



New Life Foundation

New Life Youth Orchestras/Choirs Policy and Procedure

Introduction

New Life Youth Orchestra (NLYO), Chamber Ensemble (NLCE), Youth Choir (NLYC), and Children Choir (NLCC) do not meet once a week like many other youth orchestras and choirs. We only meet once a month for a rehearsal. The commitments to participation in all functions with the Orchestras and Choirs are including rehearsals and concerts as well as any preparation necessary. Musicians are required to attend all rehearsals and concert performances. Musicians must complete QT as directed.

In December and June, we will have a camp for two or three days with intensive rehearsals for outreach concert(s) on the last day of the camp. Through the camp, the musicians will not only improve their musical skills, but also reach out to the community. We will help musicians grow spiritually and find visions of their future lives.

During the summer, we will go on a mission trip to help the underprivileged people by performing music and holding a music camp and Vacation Bible School (VBS).

At the first rehearsal of each semester, we will hand out the music and QT information and a parents/musicians packet for specific schedules and programs.

Rehearsal Absences

Absences for illness, death in family, religious observances, graded school functions or other emergency circumstances will be evaluated and excused as applicable by the Conductors or Room Mothers. Excused absences for illness or other reasons are subject to verification by the Conductors or Room Mothers contacting the parent or requiring a written doctor's excuse or supporting documents for the absence. An absence without prior notice is considered unexcused. Abusing the absence policy will result in immediate dismissal from the orchestra. Tuition will be forfeited. In the event of a missing instrument, the musician is still expected to attend rehearsal.

Musicians are expected to be on time and remain for the entire duration of all rehearsals, dress rehearsals and concerts. Attendance at the dress rehearsal is required to perform at the concert. We encourage you to carefully review your calendar so that all dress rehearsals/concert dates are free. If a musician is not present at a rehearsal, it is considered one absence. If a musician has missed three regularly scheduled rehearsals, no community service hours will be given for the semester and he/she will be exempt from all performances throughout the year. All rehearsals are MANDATORY to receive community service hours and continue the semester.

Rehearsal Rules

- No food or drinks are allowed in the rehearsal rooms except bottled water.

- Musicians must turn off their cell phones while the orchestra rehearsal is in session.
- Musicians are responsible for stacking their chairs and putting it away.
- Musicians are responsible for disposing any trash they may have created.

Note: Except room mothers, runners and librarian, no one is allowed to enter rehearsal rooms during the rehearsal.

Dress Rehearsal and Concert Absences

Any unexcused absence from a dress rehearsal may, at the discretion of the conductor, prevent the musician from participating in the following concert, resulting in immediate dismissal from the orchestra. Tuition will be forfeited. Any unexcused absence from a regular season concert will result in immediate dismissal from the orchestra. Tuition will be forfeited.

Absence Notification

Any absence for scheduled rehearsal must be reported by calling the Conductors or Room Mothers or sending email to newlifeyouthorchestra@gmail.com before 9:00 a.m. on scheduled season rehearsal days. If an emergency arises after 9:00 a.m. which will cause musician to miss rehearsal, contact us as soon as possible. Notification of any absence for a dress rehearsal, concert or event will be applied for the same policy.

Tardy Policy

Rehearsals begin promptly at the announced times! You are expected to arrive for rehearsals in time to warm up (percussionists need to set up their instruments) and tune prior to the published rehearsal time. This means arriving ten to fifteen (15) minutes early. It is vital that every musician is seated, tuned and ready to begin rehearsal promptly. Late arrival is disruptive to the orchestra. Musicians who arrive more than 30 minutes late or who leave during break time will receive half an absence. This will be added to the musician's cumulative total. For early departure, a note from a parent is required and should be submitted to your conductor or room mother prior to the start of the rehearsal.

Disrespectful behavior towards any administrative, artistic or volunteer staff will not be tolerated and will be handled in an appropriate manner.

Music Responsibilities and materials for rehearsal

You are responsible for your music folder! You must bring your music, instrument, music stands, QT Book, tuner, and pencil to every rehearsal. It is the responsibility of each musician to be on time and prepared with instrument, music, and any accessories for all rehearsals. If the musician attends the rehearsal not prepared twice, it will be considered as one absence. All of personal belongs including but not limited to music, music stands, QT Book, tuner must be marked with his/her name and will be the responsibility of the musician. NLF is not responsible for lost or damaged personal items. Musicians must practice their parts and be well prepared for rehearsals and concert. (If not prepared, musicians will be dismissed from the rehearsals and concert.)

Music which is the property of the NLF is entrusted to each orchestra member and must be handled with great care. A folder of music distributed at the first rehearsal of each concert program must be returned in its original condition at the end of each concert. If the music is lost,

damaged and/or not returned at the end of concert, the musicians will be charged a minimum of ten dollars (\$10.00).

Refund

If musician drops off orchestras/choirs middle of semester, then there will be no refund for registration fee after two weeks from first day of rehearsal.