# Chesapeake Youth Symphony Orchestra

## Family Handbook & Policies

## 2025–2026 Season

Reviewed: March 2026

Next Review: May 1, 2026

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# Welcome to CYSO

The Chesapeake Youth Symphony Orchestra (CYSO) is committed to providing young musicians with a high-quality musical education and performance experience. This handbook outlines rehearsal expectations, attendance policies, concert requirements, tuition policies, and important information for all CYSO families.

# Chesapeake Youth Symphony Orchestra

## Family Handbook & Policies

## 2025–2026 Season

Founded to provide exceptional orchestral training for young musicians, the Chesapeake Youth Symphony Orchestra offers students opportunities to perform challenging repertoire, collaborate with professional conductors, and grow as ensemble musicians.

## I. Rehearsal Location

**St. Anne's Parish Hall**

199 Duke of Gloucester St

Annapolis, MD 21401

St. Anne's Parish graciously provides rehearsal space and storage for CYSO instruments. Students and families must treat the facility and parish members with respect.

Facility guidelines:

- Do not unlock exterior doors without permission
- Dispose of trash appropriately
- Clean up after yourself

- Do not use parish supplies without permission

Occasionally scheduling conflicts may occur. Families will be notified of any changes.

# II. Rehearsal Schedule

## Monday – St. Anne's Parish

**Preparatory Orchestra — 5:30–7:00 PM**

**Chamber Orchestra — 5:00–6:30 PM**

**Strings Orchestra — 6:30–8:00 PM**

**Symphony Orchestra — 6:30–9:00 PM**

## Wednesday – Gail Vehslage Studio

**Flute Ensemble — 6:30–8:30 PM**

## Thursday – St. Anne's Parish

**Concert Orchestra — 6:30–9:00 PM**

**Jazz Ensemble — 7:00–9:00 PM**

# III. Drop-off & Pick-Up

Students should arrive 15 minutes before rehearsal to allow time to:

- unpack instruments
- set up chairs and stands
- tune instruments

Students may enter the building at 5:00 PM.

Students should remain inside the building until picked up.

Parents must pick up students promptly. All participants must leave the building by 9:30 PM

# IV. Student Responsibilities

CYSO musicians are expected to:

- Attend all rehearsals
- Attend all performances
- Practice regularly at home
- Bring music, stand, and pencil to every rehearsal
- Students must bring a portable music stand to every rehearsal.
- Respect conductors, ensemble managers, and fellow musicians

Students must not use instruments or equipment belonging to others.

## V. Attendance Policy

Orchestra performance requires consistent rehearsal attendance.

Students may not:

- Have more than 3 unexcused absences per season
- Have more than 2 excused absences per performance cycle
- Miss the two rehearsals immediately before a performance
- Miss a dress rehearsal

Excused Absences

- Serious illness
- Death in the family
- Religious holidays
- Required school performances on the same instrument
- College auditions (seniors)

Unexcused Absences

- Sports events
- Non-music school activities

Students must notify their Ensemble Manager at least three weeks in advance of conflicts.

Conductors may determine performance eligibility based on attendance.

# VI. Rehearsal Conduct

Students are expected to behave professionally during rehearsals.

- No eating or drinking during rehearsal
- Cell phones must be silenced and put away
- No talking while others are playing
- Follow conductor instructions at all times
- Show respect to fellow musicians

Students should not use instruments, equipment, or materials that do not belong to them.

## Bullying and Harassment Policy

CYSO is committed to providing a safe and welcoming environment for all students. Bullying, harassment, intimidation, or exclusionary behavior will not be tolerated.

Examples include:

- verbal harassment
- intimidation or threats
- exclusionary behavior
- inappropriate electronic communication toward members

Students or parents should report concerns to their Ensemble Manager, who will notify the Executive Director.

Serious or repeated incidents may result in disciplinary action including suspension or dismissal.

# VII. Instruments and Equipment

Students are responsible for their own:

- instruments
- music folders
- accessories
- portable music stands

Percussionists must bring their own sticks and mallets and assist with percussion setup.

CYSO is not responsible for lost or damaged instruments.

Families are encouraged to insure instruments through:

- home insurance riders
- specialized providers such as MusicPro Insurance.

## VIII. Music Distribution

Music is distributed through:

- email
- the student portal

Students must:

- print their music
- bring a folder and pencil
- bring music to every rehearsal and performance.

## IX. Music Preparation

Students should prepare music before rehearsals.

Practice tips:

- Practice slowly
- Use a metronome

- Set practice goals
- Listen to conductor instructions
- Understand the musical context of each piece

Students should arrive physically and mentally prepared to rehearse.

# X. Concert Preparation

Call Times

Call times are published about **one month before concerts**.

Students should arrive **15–20 minutes before call time**.

Concert Attire

**Ladies**

- Formal black top
- Long skirt, dress, or dress pants
- Black stockings
- Black shoes

**Gentlemen**

- Black tuxedo or black suit
- White shirt
- Black bow tie
- Black socks and shoes

**Jazz Ensemble**

- Black long-sleeved button-down
- Black pants
- Black shoes

## XI. Concert Etiquette

Audience members should:

- Remain for the entire concert
- Enter and exit only during applause
- Turn off cell phones
- Avoid flash photography

Recorded performances may not be uploaded publicly due to copyright restrictions.

## XII. Juries and Seating

Juries are held during each concert cycle.

Students perform selected passages for two jurors.

The conductor may:

- adjust seating
- re-audition top players
- select a Concertmaster

## XIII. Concerto Competition

CYSO hosts a Juried Concerto Competition each season.

Details are announced through ensemble managers and the website.

## XIV. Auditions and Registration

Students ages 8–21 may audition when openings exist.

Audition process:

1. Complete the online audition form
2. Pay the audition fee

3. Schedule an audition with the Executive Director

Students become members once:

- the $100 tuition deposit is paid
- registration is completed.

Some ensembles require annual re-audition.

## XV. Tuition Policy

- $100 non-refundable deposit required upon acceptance
- Remaining tuition due by first rehearsal
- Payment plans available with approval
- Tuition partially refundable if withdrawal occurs before September 30

Students joining after September may receive prorated tuition.

## XVI. Tuition Assistance

Tuition Assistance may be available for families with demonstrated financial need.

Families should contact the Executive Director for details.

## XVII. Communication

Important updates are sent by ensemble managers via email.

Families should monitor these emails for:

- schedule changes
- concert information
- announcements

Closures and cancellations will also be posted on the website.

## XVIII. Inclement Weather Policy

CYSO generally follows Anne Arundel County Public Schools closure policies.

Updates will be posted on:

- the website
- email notifications from ensemble managers.

## XIX. Leadership and Contact Information

**Executive Director**

**Dane Krich**

Phone: 443-758-3157

Email: execdir@cysomusic.org

Office Location

Maryland Hall for the Performing Arts

801 Chase Street

Annapolis, MD

**Website**

**www.cysomusic.org**

**Music Staff**

Julien Benichou — Music Director

Carlos Castrillon — Concert Orchestra

Robert Stojakovich — Strings Orchestra

David Kaufman — Jazz Ensemble

Gail Vehslage — Flute Ensemble

Preparatory Orchestra — TBD

**Board of Directors**

Rob Alexander — President

Jane Chambers — Secretary

Treasurer — Vacant

**Members at Large:**

Dana Bevard

Yvonne Lively

Yesook Suh

Ernest Green

**Administrative Staff**

Dane Krich — Executive Director

Lisa Feinman — Bookkeeper

## XX. No Rehearsal Dates

Labor Day — Sept 1

Yom Kippur — Oct 2

Thanksgiving Week

Holiday Break (Dec–Jan)

MLK Day — Jan 19

Presidents Day — Feb 16

Spring Break

Memorial Day — May 25

Additional rehearsals will be communicated through ensemble managers.