

Sam Houston State University
Summer Music Camps

Camper Handbook

Music Conservatory
June 18 - 22, 2017

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REGISTRATION

Registration takes place on the first day (06/18/17) of camp in the Music Building (located at 1751 Avenue I). Registration will be held from 12:30 p.m. to 1:30 p.m. in Room 202. Registration will be scheduled according to the camper's last name and the instrument played. The camp office will notify you of the registration schedule via email. ***Long registration lines on the first day can be avoided if you will arrive at your appointed time.***

Registration is a 3-step process consisting of **(1)** signing into camp, **(2)** checking into the dorm and **(3)** meeting with applied faculty. Signing into camp is simple, provided your completed registration information is on file in advance with the camp office. ***It is suggested that luggage remain in the car until after dorm check-in has been completed.*** The camper will be given a meal card and a name badge that he/she must wear for the duration of the camp. The parent or guardian is asked to walk through registration with the camper until they meet with their applied faculty.

The camper's name badge, camp t-shirt and a packet of information including the camp schedule, locker assignment, dorm assignment, and a campus map (showing dorm, music building, and dining hall) will be given to parents at registration. The campers will receive their own schedule during the Sunday night rehearsal.

Once registration is finished, retrieve the camper's luggage, and then proceed to his/her dorm room. *A map to the dorm is provided in the registration packet.* Parking may not be convenient, so expect to carry luggage some distance. Climbing stairs may be required since there are no elevators in the dorms. The camper may not have time to unpack until later in the evening. At the dorm check-in, each camper will be given a room key. It is important that the camper keep track of this room key. (There is a charge of \$75 for a lost key and \$1 for a lost key-tag.) **Once the camper is checked-in to the dorm, parents must take the camper back to the music building for auditions.** Parents are encouraged to depart once the meeting begins.

Camp administrative staff and counselors will be on hand at the Music Building to answer questions and provide directions.

WHAT TO BRING

Dormitory Items:

- | | |
|-----------------------------------|---|
| a. Bed sheets (regular twin size) | f. Washcloths |
| b. Pillows | g. Hand soaps |
| c. Blankets | h. Hangers |
| d. Alarm clock | i. Cell phone (optional) |
| e. Towels | j. Toiletries (shampoo, soap, toothbrush, etc.) |

Clothing:

- Bring neat, casual hot-weather clothing. T-shirts must reflect good taste and shorts are acceptable, but should be an appropriate length.
- Bring comfortable shoes (we will be doing lots of walking over hills!)
- Bring a light jacket; the Music Building stays cold.

For the Grand Concert: Women may wear full-length skirts or dresses that are at least two inches below the knee (while sitting down). There should be no slits in the sides of the skirts/dress and blouses should not be low cut. Women may also wear a professional slacks outfit. Heels should be two inches or less and sandals

should not be worn.

Men may wear a suit (or coat), collared dress shirt, and tie or they may just wear dress slacks, collared dress shirt and tie with dress shoes. **The following attire is not allowed for the Grand Concert: jeans, miniskirts, skorts, t-shirts, sandals, flip-flops, shorts, hats, tennis shoes, anything immodest.** *There are no laundry facilities available during the camp. Campers should bring at least one change of clothing for each day of the camp.*

For rehearsals:

- a. Campers must bring their own instrument.
- b. Bring all necessary accessories (reeds, valve oil, etc.)
Oboes, Clarinets, Saxophones and Bassoons should bring extra reeds.

Other items:

- a. **Pack an umbrella/poncho**
- b. Snacks (optional - *Cooking in the dorms is not allowed*).
- c. Cell phones are allowed - but must be turned off during classes and rehearsals.

Money:

Campers may want to bring extra cash for incidental expenses, such as vending machines, video games at the evening activity, etc. For these items, bring change or one dollar bills. It is also common for campers to pool their resources and order pizza following evening activities (amount would depend on how many nights, the number of campers the student is sharing with, etc.).

The parent or guardian should decide the appropriate amount to send with the camper.

The camper will be responsible for managing his/her own cash.

HOUSING

Campers live with one roommate in the dorm room and the two campers share a bathroom. Counselors stay on the same floor with their assigned campers.

Although requests cannot be guaranteed, students may indicate a preferred roommate on the registration form. To *guarantee* a roommate assignment, both campers must request each other. If no preference is indicated, an effort will be made to match students of the same age, instrument, and/or school.

Dormitory buildings are assigned to the Music Camps by the Department of Residence Life. The SHSU Summer Music Camps office is not able to change building assignments. Each building is different and operational rules will vary. Generally, boys and girls are housed on separate floors, sometimes in separate buildings. Visitation between campers of the same gender housed on different floors is allowed at the discretion of the campers' assigned counselors. Boys are **not** allowed on girls' floors and girls are **not** allowed on boys' floors. In the event a housing shortage occurs, and boys and girls are housed on the same floor, counselor rooms will be placed between the two groups, and special rules will be invoked regarding use of the meeting rooms on that floor. If there is a meeting room on the floor, residents of that floor may use it as a gathering and visitation site. If the dorm has a main lobby, both boys and girls may visit in that location. A counselor will be present at this location.

Campers will not spend much time in the dorm during the day. Instruction, rehearsals, and activities take place in and around the Music Building. Between the hours of 7:00 am - 9:30 p.m., Campers will usually spend no more than two hours in the dorms.

Campers are advised to keep their rooms locked and to leave non-essential and valuable personal items at home. Never leave items of value unattended. The camp can not be held responsible for campers' personal money or other assets. Items left behind at the end of the camp will be held for two weeks. Also, due to the type of air-conditioning system used in the dorm, campers are NOT to open the windows.

Check-out is after the conclusion of the first Recital. A check-out list, detailing what to do (clean, put out trash, pack personal items, etc) and check-out instructions will be provided to campers a day ahead of check-out.

Each camper will be issued a key tag and a key to his/her dorm room. The key tag and dorm room key must be returned during check-out. Lost items will be charged to the camper: Key-tag = \$1; Dorm room key = \$75.

DORM CHECK OUT

You must check out of your dorm after the Grand Recital. A check-out list, detailing what to do (clean, put out trash, pack personal items, etc) and check-out instructions will be provided to campers a day ahead of check-out. It is important that you return your room key and key-tag so that you are not charged \$76.

TELEPHONES

There are no landlines available in the dorms, except the emergency phone lines. Campers may bring cell phones to communicate with their parents. Please note that campers are not to be on their cell phone during class lessons, sectionals, rehearsals, or when any staff member is giving instructions.

NIGHT ACTIVITIES

There will be a different activity each night. Sunday = Ice Cream Social; Monday = Game Room; Tuesday = Movie Night; Wednesday = Dance Party and Games; Thursday = Grand Concert

SUPERVISION

Our experienced counselors are SHSU undergraduate students or students that have recently graduated. The camp maintains a counselor-to-camper ratio of 1:12. Campers are supervised at all times by counselors or faculty. The Counselors are housed in the dorms alongside the Campers.

As a general rule, Campers are not given free reign of the campus. Campers will be allowed free movement within the music buildings, within Old Main Market, and on their dorm floor.

Campers are escorted by counselors every time they move from point A to point B (Music Bldg. to dorms, dorms to dining hall, etc.) at breakfast, lunch, dinner, and for evening activities. During the day, attendance is taken at the beginning of each class.

MEAL SERVICE

Three meals are served daily in the The General’s Market. Traditional breakfast items are included in the mornings. Lunch and dinners consist of fresh dough pizza and hamburgers, as well as 2-3 alternate hot selections. There is a variety of vegetables, delicious desserts, beverages and an assortment of breads and hot rolls. Service is cafeteria style and all-you-can-eat. **Meals are only provided for the campers.**

All meals are provided for Resident Campers. For Day Campers, Dinner is provided on the first day of camp, with Lunch being provided on the other days. Day Campers that wish to stay for the evening activities will need to make arrangements for dinner.

The General’s Market does not allow bags, jugs, and personal drinking cups in the cafeteria.

GRAND CONCERT

The Grand Concert will be held on the last day of each camp (Thursday, June 22). The performance will be at 5:00 p.m. Your child should be given their performance time by Monday night of the camp.

The concert will be held in the Performing Arts Center. (You will receive a map to the Performing Arts Center at registration.) All performances are free and open to the public. All campers must perform with their ensemble. The camp officially ends at the conclusion of the concert. Following the concert, **parents must take their camper to the dorms for check-out.**

CAMP SOUVENIRS

Official 2017 Summer Music Camp T-Shirt: Camp T-shirts are included with the cost of the camp.

Grand Recital Recordings: Sound Recordings of the Grand Recital will be available online, after the recital. Please check our website for more information after the Grand Recital.

Photographs: A professional photographer will take group and individual photographs during the camp. Pictures can be ordered during Sunday registration and will be ready for pick-up during the Grand Recital. ***Pictures may be paid for via cash, check or credit card.***

Packages are:	Package A - Memory Mate (4x5 of individual, 5x7 of section)	- \$25.00
	Package B- 2 5x7s, 8 wallets (individual only)	- \$25.00
	Package C - Memory Mate, 2 5x7s, 8 wallets	- \$35.00
	Package D - Memory Mate, 2 5x7s + 8 wallets, Group Photo	- \$40.00
	Package E -8x10 Group photo	- \$20.00

Pictures can also be purchased online after the Grand Recital on Thursday. However, the price will include an additional fee for shipping and handling. This cost will cover printing and mailing the picture to the camper's home.

The camp has worked out a pricing schedule with the photographer for pictures during the camp. After the conclusion of the camp, any pictures ordered will be at the photographer’s usual and normal pricing (which is higher).

LOCKERS

Campers will be assigned a locker in the Music Building for storing his/her instrument during meal times and overnight. Students may elect to keep their instruments in their rooms overnight, but they will be responsible for carrying the instrument back and forth to the music building. All lockers use a school-supplied combination lock. It is the camper's responsibility to ensure the locker is securely locked after each use. Sam Houston State University does not assume liability for lost or damaged instruments. We recommend that insurance be obtained for the instrument.

MEDICINES & ALLERGIES

Faculty and staff do not supply campers with medicine. If a Camper has medicine that needs to be taken on a regular basis, the parents may elect to:

- (a) leave the medicine with the Camper to take, or
- (b) leave the medicine with a Counselor to distribute to the Camper at the appropriate time.

Please inform the staff at Registration if you wish for a Counselor to distribute medication and if there are other medical issues that need to be addressed. ***If your camper has a hard time remembering to take his/her medication, please consider leaving it with our Counselors at Registration.***

If your child has any major allergies the camp office must have this information prior to the first day of camp. This is very important if your child has a food allergy (gluten, peanut, etc.) so that preparations can be made for meals. The University cafeteria plans meals for upcoming camps weeks in advance.

CAMPER BEHAVIOR

Campers are expected to acquaint themselves with the rules, procedures, and standards of conduct established by the Summer Music Camps. A camper who does not fulfill the responsibilities set out by such rules, procedures, and standards of conduct may be subject to disciplinary action, including dismissal from the Summer Music Camps without refund.

- 1) All campers are required to participate in all activities, rehearsals, and the Grand Concert.
 - (a). Campers must leave the dorms to go to meals at the appointed times.
 - (b). All campers will participate in the night activities.
- 2) Campers should immediately report any accident or illness to their counselor.
- 3) Campers are expected to show consideration for others:
 - (a). Noise disturbances, destruction of property, and mischievous pranks are inappropriate behaviors.
 - (b). Proper courtesy is to be shown to camp staff, camp faculty, and camp counselors.
 - (c). All instructions given by camp staff, camp faculty, and/or camp counselors are to be followed.
 - (d). Cell phone use will be limited to when campers are on free time in the dorms. Campers that are on their phone during classes or when a staff member is giving instructions, will have their phone taken up for the remainder of the camp. The phone would be returned at the conclusion of the camp.
- 3) Medical or family emergencies are the only acceptable reason a camper may take

early departure from the camp. If a camper must leave camp early due to a medical or family emergency, the parent or legal guardian must contact the camp administrator or coordinator to sign the camper out.

- 4) The consumption of alcohol or other controlled substances is strictly prohibited.
- 5) Proper behavior is to be displayed inside buildings:
 - (a). No running or yelling outside of recreation time.
 - (b). Do not open windows.
 - (c). No standing on furniture.
 - (d). Do not write on desks, walls, furniture, etc. Parents will be charged for this type of damage.
 - (e). Do not use elevators in the Music Building.
 - (f). Playing of musical instruments is not allowed in the dorms or hallways.
- 6) Campers are not to touch other's belongings.
- 7) Campers will be sent home immediately for the following:
 - (a). Fighting with other campers, faculty, staff, or counselors.
 - (b). Hiding from staff, faculty, or counselors.
 - (c). Inappropriate sexual conduct.

CONTACTING YOUR CHILD DURING CAMP

SHSU will be removing the landlines from the dorms. Campers may bring their cell phone to use to communicate with their parents. The camp office will not accept calls and messages, via telephone, for *non-emergency* situations.

The suggested time for parents to call their camper is during mealtimes and at night during the hours of 7:00 and 9:30 p.m. Parents may also wish to set up a time/date for their camper to call home. As a rule, campers should not be on the telephone after lights out.

Campers will not be pulled out of rehearsals and instruction time for phone calls unless there is an emergency.

A message board will be set-up in the Music Building for non-emergency messages. Parents may fax messages (936-294-3765) or send messages via email (muscamps@shsu.edu). To send via email, put the camper's name in the subject line.

Your camp e-mail address header:

To: muscamps@shsu.edu

From: <parent's e-mail address>

Subject: Message for (camper's first & last name)

Messages will either be delivered to the camper, or posted on the board, dependent upon current camp activity. Messages received after noon on the last day of camp will not be delivered. Please do not send attachments

of photos with email messages. Please note that messages will not be posted if it appears that the camper is competing with other campers for a higher number of messages.

If there is an emergency and you must contact your child, call the School of Music office between 8 a.m. - 5 p.m. (936-294-1360). For all other times, you will be given a list of emergency contact numbers during registration.

DAILY SCHEDULE

A copy of the daily schedule is attached. Parents should go over the Daily Schedule with their Camper so the camper will know what to expect. Advise your Camper that some minor changes may be added to the schedule from time to time. ***Each Camper will receive a copy of the Updated Daily Schedule in their packet at Registration.***

HEALTH CARE

Campers that require medical attention will be accompanied to the Student Health Center by a camp counselor, faculty, or staff member. Medical costs incurred for treatment at the Student Health Center will be the responsibility of the parents or guardian of the individual treated. A Camp representative will call the parent from the Student Health Center to arrange payment at the conclusion of treatment.

If the camper is seriously ill or injured, it is the policy of the Camp to send the camper for treatment while the parents are being contacted. The doctor at either the Student Health Center or hospital will call concerning treatment. The Student Health Center may send the camper directly to a hospital or emergency room at his/her discretion. Please be aware that, with the Medical Release in hand, camp and medical staff will get immediate medical attention for the camper, even if unable to contact the parents or guardian.

Parental notification of minor injuries (scratches, small cuts, etc.) and illnesses is left to the discretion of the camper. Please discuss with your child your expectations regarding communication of such information.

A completed Medical Release form is mandatory for attendance and participation in the camp.

DAY CAMPER PROCEDURES

Sunday: Day Campers must participate in the Camp Kick-Off Meeting and the Forums that are scheduled for Sunday. The Day Camper will be finished Sunday night around 8:30 pm. *Dinner will be provided.*

Morning Drop-Off: Parents may drop-off Day Campers at the Music Building, Monday-Thursday, between 7:45 - 8:20 a.m. Day Campers must be ready to start practicing at 8:30 a.m. Lunch is provided M-Th. At the time of drop-off the parent should inform the Counselor in charge of Day Campers if he/she will be participating in the night activity.

Pick-Up Times:

- Pick up times will vary. Please check the daily schedule at registration.

Day Campers may elect to stay for the night activities on Monday, and Tuesday. Parents may pick-up the Camper at the conclusion of the Night Activity, roughly at 9:30 pm, in the Music Building.

CAMP KICK-OFF MEETING

We will be holding a camp kick-off meeting in the Recital Hall at 2:00 p.m. Parents are welcome to attend this meeting. This meeting will discuss the daily schedule and camp expectations.

REFUND POLICY

The \$75.00 deposit is non-refundable. **No refunds will be issued after the entry deadline.**

In accordance with University policy, all refunds will require the social security number of the payer. Refunds take 3-4 weeks for processing. Refunds on payments made by check or money order will begin after the original payment has cleared bank processing.

OTHER FINANCIAL OBLIGATIONS

Parents will be financially responsible for the following charges:

1. Any and all charges incurred for University Health Services.
2. Any and all damages caused by their camper to Sam Houston State University property, including, but not limited to School of Music facilities and dormitory rooms.
3. Any and all charges assessed by SHSU Department of Residence Life for loss of, or failure to return room keys.
4. Any charges assessed by the SHSU Department of Residence Life for extra cleaning charges to the dorm room. This will generally involve cleaning charges to the carpet (such as ground-in food particles) or the removal of trash and personal items from the dorm room (campers should follow the "Check-Out Procedures" list to avoid these types of charges).

Your balance must be paid in full before the day of camp check- in (June 18). Checks, cash and money orders will no longer be accepted. To pay your balance, please visit our website: www.shsu.edu/music/camps.