



# **PARTICIPATION POLICIES**

## Spring 2023

Updated February 2023

*FROM THE DESK OF*  
**THE ARTISTIC & EXECUTIVE DIRECTOR**



When schools and businesses shuttered, when education was moved online, and when social gatherings were all but extinct, one thing at the Pensacola Children's Chorus persevered: our mission. This mission, to transform the lives of young people, remained amidst great adversity. From televised and streamed performances, to online learning platforms, to mounting the first in-person COVID-era performance, and everything in between, the Pensacola Children's Chorus persevered. For board and staff alike, closure was not an option. It was not without great effort that we returned to singing in September 2020. We were one of the first programs to find solutions to allow our singers, parents, and audience members to gather safely and enjoy something that was so scarce: community.

Now, as we prepare to open our doors once more for our 32<sup>nd</sup> season, the Delta variant is ripping through our community. In its wake, we must heed the lessons we've learned over the past year while facing the reality in front of us. For our new families, I hope that you are able to recognize the great care and nuance we've taken to ensure that your first experience with PCC is the best it could possibly be. To our returning families, I hope you can acknowledge our past and present efforts as I humbly ask that you place your trust in us again. We are excited to welcome everyone back for another larger-than-life season of the Pensacola Children's Chorus.

If these past 18 months have taught us anything, it's that there are bound to be more challenges ahead. In that spirit, there are a few things that our PCC team needs from you:

- (1) **Take personal ownership of being informed**  
Please take heed of this document, all electronic communications, and our website. We strive to communicate efficiently and clearly with you. We would appreciate that you put forth equal effort to seek the answers to your questions in these resources before reaching out to the staff who are already stretched very thin.
- (2) **Seek the greater good**  
There are bound to be instances this year where you feel that our policies and procedures conflict with yours/your child's interests. In these circumstances, trust that our workings are the result of decades worth of procedural knowledge and the understanding that we are looking out for not only you, but for each of our 300 singers, families, and volunteers. Please, offer your concerns and suggestions to us. We always have room to grow. If you choose to offer feedback, please...
- (3) **Be patient and compassionate**  
Our PCC leadership team is navigating the exact same world as you are. After all, we are all human. In your interactions, please offer grace, humility, patience, and compassion. We will strive to do the same for you.

Our PCC Family is growing larger and stronger by the day. Our momentum is strong, and our potential is limitless. I cannot wait to get started!

On with the show!



Alex Gartner (Mr. Gartner)  
Artistic & Executive Director

## Spring 2023 Calendar

Updated February 20, 2023

**THIS CALENDAR IS FOR REFERENCE ONLY**

For an accurate calendar, visit [www.tricitychoir.org](http://www.tricitychoir.org)

### February

1 Spring 2023 Registration Opens

### March

9 Spring 2023 Rehearsals Begin 4:30-5:30pm Century First United Methodist Church

16 Spring 2023 Registration/  
Triple-A Deadline

16 Rehearsal 4:30-5:30pm Century First United Methodist Church

23 Rehearsal 4:30-5:30pm Century First United Methodist Church

30 Rehearsal 4:30-5:30pm Century First United Methodist Church

### April

6 Rehearsal 4:30-5:30pm Century First United Methodist Church

13 Rehearsal 4:30-5:30pm Century First United Methodist Church

20 Rehearsal 4:30-5:30pm Century First United Methodist Church

27 Rehearsal 4:30-5:30pm Century First United Methodist Church

### May

4 Rehearsal 4:30-5:30pm Century First United Methodist Church

11 Rehearsal 4:30-5:30pm Century First United Methodist Church

12-13 Showtime (PCC) 7:30pm Pensacola's Saenger Theatre

18 **TC3 Spring Concert** TBD Century First United Methodist Church

***THIS CALENDAR IS SUBJECT TO CHANGE***

Please refer to the TCCC website for the most up-to-date information.

## I. History

The Tri-City Children's Choir (TCCC) is a community choir that was formed in March 2023. A regional program of the Pensacola Children's Chorus (PCC), TCCC is an important initiative to provide high quality community music experiences to young people beyond the nucleus of downtown Pensacola. TCCC was formed through the collaborative vision of Holley Driver, a Century-based music educator, Benjamin Boutwell, the mayor of Century, and Alex Gartner, Artistic & Executive Director of the Pensacola Children's Chorus. TCCC functions as an independent choir that is dedicated to serve the youth and entertain audiences in Century, Jay, Flomaton, and the surrounding communities in the Escambia Counties of Florida and Alabama.

## II. Mission & Philosophy

The mission of the Tri-City Children's Choir is to foster the personal and social growth of its singers and transform the community through inspirational musical experiences. PCC's programs are guided by this aforementioned mission statement which outlines three main principles:

### ***Personal and Social Growth***

At the core of TCCC is the drive to equip our singers with the tools they need to be successful—not just as young musicians, but also in life. By teaching music alongside the disciplines necessary to bring a performance to life, our staff are able to impart broader lessons in responsibility, teamwork, accountability, empathy, and confidence. We amplify this through opportunities for growth and leadership within musical and non-musical activities. At TCCC, we don't use people to create great music; we use music to create great people.

### ***Transform the Community***

Music is a two-way street between performer and audience. As such, we take pride in going beyond the concert hall to create impactful and innovative encounters with music throughout our community. Through our repertoire, we seek to convey messages that not only uplift but challenge our audience to see the world from a different point of view and recognize how each one of us contributes to our collective success.

### ***Inspirational Musical Experiences***

A crucial part of TCCC is to present highly engaging performances. Not only do these concerts showcase young talent, they serve as a rallying point of pride for the community we serve. The quality of these experiences is directly linked to the quality of training our singers receive.

## III. Membership Requirements

### ***Audition***

There is no formal audition to join TCCC. However, your child may be asked to sing a few vocal exercises on their own from time to time so that Ms. Holley can get to know each singer's independent voice. TCCC will not turn away a child who wishes to grow their skills and talents.

### ***Regular Attendance***

Once a singer has accepted their invitation of membership, they are expected to attend all scheduled rehearsals and performances. Specific policies regarding attendance can be found on page [5](#).

### III. Membership Requirements (continued)

#### ***On-Time Payments***

Each family must pay all fees and tuition associated with each program on time. While it is the responsibility of the parent to ensure their child's account remains in good financial standing, any singer whose account is in habitual bad standing may not be invited to participate in certain opportunities until the account reaches good standing or a payment plan has been put in place with good faith. Information on payment procedures can be found on page [9](#).

#### ***Team Mentality***

We are most successful when we recognize that we are so much better when we work together. In a performance-driven environment, it can be easy to fall into a "me" mentality, especially when it comes to solo auditions and stage placement. Our singers are expected to set these feelings aside to recognize the bigger picture and support one another without condition or exception. Specific policies are outlined in the Code of Conduct which begins on page [12](#).

#### ***Growth Mindset***

Climbing to the top of a mountain seems daunting at first, but little by little, that summit gets closer and closer into view. This growth does not happen overnight; rather, it is the culmination of hours of rehearsal which lead to impactful and inspirational performances. Rehearsals are critical steps and performances are memorable milestones on each child's musical and educational journey through the Tri-City Children's Choir.

Especially for a young person, the expectations of membership can seem daunting. However, by accepting membership into TCCC, we expect that all members will maintain their membership for an entire semester. Only then will they begin to experience the potential impact that TCCC can have. At the same time, we expect parents/guardians to trust this process as well and encourage their child(ren) uphold their commitment to TCCC and teach the importance of what it means to be a member of a team. Only *together* can we reach our fullest potential.

### IV. Attendance

TCCC is so much more than an after-school activity. Committing to TCCC not only represents a singer's desire to participate in a fun-filled musical experience; it also signals a commitment between each singer in TCCC. We are successful only when we recognize that we are better when we work together. This means that each singer is vitally important to the overall success of our program. This also means that one's individual contribution to the program impacts the success of others.

The best way to honor this mutual commitment is through consistent attendance. TCCC's semesters run 10 to 12 weeks and typically culminate in one major performance. Additional performances will be added to the calendar as they are scheduled and will be communicated to participants well in advance. TCCC's online calendar is kept meticulously up-to-date. Please ensure that you have synced your child's choir calendar to your smartphone, tablet, or computer. Instructions on how to do so may be found online at [www.TriCityChoir.org](http://www.TriCityChoir.org).

#### ***Compulsory Attendance***

Attendance at all weekly rehearsals and performances is required. Please ensure that you check-in with the choir manager upon arrival. In order for rehearsals to go smoothly, call or text the choir manager when reporting absences or tardies before contacting the musical director.

### **Mandatory Events**

Members of TCCC are expected to perform in at least one culminating performance per semester. For Spring 2023, this will occur on the evening of **May 18** (subject to change). Please ensure this evening is blocked off on your child's and family's calendar.

### **Excused Absences**

While attendance is always mandatory, we recognize that life sometimes gets in the way. As such, a singer may be excused from rehearsal ("excused absence") for the following reasons:

- Illness (including symptomatic COVID-19 diagnosis)
- Death in the family
- Any circumstance that has been previously approved by a PCC instructor
- Conflict with another mandatory activity\*

\*Conflicts of this nature must be approved by a TCCC instructor in advance. For specifics, please refer to the section entitled "Commitment to School and Community Arts Programs" on page [7](#).

### **Unexcused Absences**

Any conflict that is not related to the above exceptions is an unexcused absence. Specific examples of unexcused absences include:

- Family vacation
- Doing homework
- Studying for a test
- Any absence that is not reported, including those that would be excused
- Arriving 20+ minutes late to a scheduled rehearsal/call-time with no prior communication and/or approval

Multiple unexcused absences will impact a singer's ability to participate in TCCC and upcoming performances. Incurring 2+ unexcused absences at any point during the semester will result in the following actions:

- Scheduled phone call or face-to-face conference between a TCCC instructor and parent/guardian to evaluate child's continued participation
- Potential exclusion from upcoming performances

### **Absence Due to Mandatory Quarantine**

Singers who have been diagnosed with or are demonstrating symptoms of COVID-19 are excused ("excused absence") from rehearsal.

### **Excused Tardiness**

For one reason or another, tardies happen. In all circumstances, communication is key. Provided that a parent/guardian/carpool leader has communicated with TCCC's manager or instructor the following tardies will be marked as excused ("excused tardy"):

- Traffic
- School car-line backup
- Any circumstance that has been previously approved by a TCCC instructor
- Conflict with another mandatory activity\*

\*Conflicts of this nature must be approved by a TCCC instructor in advance. For specifics, please refer to the section entitled "Commitment to School and Community Arts Programs" on page [7](#).

### **Unexcused Tardiness**

Any tardy that is not related to the above exceptions is an unexcused tardy. Singers who arrive 20+ minutes after a scheduled rehearsal/call-time with no prior approval/communication will be marked as absent (“unexcused absence”). Specific examples of “unexcused tardies” include:

- Carpool miscommunication
- Avoidable scheduling errors/conflicts
- Any tardy that is not reported, including those that would be excused

Multiple unexcused tardies will impact a singer’s ability to participate in TCCC and upcoming performances. Incurring multiple unexcused tardies during the following periods will result in the following actions:

- 2 unexcused tardies = 1 unexcused absence, thus pursuant to the Unexcused Absence policy listed on page 6.
- 4+ unexcused tardies within a TCCC semester will require a scheduled phone call or face-to-face conference between a TCCC instructor and parent/guardian to evaluate a child’s continued participation in future rehearsals and upcoming performances.

## **VII. Attendance (continued)**

### **Habitual Absence/Tardiness**

There are myriad scenarios which could possibly result in a child missing a significant portion of rehearsal. In such cases, a singer may be asked to temporarily leave the program until regular attendance is possible. However, any incurred tuition and fees are not refundable regardless of circumstance.

### **Commitment to School and Community Arts Programs**

TCCC is grateful and reliant on the support of countless advocates and leaders in schools, houses of worship, and community organizations. In fact, we strongly encourage our singers to participate in multiple types of programs based on their interests and career aspirations. We especially encourage our singers to participate in their school’s choir program so that they can practice and demonstrate musical leadership beyond our own organization.

Understandably, conflicts will arise, which we strive to address through an array of compromise. The three most common conflicts include (1) rehearsal/practice, (2) dress rehearsal/scrimmage, and (3) performance/game. The nature and importance of all these types of conflicts are considered in the following attendance policy:

<b>If a WEEKLY REHEARSAL conflicts with another...</b>	<b>The singer...</b>
Rehearsal/practice	Is expected to attend TCCC rehearsal
Dress rehearsal/scrimmage	Will likely be excused from TCCC rehearsal*
Performance/game	Will likely be excused from TCCC rehearsal*

  

<b>If a DRESS REHEARSAL conflicts with another...</b>	<b>The singer...</b>
Rehearsal/practice	Is expected to attend TCCC rehearsal
Dress rehearsal/scrimmage	Will be expected to split time with both**
Performance/game	Will be expected to split time with both**

  

<b>If a PERFORMANCE conflicts with another...</b>	<b>The singer...</b>
Rehearsal/practice	Is expected to attend the TCCC performance
Dress rehearsal/scrimmage	Is expected to attend the TCCC performance
Performance/game	Is expected to attend the TCCC performance

\*Any excusals from rehearsal must be approved by Holley Driver, TCCC Director or Miguel Aldahondo, Program Administrator. Choir managers are not permitted to excuse singers from rehearsal.

\*\*In such scenarios, we value compromise. As TCCC should be a priority activity in your child's life, when conflicts arise, we prefer that the singer creatively work out a solution so that they may meaningfully participate in both activities for a reduced amount of time. If necessary, TCCC staff is willing and able to assist.

## VII. Attendance (continued)

### **Reporting an Absence or Tardy**

If a singer will be late or must miss a TCCC rehearsal, it can only be marked excused if it is reported in a timely fashion. All absences and tardies should be reported in the following manner:

1. Call the TCCC manager Janet Lee at **(850) 261-9874**
2. Please indicate the following information in your message:
  - Singer's Name
  - Name of the Individual Calling
  - Relationship to the Singer
  - Date of Absence/Tardy
  - Reason for Absence/Tardy
  - Best number to call in the case of any questions

Once you have reported the absence on the attendance line, there is no reason to follow up with any parent, volunteer, or staff member to confirm that your message has been received.

Please note that any absence or tardy that has been communicated to a TCCC staff member must also be reported through the appropriate channels. Otherwise, it is likely you will receive a call regarding your child's attendance.

## VIII. Rehearsal Expectations & Procedures

Nearly all TCCC events are held at Century First United Methodist Church. The following expectations and procedures help each one run smoothly, safely, and effectively:

### **Attire**

- Singers should come to rehearsals wearing their rehearsal uniform, the details of which can be found on page [10](#).

### **Drop-Off/Check-In**

- Singers will enter and exit the front door of the church.
- Singers should arrive no earlier than 15 minutes prior to their scheduled rehearsal time.
- Singers should deposit all coats, backpacks, and other belongings in the back pews and make their way to their assigned seating area. Silenced cell phones and smart watches should be stowed with other personal belongings in the back.
- If payment or paperwork needs to be turned in, singers should hand it to their Choir Manager. Do not hand payments or paperwork to a TCCC instructor prior to rehearsal.
- Singers who need to speak with a TCCC instructor about an upcoming rehearsal, event, or absence should wait until *after rehearsal* is complete.
- Parents who need to speak with a TCCC instructor are encouraged to make a phone call or send an e-mail. In general, TCCC instructors are not available to talk with parents before, during, or after rehearsals.



### **Pick-Up**

- Drivers should plan to arrive no earlier than 15 minutes prior to the end of their child's rehearsal. Please follow any instructions and do not leave your vehicle unoccupied.
- Parents who are habitually late to pick up their child will be billed \$1 per minute after the allotted 15-minute grace period. All babysitting funds will support PCC's tuition assistance program which helps singers with financial need participate in PCC's programs.

### **Closed Rehearsal Policy**

TCCC practices a closed rehearsal policy, meaning that only singers, staff, and appointed volunteers are permitted in the rehearsal space. Observation by non-participating parties proves to be unnecessarily distracting for singers, thus limiting their musical and learning potential. A TCCC instructor may invite parents to observe at their discretion. In general, parents and family members are not permitted in the rehearsal space unless expressly invited.

## **X. Tuition & Fees**

TCCC utilizes the new **Triple-A Commitment: Affordable & Accessible Arts**. This commitment enables families across all socioeconomic brackets to access the quality music education programs of the Pensacola Children's Chorus. The Triple-A Commitment adopts a sliding scale model of tuition. As such, a family who applies will contribute according to their household's expendable income and size.

Please visit [www.pensacolasings.org/triple-a](http://www.pensacolasings.org/triple-a) to submit an application for tuition assistance.

### **Monthly Tuition**

A minimum of \$15 to a maximum of \$65 per month is required. Tuition is then calculated for the semester and broken down into 3 monthly payments.

### **Payment Due Date**

Payments are due on the 1st of the month unless you set up an automatic payment plan and designate otherwise using our [Payment Authorization Form](#).

### **Payment Methods**

- Click-to-pay invoicing is the preferred method of payment.
- Cash or checks must be labeled "**tuition**", include the **singer's name and choir**, and should be mailed directly to:

Pensacola Children's Chorus  
46 East Chase St.  
Pensacola, FL 32514

Credit cards can also be processed over the phone. Any credit card transaction initiated by the PCC office will incur a 3% handling fee. Invoices that are 30 days past due will automatically incur a non-waivable 10% late fee. Bounced checks or ACH transactions will be assessed a \$20 penalty.

### **Delinquency**

An account that is delinquent for more than 30 days will incur a non-waivable 10% late fee and may interrupt a child's ability to participate in TCCC. It is ultimately the family's responsibility to ensure that payments are made on time and that accounts remain in good standing.

### **Refund Policy**

Tuition and fees are non-refundable and non-transferable.

## **XI. Scholarships**

The Pensacola Children's Chorus is committed to providing access to its programs for all children who desire to enhance their lives through music and performance. As such, we never turn away a child due to financial need.

Our latest effort in this commitment is the Sliding-Scale format. Rather than requiring a lengthy or invasive scholarship application, families can be charged the monthly tuition that is most reasonable for their household finances. Sliding Scale Tuition is made possible through the generosity of numerous donors and community supporters who have pledged their financial support to fill any gaps between tuition and incurred program costs.

In essence, the monetary difference between full-price tuition and a family's monthly financial commitment represents a child's scholarship. This gap is covered by donor-directed dollars which enable families to participate at the level that they can afford.

For questions, contact Miguel Aldahondo, Program Administrator, at [maldahondo@pensacolasings.org](mailto:maldahondo@pensacolasings.org), or visit [www.TriCityChoir.org](http://www.TriCityChoir.org).

**If you have the means to support TCCC's scholarship program, please consider making a donation** to our Friends of Note Tuition Assistance Fund by contacting Christy Rogers, Director of Advancement, at [crogers@pensacolasings.org](mailto:crogers@pensacolasings.org).

## **XIII. Travel Opportunities**

TCCC singers and one chaperone are encouraged to travel to downtown Pensacola to witness the December or May performance of the Pensacola Children's Chorus, held in Pensacola's Saenger Theatre. The December program, **Christmas on the Coast**, is a high energy holiday spectacular featuring the sights and sounds of the season. The May program, **Showtime**, features popular music from stage and screen. Tickets are provided at no additional cost, though reservations are required. TCCC families are responsible for securing their own travel arrangements.

## **XIV. Uniforms**

Nearly all PCC events (including rehearsals) require a certain uniform. Not only do uniforms create a strong degree of professionalism, they support the mentality that we are all in this together.

### **Rehearsal Uniform**

Singers are required to wear a TCCC t-shirt (provided at no additional cost) to every rehearsal. These will be distributed at the second rehearsal of each semester (those joining for the first time can wear whatever rehearsal shirt they choose). Singers will only receive one TCCC shirt per season. Additional shirts can be purchased for \$15.

### **Performance Uniform**

For performances, singers are required to wear their provided TCCC t-shirt, solid black dress pants/skirt, and solid black dress shoes. If socks are worn, they must be black. If a belt is required, it must be solid black.

## **XV. Performance Appearance**

A performance truly begins the moment a singer walks on stage, not just when they start singing. Therefore, TCCC upholds strict appearance standards which coincide with the professional image of the organization.

### ***Hair***

Hair must be of a natural color. It should be clean, styled, and secured away from the face with accessories that match the natural hair color. Bangs should be trimmed so that they do not cover the eyes.

Long hair should be pulled back into a “half-up, half-down” look to accommodate accessories and secure any hair from falling into the face. Short hair should be well-groomed, styled, tidy, free of frizz, and secured out of the face.

Facial hair must be kept trimmed, neat, and tidy. Spotty growth is not permitted

### ***Jewelry***

No personal jewelry is allowed at any performance. This includes necklaces, bracelets, silicone bands, watches, rings, ankle bracelets, any visible piercings, or wrist-worn smart devices. The only permissible accessories are emergency medical accessories.

### ***Nail Polish & Fake Nails***

Only clear nail polish (gel acrylic or otherwise) is allowed. No other colors are permissible.

## **XVI. Parent/Guardian Communication**

TCCC employs a variety of communication methods to keep you informed. If you are not regularly receiving e-mails or have recently changed your e-mail, please contact Miguel Aldahondo to ensure that your e-mail record is up to date. We have the ability to track whether an e-mail has been opened; however, we are unable to verify if an e-mail address is valid or active.

Multiple systems for communication will be used regularly:

### ***SchoolCast***

This e-mail and text message communication system will be the primary way which you will receive information regarding TCCC activities. These will include rehearsal reminders, sign-up links, and important notices regarding calendar changes or additions.

### ***Constant Contact***

This e-mail marketing system will be used to create visually appealing newsletters and special community announcements. Many e-mail systems flag these communications as junk mail, so please ensure that the @pensacolasings.org domain is on your safe senders list.

### ***Social Media Accounts***

The Pensacola Children’s Chorus maintains a strong presence on Facebook, Instagram, and TikTok. As a program of PCC, TCCC photos, videos, and events will be regularly featured. Be sure to like us on Facebook and follow us on Instagram and TikTok so that you can engage with posts and share with your online network. All accounts can be found on the respective social media sites by searching @PensacolaChildrensChorus.

### ***www.TriCityChoir.org***

TCCC’s website serves as a hub of information for parents and community members. For pertinent membership-related information, please click on “Singer Site” in the top right hand corner to be directed to the appropriate resources.



# **CODE OF CONDUCT**

## 2022–2023 Season

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*FROM THE DESK OF*  
**THE ARTISTIC & EXECUTIVE DIRECTOR**

A central tenet of the mission of the Pensacola Children’s Chorus is to foster the personal and social growth of our singers. We take this directive very seriously, and through our musical activities we strive to instill valuable lessons in responsibility, teamwork, accountability, confidence, and empathy.

One important tool in this work is our **Code of Conduct**, which can be found on the following pages in our membership handbook. While it may seem extensive, I hope you are able to see the foundations upon which it is built: kindness, compassion, and personal awareness—all valuable traits which will help our singers succeed both now and in the future.

A singer who joins the Pensacola Children’s Chorus also elects to abide by this Code of Conduct both during PCC activities and at all times. This Code of Conduct is not bound by physical walls—it is a way of life. It equally applies to our staff, parents, family members, and volunteers. If we are to truly be a PCC family, then we must learn to value one another and treat each other with the utmost respect and kindness.

Unfortunately, there are times when this Code of Conduct has to be leveraged in order to correct poor behavior or bad decisions. While it is always my hope that we never need to have such interactions, please know that we are prepared to strongly enforce this Code of Conduct. Any deviation from the following standards is always addressed privately on a case-by-case basis, usually as a dialogue between singer, parent, and staff.

An important function of this Code of Conduct is to ensure the safety, happiness, and well-being of each and every one of our singers. We can only be our best when we work together, which means that we must educate our singers of the value and need to support one another. Adults must also model this behavior so that singers bear witness to kindness and empathy everywhere they look. I believe that it truly takes a village to raise and teach children in this digital age. With this Code of Conduct, I assure you that we are all in it together.

Thank you for your support. Together, you will help us achieve our mission of enabling this generation to reach their full potential by equipping them with the qualities and behaviors which will help them realize future success.

A handwritten signature in black ink, appearing to read 'Alex Gartner'.

Alex Gartner (Mr. Gartner)  
Artistic & Executive Director

## I. Eligibility

This Code of Conduct applies to all persons who participate in any of PCC's activities, enter a PCC facility, or attend a PCC-sponsored or affiliated event. It applies to singers, parents, family members, volunteers, staff, and board members alike. These behavioral standards apply not only during PCC-sponsored activities, but in all aspects of daily life and work.

## II. Safe Space & Inclusive Place

PCC's Safe Space and Inclusive Place is the social foundation of all PCC activities. This policy is paramount, and violations of this policy are handled severely and swiftly.

### **Safe Space**

The Pensacola Children's Chorus intentionally strives to maintain a respectful environment that serves as a safe space for its singers, staff, and volunteers. Any individual who severely violates this policy may be removed from the premises immediately and possibly be barred from participation in future PCC programs. A singer who violates this policy, no matter how severe, will receive disciplinary action, including (but not limited to) loss of privilege, suspension, or possible termination of membership.

A "respectful environment" is defined as a space where an individual feels safe, affirmed, welcomed, and respected.

A "safe space" also refers to one's personal safety as well as the safety of others.

### **Inclusive Place**

The Pensacola Children's Chorus welcomes individuals from all backgrounds and walks of life. This includes, but is certainly not limited to, individuals of all races, colors, ethnicities, nationalities, religions, assigned sexes, gender identities, sexualities, physical appearances, abilities and disabilities.

However, individuals who routinely demonstrate certain behaviors are not welcome in our safe and inclusive place. These behaviors are contrarian to PCC's values, and therefore do not have a place in our community:

- Racism, racist sentiments, or known racial bias/prejudice
- Anti-LGBTQ+ sentiments and known LGBTQ+ bias/prejudice
- Behaviors which reflect radical religion, nationalism, or xenophobia
- Bullying/prejudice on the basis of sex, gender expression, class, culture, or physical/mental ability
- White supremacy

Any adult who through their conduct severely violates these policies, especially by knowingly demonstrating the behaviors listed above, may be removed from the premises immediately and possibly be barred from participation in future PCC programs. A singer who violates this policy, no matter how severe, will receive disciplinary action, including (but not limited to) loss of privilege, suspension, or possible termination of membership.

The Pensacola Children's Chorus intentionally celebrates not only what makes us unique, but what brings us together. This is primarily accomplished through the stories and messages we portray in our music and performances. Great care is taken to ensure that the lyrics sung by our singers are appropriate for youth and would not require any child to sing words which they feel are offensive, upsetting, or misaligned with their identity.

### III. Social Media

Social media can be a fun and rewarding way to engage with family, friends, and co-workers. However, the use of social media also presents certain risks and carries with it certain responsibilities. PCC recognizes that social media is also an important form of community engagement and an effective way to promote PCC activities. Therefore, PCC encourages its singers and families to engage with PCC on social media. At the same time, PCC maintains a standard social media policy to ensure that its singers, families, affiliates, and brand are represented in a responsible, positive, and appropriate way.

#### **Online Interactions**

Any singer, family member, staff member, or volunteer through his/her affiliation with the Pensacola Children's Chorus shares responsibility for portraying the name, likeness, image, and reputation of PCC in a professional and tasteful manner. This responsibility applies to all online content including, but not limited to, posts related to the activities, facilities, property, singers, staff, volunteers, family members, affiliates, images, logos, and brands of the Pensacola Children's Chorus. PCC reserves the right to request that any social media posting be removed if in its determination PCC deems that the post is derogatory, slanderous, misrepresentative, or inconsistent with the policies, brand, and image of the Pensacola Children's Chorus. Failure to adhere to this policy will result in disciplinary action and/or the reporting to local authorities.

#### **Respect & Responsibility**

In addition to the aforementioned policy, all affiliates of the Pensacola Children's Chorus agree to:

1. Respect the privacy of fellow singers, parents, chaperones, volunteers, and staff while posting online, especially if they do not wish for their name, image, or likeness shared on the internet;
2. Refrain from using social media to share images or information which portrays another individual in a negative manner or violates his/her privacy;
3. Refrain from circulating or engaging with offensive, derogatory, slanderous, or misrepresentative content regarding another individual or the organization, and;
4. Report any violation of the aforementioned policies to a PCC staff member.

### IV. Use of Personal Property

Individuals have the right to bring approved personal property to PCC-related activities. Individual property is subject to search by a PCC staff member and/or an appropriate agent if reasonable suspicion exists that a prohibited or illegally possessed item is contained therein.

Electronic devices are also subject to search. A staff member and/or appropriate agent shall have the authority to take a singer's cell phone and search its contents when a reasonable suspicion exists that a student is using his/her cell phone and/or social media in violation of the Code of Conduct. Singers must provide passwords necessary to access cell phone memory. Parent authorization is not required to conduct a search, though parents will be informed if a search has been completed.

### V. Singer Behavioral Expectations

In addition to the aforementioned policies, all PCC singers agree to these additional behavioral expectations:

1. Maintain a high level of self-control and personal responsibility;
2. Show respect for the PCC staff, volunteers, and their fellow singers;
3. Be supportive of their peers, as it is vital that everyone works together as a team and feels confident that their individual involvement contributes to the success of the entire organization;
4. Respect their personal property, the property of PCC, and the property of their fellow students, parent volunteers, and staff, and;
5. Refrain from using, possessing, or distributing any illegal substance (i.e. vape pens, alcohol, drugs, tobacco, and all other forms of contraband) at **any time**, including time spent outside of PCC activities.

## VI. Parent/Guardian Expectations

A singer does not participate in PCC's programs as a singular unit—his/her participation requires the coordination of the entire family. Therefore, all parents/guardians agree to the following policies to ensure that each child who participates can fully experience and enjoy all that PCC has to offer:

1. Collect and **read** any electronic or paper communications regarding PCC activities;
2. Notify the PCC office of any change in address, phone number, or e-mail;
3. Be self-sufficient and attempt to answer questions regarding PCC programs from information in emails or on the website (staff are always happy to assist, but please be respectful of their time);
4. Check the online calendar to keep up-to-date with the latest rehearsal, performance, and other event information;
5. Deliver singers safely to rehearsal no sooner than 15 minutes prior to the start time (unless special arrangements have been made);
6. Pick up singers promptly after rehearsals and performances;
7. Respect PCC's closed-rehearsal policy, which exists so that PCC can maintain a professional, artistic, and productive learning environment (this applies to all regular rehearsals, dress rehearsals, and pre-performance rehearsals);
8. Report all absences, tardies, and transportation issues to attendance line, Choir Representative, and/or Artistic Director;
9. Notify the Choir Representative if someone other than the singer's regular ride is picking them up from rehearsal (proper identification may be required);
10. Volunteer according to your time and talents to insure the success of all PCC singers in rehearsal and performance, and;
11. Agree to release PCC, its staff, parents, and volunteers of any liability for injury or illness of your child while they are participating in a PCC activity through the signing of a release form.

## VII. Volunteer Expectations

PCC cannot be successful without the assistance of a strong team of volunteers. It is expected that one individual per family volunteers at least TWICE during each season based on individual skills and availability.

Volunteers are viewed as an extension of the leadership of the PCC. While fulfilling volunteer responsibilities, parents/guardians acknowledge that their work is for the benefit of all PCC members, not simply his/her child. While parents/guardians will likely be volunteering in close proximity to their child, frequent doting or favoritism toward one or a group of children will result in reassignment or dismissal.

Volunteers derive their leadership and direction from the PCC staff. Choir representatives and crew area heads will coordinate specific volunteer areas. Questions or conflicts should be reported to a PCC staff member. In times of conflict, the decision of the Artistic Director is final.

PCC reserves the right to dismiss any volunteer, parent or otherwise, from involvement in PCC activities at any time and for any reason.

### **Volunteer Policies**

Volunteers agree to follow the following policies:

1. Report to volunteer assignment promptly and communicate unforeseen circumstances to the Volunteer Coordinator in a timely manner;
2. Wear a PCC-provided nametag at all times;
3. Refrain from bringing other children who do not participate in PCC activities to volunteer assignments, as this is not allowed, and;
4. Avoid wearing perfume or fragrance to any volunteer assignment.



### **Volunteer Code-of-Conduct**

PCC views its volunteers as an extension of its leadership. Therefore, volunteers agree to:

1. Work amicably alongside other parents and students in order to maintain a suitable climate for enhanced learning and growth;
2. Accommodate the needs of students with disabilities without question, reaction, or hesitation;
3. Cater any and all disciplinary action toward eliciting a positive response and improved behavior and promptly notifying any use of disciplinary action to a PCC staff member;
4. Refrain from shouting, yelling, or speaking to a student in an angry or emotional tone, as this behavior is absolutely unacceptable and will result in dismissal;
5. Strictly refrain from slapping, punching, hitting, pushing, or using any other form of physical or corporal punishment as a means to discipline a child including one's own (failure to comply will result in immediate dismissal and the notification of proper authorities);
6. Monitor and possibly correct student behavior to ensure that all students are being treated with kindness, fairness, and respect;
7. Avoid gossip and never speak negatively about a specific singer to another volunteer, parent, or student, and;
8. Immediately notify a PCC staff member of any suspicious behavior displayed by a student, parent, or volunteer which may be in violation of this Code of Conduct.

## **VIII. Enforcement**

Enforcement of the Code of Conduct falls under the purview of the PCC staff under the leadership of the Artistic & Executive Director, as empowered by the Board of Directors and dictated in the organization's by-laws. In all matters relating to the Code of Conduct, the determination of the Artistic & Executive Director shall be final, and will equally serve as the official ruling of the Pensacola Children's Chorus.

## **IX. Violations**

Violation of any of the behavioral standards or policies outlined in this document will be addressed on a case-by-case basis. Consequences and/or disciplinary action will match the severity of the violation. Anyone who wishes to challenge any consequence and/or disciplinary action must submit a written request to the Artistic & Executive Director. Changes in determination are not guaranteed.

Any person who observes a PCC staff member in violation of the Code of Conduct should notify the Artistic & Executive Director in writing. Alternatively, notification can be sent to the Chairperson of the Personnel Committee of the Board of Directors by e-mailing [board@pensacolasings.org](mailto:board@pensacolasings.org).

## **X. Retaliation**

PCC prohibits taking negative action against any individual for reporting a possible violation of this policy or for cooperating in an investigation. Any individual who retaliates against another for reporting a possible violation of this policy or for cooperating in an investigation will be subject to disciplinary action.

## **XI. Background Checks**

PCC reserves the right to require any volunteer to submit themselves to an FBI/BCI background check at any time and for any reason. Volunteers who refuse to cooperate will be immediately dismissed and prohibited from participating in any PCC volunteer activities until a check is completed.

## **XII. Acknowledgment**

All individuals—singers, parents, volunteers, or otherwise—must acknowledge that they have received, reviewed, and accept this Code of Conduct with their signature. Individuals who disagree or do not accept these policies may not participate in any activities of the Pensacola Children's Chorus.

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