



August 29, 2019

Dear Choir Member;

Now that summer is drawing to an end, the beginning of the 2019-2020 choir season will soon arrive! I hope you are looking forward to meeting new people, learning new music and singing with one of the finest girls' choirs in Nova Scotia. September 2019 marks the beginning of the twenty-third season for the Cantatrice Ensemble!

Our first rehearsal will be held on Monday, September 9th at Cavalier Drive School (116 Cavalier Drive – take Cobequid Road to First Lake Drive to Cavalier Drive) in Lower Sackville. All choir members are asked to please bring three sharpened pencils, a water bottle and a sturdy folder with pockets (for holding music) to every rehearsal. This letter and any future choir notices should go inside your music folder for future reference. Parents are asked to please check with their daughter for newsletters that will be sent home as needed and also to please check e-mail regularly. Practices are Monday night from 6:30 – 8:30 pm; choir members should be seated ready to sing at 6:30 pm, and therefore arrive prior to 6:30 pm.

There will be a mandatory registration session for ALL members and their parents / guardians on Sept. 9 from 6:15-7:00 pm. By now, all new and returning choir members should have already completed the online registration. If you have not already done so, please go to: <http://dartmouthall-citymusic.weebly.com> (choose 'HRA Music East (Formerly Dartmouth All-City Music)'). Please arrive early enough to complete your in-person registration prior to the start of rehearsal. It takes some time to get through each aspect of the registration process. At the registration session there will be different stations set up to collect fees, members will be sized for this year's new choir t-shirt, choir uniform information will be distributed, the attached six forms will be collected and new music distributed. The following SIX required choir forms are enclosed for your completion prior to registration night:

- 1) Choir Registration Form
- 2) Permission to Attend Choir Events Form
- 3) Medical Information Form
- 4) HRCE Consent Form (for event Oct. 17-18, 2019)
- 5) Attendance Agreement Form
- 6) HRCE Media Release Form

Please complete forms in advance. Please print (single sided) so that each form can be filed separately.

Parents are requested to please print and complete the attached forms, and bring these to the registration session, along with the \$150 choir registration fee, the \$60 uniform fee (new members only) and \$10 cash if you wish to participate in the Gift Card Tree fundraiser. It will be a huge time-saver if you could please have these forms and cheques completed prior to the registration session. Please print neatly. Thank you for your cooperation in this regard.

The annual membership fee is \$150.00. Our banking will be done through the Dartmouth Music Centre, according to HRCE policy, as the choir is a program of the Halifax Regional Arts Department. The fees are for choir expenses such our fall overnight trip, a choir t-shirt, music purchases beyond our allotment at the Halifax Regional Arts Music Department, music festival entry fees, bussing the choir, as needed, to local performances, Nova Scotia Choral Federation membership, guest conductor workshops, pizza party, concert expenses including concert venue and sound equipment rental, desserts for our Variety Show concert, snacks for the overnight event in October, production of concert programs and posters, other incidental operating expenses incurred, as well as one CD for each choir member at the end of the year. The funds are also used to reimburse a limited number of parents for criminal record checks, as these documents are required of our chaperones. The director and accompanist are paid through supplementary funding allocated by the HRCE.

At this time, parents are asked to please provide a cheque or money order for the full amount of \$150, or it may be paid in two installments of \$75 each, dated Sept. 9 and Oct 21. If you choose to pay by post-dated cheques, both cheques are due at the first rehearsal as it is very time-consuming to repeatedly collect items during rehearsals. Payment is by cheque or money order only; no cash please. ALL CHOIR CHEQUES MUST BE MADE OUT TO 'DARTMOUTH MUSIC CENTRE-CHORAL'. Please write your choir number on all cheques (new members will be given a choir number at registration). The spring trip and choir uniform are not included in the choir membership fee and are the responsibility of individual members. In addition, for new members only, the choir uniform fee is \$60, and includes the rental of a dress for the duration of the singer's membership in the choir; this is a one-time only expense and is incorrectly listed at \$50 on our on-line registration form. The rental fee is not refunded at the conclusion of membership as subsequent uniform replacement or alterations are covered by this initial \$60 for the duration of the choir membership. Choir fees and uniform fees are non-refundable.

Music will be distributed to choir members only after registration fees have been received. All music from last season must be returned. The replacement cost is \$5 per piece of music. All girls were very diligent in returning last year's music; thank you for your cooperation

Following registration, you will proceed to the first practice and your parents will remain for a mandatory parent meeting from 7:30 - 8:45 pm with the choir executive, comprised of parent volunteers. Items to be discussed include plans for the upcoming year, as well as choir policies. All parents are requested to attend as this will be one of the few times parents will meet as a group to discuss choir activities.

Details of the choir uniform will be discussed at our meeting on September 9th. Please note that the uniform requires plain black shoes with approximately a 1 1/2 inch heel (no flats, no wedges), as well as sheer black nylons (not tights).

In order for the choir to truly shine at all performances, regular attendance at all rehearsals is essential. Any member who absolutely cannot attend a particular rehearsal is asked to please contact me at KNewhook-MacDonald@hrce.ca prior to the rehearsal. Repeated absenteeism or excessive talking during rehearsal will result in dismissal from the choir without a refund. The climate of the Cantatrice Ensemble Girls' Choir is reflected in its expectation that all members are committed, prepared, punctual and responsible as each member is expected to contribute toward advancing the choir to its fullest potential. A high level of commitment is expected from all members; cell phones are not permitted at rehearsals.

Plans for the 2019-2020 season include:

- Oct 17-18th: local overnight event at the Holiday Inn Express
- Nov 25: performance at the Rebecca Cohn Auditorium with the Stadacona Band
- Dec 16: performance at the Halifax Public Library:
- Mar 7: Variety Show/Dessert Night
- Spring 2020: CD recording session
- May 24: Spring Concert at Bedford United Church
- End of May: concert at Prince Andrew High School

I am also hopeful that we will do an overnight trip in the spring. There is also the possibility of additional performances as opportunities arise. **Please make special note of concert dates and mark these on your calendar.**

Parents are strongly encouraged to volunteer for at least one choir activity during the year. This might include taking attendance, collecting money at a concert, setting up risers, assisting with fundraising events, etc. Parental involvement is a major factor in the successful operation of this choir and volunteers are always welcome in any capacity. There will be opportunity during the parent meeting to sign up for various volunteer positions. Parents interested in chaperoning for events must have a valid child abuse registry and criminal record check on file with the choir; the documents are valid for three years from completion. Drivers will also be asked to complete a 2019-20 HRCE 'J form'; these must be completed every school year.

Please be advised that all vacant Choir Executive positions have been filled for the upcoming year. I would like to thank those parents who have volunteered to assist the choir in this capacity!

Fundraising

Depending on the level of parent participation, fund-raising events may be held to assist with trips or other special projects, starting with a bottle drive planned for September 21. Please ask your friends and neighbours to set aside their recyclables.

We will also run a Gift Card Tree fundraiser this year. **If you wish to participate in this fundraiser you must bring \$10 cash to registration night** to be used towards purchasing the gift cards. Funds raised will assist in deferring costs for choir events.

I consider it a privilege and a pleasure to work with this fine group of young people and hope that this year produces beautiful music and lasting friendships. I look forward to a terrific twenty-third season of choral music!

Karen Newhook-MacDonald (KNewhook-MacDonald@hrce.ca)

Director: Cantatrice Ensemble Girls' Honour Choir

Information on Fall Overnight Rehearsal/Workshop:

Our fall overnight workshop event this year will be held at the Holiday Inn Express, 980 Parkland Drive from **Thursday, October 17 to Friday, October 18, 2019**. This is an important choir event – significant rehearsal time will be spent on preparing our repertoire for the upcoming concerts.

Please note: As the Cantatrice Ensemble is an HRCE program, students will be excused from school for this event and should not be penalized academically for their absence. Students will be responsible for work missed, and parent/guardians must contact the school to confirm the absence. Please confirm with your child's school as to how their absence will be recorded as this can vary among schools. Generally high schools record it as "ACT".

A tentative itinerary for the event is as follows:

Thursday, Oct. 17:

*Please have supper before arriving.

6:00 p.m.	Arrive at hotel, check-in, receive new choir t-shirt and take luggage to rooms
6:45 - 9:00	Rehearsal (with snack break)
9:00 - 11:00	Free time at pool (with lifeguard) or in choir member rooms (Pool closes at 10 p.m.)
11:00 p.m.	In own room
11:30 p.m.	Lights out

Friday, Oct. 18 Please wear new t-shirt ready to rehearsal.

Prior to breakfast: Free time to sleep, chat, pack, shower, etc.

7:30-9:00 a.m.	Continental breakfast
9:30 a.m.	Check out of rooms, room inspections
9:45 a.m.	Meet in rehearsal room; wear new Cantatrice t-shirt; bring all belongings to rehearsal room; group will be checking out of hotel
9:45- 12:00:	Rehearsal/workshop (with break)
12:00 noon:	Lunch at hotel (pizza)
1:00 - 3:00 p.m.	Rehearsal/workshop (with break)
3:00 p.m.	Pick up by parents

Girls will stay four to a room. A certified lifeguard will be present when students are in the pool. If necessary, parents will be called to retrieve any choir members who behave inappropriately. I do not anticipate this occurring, but would like it expressed that any disruptive behaviour will not be tolerated. This is a choir event and the expectation is that all choir members will remain for all portions of the event, except under exceptional circumstances of which I must be informed in writing by parents in advance. Choir members will not be permitted to have friends from outside the group visit at the hotel, nor will they be permitted to leave the hotel without advance written parental consent.

Please ensure that all contact and medical information provided at registration is current. Please provide any additional medical information you feel may not have been covered in the initial medical form at registration (i.e. Does your child have any nervous tendency or habit, sleep disorder, anxiety issue, fainting tendency, or other condition of which you feel her chaperone should be aware?). If so, please provide details.

Please note: Chaperones and teaching staff are not permitted to provide or administer medication.

*The official **HRCE Consent Form** for overnight trips must be completed, signed and returned.*

PERMISSION TO ATTEND CHOIR EVENTS FORM: 2019 - 2020

I, _____ (parent/guardian signature), give permission for my child,
 _____ (choir member # _____) to participate in the Cantatrice Ensemble Girls' Honour
 Choir activities as listed. Details of each event will be made available when confirmed. If there is an event your child is
 unable to attend, please be sure to inform Karen of the circumstances, by e-mail or in writing, well in advance of the
 event.

Transportation arrangements are the responsibility of parents. It is HRCE policy that students are not to drive
 themselves or other students, and parents driving children other than their own must complete a "J" form, and as well
 as the required Criminal Record Check and Child Abuse Registry paperwork.

Please check beside each event to indicate parental permission.

Overnight Choir Workshop/Rehearsal: Thurs., Oct. 17 – Fri., Oct. 18 _____

Rehearsal with Stadacona Band, Halifax: November, date TBA _____

Performance at Rebecca Cohn Auditorium: Monday, Nov. 25 _____

Performance at Halifax Library: Monday, Dec. 16 _____

Variety Show/Dessert Night at Full Gospel Church: Sat., March 7 _____

CD recording at The Music Room, Halifax: May, date TBA _____

Spring Concert at Bedford United Church: Sunday, May 24 _____

Performance at Prince Andrew School: late May, date TBA _____

Overnight Spring Trip: (pending HRCE approval, dates TBA) _____

Thank you for setting aside these dates in your 'family calendar'!
Additional events will be announced with as much notice as possible.

Karen Newhook-MacDonald (KNewhook-MacDonald@hrce.ca)



Choir # _____

MEDICAL INFORMATION FORM 2019/20

Please Note: To ensure information is easily accessible on one form in the event of a medical emergency, some items on this form may duplicate information from previous forms.

Choir Member: _____ **Choir #:** _____

Medical Information:

N.S. Health Card Number: _____ Expiry date: _____

Date of birth: Day _____ Month _____ Year _____

Family Doctor: _____ Phone: _____

Does your child have any allergies? _____ If yes, please provide details: _____

Does your child carry an epipen for this allergy? _____

Does your child need to take medication regularly? _____ Please list all permitted medications and purpose of medications. _____

If necessary, which of the following medications is your child **permitted** to take? Please circle.

Tylenol Advil Graval Please ensure that your child has this medication with her.

Please note: Chaperones/staff are not permitted to provide or administer medication. Students are responsible for notifying staff or chaperones upon taking any form of medication.

Does your child have any nervous tendency or habit, sleep disorder, anxiety issue, fainting tendency, or other condition of which you feel her chaperone should be aware? _____

If yes, please provide details.

Please describe any dietary allergies or considerations (lactose intolerant, vegetarian, etc).

Personal information:

Home address: _____, _____, _____ Phone _____

Mother's name: _____ E-mail address: _____

Contact Phone #s: (W) _____ (H) _____ (C) _____

Father's name: _____ E-mail address: _____

Contact Phone #s: (W) _____ (H) _____ (C) _____

Emergency name and numbers: (This person will only be called if the above people cannot be reached.) All students must fill in this information. Please do not include siblings who live at the same address.

Emergency contact name: _____ Relationship to student: _____

Contact Telephone Numbers: (W) _____ (H) _____ (cell) _____

Parent signature: Name: _____ Date: _____

Please contact me regarding any medical information changes during the choir season. If there are any issues you do not wish to include on this form, please feel free to e-mail me at knewhook-macdonald@hrce.ca or call 902-865-7677. Thank you for your prompt and accurate attention to this form.

Karen Newhook-MacDonald



Choir # _____

Parental/Legal Guardian Consent Form for School Trip

Name of School: Cantatrice Ensemble Girls' Honour Choir (Halifax Regional Arts Music East)

*Please complete and initial each page as indicated, and sign at the conclusion.

ATTENTION: This is a legal document. Please read carefully the contents of this consent form and clarify any concerns with the staff at the school organizing the event or the School Principal before signing each page. It is important that this form is completed in its entirety, signed, and returned in order for your child to participate in this activity.

PRIVACY NOTICE: Cantatrice Ensemble Girls' Honour Choir (Halifax Regional Arts Music East) is collecting the personal information requested in this form to: obtain lawful consent for your child to participate in the activity; coordinate the activity; respond and report respecting any injury or medical condition that may arise during, or as a result of the activity; and update School records where necessary.

The information will only be accessed by authorized School staff and will be dealt with in accordance with the privacy requirements of the Nova Scotia Freedom of Information and Protection of Privacy Act.

The information will not be disclosed to any other person or agency unless it is for a purpose stated above, the disclosure is authorized or required by law, or you have given the School permission for the information to be disclosed.

IN CONSIDERATION of Cantatrice Ensemble Girls' Honour Choir (Halifax Regional Arts) offering my child, _____ (student's name) an opportunity to participate in the activity described below on October 17-18, 2019 I hereby give and provide my consent, and acknowledge by my signature that my child may participate.

I have read and understood this page. Legal Guardian: _____

1. ACTIVITY DESCRIPTION:

*Drop off by parents at Holiday Inn Express, Parkland Drive at 6 pm, Oct. 17; pick up by parents at hotel at 3 p.m. Oct. 18
Bring all choir music. Workshop with clinician and rehearsal.
See attached notice for further details.*

2. ACTIVITY RISKS:

condition of the facilities
equipment failure and malfunction
ability and fitness of students
separation from the group
effects of weather
drowning, injury, paralysis or death
condition of the pool and facilities, acts of fellow participants
contact with other participants, unmarked obstacles

I am aware of the usual risks and danger involved in participation in this activity, including any specified above and of the possibility of personal injury, fatal injury, property damage or loss that may result.

3. SUPERVISION:

*Chaperones will include an adult with valid first aid certification.
Supervision ratio will be 10:1.
A lifeguard will present at the pool when students are swimming.*

4. HEALTH AND MEDICAL TREATMENT:

- My child does not have any illness, allergy, or disability that prevents his or her participation in this event
 My child has an illness, allergy, or disability that could affect his or her participation in this event.

****The event will include food; please be sure to indicate any food related concerns.****

List illness, allergy, or disability: _____

5. EQUIPMENT AND CLOTHING:

I will supply appropriate equipment and clothing for my child's participation in this activity as identified.

I acknowledge that it is the responsibility of me and my child to ensure that all necessary equipment and clothing is brought by my child to the event and acknowledge that my child may be prevented from participation if s/he does

I have read and understood this page. Legal Guardian:_____

not have all necessary equipment and clothing.

6. CODE OF CONDUCT & ACTIVITY SITE RULES AND REGULATIONS:

My child and I understand that the School Code of Conduct applies during this activity. My child and I also understand that site rules and regulations are in place for this activity and my child agrees to abide by these rules and regulations. I acknowledge that I have explained to my child that any prohibited actions may result in my child not being allowed to participate or continue in the activity.

7. RISK OF ACCIDENT:

Accidents can result from the nature of this activity and can occur with or without any fault on either the part of the student, school board or its employees or agents, or the facility where the activity is taking place. By allowing my son/daughter to participate in this activity, I accept the risk of an accident and agree that this activity, as described above, is suitable for my child.

8. NON-PARTICIPATION IN THIS EVENT:

I understand that if I am not comfortable with my child participating in this activity that arrangements will be made for my child to remain at the School during School hours and my child will not be penalized for non-participation.

9. **CONTACT INFORMATION:**

Should the School need to contact me during this event:

- Contact Number Valid for the Time of the Activity:** _____
- Alternative Contact Information:** _____

10. CONSENT

In signing this Consent, I am not relying on any oral or written representation or statement(s) made by the School Board, its servants, agents, employees, or authorized volunteers to induce me to allow my child's participation in this activity other than those contained in this Consent.

I acknowledge the Privacy Notice, above.

I am 19 years of age or older and I have carefully read the contents of this Consent Form and have clarified any concerns with the staff at the School organizing the event or the School Principal before signing each page. I understand that it is a legal document that is binding on me, my heirs, executors and administrators.

Name of Legal Guardian

Signature of Legal Guardian

Date

I have read and understood this page. Legal Guardian: _____

ATTENDANCE AGREEMENT 2019/20

ATTENDANCE: "Home practice is where you learn your own parts. Rehearsal is where you learn everyone else's part and they learn yours." Regular attendance at rehearsals and performances is essential and absenteeism interferes with the musical progress of the group. Any member who absolutely cannot attend a particular rehearsal is asked to please contact the director (902-865-7677 or at KNewhook-MacDonald@hrce.ca) prior to the rehearsal, stating the reason for the absence. Attendance will be taken at all rehearsals and performances. Irregular attendance hurts choir morale and lets down others who have ensured their own regular participation. Please remember that membership in the Cantatrice Ensemble is a privilege; many of those who audition are not accepted. Understanding the importance of commitment and learning to manage time effectively is part of the Cantatrice Ensemble Girls' Choir experience. Members must make the choir a high personal priority in order to have a successful experience. **Tests, homework, assignments, dances and social events are not excusable absences. ** Choir members are asked to plan their study, homework and social schedules accordingly. Work schedules should not conflict with choir events, except under extraordinary circumstances. Students preparing for end-of-term exams may be excused from one rehearsal.

IMPORTANT:

- Choir members who regularly miss rehearsals due to frequent conflicts with sports or other activities may jeopardize their choir membership. This will be at the discretion of the conductor.
- If choir members or parents regularly fail to contact the director regarding student absence **prior to a rehearsal**, the student will be placed on probation. Should this occur repeatedly, the student will be asked to leave the choir.
- Choir members **missing a performance** without notifying the director in advance, or without an acceptable reason, will be immediately dismissed from the choir.
- Choir membership is for one school year; it is not a permanent position and may be reviewed by the director.

The director and parent volunteers have spent far too much time in the past tracking down missing choir members. Please contact the director before rehearsal, stating the reason for any absence.

CELL PHONES: The use of cell phones is prohibited at choir rehearsal. Phones being used will be taken and returned after rehearsal. Repeat offenders will be asked to leave the choir.

EXCESSIVE TALKING: Excessive conversation during rehearsal will not be tolerated. Initially there will be a verbal warning with the possibility of being asked to briefly leave the rehearsal. If the disruptive behavior continues, parents will be notified. Choir members may be dismissed from the choir if there is no significant improvement.

Choir members are also expected to follow the assigned seating plan.

We are aware of the choir policies and consequences as outlined above.

Choir Member Signature _____ Date: _____

Parent/Guardian Signature _____ Date: _____

Choir #: _____



MEDIA RELEASE 2019/20

Consent for Publication of Student Personal Information and Student Work

Cantatrice Ensemble Girls Honour Choir (HRCE)

I consent to Halifax Regional Arts (formerly Dartmouth All-City Music), to Halifax Regional Centre for Education, and the Nova Scotia Department of Education and Early Childhood Development publishing my child's name, image (photo), grade, course, and school attended, including being photographed, videotaped or interviewed by the media.

I also consent to the Halifax Regional Centre for Education publishing my child's student work, and the department using my child's student work (such as student writing) and/or video for the purposes of teacher professional development, and photos in a publication or on its website.

This consent is limited to the purposes of recognizing and encouraging student achievement, teacher professional development, building school community, and informing others about the school and its programs and activities. I understand that I may withdraw this consent at any time by contacting the Co-ordinator – Halifax Regional Arts, in writing.

This consent is valid for one year after the date of signing.

Yes, I consent

OR

No, I do not consent

Name of student: _____

School: _____

Signature of parent/guardian: _____

Date: _____

If you have any questions or concerns about how the school, school board, or the department is managing information about your child, or about anything in this consent form, please contact your child's principal, or the school board's information access and privacy officer.