

Sam Houston State University
Summer Music Camps

Camper Handbook

Orchestra Camp
June 25 – June 29, 2017

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REGISTRATION

Registration takes place on the first day (06/25/17) of camp in the Music Building (located at 1751 Avenue I). Registration will be held from 12:30 p.m. until 3:00 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 U.S. mail. ***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)** auditioning for orchestra placement. Signing into camp is simple, provided your completed registration information is on file in advance with the camp office. The camper will be given a wristband and a name badge that he/she must wear for the duration of the camp. ***It is suggested that luggage remain in the car until after the completion of dorm check-in.*** The parent or guardian is asked to walk through registration with the camper.

The camper's name badge, camp t-shirt, and a packet of information including the audition schedule, locker assignment, dorm assignment and 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. Please do not leave your camper in the dorm.** Parents are encouraged to depart once the audition begins.

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

AUDITION INFORMATION

Chair auditions will be held in the Music Building. Campers need to prepare a solo (2-3 minutes in length) for the audition. ***Each camper should bring two copies of the audition music (one for the camper, one for the judge).*** Campers may be asked to sight-read for the audition as well. Music used for a school Solo contest or other assignment may work for the audition.

Counselors will supervise the campers through the audition process. Campers should expect some waiting time. Parents are encouraged to depart once the audition begins. Faculty specialists on each instrument will hear each camper's individual audition. Based on this audition, each camper will be ranked and placed in the ensemble best suited for his/her current playing ability. The camp is comprised of students of varying abilities. The camper may not place the same as he/she is accustomed to placing within his/her own music program. ***Once the audition is completed, campers are to report to room 201 in the Music Building. Campers should not leave the music building without a counselor.***

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.) |

Please do not bring refrigerators or small appliances. They are not allowed at camp.

Clothing:

- Bring neat, casual hot-weather clothing. T-shirts must reflect good taste and shorts are acceptable. Shorts should be an appropriate length for school.
- Bring comfortable shoes (we will be doing lots of walking over hills!)
- Bring a light jacket; the Music Building stays cold.
- 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 the Grand Concert: bring nice dress clothes (no jeans, no shorts, no tee shirts, no sneakers).

For rehearsals:

- Campers must bring their own instrument.
- All campers will need to bring a folding music stand.
*Be sure the camper's name is written clearly on **all parts** of the stand.*
- Bring a roc stop and stool if appropriate
- Bring all necessary accessories (extra strings, rosin, shoulder rest, etc.)

Other items:

- Pack an umbrella/poncho**
- Snacks (optional - *Cooking in the dorms is not allowed*).
- Cell phones are allowed - but must be turned off during classes and rehearsals, when campers are being moved between buildings and when counselors are giving instructions.

Money:

Campers may want to bring extra cash for incidental expenses, such as vending machines, video games, 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. Depending on the dorm assigned to our camp, campers may share the bathroom with two other campers in a suite style set up.

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. ***High school campers and junior high camper will not be placed on the same floors, due to the age differences.*** High school campers will **not** be allowed on junior high floors and junior high campers will **not** be allowed on the high school floors. The only exception will be if an 8th grade camper requests a 9th grade camper to be a roommate and/or suitemate.

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 before and after the Grand Concert. 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: Keytag = **\$1**; Dorm room key = **\$75**.

DORM CHECK OUT

There are two options for checking your camper out of the dorm. You may check them out after the concert or you may meet them at the dorms after dinner (approximately 5:30) depending on which schedule is used. If you check your camper out of the dorm before the concert, please leave him/her with the counselor on their floor. This will ensure that the camper gets to their concert warm-up on time. You may eat dinner with your camper in The General's Market for approximately \$11.00. Due to time constraints, campers are not to be taken off campus for dinner.

TELEPHONES

SHSU is removing the landlines from the dorm rooms. 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 = First rehearsal/Ice Cream Social; Monday = Games Night in the LSC Kat Klub; Tuesday = Movie Night; Wednesday = Dance; 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 building, within The General's 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, before 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 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.**

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. Please email Amy Dykes, the Assistant Camp Coordinator, at MusicCampsAmy@gmail.com prior to arriving at camp to make arrangements for special meal needs.

All meals are provided for Resident Campers. For Day Campers, Dinner is provided on the first day of camp and on Wednesday, 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 Old Main 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 – July 2). The concert begins at 7:00

p.m., with specific times for the ensembles as follows:

If 2 orchestras

Philharmonic - 7:00 p.m.
Chamber – 7:30 p.m.

If 3 Orchestras:

Concert - 7:00 p.m.
Philharmonic 7:30 p.m.
Chamber - 8:00 p.m.

If 4 Orchestras

Orchestra4 - 7:00 p.m.
Concert Orchestra -7:30 p.m.
Philharmonic 8:00 p.m.
Chamber - 8:30 p.m.

The concert will be held at in the Concert Hall of the Performing Arts Center. 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 now included with the cost of the camp.

Audio Recordings: Audio recordings will be available via our camp website after the concert. We estimate that two weeks after the concert you will be able to find more information on line about the order and download process.

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 Concert. ***Pictures must be paid for with cash.***

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

Pictures can also be purchased online after the Grand Concert 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). Please contact the camp coordinator for the photographer's information MusicCampsAmy@gmail.com.

LOCKERS

Campers will be assigned a locker in the Music Building for storing his/her instrument during meal times and overnight. 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 does not assume liability for lost or damaged instruments. We recommend that insurance be obtained for the instrument. Please be aware that there may not be enough Cello lockers, but the Cellos will be locked in one of the classrooms when they are not in use.

MEDICINES and 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/behavior 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. Please email Amy Dykes, the Assistant Camp Coordinator, at MusicCampsAmy@gmail.com prior to arriving at camp to make arrangements for special meal needs.

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 in hallways.
 - (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.
- 6) Do not 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 parent's 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.

Camper's 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 (muscamp@shsu.edu). To send via email, put the camper's name in the subject line.

Your camp e-mail address header:

To: muscamp@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. Typically, we will run the schedule based on 3 Orchestras unless there are enough campers to have 4 Orchestras. 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 an updated copy of the Daily Schedule in their packet at Registration. Campers will be given a copy of just their orchestra's schedule during the Sunday night rehearsal.***

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. Due to the new payment system at the SHSU Health Center, parents will no longer be able to pay for an office visit over the phone. The Health Center can only accept cash or check from visitors. Parents will need to reimburse the School of Music for the cost of the office visit once they pick up their child from camp. The cost is approximately \$35.00.

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. *The camp will continue to try to reach the parents or guardian about the situation.*

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 audition and participate in the Sunday Night Rehearsal. After the Camper has auditioned, parents should take their child to a Camp Counselor. The Counselors will supervise the Day Camper until the Parents take the child home after the night rehearsal. 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 rehearsal 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:

- * Parents may pick-up Day Campers between 4:45 – 6:00 p.m. on Monday & Tuesday.
- * On Wednesday, a Rehearsal is scheduled for 6:15 p.m. Day Campers may leave at 7:30 p.m. (Dinner will be provided on this night).

- * On Thursday, Parents should make arrangements to meet their child after rehearsal (4:45) in order to dress, have dinner, and be ready for warm-up before the concert.

Day Campers may elect to stay for the night activities on Monday, Tuesday, and Wednesday. In this instance, arrangements for dinner should be made. Parents may pick-up the Camper at the conclusion of the Night Activity, roughly at 9:30 pm, in the Music Building

REFUND POLICY

The \$75.00 deposit is non-refundable. **No refunds will be issued after the entry deadline (06/16/17).**

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 29). Cash and money orders will no longer accepted. You may use credit or debit card or electronic check. To pay your balance, please visit our website: www.shsu.edu/music/camps .