

CITYSONGS INFORMED CONSENT / REGISTRATION FORM 2006-07

Who we are and what we do

CitySongs is for children in 4th - 8th grade. *CitySongs* goals are: 1) healthy youth development; 2) musical achievement; and 3) positive community impact.

CitySongs rehearsals

4:30 - 6:15 p.m. at Rondo Education Center - 560 Concordia Ave., St. Paul (enter through the red doors of Benjamin E. Mays School).

CitySongs staff members are at the rehearsal site from 3:30 p.m. on Tuesdays and Thursdays for children who arrive early. (We call this time "Power Hour." It includes time for homework, snack, as well as music activities supervised by CitySongs staff and volunteers.) Please note the different sites and times for different days.

CitySongs is a joint project of the University of Minnesota School of Social Work; the University of Minnesota College of Education and Human Development; the Hallie Q. Brown - Martin Luther King Center, New Foundations, and Rondo Community Education. The **CitySongs** staff are: Cheryl Reeves, music director; Jerri Wagner, social work and education (SWE) director; Zara Kivi Kinnunen, director of operations/development; Rachel Goplin, Jackie Hill, and Jamie Richert, SWE interns; and Helen Kivnick, founder/executive director. Our Web site is <http://citysongs.umn.edu>.

Performances

CitySongs performs 15–20 times during the year (mostly evenings and weekends), and we will send home frequent notes with performance information. Transportation is provided from our rehearsal site to each *CitySongs* performance. Parents are strongly encouraged to attend all performances, and for most events parents are welcome to ride with us. Parents are also welcome at each rehearsal and are encouraged to volunteer at rehearsals and help chaperon performances.

Studio Recording

During the year we work with guest musicians, choreographers, and performers. At the end of the year, **CitySongs** members who have shown the ability to work hard and follow directions well are invited to go into a recording studio and participate in laying down tracks for a CitySongs CD.

Social Work and Education

The focus of the social work staff is to support **CitySongs** kids' strengths around behavior, socializing, learning, and emotions. Because one of our goals is healthy youth development, part of each rehearsal will include time for large- and small-group exercises. These include discussions/activities about: the song lyrics, erasing prejudice and racism, goal setting, conflict resolution, stereotypes, anger/stress management, community service, peer pressure, and building relationships and personal bridges. These activities are the responsibility of the social work/education director and social work student interns. The social work staff also work with individual **CitySongs** members on issues that are taking away from the full group making progress.

Evaluation

Every *CitySongs* Kid and their parents must participate in the **CitySongs** evaluation which includes: 1) Our keeping track of *CitySongs* attendance and behavior, 2) Our tracking school grades, behavior and attendance by communicating with classroom teachers, 3) Having an interviewer speak with individual *CitySongs* students and their parent/guardian at the end of the year. (After students have been out of CitySongs for at least two years, an interviewer may contact and come speak with individual CitySongs students, and perhaps check in with their parent/guardian, as well.) For all these interviews, *CitySongs* staff will **not** be told which individuals gave what answers. We understand that some of the information to be gathered is private, and it is kept all confidential. All evaluation materials and participant files are stored in locked files, in a locked office. We must evaluate *CitySongs* for several reasons: 1) Program evaluation allows staff to best meet the needs of participants; 2) Funders require us to provide annual evaluation reports; and 3) As a project of the U of MN, we want to understand how participating in positive, constructive activity helps young people develop strengths and skills now, and also for the future.

Please look to the staff as a resource for information about musical performance, social skills, education, the University, or social service issues. Most of all, we want to work with the families of all *CitySongs* Kids. It is important for you to know that state law requires **CitySongs** staff and volunteers to be mandated reporters if we are concerned about the welfare of a child.

The decision to join **CitySongs** is entirely voluntary. When a student joins **CitySongs**, we ask for at least a semester (three- to four-month) commitment to the program; however, students are encouraged to participate for the entire school year. There is no registration fee. Deciding to stop will not affect a child's participation in any other program at Rondo Community Education or any current or future relations with the University of Minnesota.

What we need each parent or guardian to do, please:

1. **Give us your written permission for your child to participate.**
Your consent is required for your child to participate in **CitySongs** rehearsals, performances, field trips, and other activities—and associated transportation. We will not be seeking further written permission for performances or activities throughout the year, except if a performance means that your child needs to be excused from school. ***By signing this form you release and agree to hold harmless and to indemnify the CitySongs staff and volunteers, officers, directors, the University of Minnesota, and New Foundations affiliates from any claims, losses, or expenses incurred by or on behalf of your child, yourself, or your child's family.***
2. **Attend performances.** Your child needs you to see them shine. We will do our best to support your attending as many performances as possible. PLEASE COME!
3. **Complete the school information sheet and sign the attached school record permission form for the *CitySongs* evaluation.**
4. **Give us the name of another adult to contact in case we can't reach you in an emergency and the name of a transportation back-up contact for times when you are unable to transport your child.**
5. **Pick up and drop off your child on time.**
It is your responsibility as parent/guardian to arrange for your child's ride to and from rehearsals. As part of signing this form, you are asked to provide information about your child's regular transportation arrangements. **CitySongs** does not have staff to supervise young people after rehearsals. **CitySongs** cannot provide staff to wait with young people more than 15 minutes after the conclusion of our activities.
6. **Call the CitySongs office (612/624-8725) in advance when your child cannot attend a rehearsal or performance.** *This includes illness, conflicting plans, or if you need support with a one-time transportation conflict.*
7. **Support your child's behavioral success in CitySongs by reading, signing, and enforcing the guidelines outlined in the "Agreement for all Participants".**
8. **Take part in the CitySongs evaluation (described above).**
9. **Complete all the pages in this registration packet.**
10. **Sign up for your contribution to CitySongs.** It is essential that every parent, as well as every child, make some kind of positive contribution to **CitySongs**. We know everyone is busy!!! So we ask you for a one-time commitment, in writing, to do one of the following (or clarify with staff some other way that you would like to contribute to **CitySongs**): chaperone kids at performances; bring a healthy snack for the whole group; carpool with other **CitySongs** kids; tutor during Power Hour; arrange for a performance invitation; do a presentation or workshop at a rehearsal; successfully recruit new **CitySongs** kids and volunteers; introduce **CitySongs** to other community members and funders; and, of course, a financial contribution is always welcome. Parent involvement and contribution are important!

BEFORE YOU SIGN THE CONSENT, PLEASE READ THE FOLLOWING:

A. Photos, TV, and Radio. Sometimes in rehearsals, field trips, and performances we take videos, still pictures, sound recording, digital images, printed information (media) of the *CitySongs* students. We use these for publicity, as keepsakes for the participants, and as a record of the *CitySongs* program.

B. Recording Project. Participation in the recording is entirely voluntary; it does depend on behavior in rehearsals/performances and on the student having learned the music. *CitySongs* pays the cost of the recording project and provides each participant with a free copy of the final product (tape or CD). *CitySongs* uses our recording as a teaching tool, for publicity, and to help explain our program to donors and other people in the community. *CitySongs* also sells copies of the recording to help pay for the *CitySongs* program. You and/or your child will not receive payment for participating in the recording project, now or in the future.

C. Discipline. Please go over the “**Agreement for all Participants**” with your child. We will contact parents to work with us and to help children stick to this agreement.

D. Performances. *CitySongs* staff will let you know of upcoming performances and details as early as possible. **For all performances students are required to wear either plain black bottoms (skirts must be worn with black tights; please do not wear a jumper), plain black shoes and socks (no flip-flops or sandals are allowed), and a plain white shirt.** From time to time we will wear black bottoms with a *CitySongs* T-shirt, but we will let you know in advance. Please contact the SWE director (612/625-8725) in advance if you do not have and are not able to purchase these articles of clothing.

Most performances involve the entire *CitySongs* choir, but not all performances can accommodate the large group. In these few instances, the small ensemble will perform or staff will choose particular children. Those selected will be informed of the performance details.

E. Transportation. *CitySongs* provides transportation to performances (in a rental bus, University vehicle, or New Foundations vehicle). On occasion, staff transport children to performances (or rehearsals) in their own cars. *CitySongs* students who are not performing in a given concert (for disciplinary reasons) may ride to the performance with the rest of the group. Non-*CitySongs* Kids may **not** ride with the group.

F. First Aid. *CitySongs* will administer first aid for minor scrapes and cuts, splinters, etc. We will NOT give out medication (including Tylenol) without written parental approval.

By signing this consent form, you give CitySongs permission to work with your kids in all of the ways described above.

Please read the front and back of this form and ask us any questions that you may have. Each youth must have written permission to participate in *CitySongs*. Please print clearly.

Name of Child _____ Age _____ T-Shirt Size(adult) S M L XL 2X

School attending _____ Grade _____ Teacher/Counselor's Name _____

Male/Female _____ Race/ Ethnic background _____ Birthdate _____

Street Address _____ City _____ Zip _____ Home Phone _____

Name of parent / guardian _____ E-mail address _____

Day Phone _____ Eve. Phone _____ Cell Phone or Pager number _____

How will your child get home after *CitySongs*? _____

Preferred medical emergency site and address: _____

Doctor's name _____ Phone _____ Name of insurance _____ Policy number _____

List any special medical conditions, allergies to medications, or food allergies that your child has:

List any medications that your child is taking _____

List medications (e.g., Tylenol, Ibuprofen, Cough Syrup, etc.) that staff may administer to your child, if necessary:

When parent not available:

Emergency contact person _____ Relationship _____

Day phone _____ Evening phone _____ Cell Phone _____

May we please share your address / phone number with other *CitySongs* families? Yes _____ No _____

When transportation issues arise, we need parents to help each other get their kids to *CitySongs*. Parents helping one another with transportation helps build a stronger *CitySongs* community for everyone.

Is your child eligible for free lunch? (Yes ___ / No ___) or reduced lunch? (Yes ___ / No ___)

Volunteering: I will volunteer to (circle one or more):

Chaperone Performance Bring Snacks Car Pool Arrange Performance Invitation Other (see #10 on pg 2)

Statement of Consent: I have read the above information, and I understand it. I have had my questions answered. I consent to have my child participate in *CitySongs* as described above. In the event of a medical emergency, I agree that *CitySongs* should take my child to the nearest/most convenient health care facility. I, or my insurance, will pay for any medical expenses. I also understand my signature gives permission for: my child's picture to be used for *CitySongs* promotion (if they should appear in a photo or video); *CitySongs* to transport my child when deemed necessary; *CitySongs* to administer first aid. (All is explained in detail in the packet.)

Parent's signature* _____ Date _____

****This form is valid for one year from the date of the signature***

School Information

As you know, CitySongs is about healthy youth development, artistic achievement, and social justice. In other words, **we help grow healthy kids who learn about and use music to make a difference in their community by singing and dancing about making peace and celebrating diversity.** One important piece of Healthy Youth Development is school achievement. Involvement in the arts can have a positive impact on a student's school performance. At CitySongs, we believe that involvement in our program DOES help students do better in school. Again this year, as a small part of our program, we are going to be focusing on school performance. Specifically, we want to encourage all CitySongs kids to do their best in school attendance, behavior, and grades.

We will be offering time and help at each Power Hour for students to do their homework. We will need to make contact with each CitySongs student's teacher at the beginning, middle and end of the year. We will be encouraging students to do their best in school by attending regularly and doing their best. As part of the registration, we need some information from parents- and we need each student/ parent to complete the academic release form.

Will your student be attending Power Hour?

Tuesdays (3:30, Rondo) Thursdays (3:30, Rondo) Both days No Not Sure

If your student is attending Power Hour, what do you think is most important for them to be doing during that time (Please rank 1-3))

____ Homework ____ Practicing Music ____ Unwinding after a long day ____ Other

Comments:

Is there a subject that you would like your student to focus on/get extra help with?

What school does your child attend? Please list all of your child's teachers and the areas they teach:

How would you describe your student's:

School Attendance:

Behavior:

Grades:

This year we would like you and your child to set an academic and behavioral goal for the semester, specifically related to CitySongs.

Academic Goal:

Behavior Goal:

CitySongs

90 Peters Hall · 1404 Gortner Ave · St. Paul MN 55108
Phone: (612) 624-8725 · Fax: (612) 625-8142

CONSENT FOR RELEASE OF SCHOOL INFORMATION TO CITYSONGS

I, _____, the parent/guardian of _____, date of birth, _____ who is a student at _____ (school), hereby grant my child's school, and the St. Paul or Minneapolis Public Schools, full permission to release any information or records concerning my child's academic progress, health and/or conduct to *CitySongs*, a program of the University of Minnesota School of Social Work. I also give my child's school and the St. Paul or Minneapolis Public Schools full permission to discuss my child's academic progress, health, and conduct with *CitySongs* staff members. This release is fully effective for one year from today's date.

Adult's Name (Print)

Adult's Signature

Address

Date

CitySongs
Agreement for All Participants
2006-2007 Program Rules and Expectations

At CitySongs we want everyone to feel confident, safe and respected so that we can sing, learn, and have fun together.

For CitySongs to be its best, we must all agree to commit to...

Being Respectful:

- Be honest and trustworthy.
- Honor other's personal space and property; Keep your hands and feet to yourself.
- Listen and pay attention to staff and other students.
- Check your tone of voice when you speak and use polite words.
- Value others for who they are- do not hold stereotypes or prejudice.
- Help all new members and staff feel welcome and at home in the group.
- Follow the rules.
- Respect yourself.

Being Responsible:

- Learn your singing parts.
- Tell the CitySongs staff if your address or phone number changes.
- Do what's right; regardless of how those around you are acting.
- Come prepared to rehearsals and performances (attitude, uniform, homework).
- Be on time for practices and performances, and be picked up on time. Call the office in advance when you can't be at a rehearsal or performance (612-624-8725).
- Take part in the *CitySongs* evaluation, as explained before.

Prepare seriously for performances. To participate in any performance, you must:

- Be formally enrolled in CitySongs (you must have turned in these forms).
- Attend the two rehearsals immediately preceding the performance.
- Show staff that you know all the words to all the songs.
- Show staff that you can sing your part on pitch. We'll work with you so that you will be able to do this. If you're having trouble with your part, tell a staff member so we can help.
- Dress as instructed for performances, and make sure to look your best.

Being Safe:

- Promote peace instead of violence.
- Remember that CitySongs is violence free, drug free, gang free, & weapon free.
- Do not make fun of others or put them down.
- Do not touch, take, or vandalize things that do not belong to you
- Do not bully or intimidate others
- Avoid gossip or other behaviors that could start a conflict
- Follow all safety rules in the van and/or bus.

Being a Positive Community Member:

- Be friendly to those you know as well as those you don't
- Help and encourage others kids.
- Help and support Staff.
- Respect the rules of the host sites as well as CitySongs.
- Do not act in ways that are disruptive or distracting to other kids or staff.
- Share.
- Come ready to do your best- seek help from others when you need support.

To be in CitySongs you MUST commit in writing to the terms of the Agreement.

Consequences for breaking the rules

1. The student will be required to talk with staff about what happened.
2. The student will need to complete a Fix-it plan describing what happened and how to Fix-it; including making a plan to ensure that it does not happen again. The Fix-it plan must be completed by the end of rehearsal or by the beginning of the next rehearsal.
3. The student's parents will be called and a copy of the Fix-it plan will be mailed home.
4. If a student breaks a safety or legal rule, a parent/ guardian will be called and the student will be sent home immediately. Dangerous or illegal behavior at CitySongs can result in suspension or expulsion from the program.
5. Failure to correct a behavior addressed in the Fix-it plan, or a repeated need for Fix-it plans will result in a meeting with the CitySongs staff and parents to evaluate the possibility for continued participation in the program.

In addition to trying your hardest to be respectful, responsible, safe and a good community member, at CitySongs we ask that all participants come ready to work hard, to be a good choir member, and to help us make CitySongs the best it can be. We value what students have to say so throughout the year, and at the end, we will be asking you to help with our evaluation.

By signing this agreement, you are committing to follow the rules listed above and to positively participate in all parts of CitySongs.

CitySongs Student's Statement of Consent:

I want to be part of CitySongs! I agree to positively participate in all parts of the program, and to follow the rules listed above. I agree to talk to an interviewer at the end of the year, about my experience in CitySongs; my name will not be reported with this interview. I understand that CitySongs staff may talk to my teachers and track my school grades. I understand that all this information will be kept private, among CitySongs staff. I agree to be contacted by CitySongs after I have been out for at least two years, to see, at that time, if I'm willing to talk to them about CitySongs and my life in general.

I have read the above information and I understand it. I want to participate in CitySongs and I agree to the above.
Student Signature and Date: _____

Parent/ Guardian Statement of Consent:

I have read the above information and I understand it. I will encourage my child to follow this agreement.
Parent Signature and Date: _____

CitySongs is a free program that seeks to serve youth from low to moderate income households. Our funders are also trying to reach youth that might not be able to afford expensive music lessons. Therefore, we have to show our funders what percentage of CitySongs members are low to moderate income. Please fill out the attached income form.

Income Affidavit

CitySongs is being assisted with Community Development Block Grant (CDBG) funds provided through the City of St. Paul, which it receives from the U.S. Department of Housing and Urban Development (H.U.D.). A requirement of this assistance is that we collect income data of persons who participate in our program. This information will be stored in our office, unless we are audited by H.U.D. It will not be disclosed or released by this office without your consent, except to the City of St. Paul and to H.U.D. and only if requested.

Is your household female-headed? (for statistical purposes?) Yes No

Please check the race(s) that represent your family (for statistical purposes):

- Black/ African American Hispanic/Latino
- American Indian/ Alaskan Native Asian
- Native Hawaiian or Other Pacific Islander White

What is the number of adults and children living in your family (including yourself)? _____

For the past year what was the total family income (before taxes) for all members of your family? Please check the appropriate response across from the family size you listed above.

1 member:	<input type="checkbox"/> \$16,100 or less	<input type="checkbox"/> \$16,101 - 26,850	<input type="checkbox"/> \$26,851-40,250	<input type="checkbox"/> \$40,251 or more
2 members:	<input type="checkbox"/> \$18,400 or less	<input type="checkbox"/> \$18,401 - 30,700	<input type="checkbox"/> \$30,701-46,000	<input type="checkbox"/> \$46,001 or more
3 members:	<input type="checkbox"/> \$20,700 or less	<input type="checkbox"/> \$20,701 - 34,500	<input type="checkbox"/> \$34,501-51,750	<input type="checkbox"/> \$51,751 or more
4 members:	<input type="checkbox"/> \$23,000 or less	<input type="checkbox"/> \$23,001 - 38,350	<input type="checkbox"/> \$38,351-57,500	<input type="checkbox"/> \$57,501 or more
5 members:	<input type="checkbox"/> \$24,850 or less	<input type="checkbox"/> \$24,851 - 41,400	<input type="checkbox"/> \$41,401-62,100	<input type="checkbox"/> \$62,101 or more
6 members:	<input type="checkbox"/> \$26,700 or less	<input type="checkbox"/> \$26,701 - 44,500	<input type="checkbox"/> \$44,501-66,700	<input type="checkbox"/> \$66,701 or more
7 members:	<input type="checkbox"/> \$28,550 or less	<input type="checkbox"/> \$28,551 - 47,550	<input type="checkbox"/> \$47,551-71,300	<input type="checkbox"/> \$71,301 or more
8 members:	<input type="checkbox"/> \$30,350 or less	<input type="checkbox"/> \$30,351 - 50,600	<input type="checkbox"/> \$50,601-75,900	<input type="checkbox"/> \$75,901 or more

If requested, I agree to make my financial records available to the City of Saint Paul or H.U.D. for verification of the above information.

I certify that the information above is, to the best of my knowledge and belief, a true, correct and complete statement of my financial condition as of the date stated herein.

 Name Address Date

Note: Section 1001 of Title 18 of the United States Code (Criminal Code and Criminal Procedures) should apply to the foregoing certification.