay within the allotted number of absences from NJYC.

If you know in advance that your chorister will be absent from rehearsal, **you must input this in the Availability feature in TeamSnap to mark them as not available. Do not email or use the team chat for rehearsal absence notifications.** For consecutive or extended absences, please email your director via email.

Performance Readiness Evaluations (PRE)

A chorister who has missed more rehearsals than absences allotted may be tested to determine their knowledge of the music currently being rehearsed.

If a chorister has excessive absences, the ensemble's director may contact the family and the chorister may be put on probation. Missing more than the allotted rehearsals will be considered prior to the chorister's re-acceptance next season.

Performance and Event Attendance

NJYC recognizes that religious observations and other situations during the year may conflict with our schedule. While we do our best to avoid scheduling workshops or concerts on known holidays, sometimes it is out of our control.

- We publish the calendar for the season in August. Please compare the NJYC calendar to your family calendar and communicate any conflicts immediately via Teamsnap's availability feature. **Performance and event conflicts must have a detailed explanation entered via the note field.**
- Examples of unacceptable excuses for a performance absence include: 'too much homework,' or 'party to attend.' Examples of acceptable excuses for a performance event include 'death in the family,' and 'mandatory school performance.'
- The deadline for communicating October through December performance conflicts is **September 1**. The deadline for communicating January through June performance conflicts is **September 30**.
- **Unless otherwise noted, events on the NJYC calendar are mandatory and are expected to take priority over any other events or activities with dates published after ours.**

- **Last-minute notification of a performance absence is unacceptable and may affect their continuation in the choir, or their re-acceptance the next season.**

Illness

If a chorister becomes ill on the day of a performance, please notify us as soon as possible by **emailing both the director and info@njyc.org**. If there is busing for an event, we ask that you also call us on our office line (973) 998-5670 so as not to delay the bus's departure.

Choristers who exhibit any of the following symptoms are asked to refrain from attending rehearsals or performances:

Fever (<100.4)

Cough

Shortness of Breath

Difficulties Breathing

Loss of Taste or Smell

Vomiting

Diarrhea

Choristers exhibiting two or more of the following symptoms should also refrain from attending NJYC rehearsals or performances:

Chills

Rigors (Shivers)

Myalgia (Muscle Aches)

Headache

Sore Throat

Nausea

Fatigue

Congestion or Runny Nose

REHEARSAL POLICIES

Please arrive at least 10 minutes before rehearsal is scheduled to begin. Choristers must be in their seats, organized, and ready to sing before rehearsal begins.

Each chorister is responsible for:

- Bringing their folder, music, and **two sharpened pencils with erasers** to and from rehearsal.
- Checking in immediately upon arrival to the building.
 - A chorister may **not** check in another chorister.
 - Directors will **not** correct attendance; choristers will be marked absent if they fail to check-in.
- Turning in any checks, forms, permission slips, etc. to staff upon entering the building.
- Checking the board for any updates and announcements and putting music in rehearsal order prior to rehearsal.
- Using the lavatory facilities **only** before rehearsal begins and/or during the break.
- Cleaning up after themselves, including properly disposing of trash from food/water, and putting music and any distributed materials into their folders. The rehearsal space should be left exactly as it was found.
- Being attentive and respectful so that every minute of rehearsal may be used to its fullest.
- Being respectful of our rehearsal space property at all times. Choristers will be held responsible for any property damage they cause.
- Being thoroughly prepared for all rehearsals, regardless of absence or other circumstances.
 - The amount and difficulty of the material make it imperative that each member rehearses at home in addition to regularly attending rehearsals.
 - The weekly assignment is sent each week in the weekly memo. Choristers are responsible for completing the assignment each week. Parents of younger choristers who do not receive the email directly are responsible for sharing the assignment and ensuring it is completed.

The following are prohibited during rehearsal:

- **Cell phones and other electronic devices.**
- Leaving the rehearsal room while rehearsal is in progress unless there is an emergency.
- Going to other rooms in the building that are not regularly used by NJYC.
- Talking about anything other than the music and chorus-related items.
- Gum chewing.
- Behaving in a manner that is disruptive to the rehearsal, distracting to fellow singers, directors, or accompanists, or which prohibits a positive and successful rehearsal.

Parents are responsible for:

- Making sure young choristers are not left unattended. NJYC is not responsible for choristers except during scheduled rehearsal times. **Choristers are not permitted to enter the building unaccompanied earlier than 15 minutes before the start of their rehearsal.**
- Picking choristers up on time following each rehearsal.
 - Should an unexpected emergency arise, please call 973-998-5670 immediately.

PLEASE NOTE: While in the care of NJYC, choristers are not permitted to leave the premises without expressed parental/guardian consent. Leaving the premises without permission will result in disciplinary action.

PERFORMANCE POLICIES

Choristers must arrive on time and fully prepared to perform per the instructions of the director/choir administrator. This includes having proper concert attire, shoes, accessories, hair, bottled water, folder/music, and other items as necessary.

Performance Readiness Evaluations (PRE)

A chorister may be tested to determine their knowledge of the music before a performance, at the discretion of the director. If a chorister has not adequately demonstrated knowledge of the music before a performance, he/she will not be permitted to sing at that performance.

After every concert, it is each chorister's responsibility to make sure the holding area/room is left the way it was entered into, if not cleaner. It is not the chaperone, choir administrator, or choir director's responsibility.

Concert Etiquette:

If the Chorus is seated in a concert venue and another choir/ensemble or musician is performing, each chorister is expected to:

- Sit silently
- Be attentive
- Read program notes
- Applaud when appropriate.

The following is NOT permitted:

- Whispering/talking/giggling
- Gum chewing
- Note writing
- Communicating with friends using gestures or facial expressions
- Going in and out
- Propping feet up on chairs/pews
- Lying down across other choristers
- **Cell phone use of any kind.**

SELECT CHOIRS

Some venues/performance opportunities require only a small group of choristers. In these circumstances, the selection of performers is entirely at the discretion of NJYC.

PERSONAL CONDUCT POLICY

One of the criteria for a chorister's continued membership in the New Jersey Youth Chorus is adherence to our standards of attitude and behavior. These are just as high as the musical standards. The following mandates are in effect at all times:

- As a representative of the New Jersey Youth Chorus, each chorister is expected to display the **highest standard of conduct and behavior at all times.**
- Choristers are expected to treat their Directors, Chaperones, NJYC Staff, and all other Chorus personnel with courtesy. They are expected to be cooperative and follow instructions at all times.
- Choristers are expected to be supportive of each other and treat each other with respect and courtesy.
- During rehearsals and performances, choristers are expected to show a positive attitude. They should be focused, attentive, and engaged, and demonstrate a commitment to musical excellence.
- Narcotic substances, alcoholic beverages, weapons, and nicotine in any form (including vaping), are strictly forbidden by any NJYC member before or during rehearsals, concerts, tours, or choir performances of any kind. Use will result in expulsion from the Chorus.

BULLYING AND ANTI-HARASSMENT POLICY

NJYC is focused on building a welcoming and inclusive community amongst our choristers and takes a strong stance against bullying behaviors. Bullying is defined as:

- Aggressive behavior that involves unwanted, negative actions.
- A pattern of such behavior repeated over time.
- An imbalance of power or strength, so that the bullied individual is weaker or more vulnerable, and has difficulty defending him or herself against a person or group.

Bullying can include but is not limited to: rumor spreading, name-calling, teasing, exclusion, threats, and/or physical contact. It also includes cyber-bullying.

NJYC prohibits ALL such bullying behaviors.

CONSEQUENCES

Probation/Expulsion

- A chorister who fails to adhere to the behavior standards or other policies above may not be allowed to participate in a performance or event. This decision shall be made by the Director of the chorus.
- Singers who miss a performance without communicating with their director may be put on probation. Choristers who have been put on probation may be required to re-audition to return to the program.
- A chorister who fails to adhere to the behavior standards or other policies above may also be subject to expulsion.

UNIFORMS

- Each chorus has a “casual” uniform and a “formal” uniform, as outlined below. Uniform requirements for each performance will be communicated in the weekly memo prior to the performance.
- Each family is responsible for the purchase and maintenance of the uniforms as noted.
- **Please order your formal uniform early enough to ensure it arrives in time for your first performance!**
- The Casual Uniform for each chorus includes an NJYC t-shirt.
 - One T-shirt is included with tuition for each chorister. Additional shirts are available for purchase for \$15. Choristers will receive their t-shirts before their first performance of the season. **If a chorister grows and needs a new formal uniform or t-shirt during the season, it is extremely important not to wait until the last minute to replace it, as sizes are not always in stock.**
- Choristers who no longer use a particular uniform are welcome to donate it to NJYC, so it can be made available to other choristers as needed. The uniform should be cleaned and in good condition.
- At the beginning of the season, NJYC will host a uniform sale, where gently used uniforms are available at a reduced price.
- If a different size uniform is needed during the season, please contact info@njyc.org.
- **All uniforms must be cleaned, pressed, and properly hemmed for all performances.** Please see the section below regarding hem length for each uniform. All items must be labeled with the chorister’s name.
- Choristers who arrive at performances without the proper uniform will likely not be permitted to perform at the sole discretion of the director.

CORISTE

Formal Uniform

- Dress (*hemmed to the top of the foot*)
- Flat or low heeled black dress shoes
- Flesh tone stockings
- Pearls

Coriste’s uniform is a custom-order dress, for which NJYC must place a group order. Dresses must be ordered during registration, and sizing will be conducted by NJYC during rehearsal in September. Please note, while a group order is placed for the group, the sizing is standard and may still require alterations to be made by the chorister.

Casual Uniform

- NJYC t-shirt
- Black pants (not leggings)
- Dark shoes
- Dark socks, if worn

SOLA VOCE

Formal Uniform

- Dress (*hemmed to the top of the foot*)
- Flat or low heeled black dress shoes
- Flesh tone stockings.

Below are the links to order. Please note, it comes in both youth and adult sizes and must be ordered in **BLUE**.

Youth Dress: <https://sepapparel.com/youth-alixandra-concert-choir-dress.html>

Adult Dress: <https://sepapparel.com/alixandra-concert-choir-dress.html>

Casual Uniform

- NJYC t-shirt
- Black pants (not leggings)
- Dark shoes
- Dark socks, if worn

CAMERATA

Formal Uniform

- Blue NJYC blazer
- Grey dress pants (*hemmed to the top of the foot*)
- White button-down shirt
- NJYC striped tie
- Dark socks
- Dark shoes

All but the shoes and socks should be ordered through *Flynn and O'Hara*, either in their Parsippany store or online. There is a discount available for larger orders if families wish to coordinate orders. Camerata choristers in 7th and 8th Grade will see both the Coro Vivo and Camerata uniform components. Members of Camerata do not need to order the sweater vest.

- To order online:
 - o Visit <https://www.flynnohara.com/>.
 - o Click "Log In" and create an account (if you don't already have one.)
 - o Select your school
 - NJ is the state
 - New Jersey Youth Chorus – Chatham, NJ is the school
 - o Place an order.
- To purchase in person:
 - Flynn and O'Hara
 - 130 Baldwin Road,
 - Parsippany, NJ 07054
 - (973) 882-0833
 - (Other Flynn & O'Hara stores will not have NJYC specific inventory)*

Casual Uniform

- NJYC t-shirt
- Black pants
- Dark socks
- Dark shoes

CORO VIVO

Formal Uniform

- Blue NJYC vest
- Grey dress pants (*hemmed to the top of the foot*)
- White button-down shirt
- NJYC striped tie
- Dark socks
- Dark shoes

All but the shoes and socks should be ordered through *Flynn and O'Hara*, either in their Parsippany store or online. There is a discount available for larger orders if families wish to coordinate orders. Parents of 7th & 8th Graders in Coro Vivo: please note, the blazer is not required until choristers enter Camerata.

- To order online:
 - Visit <https://www.flynnohara.com/>.
 - Click "Log In" and create an account (if you don't already have one.)
 - Select your school
 - NJ is the state
 - New Jersey Youth Chorus – Chatham, NJ is the school
 - Place an order.
- To purchase in person:

Flynn and O'Hara
130 Baldwin Road,
Parsippany, NJ 07054
(973) 882-0833
(Other Flynn & O'Hara stores will not have NJYC specific inventory)

Casual Uniform

- NJYC t-shirt
- Black pants
- Dark socks
- Dark shoes

PRIMO CORO

Formal Uniform

- Dress (*hemmed to top of the foot*)
- Flat or low heeled black dress shoes
- Flesh tone stockings.

Primo Coro's uniform is a custom-order dress, for which NJYC must place a group order. Dresses must be ordered during registration, and sizing will be conducted by NJYC during rehearsal in September. Please note, while a group order is placed for the group, the sizing is standard and may still require alterations to be made by the chorister.

Casual Uniform

- NJYC t-shirt
- Black pants (not leggings)
- Dark shoes
- Dark socks, if worn

CONCERT APPEARANCE

Each chorister's groomed appearance is important to the professional look of the Chorus. In addition to the attire requirements described above, the following rules apply:

Hair:

- Long hair should be worn off the face in either a bun or French braid.
- NO hair should be hanging down the side of the face.
- Shorter hair should be pulled away from the face as much as possible.
- Very short hair should be cut neatly, and be combed and in place.
- Headbands should be black. Barrettes should match the hair color. No big bows.

Jewelry:

- Pearl or stud earrings only. NO dangle earrings.
- A tasteful dressy ring or watch is permitted.
- No bracelets or anklets.
- No necklaces (other than uniform pearls for Coriste)

Cosmetics:

- Any make-up should be subdued – no bright colors.
- Only clear nail polish may be worn.
- No perfume or aftershave may be worn.

CARE OF MUSIC

Each chorister is responsible for the care of their own music. At the start of the season, choristers receive a folder containing their music. Markings in the music, as given by the Director, must be made neatly (in pencil only). Music returned in December/January and May/June must be in excellent condition. A fee will be assessed for any music that is lost, irreparably damaged or not returned at the end of the season. **There will be a \$25 fee assessed for lost folders.**

HEALTH

Singing involves the whole body, so it is important that each chorister stay rested and healthy. Proper hydration is one of the most important measures a singer can take to assure good vocal health. Each chorister should bring a water bottle to rehearsal to keep vocal folds lubricated.

Healthy snacks and drinks are permitted before rehearsals and performances, and during breaks. Choristers are asked to avoid milk products, chocolate, food/liquids containing caffeine, and sugary drinks prior to singing.

Each chorister needs to be aware of vocal abuse. Abuse or overuse of the voice can cause very delicate tissues to swell, which results in hoarseness, loss of speaking/singing voice, or even permanent vocal damage. Choristers should try to avoid the following:

- Screaming, yelling, shouting
- Speaking loudly for long periods of time (e.g. in the cafeteria or on the bus)
- Prolonged speaking/singing in cold air
- Harsh throat clearing or coughing
- Speaking or singing too low

Choristers should not sing if they have a sore throat. If they need to use lozenges, glycerin-based ones are best. Remember – A chorister's voice is their instrument, and cannot be replaced if damaged. Keep yours healthy and beautiful!

ALLERGY POLICY

NJYC is committed to providing a safe and nurturing environment for students. Every year, there are a number of children in our choruses who have severe food and/or environmental allergies. At times when food is provided for the choristers, we recommend that those with allergies bring in their own, to avoid exposure to allergens or cross-contamination. **Please be aware that there is no medical professional on-site to handle emergency situations.**

PHOTO RELEASE

From time to time, NJYC may photograph, video, or audio-record rehearsals, classes, camps, and concerts. NJYC reserves the right to use these photos, videos, and audio recordings for publicity purposes such as NJYC and WIPA's course listings, publications, websites, email broadcasts, posters, press releases, public notices, advertising, and brochures. Upon registration of a student, the parent or guardian of a student (if a minor), or student (if an adult) grants permission to NJYC to use any photos, videos, and audio recordings taken for publicity purposes and to publish the names of persons in the photos, videos, and audio recordings. Such permission applies unless a parent or guardian submits a written, dated request that their child's image, recording, or name not be used. Generally, names are not published with the photos, and if names are to be published, the parent/guardian or student will be contacted in advance.

TUITION POLICY

REGISTRATION FEE

There is an annual \$60 per person/\$90 per family non-refundable registration fee assessed to all members of Wharton Arts.

TUITION

NJYC tuition covers the full season, from September through May or June, and includes:

- The basic program of musical instruction
- All events, camps, rehearsals, and performances on the NJYC calendar as published at the start of the season, unless noted as an optional performance/festival with associated fee
- Transportation to events as needed, to be determined by the organization
- The use of folders and music (to be returned at the end of the season)
- One complimentary ticket per chorister for the Winter and Spring Concert

2024-2025 Tuition Amounts

Primi Passi	\$400/semester, \$750/yr	Sola Voce	\$1535
Primo Coro	\$1025	Camerata	\$1550
Coro Vivo	\$1325	Coriste	\$1750

Please note:

- Periodically an opportunity may arise that will require an additional fee. In general, these opportunities are optional. Invoices will be sent for any balances due.
- Performance uniforms are not included in the tuition and must be purchased separately. One new NJYC t-shirt is included in your registration fee. Additional shirts are \$15.
- NJYC reserves the right to suspend any chorister whose account is past due.
- Registrations and deposits for summer tours and/or festivals cannot be accepted, and the chorister will not be permitted to participate unless tuition payments are up to date.

There will be a late charge of \$50 for any registrations received after July 15, 2024.

INSTALLMENT PLAN

Wharton Arts offers a tuition installment plan to those who are interested. The schedule of payments is 25% of your total program obligation due at registration, then 6 equal installment payments due October 22, November 22, December 22, January 22, February 22, and March 22. There is a \$25 installment plan fee, due with your deposit.

DISCOUNTS

Siblings are eligible for a 5% sibling discount after registration. A multiple-activity discount is available for students enrolling in multiple activities in NJYC and another Wharton Arts program. Student Services will refund the discount amount upon completion of online enrollment.

NJYC is also offers a tuition discount through our chorister referral program. A \$25 tuition discount will be applied to your account following the acceptance and registration of each new chorister who was recommended to the program by you/your child. To qualify, please list the name of all new chorister referrals during registration.

For issues with discounts, please contact Students Services at (908) 790-0700.

REFUND POLICY

Tuition

By registering for the program, the student/parent agrees that tuition is non-refundable with the following exceptions:

- Withdrawals made prior to the chorister's first rehearsal will result in a 100% tuition refund, excluding the non-refundable Audition/Registration fee.
- Students withdrawing after their first rehearsal but before their third rehearsal will receive a 75% tuition refund.
- There are no refunds following their third rehearsal.

Withdrawal requests must be made in writing via email to info@njyc.org and will be based on the date the email is received.

If the student is on a payment plan, the full tuition balance is due to NJYC at the time of withdrawal and will be automatically charged to the credit card on file unless other arrangements are made with Student Services.

Registration fees are non-refundable.

Tours

Except in the event that NJYC cancels or changes the tour due to insufficient participation, tour deposits are 100% non-refundable. Choristers who withdraw from the trip are liable for all costs incurred by NJYC on their behalf, including any unpaid balance or future payments owed. Refunds of non-deposit payments are made on a case-by-case basis at the sole discretion of NJYC.

SCHOLARSHIP POLICY

Musicians may apply for need-based tuition assistance by completing and submitting an application. Applications are due by July 10. To apply, please complete the application located online at <https://whartonarts.org/join-wharton-arts/>.

Choristers in need of financial assistance may apply for a partial tuition scholarship.

- All information required for this evaluation will be treated as confidential and used for the sole purpose of determining eligibility.
- It is expected that each scholarship recipient will demonstrate the highest standards of personal conduct, attendance, and musicianship in order to maintain the scholarship.
- Please note that the Scholarship Committee retains the right to request additional financial information to further clarify the need of the applicant.
- Scholarship decisions will be communicated to applicants by the end of July. Decisions of the Scholarship Committee are final. Any remaining tuition obligation will be invoiced to you.

Scholarships will be assessed and awarded based on need. In addition to tuition support, NJYC's scholarship program includes:

- Waived registration fee
- A formal uniform from existing inventory, if available
- Up to 4 complimentary tickets to the NJYC annual winter and spring concerts.

All expenses not included in tuition (as outlined in tuition policy), and a formal uniform if one is not available from existing inventory, are the direct responsibility of the scholarship recipient. This includes expenses associated with optional chorus activities, such as end-of-year tours.

Please note: Should the scholarship recipient leave the choir for any reason, including attendance issues and disciplinary action, the scholarship must be repaid in accordance with the tuition payment policy.

SOCIAL EVENTS

An important element of the NJYC experience is choristers and their families getting to know each other, and having fun! Some social events may be planned around holidays or other special events, and some may be fundraisers. You will be informed about these as they occur throughout the year.

PARENTAL RESPONSIBILITIES

Parents are expected to:

- Ensure that each chorister has reliable transportation to and from weekly rehearsals, and performances and events as needed.
- Read all communications and respond in a timely fashion when requested.
- Assist choristers with rehearsal homework in whatever way possible, ranging from a simple reminder to do it to actual musical practice.
- Return all payments and forms on time.
- Keep NJYC informed of any address changes, chorister schedule conflicts, and other pertinent information.
- Actively participate in fundraising.

- Volunteer for a minimum of 5 hours during the season.

PARENTAL INVOLVEMENT

New Jersey Youth Chorus parents are known for their genuine commitment to the Chorus and its mission. Parent participation assures the continued growth and success of NJYC, improves communication, and encourages a sense of responsibility towards the organization.

All parents are considered members of the NJYC Parent Organization. Each choir will have two representatives, who will be asked to plan social events for their choirs, help coordinate parent volunteers for events, and handle other responsibilities as needed. If you are interested in being a representative for your ensemble, please email info@njyc.org

CHAPERONE POLICIES

NJYC takes the safety of our choristers very seriously, whether during a day trip, overnight, or tour, and we rely on our chaperones to keep our choristers safe. With that in mind, we have established the following chaperone policies:

- Chaperones are responsible for their entire roster of choristers at all times during the time choristers are away from NJYC's rehearsal venues. A chaperone must be with the choristers at all times during the trip or tour. Leaving choristers on their own is prohibited.
- It is expected that you will focus your full attention on the choristers when you are traveling. Working remotely or engaging in other personal business is prohibited.
- Chaperones must conduct group headcounts at all arrival and departure points, and periodically in between as appropriate.
- Chaperones must review and understand the Code of Conduct distributed before each tour, and enforce the rules among their chaperone group.
- When on tour, each chaperone will carry medical consent forms for their chaperone group at all times in case of emergency. Information should not be shared/discussed with others except when necessary for medical treatment/safety, etc.

AUDITIONS

Auditions for the following season of NJYC will be held annually in May and June.

- Choristers in any choir level may have an end-of-year reassessment to remain in their current ensemble.
- A chorister wishing to move into a more advanced level of the Chorus must pass an audition to show that they have the necessary skills.
- A chorister must be recommended by their current Director before auditioning for the next level.

Directors consider the following when deciding on re-admittance to the Chorus:

- Performance of spring concert literature, including full memorization, independent singing, and foreign language accuracy.
- Vocal quality.
- Vocal skill.
- Intonation (singing in tune).
- Musicianship.
- Skills unique to a particular ensemble (melodic, rhythmic, etc.)

Directors will also consider:

- Behavior at rehearsals and performances
- Attendance record
- Attitude, interest
- Focus and concentration
- "Backstage" behavior
- Interaction with peers

CHORISTER/PARENT AGREEMENT

Each chorister and at least one parent are required to read this handbook. You must then check the appropriate box on the Registration Form and sign your name, confirming that you agree to abide by the rules and guidelines outlined here.