



MOUNT ROYAL CHILDREN'S CHOIR HANDBOOK 2022-2023

Your reference guide to participating in the Mount Royal Children's Choirs:
Arietta, Arioso

MOUNT ROYAL UNIVERSITY CONSERVATORY

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[MOUNT ROYAL CONSERVATORY PROGRAM REGISTRATION LINK](#)

Arietta & Arioso Director: Elizabeth Paynter
Email: epaynter@mtroyal.ca

MOUNT ROYAL CHORAL ASSOCIATION OF CALGARY

Website: moutroyalchoirs.com
General Manager: Claudia Istvanffy
Email: choirs@mtroyal.ca

WHAT IS THE MOUNT ROYAL CHORAL ASSOCIATION OF CALGARY (MRCA) AND WHY IS IT IMPORTANT?

MRCA is the parent support organization of the Mount Royal Choirs: Ariel, Arietta, Arioso & Artio, and fulfills the vital role of funding the enrichment component of the Mount Royal University Conservatory's choral program. The Conservatory provides the core component through choir tuition which includes weekly rehearsals and one concert per year. It is MRCA that provides for additional performances, workshops, camps, uniforms, music binders and bags, transportation when required, scholarships, bursaries, and significant contribution to expenses of touring. Parent support of MRCA and its activities is essential to the success of the program and directly benefits each and every chorister. Parents support MRCA through volunteering and fundraising.

Mount Royal Choral Association is a charitable non-profit society

Mount Royal Choral Association of Calgary
Registered Charity No. 89002 3062 RR0001

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THE MOUNT ROYAL CHORAL ASSOCIATION IS SUPPORTED BY



THE MOUNT ROYAL CHOIRS ARE:

ARIEL

Kindergarten

Mount Royal Conservatory's youngest choral group, *Ariel* provides an introductory experience to choral music. Singers begin a life-long journey in music in a fun and creative environment. Kindergarten students will begin to learn vocal and musical literacy, while fostering the enjoyment of music. Kindergarten children will build social and emotional connections as they pursue musical excellence with new friends. Ariel will conclude their year of learning with the Mount Royal Conservatory's family of choirs on Calgary's finest stages.

CURRENTLY NOT OFFERED

REGISTRATION WILL BE AVAILABLE AGAIN FOR JANUARY 2023

ARIETTA

Choir Director: Elizabeth Paynter

Grades 1 - 4

Arietta provides an opportunity for young singers to begin a life-long journey in music by instilling a love of singing on which to build a foundation for their musical development. Using choral repertoire, vocal and musical literacy is carefully developed, while allowing our singers to build social and emotional connections as they pursue musical excellence with new friends. Arietta regularly shares their gift of music with the Calgary community, and performs with the Mount Royal Conservatory's family of choirs on Calgary's finest stages.

REHEARSAL: Wednesdays 6:00 PM - 7:00 PM
Trans Alta Pavilion, Taylor Centre for the Performing Arts

ARIOSO

Choir Director: Elizabeth Paynter

Grade 5 - 9

Arioso singers pursue the challenge and reward of singing the highest calibre of choral music, including three and four-part scores, multiple languages, and varied genres. Through exceptional musicianship instruction, varied performance opportunities, local and international touring, and collaboration with other performing arts groups, Arioso singers build community, experience social growth, and a passion for musical excellence. Touring further enriches the singers' education and provides an opportunity for the choir to be showcased to a worldwide audience.

REHEARSAL: Wednesdays 7:15 PM - 8:30 PM
Trans Alta Pavilion, Taylor Centre for the Performing Arts

ARTIO

Ages 15+

Artio specializes in choral music that is distinct, demanding, diverse and innovative. They explore a variety of genres from early music through to innovative creations being crafted by today's composers. Artio re-imagines and re-invents music of the past and embraces the avant-garde music of tomorrow as they continually seek to push the boundaries of choral music and performance.

Mount Royal Artio presents a final choral music performance each year that fuses music with innovative ideas and other art forms — “choral theatre” performances that highlight the season and gives audiences exciting new performance presentations that draw upon the talent and imagination of Artio members.

CURRENTLY NOT OFFERED

REGISTRATION

Students must be registered in order to participate in the choir program.

Registration steps:

1. **Pay tuition through the Mount Royal University Conservatory**
2. **Complete MRCA online information forms, MRU Model Release form and submit post-dated deposits (music/uniform/volunteer) to Mount Royal Choral Association**
3. **Attend the Parent Orientation Meeting on October 5, 2022**
4. **Volunteer sign up**

Step 1: Register and pay tuition through the Mount Royal University Conservatory

Registration fees are paid through the **Mount Royal University Conservatory**. The registration fee includes the Conservatory Instruction Fee which covers the “core” components of the program, the MRU Instructional Equipment Fee, and the Mount Royal Choral Association Society Fee.

Fees can be paid on an instalment Payment Plan.

For further information regarding registration, or to register by phone, please contact the **Conservatory office at 403.440.6821.**

[Mount Royal Conservatory online registration](#)

Step 2: Complete MRCA online information forms, MRU Model Release form and submit post-dated deposit cheques (music/uniform/volunteer) to Mount Royal Choral Association

Forms can be accessed online from the [Mount Royal Choirs Resources Webpage](#), or paper forms can be picked up at rehearsal sign in desk. Completed forms and post-dated cheques can be handed in at rehearsal sign in tables.

Required Registration Forms include:

- MRCA Chorister Information Form
- Parent Volunteer Form
- Mount Royal Conservatory Release Form

Post Dated Deposit Cheques include:

- \$175.00 Deposit towards Uniforms and Music
- \$200.00 Deposit towards Volunteer fulfillment

Please make cheques payable to the Mount Royal Choral Association, post dated to **June 30, 2023**. The cheque will be returned or destroyed (your choice) on or after June 1, 2020 upon return of uniform and all music binder and bag in good condition, and completion of volunteer requirements.

Step 3: Attend the Parent Orientation Meeting & MRCA Annual General Meeting

Date: October 5, 2022

Time: 6:00 PM

Location: TBD

A parent from each chorister family is required to attend the parent orientation meeting. This includes both new and returning choristers! The orientation consists of short information sharing presentations, a question and answer period

Step 4: Volunteer sign up

Sign up online or at the Parent Orientation Meeting

SCHOLARSHIPS AND BURSARIES - MRCA HARMONY FUND

One of the principal goals of MRCA is to ensure that all children and youth are able to participate in the choral programs at the Mount Royal University Conservatory. In keeping with this objective, families (or individuals) experiencing financial constraints, may request assistance through the MRCA Harmony Fund. The **MRCA Scholarship and Bursary Application Form is available online through the [Mount Royal Choirs Resources Webpage](#). Deadline for the Scholarships and Bursaries Application submission is October 5, 2022**

ATTENDANCE

Regular attendance in all choir activities is essential (rehearsals, performances, workshops, etc.). Each chorister becomes a valued member of his/her ensemble through his/her attendance. Regular attendance ensures good tone, balance, and blend, as well as a unified level of musicianship and positive morale within each choir. All events are integral to building good group dynamics in the choirs, as well as the musical skills of each student. And “teamwork” is what choirs and later life activities are all about!

The Mount Royal Choirs' Calendar of Events is provided to you in September. Please mark event and deadline dates on your family's calendar and schedule around them—your child is expected to attend all events listed.

Despite the essential nature of every chorister's attendance, we realize there are times when an absence is unavoidable. An excused absence can include the following:

School function (e.g. school concert),

Health,

Family Emergency / Crisis.

Parents and choristers are expected to let the Choir Directors or General Manager know of any anticipated absences as soon as possible. If a performance will be missed, a **Choir Performance Absence Request form**

must be completed and submitted 3 weeks prior to a scheduled performance. Performance absences will be discussed with the director, as attendance at all performances is vital to the integrity of all choirs.

The **Choir Performance Absence Request Form** is available online through the [Mount Royal Choirs Resources Webpage](#)

Notification of a rehearsal absence can be sent by email to: choirs@mtroyal.ca

Three unexcused absences will result in a meeting with the choir director.

SIGN IN

Choristers must be signed in at the beginning of rehearsal and at all performances.

We ask that parents accompany their young singers to the sign in tables and pick them up at the end of the rehearsal.

Sign out is only required at performances.

PUNCTUALITY

Aim to arrive 10 – 15 minutes before the rehearsal start time. Encourage younger children to use the washroom before they sign in and enter the rehearsal room. Late arrivals are disruptive especially for the younger choirs.

RESPECT FOR VENUE

We are privileged to hold rehearsals at the Taylor Centre for the Performing Arts. Concerts and events can take place on the same nights as our rehearsals. Members of the public, along with university students come through the facility. We ask that children be respectful of the venue when coming to and leaving from rehearsal. Running and playing in the lobby is not acceptable at any time.

Choristers can bring a water bottle to rehearsal. Food and drinks, other than water are not allowed in the rehearsal rooms.

PARKING

Parents can download the [Hotspot Mobile parking app](#). Prepaid or permit parking can be purchased directly through the app, or at the parking payment meter in front of the Conservatory Entrance.

Information link regarding [MRU Campus Parking Map](#)

There is 30 minutes free parking available in the Conservatory Parking lot to allow for drop off and pick up. Vehicle information must be entered in the parking meters for the free option.

MUSIC

Choristers will be issued a binder of music and music bag. Please keep the music binder in the bag and bring to each rehearsal. Ensure water bottles are sealed carefully in the music bags.

Music deposit cheques will be forfeited if music and music bags not returned at the end of the season.

CHILDRENS CHOIR PERFORMANCE UNIFORMS

A performance uniform is required for each chorister, parts of which are on loan from MRCA. Uniform fittings will occur early in the season.

The Mount Royal Choral Association provides:

- **Girls** Tartan kilt or tunic, tie, vest
- **Boys** Tartan vest, tie, suspenders

Items purchased/provided by the chorister include:

- **All** -Long sleeved, button up, collared white dress shirt (available at Walmart).
-Plain black dress shoes; closed toe, no more than 1/2-inch heel, no patent or bows
-Shoes and shirts must be approved by the Director or Uniform Coordinator.
- **Girls:** -Black opaque tights; no skin colour showing though, no socks
- **Boys:** -Black socks
-Black pants

Choristers must ensure that they arrive at performances in full uniform. Choristers with incomplete uniforms may not be allowed to perform. Jewelry and watches, due to their reflective nature, will not be permitted. All piercings must be small and must not stand out. Small stud earrings will be allowed. Long hair must be pulled back off the chorister's face. Hair accessories, bobby-pins and elastics must match the primary colour of the chorister's hair. Minimal make-up only, please.

Your child's performance uniform is dry-cleaned annually. We are delighted that Fishman's is our official uniform sponsor for 2022-23. Please consider supporting Fishman's for your families drycleaning needs. Check out fishmans.ca to locate a convenient location

COMMUNICATION

In order to keep you informed about choir activities, weekly emails are distributed throughout the season. Reminders and important information about the week's expectations will be included. Please be sure to read the emails prior to each rehearsal so that you and your child arrive prepared and necessary deadlines are met.

PARENT VOLUNTEER SUPPORT

MRCA is the parent support organization of the Mount Royal Children's Choirs and relies upon parent volunteers. Parent involvement is an integral part of the choral program. There are a numerous volunteer positions available throughout the year. A minimum volunteer commitment is determined annually by choir registration. The minimum volunteer commitment will be announced at the Parent Orientation Meeting in October 2022.

Volunteer roles include:

- Concert chaperones
- Rehearsal volunteers
- Uniform volunteers
- Music volunteers
- Fundraising volunteers
- Casino volunteers
- Year-end BBQ volunteers
- Board members
- Tour and camp chaperones
- Miscellaneous positions for duties that arise in the season

A post dated \$200 volunteer deposit cheque is required to ensure that each family makes a suitable contribution throughout the year. The cheque will be returned or destroyed (your choice) at the end of the year, when volunteer commitments are met.

There will be no AGLC casino scheduled for the 2022-2023 season.

FUNDRAISING

MRCA oversees all activities of the choirs and provides the needed funding for important enrichment activities (concerts & performances, camps, tours, workshops, uniforms, scholarships, etc.) beyond what the general tuition fee covers. MRCA is a registered charitable organization.

Fundraising is a necessary part of any non-profit organization. All choir families are expected to participate in fundraising activities. MRCA currently considering these fundraisers for the 2022-2023 season.

- 1) Purdy's Chocolate (fall)
- 2) Online Raffle (spring)

A 'guilt-free' opt out of fundraising option is available for one single payment of \$150.00
If this is a preferable option for your family, payment can be made through the MRCA General Manager.

CASINO

Applications for casino fundraising events are submitted to AGLC. Casino's are assigned every 18 - 22 months. We anticipate our next casino will take place in the 2023-2024 season.

DONATIONS

As a registered charitable organization, Mount Royal Choral Association of Calgary gratefully accepts donations. Tax deductible receipts are provided.

Many companies have a policy of supporting local organizations and will match donated funds; thus every \$1 donated becomes \$2 in the hands of your child's choir organization. Please inquire at your place of employment and apply for these funds if it is appropriate for you to do so.

If you have an idea for additional fundraising, we would love to hear from you!

BOARD OF DIRECTORS

The MRCA Board of Directors are elected at the Annual General Meeting. We encourage parents who are interested in any of the positions below or know somebody who might be or can volunteer in any other way to stand for election. Your support and involvement are essential to the success of the choral program!

The MRCA Board comprises the following:

- President
- Vice-President
- Secretary
- Treasurer
- Gaming Coordinator
- Fundraising Coordinator
- Members at Large

The MRCA Board meets once per month and each meeting lasts approximately one and a half hours.

Meetings are currently being held online.



MRCA PARENT VOLUNTEER INFORMATION

WE CAN'T DO IT WITHOUT YOU!!

MRCA is the parent support organization of the Mount Royal Children's Choirs and relies upon parent volunteers. Parent involvement is an integral part of the choral program. There are a numerous volunteer positions available throughout the year. The volunteer commitment is determined annually based on choir registration.

VOLUNTEER DEPOSIT

The Mount Royal Choral Association requires a volunteer deposit cheque in the amount of \$200 to ensure that each family makes a suitable contribution throughout the year. The cheque will be returned or destroyed (your choice) at the end of the year when volunteer commitments are met. It is the responsibility of parents to meet the volunteer commitment by the end of the season, MRCA is not required to notify parents of outstanding volunteer requirements prior to the Deposit Date.

The **volunteer commitment** per chorister family required to meet our children's needs **will be calculated annually based on choir registration and announced at the Parent Orientation in early October.**

HOW CAN I HELP?

The following volunteer positions are available for the 2022-2023 season. As a parent, you are needed to volunteer throughout the year. Parents are asked to **sign up for volunteer assignments online, at the Parent Orientation in October 2022, or by contacting Claudia Istvanffy, General Manager at choirs@mtroyal.ca**

Volunteer roles include:

Concert chaperones

Rehearsal volunteers

Music volunteers

Uniform volunteers

Fundraising volunteers

Year-end BBQ volunteers

Board members

Tour and camp chaperones

VOLUNTEER POSITIONS

Concert Chaperone (Police Information Check required)

Provide an overall support to the director and general manager of the choirs during performances.

Volunteers are expected to:

- Arrive 20 minutes to concert venue; stay 20 minutes after concert
- Assist with chorister check-in
- Assist with organizing children in venue space, ushering them back stage or putting them in correct seating arrangements
- Accompany younger children to the washroom and/or water fountain
- Support children who are feeling ill
- Support the back-stage flow (listening for instructions, behaviour management)
- Ensure general oversight and safety of choristers

Rehearsal Volunteer (Police Information Check required)

Provide an overall support to the director and general manager of the choirs during rehearsals.

Volunteers are expected to:

- Arrive 20 minutes early to rehearsal
- Assist with chorister check-in
- Assist children with getting settled before rehearsal starts (hanging up coats, taking off wet footwear, organizing music, finding an appropriate spot to sit, etc).
- Accompany younger children to the washroom and/or water fountain
- Support children who are feeling ill
- Support the rehearsal flow (behaviour management, handing out new music, being actively engaged in rehearsal)
- Assist with general duties that support the choir

Music Resource Volunteer

Responsible for helping with music and organizing music binders for the choristers.

Volunteers assist with:

- Work bees that take place during rehearsal times
- Prepare music and music binders, generally in September and January.
- Distribute and document distribution of binders
- Collect and empty binders in December and May.
- Organizational tasks in the music library.

Uniform Volunteer

Responsible for the organization and distribution of choir performance uniforms.

Volunteers assist with:

- Work bees that take place during rehearsal times.
- Organize uniforms and garment bags
- Assist with chorister sizing
- Distribute and document uniform pieces and garment bags given out to choristers
- Assist with mid-season uniform checks
- Collect uniforms at the end of performance season

Fundraising Volunteer

Provide support for MRCA fundraising initiatives

- Assist at sign in table during rehearsal drop off and pick up times
- Arrive to the designated rehearsals 20 minutes early
- Assist in the distribution and collection of fundraising coupon books and raffle ticket packages.
- Assist with casino fundraising events. We are currently on a 20 month AGLC rotation.

Year End BBQ Volunteers

Assist with the set up and cleanup of the year end bbq in May. May include tasks like shopping and bbq pick up. The BBQ takes place at Sandy Beach Park.

Board Member

The Board of Directors oversee the society operations. Board members carry out the affairs of the society according to the bylaws of the Association. Board members are required to attend monthly board meetings, and actively participate in the running of the organization, assisting with sub-committees, e.g. fundraising, planning, special projects, etc.

In accordance with our Child Protection & Abuse Policy, a Police Information Check is required for all Chaperones and Rehearsal volunteers.

HOW TO OBTAIN A POLICE INFORMATION CHECK (PIC)

The Police Information Checks (PIC) application fee is \$15 with a letter from the organization (MRCA) identifying you as a volunteer. Applicants must request the letter issued from the MRCA prior to applying for their PIC. Please contact **Claudia** at choirs@mtroyal.ca for your designated letter, include your legal name.

Applying for your PIC

Option 1: Use Calgary Police Services online PIC application service <https://policeinformationcheck.calgarypolice.ca/>

Option 2: Visit a Calgary Police Service [location](#) and remember to bring:

Two valid pieces of government issued identification

Photo identification can be one of the following:

- Driver's License
- Alberta Photo Identification Card (Issued through Registry Agent Offices)
- Passport
- Permanent Residence Card

Non-photo identification can be one of the following:

- Provincial Healthcare Card
- Birth Certificate
- Marriage Certificate
- Immigration Papers

- Citizenship Card
- Citizenship Certificate

Processing time can take approximately 2-3 week. Upon completion, a letter will be mailed or emailed to the applicant with the results from the application. The Police Information Check Unit will not disclose to a third party – any specific information will be disclosed to the applicant only.

Please be sure to submit your Police Information Check Application in time to receive it before your scheduled volunteer commitment time.