



**DR. E. P. SCARLETT
MUSIC PROGRAM
HANDBOOK**

2026 - 2027

220 Canterbury Drive S.W
Calgary, Alberta T2W 1H4
Telephone: 281-3366

Paul Brown: pjbrown@cbe.ab.ca
Martijn van Galen: MJvanGalen@cbe.ab.ca

TABLE OF CONTENTS

Page 3	Philosophy
Page 4	Music Program
Page 4	Instrumental Music Program - Instrumental Music 10/20/30 - Music 15/25/35 Concert Band - Music 15/25/35 Jazz Ensembles - Instrumental Jazz Combo
Page 5	Choral Music Program - Choral Music 10/20/30 - Concert Choir 15/25/35
Page 6	Music/Physical Education 10
Page 6	Band Instruments
Page 7	Music Directors

EPSMPA (E.P. Scarlett Music Parents Association)

Page 8	Music Resource Fee
Page 9	Concerts
Page 10	Festivals and Tours
Page 11	Uniforms - Uniform Deposit - Student/Parent Responsibility - Band Uniform – Female - Band Uniform – Male - Jazz Uniform - Choir Uniform – Female - Choir Uniform – Male
Page 13	Fundraising AND Student Travel Accounts
Page 13	Student Travel Account Management
Page 13	Moonlight Knights
Page 14	Volunteers
Page 14	EPSMPA Executive
Page 15	Police Checks for Volunteers

APPENDICES

Page 16	Music Calendar
Page 17	EPSMPA Meetings

MUSIC PHILOSOPHY

Music is in everyone. It permeates our entire existence. It moves us to tears and laughter; it inspires us to move and it relaxes us to rest and sleep. It has existed as long as humans have. It has been recognized as one of the eight types of intelligences, is intrinsic to all people, regardless of race, religion or social background. It stands to reason that systematic development of musical skills, knowledge and perception is fundamental to the total development of the individual.

Music impacts a student as:

- A performer. It is a form of expression that is in constant scrutiny of the masses. Performance will allow the student to experience the exaltation of creating something that did not exist before.
- A listener, evaluator, consumer, and historian. It is important that students acquire the ability to be a discerning listener, to identify various musical forms and accept them for what they are, and to develop an understanding of music of the past, present, and future.
- A composer. The creation of something that did not exist before is a very powerful ability/skill. As students experience the results of their creation, they become innovators of tomorrow.
- Music is in everybody and it impacts us all. It can inspire us to achieve far beyond expectations and push us to excel. Lifelong involvement in music and investment as a musician helps us to thrive as contributing, active, critical, and conscientious members of society.

Goals of the Music Department:

- To develop music appreciation.
- To enhance skills in performing, listening, and composition.
- To encourage students to experience a part of their potential both as individuals and as part of a team.
- To enhance the ability to understand and evaluate a variety of music and genres.
- To help students be aware of the role that music has in society.

MUSIC PROGRAM

The Dr. E.P. Scarlett Music Program is a combination of instrumental and choral music programs, which include classes, concerts, festivals, tours and extra-curricular music activities.

INSTRUMENTAL MUSIC PROGRAM

The instrumental music program is a course of study that provides the student with a comprehensive introduction to music performance. Along with performance skills, there is a comprehensive study of music theory as it pertains to the performer. A historical perspective will also be part of the course, again, from a performance perspective. **All students enrolled in the Instrumental Music 10/20/30 program are automatically registered in the Music 15/25/35 Concert Band program.**

1. Instrumental Music 10/20/30

- Pre-requisite: prior level of study or teacher permission
- Co-requisites with Concert band 15/25/35. Full year program
- Classes held during school hours. 5 credits
- Music 10 furthers the musicianship and skill development initiated in jr. high music 7/8/9. Students will develop competencies and strive for excellence in the areas of performing, listening, creating, researching and valuing music
- Music 10/20/30 progressively develops instrumental performance, theoretical knowledge, ear training, and an appreciation of music history. Performance elements include: technical facility, pitch, rhythm and literacy, tone production, stylistic articulation, tempo and pulse, dynamics, intonation, breath control and phrasing.
- Instrumentation is limited to: flute, oboe, bassoon, clarinet, bass clarinet, alto sax, tenor sax, bari sax, trumpet, French horn, trombone, euphonium, tuba, string bass, percussion.

2. Band 15/25/35

- Co-requisite: Instrumental Music 10/20/30
- Rehearsal classes in mornings (J Block).
- Students will enjoy the pure performance elements of acoustical wind band in real performance situations by a) demonstrating music skills through rehearsal and performance b) demonstrating individual responsibility as collaborative members of an ensemble c) understanding, analyzing, and appreciating musical performance.
- Band 15 – Concert Band (Grade 10) 3 credits
- Band 25/35 – Symphonic Band (all Gr 11&12) 5 credits
- Band 25/35 – Wind Ensemble (Gr 11&12) 5 credits

3. Instrumental Jazz 15/25/35

- Co-requisite: Instrumental Music 10/20/30.
- This course is complimentary to the Music 15/25/35 Concert Band course. Jazz students must be registered in both.
- Placement auditions occur in September.
- Full year program: Jazz 1 & 2 are 5 credits.
- Classes occur in the J block (before or after school).

- The jazz program is an elite ensemble that explores the more contemporary genres of music such as swing, latin, blues, funk and rock.
- Instrumentation is limited to saxophone, trumpet, trombone, guitar, bass guitar, piano and drums.

4. Instrumental Jazz Combo

- Co-requisite: Jazz Ensemble 15/25/35.
- Auditioned ensemble: Auditions in September.
- Rehearsals twice a week outside of regular timetable.
- This ensemble will explore various forms of jazz literature. It will also focus on improvisational techniques, transcriptions and standards from conventional song books.
- This course is offered in years where interest and timetable space exist.

CHORAL MUSIC PROGRAM

The choral music program offers the opportunity for students to engage in an ensemble of like-minded individuals who are passionate about singing. The classes are designed to foster growth and allow for any student to progress and development skills both as a individual and as a member of a team. All students enrolled in the Choral Music 10/20/30 program will be automatically registered in the Music 15/25/35 Concert Choir program as well.

1. Choral Music 10/20/30

- Pre-requisite: none
- Co-requisite: Choral Music 15/25/35
- Classes held during school hours. **5 Credits**
- Choral Music 10. The basis of this program is to provide the student with enough skills to be a successful vocal performer in any situation. Voice production and voice care are emphasized.
- Choral Music 20. The focus is the vocalist as a versatile performer as they are expected to participate in a variety of local settings including solos, duets, trios, chamber ensembles as well as full choir.
- Choral Music 30 is the culmination of the vocal program. Expertise in vowel treatment, linguistic tendencies and appropriate vocal stylization will all be introduced and explored.

2. Concert Choir 15/25/35

- The concert choir is designed to allow students and those enrolled in Choral Music 10/20/30 to apply the skills and knowledge they have accrued in a performance ensemble.
- Pre-requisite: none
- 5 credits – full year program
- Rehearsals begin in September
- Rehearsals outside regular timetable twice a week in term 1 (Mondays and Thursdays after school from 3:34 - 5:00 PM)
- Concert Choir 15/25/35 is the performing arm of Choral Music 10/20/30.

INSTRUMENTAL MUSIC 10/PHYSICAL EDUCATION 10

Students enrolled in Instrumental Music 10 will also be enrolled in a full year Physical Education 10 program. The two courses will run in the same block for the full year. Time will be split equally between the two subject areas.

*****IF YOUR TIMETABLE SHOWS BAND 10 OR P.E. 10 AFTER SCHOOL, PLEASE DISREGARD THIS*****

PERIOD BLOCKS ROTATE AS FOLLOWS:

MONDAY	TUESDAY	WEDNESDAY
WW – BAND	WW – P.E.	ETC.
BRASS – P.E.	BRASS - BAND	ETC.

BAND INSTRUMENTS

The music program has a wide variety of instruments in its program, depending on the band, including but not exclusive to:

- Winds (piccolo, oboe, bassoon, flute, clarinet, bass clarinet, alto saxophone, tenor saxophone, baritone saxophone)
- Strings (acoustic bass)
- Brass (trumpet, French horn, trombone, euphonium, tuba)
- Percussion (drums, timpani, xylophone, bells etc.)
- Keyboard and piano

A number of years ago, the CBE cancelled the music instrument loan pool. As a result, each school has inherited its current inventory to maintain and distribute for rentals. Therefore there is a finite number of each instrument that can be rented from the Dr. E.P. Scarlett music department. Instruments will be available for rent at the start of September. A second instrument can be rented if there is available stock. Instruments can also be rented from several music stores including St. John's Music and Long and McQuade. All band students must have an instrument for classes, rehearsals, and performances. Band classes begin the first week of school with **rehearsals starting on Monday, September 9th**.

Fees for instruments rented will be posted in powerschool on **October 15th**. All fees must be paid by **October 31st**. EPS has a compliment of the larger instruments for students to use during classes and performances due to size and portability. Students performing on these instruments should have instruments at home for practice purposes. Instruments are the responsibility of the student/parents. Please note that the band room is a place of high traffic and is not a secure environment. Though efforts are made to keep the contents of the room safe, it is not possible to constantly monitor the hundreds of instruments that are in the music rooms at any given time. Shelving is available in the main band room for temporary storage of owned or rented instruments/equipment, however leaving anything in the band room is at your own risk.

MUSIC DIRECTORS

Mr. Paul Brown

Email: pjbrown@cbe.ab.ca

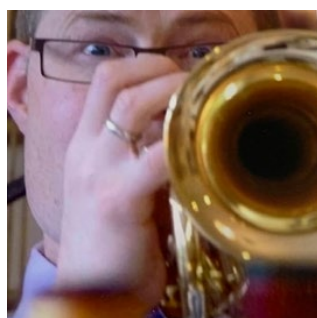
Paul James Michael Brown was born in Calgary Alberta. Early on, Paul's grandfather Jack Brown, a vocalist, donated a piano to the Brown family living room, and lessons began shortly thereafter with Deborah Finkleman. Music in school provided the opportunity to create and express music in an ensemble setting and this became a new passion. Paul later joined the Calgary Round-up Band followed by the Calgary Stampede Showband, with whom he travelled the world while completing his Bachelor of Music and Education at the University of Calgary. At the U of C, he studied trombone performance with James Scott and conducting from Dr. Glenn Price. Paul volunteered with the Round-up Band and discovered his calling. He finished his Education degree and began teaching with the CBE at A.E. Cross Jr. High 1995. After eight wonderful years, Paul accepted a position at Dr. E.P. Scarlett where he continues to enjoy working with some of the finest student musicians in the city. In the 90's and early 2000's, Paul Brown wore many hats while on the staff of the Calgary Round-up Band, Central Memorial Golden Rams, and the Stampede Showband. Paul Brown has been a committee member of the Alberta International Band Festival for the past 30 years and has also volunteered for the Vic Lewis Music Festival. He continues to play his trombone and performs with the Westwinds North Gold Jazz Band.



Martijn van Galen

Email: MJvanGalen@cbe.ab.ca

Formally educated at McGill University with a bachelor's in music (jazz concentration) and University of Calgary with a bachelor's in education, Martijn van Galen has enjoyed both having a busy diverse commercial performing career followed by what is now his 15th year in public education teaching music in both the UK and Canada. Although, improvisation and performing jazz are his first musical loves, Martijn has also professionally performed, conducted and/or recorded Reggae, Soca, Salsa, Afro-Cuban, orchestral, Avante-garde, short movies, music for the Brazil para-Olympics, Decidedly Jazz Danceworks, and thousands of shows (musicals) and function gigs while living in the UK, Japan and Canada. He is currently a member of the 9th Ave Big Band and Salsa band Distrito. After teaching at Oathall Community college, Chichester College and Oriel high school in the South of England he is honored to now work with the amazing EP Scarlett students teaching choir, choral music and instrumental jazz.



EPSMPA

E. P. Scarlett Music Parents' Association

Any parent/guardian of a student in the music program is automatically a member of the Music Parents' Association. EPSMPA is a non-profit organization that supports, promotes and enriches the music program. EPSMPA helps by coordinating chaperones and parental support as needed, fundraising to help support concerts, festivals, tours, instruments, facilities, clinicians and financial assistance.

MUSIC RESOURCE FEE

A music resource fee is assessed to all music (instrumental and choral) students. Fees are based on a complete school year but do not reflect the entire cost of the program. The \$285 fee is collected at the start of the year to pay for the many activities and opportunities our students benefit from as participants in the Scarlett music program. Collecting this single fee once make more logistical sense than coming to parents for multiple fees, like each time we get on a bus, bring in guest musicians, or purchase uniforms. The resource fee is designed to cover the costs of:

- summer drycleaning of uniforms
- purchasing new uniforms
- the purchase of personalized black embossed music folders
- festival registration fees
- busing for festivals, our concerts, and other in-city performance opportunities
- section clinicians
- guest conductors and workshops
- theatre rentals

The Resource fee does not cover the costs of tours or retreats. Full details of the EPSMPA budget are presented annually at the EPSMPA AGM in September.

Music Resource Fee - \$285.00

Register and pay online at <https://epscarlettmusic.com> by September 10

Refunds for Withdrawing students:

Recognizing that music fees cover expenses incurred evenly over the year, refunds shall be prorated as follows:

- Cancellation between beginning of school and October 31st - \$150
- Cancellation between November 1st and December 31st - \$75
- Cancellation after January 1 - \$0

Written requests must be made to the EPSMPA. No refunds will be given after January 1st.

CONTACT INFORMATION

Contact information is collected on the **online registration form**. Contact information will only be used for administration purposes and communications. Please provide a parent/guardian email address that is viewed regularly. The EPSMPA executive will maintain contact information in confidence.

CONCERTS

Concert performance is an integral part of the music program and attendance is mandatory.

Musician Concert Code of Conduct

- Please respect all Music Directors and volunteers.
- Please respect the Concert Hall. We are fortunate to perform in beautiful facilities as guests.
- Cell phones are not to be with you while in uniform.
- Please respect your fellow musicians and bands/choirs.
- Please arrive before call time.
- Full concert uniform is required for all concerts.
- There is absolutely no playing of any instrument outside of warm-up room, concert hall or clinic rooms.
- Once students are in uniform, they are expected to remain in full uniform until otherwise instructed to change.

Audience Concert Code of Conduct

- Please arrive 20 minutes early to find a seat, relax and look through the concert program.
- Please be a respectful audience. Applaud all performers. No talking during performances.
- Please remain for the **ENTIRE** performance and recognize all performers. Stay in your seat until the end of the performance or at least until the end of a movement.
- Cell phones are only to be used between songs or during intermission. Please do not use your phone or tablets to record the performances, as doing so is a distraction and inconvenience to those around you.

Noted below are concerts planned for the school year. Please mark these dates on your family calendar for planning purposes.

1. Winter Concert

- Date: November
- Location: Mount Royal University, Bella Concert Hall
- Participants: Concert Choir, Concert Band, Symphonic Band, Wind Ensemble, Jazz 1, Jazz 2, Jazz Combo

2. Jazz On Canterbury

- Dates: February
- Location: Dr. E.P. Scarlett High School
- Participants: Jazz 1, Jazz 2, Jazz Combo & Junior High Feeder Jazz Bands

3. Winds from the South

- Date: March
- Location: Jack Singer Concert Hall
- Participants: Concert Choir, Concert Band, Symphonic Band, Wind Ensemble, and Grade 9 Junior High Feeder Concert Bands

5. Moonlight Knights Year End Concert

- Date: May
- Location: Dr. E.P. Scarlett High School
- Participants: Concert Choir, Concert Band, Symphonic Band, Wind Ensemble, Jazz 1, Jazz 2, Jazz Combo
- Year-end concert for music program
- Silent Auction

6. Graduation Ceremony

- Date: May
- Location: TBA
- Participants: Concert Choir and Symphonic Band
- Graduation Celebration

FESTIVALS AND TOURS

Each year, tours are planned to enrich the music program and give students the opportunity to travel and perform at other venues. Tours usually include band/choral festival participation. The festival component allows students the opportunity to hear the best high school bands of the region, to perform in an adjudicated stage performance and to participate in clinics with adjudicators.

- Tour, festival and camp fees are assessed on a break-even basis.
- Tour, festival and camp fees are due prior to publicized due date.
- Fees for trips are collected by the school in power school
- For the senior tour, a non-fundable deposit and parent/guardian commitment must be provided to secure a place on the trip.
- Mandatory parent meetings are required by CBE for any trip involving an overnight stay.
- Both the student and parents/guardians must sign Music Student Code of Conduct.

Tour locations will be announced at the beginning of the school year.

1. Choral and Gr. 10 Band Retreat (approx. cost \$300)

- Date: November
- Camp Kindle
- Participants: All Choir Students and Grade 10 Band Students
- 2 day workshop, clinicians and guest conductors that jump starts the year and provides an opportunity for choir students to get to know each other.

2. Vic Lewis Festival (approx. cost \$400)

- Date: November
- Location: Canmore
- Participants: Grade, 11, 12 concert band and jazz students
- This is a non-competitive festival that kick starts the year and provides an opportunity for band students to get to know each other, listen to each other in addition to ensembles from other schools. Includes workshops, clinics, concerts, and masterclasses.

3. Alberta International Band Festival – Calgary Region

- Date: February
- Location: University of Calgary
- Participants: Concert Bands and Jazz Ensembles
- This is an adjudicated band festival for schools in the Calgary area.

4. Grade 11/12 Tour (approx. cost \$1000 - \$4500 pre-fundraising)

A major tour is planned every other year for Grade 11/12 band students and all choir students. A smaller tour is often planned in the years between. The opportunity for tour is usually provided to students enrolled in the Symphonic Band, Jazz 1 and Concert Choir. The actual performing ensembles of the tour are determined by the tour enrollment. Over the course of the last two decades, students in our program have traveled to perform in such locations as Sunpeaks B.C., Whistler B.C., Seattle Washington, Halifax Nova Scotia, Toronto Ontario, Anaheim/Los Angeles and New York City. Details of the Music Tour will be provided in late September or October.

CONCERT UNIFORMS

Major concert uniform pieces are loaned to students by EPSMPA and are mandatory for bands and choir non-school performances.

- Uniform fittings will be done in September.
- Students may choose to wear either the feminine or the masculine versions of the uniform.
- Uniforms are provided upon submission of the uniform deposit and payment of the music resource fee.
- Yearend dry cleaning of the uniform is included in the music resource fee.

1. Uniform Deposit - \$250.00

A post-dated (**June 1 2027**) uniform deposit cheque in the amount of \$250.00 is required at the beginning of the school term to cover repairs and missing pieces. Deposit cheques are shredded when the correct uniform items are all returned in good condition at the end of the school year.

2. Student/Parent Uniform Responsibility

- Provide all “non-provided” uniform pieces.
- Hem skirt/pants with slipstitch. This is a temporary hem only. Do not machine stitch or use iron-on hem tape. **DO NOT CUT OFF EXTRA FABRIC.**
- Ensure uniform is clean and pressed for each performance. Use cool iron with cloth protection.
- Skirts, pants, tux jackets, choir tops, cummerbunds and bow ties are **DRYCLEAN ONLY.**
- Band tux shirts are washed in cold water and hung to dry.
- Lost items will be charged at replacement cost and deducted from uniform deposit.
- Return uniform items, with hems released, on designated return date in garment bag (with name on bag) to uniform coordinator. You must return items issued. Once verified correct uniform is returned, deposit cheque will be destroyed.
- **Tuxedo shirts, shoes, studs and links that are not provided, are yours to keep.**

3. Band Uniform – Feminine

Provided:

- Black blouse (cold water wash, hang to dry)
- Long Tuxedo black skirt (dry-clean only)
- Garment bag

Not Provided:

- **Black shoes**, NO RUNNERS
- Black nylons/tights (no knee highs)
- Light make-up

4. Band Uniform – Masculine

Provided:

- Black Tuxedo Jacket & Pants (dry-clean only)
- Cummerbund and bow tie (dry-clean only)
- Garment bag

Not Provided:

- White tux shirt, cuff links & studs. Can be purchased at Black & Lee Tuxedo.
- **Black shoes**. NO RUNNERS
- Black socks

5. Jazz Uniform - All Genders

- Jazz shirt – ordered through Music office

Not Provided:

- Black dress pants (students are welcome to use tux pants or others dress pants)
- Black dress shoes. NO RUNNERS
- Black socks

6. Choir Uniform – Feminine

Provided:

- Blue Blouse (cold dry-clean only)
- Long black skirt (dry-clean only)
- Garment bag

Not Provided:

- Black camisole
- **Black shoes**. NO RUNNERS!
- Black nylons/tights (no knee highs)
- Light makeup, pins to hold longer hair back

7. Choir Uniform - Masculine

Provided:

- Black Tuxedo Jacket & Pants (dry-clean only)
- Blue bow tie (dry-clean only)
- Garment bag

Not Provided:

- White tux shirt, cuff links & studs. Can be purchased at Black & Lee Tuxedo.
- **Black shoes.** NO RUNNERS!
- Black socks

FUNDRAISING AND STUDENT TRAVEL ACCOUNTS

The EPSMPA provides fundraising opportunities throughout the school year that benefit each participating student. Participation is optional. Profits from each fundraiser that your family participates in goes into your student's travel account, and can be used to offset the cost of field trips. Examples of previous campaigns include: monthly grocery gift cards, ADmazing Coupon books, CESC shift work for Flames and Stampeder games, Bear Tracks, Purdy's Chocolates, Poinsettias, and meat/butcher orders. The campaigns are decided annually by the elected EPSMPA board members and fundraising coordinator. Fundraising ideas and suggestions are welcome by all music parents and students.

Student Travel Account Management

Fundraising profits are credited into student accounts. Records are kept for fundraised earnings of each student by the EPSMPA treasurer. Unless otherwise requested, the credits are saved up for the major tours that occur in grade 11 and 12, which can then be deducted from the tour payments. The credits can also be used in any grade for camps or festival trips. Such requests are made in writing and attached to the field trip paperwork or sent by email. Credits are carried over from year to year.

Credits cannot be refunded or paid out directly to students or parents, so at the end of grade 12, a decision can be made about any remaining credits in your account. Credits can be donated to the FAF (Financial Assistance Fund). Credits can also be transferred to siblings or to other students. After June 30th of each year, any unused and unassigned credits that remain in the account of students who leave the music program, are by default, transferred into the EPSMPA Financial Assistance Fund. The FAF is designed to help those who cannot fully afford to travel. If you would like to make a donation to the FAF at any time, please contact the music office.

Moonlight Knights raises funds for the music program

Each spring, the EPSMPA holds a dinner/dance/silent auction to raise money for the general music program account. All proceeds from this spectacular evening help to supplement the music program. Moonlight Knights raises thousands that will benefit all students in the program.

Money is raised by selling event tickets, and through fundraising activities such as raffles and a silent auction. Students canvas local businesses for donations, and we also ask that each

family provides one new, unused item to be included in the silent auction. We will also accept cash donations that can be used toward the purchase of larger items for auction.

All music parents are asked to participate in this event, by working on the planning committees, by assisting at the actual event, and by purchasing tickets to attend.

Information on fundraising programs
will be available at our website: epscarlettmusic.com

VOLUNTEERS

Volunteers are an integral part of our music Program. Whatever your schedule, we can use your help in any of the following areas:

- On the Executive or attend EPSMPA monthly meetings to assist the music directors and make the numerous decisions to enhance our music program. Become informed. Become involved.
- With fundraising activities. Coordinate one specific fundraiser or assist with several. Your suggestions and ideas are always welcome.
- Chaperoning students for concerts and on tours/camps.
- With our annual Moonlight Knights Dinner Dance/Silent Auction, the tradition continues! With over thirty years of history, Moonlight Knights is consistently our most impressive and exciting events of the year. Be on the committee and share your ideas and expertise. Detailed notes are available. It is a lot of fun as well as work. All music parents are asked to volunteer for a one half-hour to one hour shift during the evening of this event.

EPSMPA EXECUTIVE

Elections are held at the Annual General Meeting in September. The following positions are available.

- **Chairperson:** Responsible for chairing monthly meetings and preparing the agenda. Coordinates activities of EPSMPA and serves as liaison between music directors and EPSMPA.
- **Vice-Chairperson:** Assists Chairperson and assumes chairperson responsibilities when required. Usually moves on to the Chairperson position the following year. Responsible for Lancer Libretto communications.
- **Treasurer:** Prepares budget with music directors, reviews tour budgets, prepares financial statements, maintain EPSMPA financial records and student tour accounts.

- **Secretary:** Responsible for EPSMPA meeting minutes and distribution and general correspondence.
- **Fundraising Coordinators:** Individual/team of volunteers who organize opportunities for those interested parties to take advantage of fundraising opportunities.
- **Uniform Coordinators:** Responsible for working as a team to oversee all Uniform activities including: uniform ordering, fittings, distribution, returns, cleaning and deposits.
- **Volunteer Coordinator:** Responsible for coordinating volunteers for the various activities and field trips of the EPS music program.
- **Auditor:** Responsible for year-end Audit of financial records.
- **Moonlight Knights Coordinator:** Responsible for coordinating this major annual fundraiser, minimum of 6 committee members required.

POLICE BACKGROUND CHECKS FOR VOLUNTEERS

It is imperative that all parents that are able to volunteer for the music program complete the required police background check and CBE volunteer registration form. Several trips occur in the first few months of the year and are impacted by these requirements. The completion of these requests can take **1 – 2 months**, so it is important that we begin this process **at the start of the school year**.

Here is how to do it:

Step 1: Prospective volunteers must first register as a volunteer at the school office. Please bring a copy of ID (Drivers License) to Bonnie (our administrative secretary) in the main office. She will verify your identity and then help you with the remaining steps. The CPS has an online system, electronic Police Information Check (ePIC), which you will use to obtain your police check after you receive your CBE volunteer letter. Your clearance is also transferable from other CBE schools for that five year time period.

Step 2: You must also complete an annual CBE volunteer registration form. As the adjective “annual” suggests, this must be completed every year 😊

APPENDIX I

Music Calendar 2026 - 2027

2026:

Aug 31	First Day of Classes
Sept	Music Registration Music Resource Fee Collection Uniform Deposit and Fitting Instrument Rentals
Sept 1	Symphonic Band Meeting @ 11:50 am
Sept 2	Jazz Information Meeting @ 11:50 am
Sept 3	Choir Information Meeting @ 3:35 pm
Sept 8	6:30 PM - EPSMPA AGM ***ALL PARENTS TO ATTEND AGM*** This meeting will also cover all field trips. One parent sign in required.
Sept 8-11	Jazz Placement Auditions
Sept 10	Music Registration and Fees are due
Sept 10	First Gr. 11/12 Full Symphonic Band @ 7:25 am
Sept 10	First Concert Choir Class @ 3:35 pm
Sept 14	Jazz Classes Begin
Sept 16	First Gr. 10 Concert Band Class @ 7:25 am
Oct 16	All Ages Jazz Jam. 7:00 pm
Nov 6-7	Vic Lewis Music Festival (Canmore Gr. 11-12 Bands)
Nov 10	Remembrance Day Assembly (Symphonic Band and Choir)
Nov 16-17	Choral and Grade 10 Band Retreat
Nov 26	Winter Concert @ Bella Concert Hall (all musicians)
Dec 4	All Ages Jazz Jam. 7:00 pm @ MRU Nickle Theatre
Dec	Choir Feeder School Visits - TBA

2027:

Feb 5	Jazz Workshop (all jazz ensembles) 1:30 pm – 6 pm
Feb 9	Jazz on Canterbury Concert 6:30 PM in Scarlett Theatre
Feb 17-23	Alberta International Band Festival (concert bands and jazz bands)
Feb 26	CBE Sings (choir workshop and performance)
Mar 2	Winds from the South – Jack Singer (Scarlett concert bands and choir)
Apr	Senior Tour (dates TBA)
May 3	Music Monday Choir Performance @ Canyon Meadows Elementary
May 13	Moonlight Knights Year End Concert (All ensembles @ Scarlett)
May 31	Graduation Ceremony (11/12 band, Choir)
June	Choirs of the World (date TBA)
June 1	Instrument Return

APPENDIX II

EPSMPA Meetings 2026-2027

Location: Dr. E. P. Scarlett High School Staff Room, or online

September 8, 2026, 6:30 p.m. EPSMPA AGM in Theatre
Subsequent meetings for 2026-2027 TBA