

**Singer and Parent Contract**

Read through this contract and initial each box. Your initials indicate you understand and accept Allegro’s policy.

**ATTENDANCE POLICY:**

Singer	Parent	
		<b>1. Absence is an absence no matter the reason.</b>
		<b>2. Performances/Dress Rehearsals:</b> All dress rehearsals and performances are <b>MANDATORY</b> including the Fall, Winter, Spring, and community concerts.
		<b>3. Two Months Advance Notice to Miss Dress Rehearsal/Performance:</b> Singers must notify their director and Lori <b>by email</b> at least two months in advance if singer will miss a performance or dress rehearsal. Director approval will be based on the circumstance. Graded school activities, major family events (wedding), illness, family emergency are approved.
		<b>4. Graded School Activities:</b> School activities, which involve a grade, take precedence over an Allegro event. It is the singer’s responsibility to make up the Allegro absence. An absence is an absence, regardless the reason—see #1
		<b>5. “Free” Absence:</b> Singers receive one “free” absence for each major concert (Fall, Winter, Spring.) Absence count returns to “zero” after each of the 3 major concerts.
		<b>6. Two or More Absences:</b> Singer with two or more absences is <b>ineligible</b> to participate in the Fall, Winter, or Spring concert.
		<b>7. Report Absence:</b> Singers must report absence <b>via the website unless it is for a dress rehearsal/performance (see #3)</b> . Send text to Lori Egan ONLY on the day of the rehearsal/performance for emergency absences such as illness. <b>DO NOT</b> contact your director with absences!!!
		<b>8. Multiple Absences:</b> Singers missing <b>more than 4 rehearsals prior to a concert and/or 3 or more consecutive rehearsals</b> for any reason prior to a concert must present a plan to their director, in a timely manner, on how absences will be made up and homework completed. The singer will be required to demonstrate they are current with homework as well as the technical & artistic command of concert material in a private, one-hour lesson (\$40) with staff. Singers missing 5 or more rehearsals are ineligible to perform, regardless of the reason as there are not enough makeup opportunities and the singer has missed too much to perform.
		<b>9. Prioritize:</b> Allegro calendar is provided months before school calendars. Because of this, Allegro singers are expected to respect <b>“if Allegro is first on the calendar, Allegro is first priority.”</b>
		<b>10. Activity Conflict Sheet:</b> To prevent last-minute conflicts and to encourage excellence in schedule planning, Brio, Moto and Spirito singers are required to complete an activity conflict form online, due Sept. 1 & Jan. 1
		<b>11. Musicals:</b> The Allegro Staff fully understands the importance of participating in school musicals. However, this is an activity of choice; therefore, no additional makeup lessons or special treatment will be offered for those participating in a musical.
		<b>12. Illness:</b> Singers must be able to stand and fully participate in a rehearsal. If not, a singer is too sick to attend. “Observing” a rehearsal counts as an absence.
		<b>13. Attendance Record:</b> It is the Singer’s responsibility to stay informed on his or her own attendance record (posted on website). Contact Lori Egan at admin@allegrokc.org if there are any attendance errors.
		<b>14. Recurring tardies or early departures:</b> <ul style="list-style-type: none"> <li>• Arriving 15 minutes late (and/or departing 15 minutes early) 3 times will count as 1 absence.</li> <li>• Singers missing ½ of any rehearsal will be counted absent.</li> </ul>
		<b>15. Retreats/Special Rehearsals 3 hour or longer:</b> <ul style="list-style-type: none"> <li>• Missing 31 minutes up to ½ of the rehearsal will result in 1 absence.</li> <li>• Missing more than ½ of the rehearsal will count as 2 absences.</li> </ul> <b>Retreats/Special Rehearsals Less than 3 hour</b> <ul style="list-style-type: none"> <li>• Missing more than ½ of the rehearsal will count as 1 absence.</li> </ul>
		<b>16. Small Group Lessons:</b> Group lessons are part of the regular rehearsal schedule for Moto, Brio, and Spirito. Attendance is required! Missing a Small Group Lesson will count as 1 absence.
		<b>17. Community Performances:</b> The choirs may also perform, when asked, at designated community events throughout the season. <i>You will receive at least one month’s notice regarding these performances.</i> Participation in community performances is mandatory. Missing a Community Performance will count as 1 absence.
		<b>18. Attendance Dismissal:</b> Singers with excessive absences in the Fall due to conflicting activities that cause the Singer to be ineligible to perform in the Fall Concert will result in dismissal from the choir. Singers with multiple absences, tardies or early departures may be dismissed from the choir at the discretion of the Director.
		<b>19. Tour Eligibility/Rehearsals:</b> <ul style="list-style-type: none"> <li>• Singers are eligible to perform on tour ONLY if they are in compliance with the Attendance Policy. No refund.</li> <li>• Attendance is required at Tour Rehearsals. Dates are given in advance. Plan appropriately.</li> <li>• Singers will be given 1 “Free” Absence. Singers may not miss more than 1 Tour Rehearsal.</li> <li>• If Singer misses more than 1 Tour Rehearsal, Singer may not perform all songs on tour. Director will decide this.</li> <li>• There will be NO MAKE-UPS for Tour Rehearsals</li> </ul>

**MAKE-UPS:**

Singer	Parent	
		<b>20.</b> Make-up lesson is required for all absences over 1.
		<b>21. Make-ups are NOT intended for recurring absences due to a conflicting activity.</b> Make-ups are for the occasional absence due to illness, school concert, family trip, etc. Make-ups can <b>NEVER</b> fully replace a rehearsal.
		<b>22.</b> Make up Lessons are scheduled on the master calendar. Plan ahead!
		<b>23.</b> Singers get 1 free make-up before each concert. USE IT! Cost of each additional make-up is \$10 made payable to Allegro and due at the time of the make-up lesson. Singers must present payment at time of make-up lesson.
		<b>24.</b> Private lessons are sparingly approved for unique situations (funeral, illness, etc.) NOT for recurring absences or absences due to poor planning or last minute planning. Private lessons are \$40 per hour as this is time outside normal staff hours.
		<b>25.</b> Singer attending a make-up lesson must have a voice, as it is a rehearsal replacement!

**FINANCIAL OBLIGATIONS:**

Singer	Parent	
		<b>26. Tuition:</b> Tuition is non-refundable.
		<b>27. Scholarship:</b> Scholarship deadline line is June 1. Please contact <a href="mailto:admin@allegrokc.org">admin@allegrokc.org</a> if you wish to apply. Partial scholarships of 25% or 50% are available to those that demonstrate need. All information is kept confidential.
		<b>28. Uniform:</b> Uniform fee is non-refundable and due when order is placed.

**COMMUNICATION:**

Singer	Parent	
		<b>29. PARENT ORIENTATION:</b> A parent <b>MUST</b> attend the August Orientation Meeting or schedule a private orientation with staff. We want every family to begin the year with precise information to enable better and more efficient communication from Allegro to/from our families.
		<b>30. Calendar:</b> Keep calendar current via the website.
		<b>31. Weekly Emails:</b> Read weekly emails as they pertain to your individual choir regarding deadlines, tour, reminders, etc.
		<b>32. Email responses:</b> To aid in administrative efficiency and cut down on email reminders, <b>Allegro staff will no longer answer emails with information available to parents and singers on the website, weekly newsletters, or concert week instructions.</b> We are placing the responsibility on our families for being prepared and not on last minute emails to Lori! (THANK YOU!) The staff will return emails M-F!
		<b>33. Homework:</b> Homework will be posted to the website by Wednesdays (Monday night choirs)/Thursdays (Tuesday night choir). It is the singer's responsibility to print off & complete. (Homework will not be sent via email unless it is something special like YouTube links...)
		<b>34. Concert Week Instructions:</b> Concert week instructions for formal and community performances will be sent one week in advance. Singers and parents are to print this off to aid in preparation and use as a guide for the week.

**CONCERT ATTIRE:**

Singer	Parent	
		<b>35. Singer will wear proper concert attire to all performances as described in the handbook.</b>
		<b>36.</b> Uniform <b>MUST</b> be clean and pressed.
		<b>37.</b> No jewelry (except for Brio pearl necklace and earrings) this includes any body piercing.
		<b>38.</b> No unusual hair color.
		<b>39.</b> No visible tattoos.
		<b>40.</b> Hair must be Allegro hair—male and female

**CONDUCT:**

Singer	Parent	
		<b>41.</b> Singer will demonstrate exemplary behavior at all Allegro events. Swearing, rudeness, disrespect, harming others verbally or physically, or damage to property may result in immediate removal from Allegro at the discretion of the Director without refund of fees. If caught with alcohol, cigarettes, drugs, drug paraphernalia or any type of weapon (including pocket knives or 'toy' weapons), the singer will be immediately suspended from the program – no refund and no exceptions.
		<b>42.</b> We, the parents and singer, have read and agree to follow the Conduct policy listed in the Singer-Parent Contract and in the Handbook as well as the additional behavior expectations outlined in the Tour Rules.
		<b>43.</b> We, the parents and singer, will do our best to maintain the integrity of Allegro. We acknowledge every action, verbal or physical, regarding Allegro, has a direct impact on our children and the perceptions within the community. These high standards and values will be a model for our young singers as well as the community.
		<b>44.</b> If we, the singer or parents, have a concern, we will share these concerns privately with the staff.

**PARTICIPATION IN SCHOOL MUSIC:**

Singer	Parent	
		<b>45.</b> Singers are highly encouraged to support and to participate in their school music program. It is Allegro's belief that the singer has the opportunity to be a leader and example to fellow musicians in his/her school music program.

**TOUR:**

Singer	Parent	
		<b>46. ALL TOUR PAYMENTS are non-refundable.</b> No exceptions will be made for the Tour Fee deadlines. Due to the detailed planning and preparation of tour, if a payment or paperwork is late, the singer's name and/or chaperone's name will be removed from the tour list.
		<b>47.</b> Late or missed tour payments will result in removal of the singer and/or chaperone from tour without a refund (see above). No exceptions will be made for the Tour Fee deadlines due to the detailed planning and preparation of tour and the commitment and contracts with tour companies and travel companies Allegro incurs on behalf of all singers participating.

**Parent Volunteer Commitment:**

	Parent	
		<b>48.</b> Parents are required to complete 5 hours of volunteer time throughout the season. Anyone not meeting the 5 hour commitment will be assessed \$20 per missing hour.
		<b>49.</b> Parents may choose to "buy out" of their volunteer requirement by paying \$100 in lieu of working their 5 hours. This payment is due with final tuition payment.

We, the Singer and the Parents, have read and initialed the above Contract and understand and accept it.

Singer Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_