

# MINISTRY OF MUSIC

All Souls Catholic Church and School  
(407) 322-7003  
allsoulsmusic.com

## ALL SOULS CHILDRENS' MUSIC POLICIES

### 2010-2011

The following policies have been adopted to create a safe environment for your children, to clarify questions that have been raised in the past, and address situations relating to the Children's Choir.

1) The choir program is not a substitute for the Extended-Care Program. Consequently, all children attending rehearsal are expected to be a full participant in the scheduled weekend. And as such, when illness or another emergency prevents them from participating, please phone the Music Office (407) 322-7003 and communicate the reason for the absence or e-mail: [musicdirector@allsoulsmusic.com](mailto:musicdirector@allsoulsmusic.com).

2) You will receive an e-mail reminder and/or a phone reminder for each occasion when the children sing outside of School Masses. The singing schedule will be posted on the Music Ministry website: [allsoulsmusic.com](http://allsoulsmusic.com)

3) Children coming to the program from other schools, should enter the Historic Chapel using the entrance off the center courtyard.

4) Children coming to the program from All Souls School will be handled through the following procedure:

**Grades 2-8:** the children will join Mr. David at the flagpole area following dismissal at 2:15 PM. During inclement weather, they will go to the Church Social Hall.

5) Rehearsals, unless otherwise posted, take place in the Historic Chapel from 2:30 – 3:30 PM.

6) Your child is expected to be present at each rehearsal. Unless a child has been absent or had an early dismissal from school, we are responsible for the safety of your children. Occasionally, All Souls School students remain in a supervised classroom or on the school grounds for tutoring or another school activity. We will need to get the children from that activity to attend rehearsal, unless we have prior notice from you. Otherwise, we have no way of knowing this was your intention. If your child has permission to attend something on the school campus during rehearsal time, please notify Mr. McGhee in the following way:

- a note or message through the All Souls School Office if your child is enrolled there, or
- a telephone call to the Music Office (407) 322-7003.

7) If children are being picked up earlier than the scheduled choir dismissal time, please notify Mr. McGhee prior to the rehearsal. If your child is a student at All Souls School, you may send a note or message through the School Office. We understand that emergencies occur. However, we cannot release a child to someone other than the custodial parent(s) without speaking with you or someone you have previously designated as an "authorized adult with permission to pick up your children." This would be a person(s) you designated on the

enrollment form, and can be updated throughout the year. Another exception would be authorized school personnel approving this release.

8) When rehearsals are concluded, children who are registered with the Extended-Care Program will be escorted to that location. Other children will remain in the Chapel to be picked up.

9) Children need to be picked up promptly at the conclusion of rehearsals. We understand there might be an occasion when you are unable to be there at the appointed time. Generally we can work with this if we have been made aware of the situation. Otherwise, children who have not been picked up 15 minutes beyond the conclusion of the rehearsal will be taken to the Extended-Care Program.

Thank you for allowing your children to serve All Souls Catholic Church & School through the Ministry of Music.

David D. McGhee  
Director of Music  
(407) 322-7003