

Sam Houston State University
Summer Music Camps

Camper Handbook

**High School – Jazz & Improvisation
Camp**

June 14 - 18, 2009

Contents

Registration	2
Supervision	2
Telephones	2
Housing	3
Meal Service.	3
What to Bring	4
Lockers	5
Camper Regulations	5
Camper Behavior	5
Transportation Rules	6
Medicines	6
Thursday Performance	6
Camp Souvenirs	6
Contacting Your Child During Camp	7
Health Care	7
Refund Policy.	8
Other Financial Obligations	8

REGISTRATION

Registration takes place on the first day (06/14) of camp in the Music Building (located at 1751 Avenue I). Registration will be held from 1:00 p.m. until 3:00 p.m. in Room 202. 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 and **(2)** checking into the dorm. **(3)** placement for jazz combo/jazz band. 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 registration.* 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 locker assignment and campus map (showing dorm, music building, and dining hall) will be given to parents at registration.

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. At this point, parents may depart.

Once the camper is checked-in to the dorm, the camper must go back to the music building for jazz combo/band assignments.

There will be a camp meeting for all campers at 3:45 p.m. in Room 201 in the Music Building.

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

SUPERVISION

Our experienced counselors are SHSU undergraduate students or students that have recently graduated. The camp maintains a counselor-to-camper ratio of 1:16. Campers are supervised at all times by counselors or faculty. The Counselors are housed in the dorms alongside the Campers.

For this high school camp, campers will be given some limited freedom to move across the campus. Campers will allowed to move freely between **[1]** the dorms, **[2]** the dining hall, **[3]** the Music Building, **[4]** the stadium, and **[5]** the practice field. Campers may not visit any other areas of the campus without a counselor present. There will be counselors assigned to guide the campers to their specific locations during the camp. Campers will be escorted to and from buildings during evening rehearsals and night activities.

TELEPHONES

All dorm rooms are equipped with a telephone line and can receive calls if the camper brings a phone. Campers should bring a calling card if they wish to make long-distance calls, because calls cannot be charged to the room. Campers may bring cell phones, but are to have them off during rehearsals and classes.

HOUSING

Campers live with one roommate in the dorm room. Two dorm rooms share a bathroom (suite). 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 Thursday performance. 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.

MEAL SERVICE

Three meals are served daily in Café Belvin. 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.** *Cafe Belvin does not allow bags, jugs, and personal drinking cups in the cafeteria.*

WHAT TO BRING

Dormitory Items:

- | | |
|---------------------------|---|
| a. Bed sheets (twin size) | f. Washcloths |
| b. Pillows | g. Hand soaps |
| c. Blankets | h. Hangers |
| d. Alarm clock | i. Telephone (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.
- Bring comfortable shoes (we will be doing lots of walking over hills!)

For the Grand Concert: bring nice dress clothes (no jeans, no t-shirts, no sneakers). *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:

- 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 all necessary accessories (reeds, valve oil, etc.)
Clarinets and Saxophones should bring extra reeds.
Percussionists should bring their own sticks, mallets, and practice pad (and a snare drum, if possible); all other percussion instruments will be provided.

Entering freshman (9th graders) that have been playing on a school owned instrument the previous year should consult with their high school director in order to get an instrument for the camp.

Other items:

- Pack an umbrella/poncho**
- Snacks (optional - *Cooking in the dorms is not allowed*).
- Long distance calling card (optional).
- 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, 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.

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 does not assume liability for lost or damaged instruments. We recommend that insurance be obtained for the instrument.

CAMPER REGULATIONS

1. Be on time to all events. Bring all materials you need for each session.
2. Follow instructions given by the Camp Faculty and the Camp Counselors.
3. Campers that do not follow the rules, regulations and expectations of the camp will be ejected from the camp without refund.

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 performance.
- 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.
- 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) Campers will be sent home immediately for the following:
- (a).Fighting with other campers.
 - (b).Hiding from staff, faculty, or counselors.
 - (c). Inappropriate sexual conduct.

TRANSPORTATION RULES

- 1) Use of vehicles is **not allowed** during the camp. Once the Camper has checked-in to the dorm all transportation is to be by foot. Car keys will be collected at the Camper Meeting at 3:45 p.m. on Sunday and returned Thursday afternoon after the Final Performance.
- 2) No Campers are allowed to drive or ride in a car, or other vehicle, from the time the Camper checks-in on Sunday until the Camper checks-out Thursday afternoon.
- 3) Any camper in violation of this policy will be ejected from the camp without refund.

MEDICINES

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.

THURSDAY PERFORMANCE

The performance will be held on the last day of the camp (Thursday - June 18). The performance begins at 4:00 p.m. The performance will be in the Recital Hall. The performance is free and open to the public. All campers must participate in the Thursday performance.

The camp officially ends at the conclusion of the performance. Following the performance, parents must take their camper to the dorms for check-out.

CAMP SOUVENIRS

Official 2009 Summer Music Camp T-Shirt: Camp T-shirts are included in the cost of this camp. Each camper will receive a camp t-shirt on the last day of the camp. T-Shirts will be used for the performance on Thursday. Additional t-shirts are available for \$10. They may be ordered in advance and select sizes will be available for purchase at registration.

Compact Disc Recordings: Sound Recordings of the Grand Concert will be available for order in advance (via the Registration) or in the lobby during the Grand Concert. Recordings cost \$15 each, which includes shipping and handling. Recordings will be mailed within two weeks of the

performance.

Photographs: A professional photographer will take a group photograph during the camp. Pictures can be ordered during registration and will be ready for pick-up during the Final Performance. The picture will be an 8 x 10 Group Picture for \$15.00.

CONTACTING YOUR CHILD DURING CAMP

Telephones in the dorm rooms may be used for both on-campus and off-campus calls. Long distance calls may be made by calling "collect" or using a long-distance calling card. The camper's direct phone number, as well as the telephone numbers of the camp coordinator and camp office, will be provided at registration. 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 at the dorm is between 9:30 p.m. and 10:30 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.

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.

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 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.

REFUND POLICY

The \$75.00 deposit is non-refundable. **No refunds will be issued after the entry deadline (06/01/09).**

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).

Checks for the remaining balance will not be accepted after June 1. After June 1, only cash, charge (Visa or Mastercard), or Money Order will be accepted for payments.