

UTSA

High School Summer Band Institute

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A Message To Our Parents

University Summer Music Camps have existed for many years, but this may be the first time your son or daughter will be attending a camp. We are committed to making your child's camp experience a safe, exciting, and educational experience, and we hope that we can count on you to help us make that happen. We encourage you to become an active participant in your child's preparation for camp and we are always happy to assist you with any questions you might have.

This handbook is your starting point for preparing your student for camp. It is made especially with the questions and concerns of day-campers in mind. It is also a resource for campers while they are attending camp, so please take the time to read it carefully.

Thank you for choosing the UTSA Summer Music Camps for 2017 and we look forward to seeing you this summer!

Sincerely,

Scott Flannagan
UTSA Music
Camp Director

Aaron Collins
UTSA Music
Assistant Director

Ron Ellis
UTSA Bands

John Zarco
UTSA Bands

Checklist of Important Camp To-Do's

_____ Pay all outstanding balances before check-in on June 18th.

_____ Double-check your camp check-in date & time.

_____ Check the Camp Necessities List to make sure you've got everything you need!

Contact Information

Camp Administration Office

UTSA Summer Music Camps

Phone: 210-458-4354

Cell: 210-386-9271

Email: utsasbi@gmail.com

Office Hours: Monday - Friday, 8:00am-5:00pm CST

Financial Information

PAYING YOUR DEPOSIT

A non-refundable deposit of \$150.00 should have been paid at the time of registration. This is required for both commuter and residential campers. If you have not yet paid this deposit you must do so at this time to secure the campers place at camp. This \$150.00 is applied toward the camp tuition. This deposit is non-refundable!

PAYING YOUR BALANCE

The remaining balance of the tuition fee less any discount credits is due by **June 18th, 2017**. Full or partial payments are accepted any time after the camper is registered. You will need to log into your campers account to pay any remaining balances. You will receive a registration ID in your confirmation email upon registering. If you have an outstanding balance, you will need to visit our camp website – utsamusiccamps.com – select the drop down menu for the MS Summer band Institute – Click on “Pay Remaining Balance”.

CANCELLATION & REFUND POLICY

Please notify us immediately if the camper is no longer planning to attend camp. There may be a wait list, and we would appreciate the opportunity to allow another camper to take part in our camp if you are not planning to attend.

If you are unable to attend camp for any reason AND the camp administration office receives a written refund request, the following refund policy will apply:

A 50% refund of all money paid. This does not include the \$150 non-refundable deposit.

Acceptable forms of written notification include:

Emails sent to the camp administration office at utsasbi@gmail.com

Letters faxed to the camp administration office at 210-458-4381

All of the above methods must be RECEIVED in our office according to the Refund Policy. Please be sure to get a confirmation from our office indicating that your request to cancel was received and that the refund is being processed.

IN CASE OF EMERGENCY

Call: 210- 386-9271. Camp administrators will be available to assist you in reaching your child.

CAMP CHECK-IN

Day campers must attend check-in. THIS IS NOT OPTIONAL. Please plan to arrive at camp during the designated check-in time of **12:00PM and 5:00PM on SUNDAY, JUNE 18th**.

Campers with the last names starting A-M will check-in between 12:00-2:30pm

Campers with the last names starting N-Z will check-in between 2:30-5:00pm

If you are unable to arrive during your designated time block, please contact us at 210-386-9271 so that we can make alternate arrangements.

In the next section you will read about where to go and what to expect at camp check-in.

DAILY DROP-OFF & PICKUP

Please review the camp schedule you are given at check-in closely to be sure that you have the correct drop-off and pick-up times for your camp.

When dropping-off and picking-up a day camper each day, please do so at the Bauerle Lot.

AM Drop-Off

Students are to be dropped at the foot of the hill leading up to the Music Building. This is in the Bauerle Lot. They will need to walk directly to the second floor of the music building and check in at the camp administrative office. Commuting students will need to check-in every morning!

PM Pick-Up

We won't lie: PM pick-up can get a bit hectic - especially if it rains. But we do our best to get your children out to your car as quickly and efficiently as possible. Please be patient and stay in your car. We will walk your child out to meet you. Pick-up will take place at the Bauerle Lot.

CAMP CHECK-OUT

Camp check-out takes place after the final performance. The concert orange band begins at 2pm and should be over by 3pm. Blue band will start at 3:00 and be done by 4:00pm. Once your concert is over, you can leave for home directly from the concert. There is no official check-out process that day campers need to follow post-concert. We will have camp counselors available in the lobby if you need any assistance.

DRIVING DIRECTIONS

From Dallas/ Waco/ Austin I-35 Corridor North

- 1 Take I-35 South
- 2 Exit 172 I-35 South to Anderson Loop 1604 West
- 3 Exit John Peace Boulevard
- 4 Turn left at the traffic light onto John Peace Boulevard
- 5 Follow the roundabout toward Bauerle Parking Lot

From Corpus Christi/ Laredo/ San Antonio Area I-35 Corridor South

- 1 Take Hwy 37 North towards San Antonio
- 2 Take IH-10 West (to El Paso)
- 3 Take Anderson Loop 1604 West
- 4 Exit John Peace Boulevard
- 5 Turn left at the traffic light onto John Peace Boulevard
- 6 Follow the roundabout toward Bauerle Parking Lot

From Houston/ Galveston/ Beaumont IH-10 Corridor East

- 1 Take IH-10 West
- 2 Take Anderson Loop 1604 West
- 3 Exit John Peace Boulevard
- 4 Turn left at the traffic light onto John Peace Boulevard
- 5 Follow the roundabout toward Bauerle Parking Lot

From El Paso/ San Angelo/ Midland IH-10 Corridor West

- 1 Take IH-10 East towards San Antonio
- 2 Take Anderson Loop 1604 West
- 3 Exit John Peace Boulevard
- 4 Turn left at the traffic light onto John Peace Boulevard
- 5 Follow the roundabout toward Bauerle Parking Lot

PARKING ON CAMPUS

IF YOU PARK IN A UTSA LOT WITHOUT A PERMIT, YOU WILL RECEIVE A TICKET, unless you have your SBI dash permit displayed.

CHECK-IN DAY

Day campers must attend check-in. THIS IS REQUIRED! Please plan to arrive at camp on **SUNDAY, JUNE 18th** at the **UTSA MUSIC BUILDING**.

Campers with the last names starting A-M will check-in between 12:00-2:30pm

Campers with the last names starting N-Z will check-in between 2:30-5:00pm

You can arrive anytime during the designated time block, but please leave yourself enough time to complete all of the check-in process; you may feel rushed if you arrive too close to the end of your designated time block. (*Tip: The longest lines tend to be at the very beginning and very end of check-in*).

If you are unable to attend check-in during the designated times, please contact our office so that we can make alternate arrangements with you. If you do not attend check-in, you will need to stop by the administration office before your first rehearsal to complete the Administrative portion of check-in and to perform a placement audition.

CHECK-IN PARKING

Parking is available in all UTSA lots. We recommend using the UTSA Bauerle Lot located at the bottom of the Arts Building. Parking will be free on Sunday in any unmarked/faculty B/or faculty A spot.

CHECKING-IN WITHOUT A PARENT PRESENT

For campers who will be coming to check-in without a parent, we suggest that parents confirm the following:

- That the camp balance has been paid in full
 - That there are no questions about any medical conditions or medications
-

WHAT TO EXPECT AT CHECK-IN

Administrative check-in takes place in the UTSA MUSIC BUILDING.
(Music Building map graphic)

Bring any paperwork that needs to be turned in AND YOUR INSTRUMENT WITH YOUR AUDITION MUSIC

At check-in you will:

#1: Pick up your camp welcome packet.

This will include your camp ID, your daily activities schedule, and a pencil.

#2: Confirm with the camp directors that you are paid in full.

If you have a balance it must be paid at this time. No camper may start camp without payment in full.

- #4: Sign up for private lessons** (optional. See “Private Lessons” for more details).
- #5: Purchase a camp CD** (optional. See “Preparing For Camp: Merchandise” for details).
- #6: Perform your placement audition.** (*required.* See the “Audition” section for more details).
- #7: Store your instrument** (*if needed – typically larger instruments*)

AFTER CHECK-IN:

Once you are done with your placement audition you are done until your first scheduled camp event:
Full Camp Meeting at 8pm Sunday, June 18th.

This orientation is optional for Day-Campers. Most of the information at orientation pertains to dorm rules. You are however welcome to attend orientation as you may find some of the information helpful.

Preparing for Life At Camp

There are so many things to think about when preparing for your time at camp. This section is designed to help you understand what to expect at camp and guide you as you make your camp plans. In addition, we want you to understand what we expect of each camper during your time with us:

We expect our campers to come prepared daily to practice, play, and perform. We expect our campers to uphold the standards of our community of camp musicians; helping to maintain a safe and welcoming environment, and helping to foster positive relationships between fellow campers. Bullying, substance abuse, theft, and other negative behaviors will not be tolerated. Most of all - WE EXPECT OUR CAMPERS TO LEARN AND HAVE FUN!!!

ATTENDANCE AND CAMPER SIGN-OUT

Attendance at all camp events, rehearsals, and performances (and evening events for overnight campers) is mandatory for all campers. Attendance will be taken at the start of each rehearsal, every day. If your child cannot attend camp on a particular day, or if you need to take them out of camp for a portion of the day, please call us at 210-386-9271 to let us know they will be absent.

Campers are only permitted to leave camp as follows:

Parents may sign-out campers out by going to the Camp Help Desk (lobby of Music Building) or the Camp Dorm Office (located in the Alvarez Hall Dormitories lobby and showing ID.)

Parents may give written permission for an adult over the age of 21 to sign-out their child by providing written notice the morning of. This written notice should be turned in to the camp office located in the lobby of the Music Building.

CELL PHONE POLICY

Campers are allowed to have cell phones for use during free time, but they must be TURNED OFF COMPLETELY and PUT AWAY OUT OF SIGHT during all workshops, rehearsals and performances. Cell phones that are turned on, visible and/or used during workshops, rehearsals or performances may be confiscated according to the following policy:

First Offense: The cell phone will be confiscated for a period of 24 hours.

Second Offense: The cell phone or device will be confiscated for the duration camp. The item will be returned to the camper at check-out.

If a campers cell phone is confiscated, parents will still be able to contact the camper either through the Camp Office or the Dormitory Office.

DINING HALL & MEALS

Lunch will be provided each day for all campers at the UTSA Cafeteria, breakfast and dinner will be provided to overnight campers. Due to health regulations, no outside food is permitted inside the cafeteria.

DRESS CODE

Dress for all camp activities is casual (shorts, t-shirts, jeans) but should be appropriate for classroom instruction and for group recreation activities including swimming. Revealing clothing is not permitted and it is at the discretion of the camp staff to require campers to change or cover up if an outfit or bathing suit is deemed inappropriate.

Campers who play oversized instruments will be provided with a secure room to lock up their instruments rather than a locker. This room will be in the UTSA Music Building. Campers who play oversized instruments will be directed to the storage location during check-in.

Merchandise

Concert Recordings will be made available for each of the performing ensembles.

These CD's will be for sale during camp registration as well as before and after the groups performances on Saturday, June 18th.

MONEY

Campers are encouraged to bring a few extra dollars if they wish to purchase vending machine items throughout the day.

MUSIC

The music to be performed at camp will be provided to campers. Campers should also bring additional music with them to use during private practice time or during optional private lessons.

PERSONAL VEHICLES

Day-campers are not permitted to transport overnight-campers in their personal vehicles. Any overnight camper who travels with a day camper in the day-camper's car for any reason may be dismissed from camp.

Any camper who transports another camper(s) in their personal vehicle does so at their own risk and is responsible for anything that happens to the other campers while in their car.

PRIVATE LESSONS

This camp offers students the option to sign up for private lessons at an additional cost of \$25.00 per 30 - minute lesson. All lessons are organized and paid for in full at camp check-in. Payments for lessons are payable by cash or check only and checks must be made payable directly to the lesson instructor.

The lesson(s) will typically be scheduled during ensemble rehearsals; no lessons are scheduled outside of the 8am-5pm class day. Lessons will be with a UTSA Music Faculty member. Lessons are scheduled with a teacher based on availability.

Private lesson assignments will be given out following camp orientation on Sunday, June 18th.

RECREATION ACTIVITIES

Campers will receive an activity schedule on check-in day. Activities will be scheduled for each evening and will include a variety of recreation activities. Activities are organized by the camp staff and may include things like sports, movie nights, ice cream socials, and more. All recreation activities are on-campus, with the exception of the Fiesta Texas trip. For those not attending Fiesta Texas, alternate activities will be offered on the UTSA Campus with camp supervision. For the Fiesta Texas trip, campers will be transported using charter buses. All activities, both on-campus and off, are monitored by our camp staff.

Instructions for day-campers participating in recreation activities:

To participate in one of the optional activities that have a fee, day-campers need to sign-up and pay for the activity at the Camp Desk in the UTSA Music Building or at the Camp Office in the Dormitories during lunch time.

Getting to and from a recreation activity

For the Fiesta Texas Trip, Parents may NOT drive day-campers directly to the event. For accountability purposes we ask that they travel to and from the event with our staff. Parents can pick up day-campers from the UTSA Music Building at the conclusion of the event (approximately 9:30pm). No campers will be released from the event location - they can only be picked up once campers return to campus.

CAMP NECESSITIES

All Campers, Day and Overnight, should consider the following:

CLOTHING ITEMS

Casual clothes to wear to classes, rehearsals, and recreation activities
Tennis shoes and other comfortable footwear*

*SAFETY NOTE - though flip-flops may be comfortable summer footwear, they can often be dangerous. When the campus sidewalks get wet after a rainstorm they are extremely slick. We have brought numerous campers to the health center because they hurt themselves when their flip-flops hydroplaned on the sidewalk. There are also a lot of stairs in the buildings and on campus. Flip Flops easily get caught on the edge and suddenly you're face planting into the stairs. We encourage you to consider bringing footwear that won't land you in the hospital.

Rain jacket and/or umbrella (*just in case*)
Sweater or sweatshirt (*rehearsal rooms can get very chilly*)
Hat, sun-visor,
Sunglasses,
Bathing Suit

PERFORMANCE DRESS

Performance Dress For All Concerts -

Girls: Black Skirt or Pants (skirts must be below the knee), White Blouse; Black Shoes; Stockings

Boys: Black Trousers; White Dress Shirt (long or short sleeve); Black Bow-Tie or standard Tie; Black Shoes; Black Socks.

MUSIC ITEMS

Your Instrument - *The only exception to this is Percussion*
Percussionists should bring:

Sticks & Mallets (snare, timpani & marimba)
Stick bag
Practice pads

UTSA does not have instruments available for camper use. If you do not own your instrument, we suggest contacting your school music director and arrange to use a school instrument during your camp. If you have extenuating circumstances, which may prevent you from bringing your instrument to camp, please contact the camp office.

Music you want to work on at camp (typically during your private lesson time)

Instrument accessories such as valve oil, cleaning cloths, reeds, etc.

Camp Workshops & Auditions

YOUR PLACEMENT AUDITION

There will be a placement audition at camp check-in to determine your band assignment. You will receive a personalized schedule before your first rehearsal that will include your assignment and will give you the times and locations of all of your rehearsals.

Campers should prepare the following for the audition:

Winds

Two scales of your choice

Two solo excerpts, etudes or short pieces:

One piece should be slower, lyrical

One piece should be faster and more technically demanding

Percussionists

Should prepare a snare piece and a mallet piece

A NOTE ABOUT ENSEMBLE PLACEMENT: Once band assignments have been made they will not be changed. The students at our camps come from a variety of backgrounds and musical experiences, and therefore, the band assignment and seating you receive at camp may not be what you are used to back home. This can be a shock to some campers who are used to always being placed at the top. We encourage campers to prepare for the placement audition and then to trust the decisions of the UTSA educators to place them in the appropriate ensemble. Our instructors want all campers to get the most out of their camp experience and we stand behind the decisions they make. Changes will NOT be made to ensemble and/or seating assignments after they have been completed.

Workshops

Throughout the duration of the camp, we will host a series of workshops that all campers will attend during the day. These workshops will focus on a variety of topics ranging from leadership, conducting, theory, and studio recording simulations.

Performance Information

All concerts will take place in the UTSA Recital Hall

Saturday, June 24th

Orange Band – 2:00pm

Saturday, June 24th

Blue Band – 3:00pm

For all weekend and evening performances, parking is available in any UTSA parking lot. Parking is free in any unmarked spot or Faculty A/Faculty B spot. All performances are free and open to the public. No tickets are required. Seating is general admission and concert halls open 30 minutes prior to the performance. Performances time and locations are subject to change.

No food or drink is allowed in the performance hall. Non-flash photography/video is allowed but please be respectful of the performers, conductors and other audience members.

No pets allowed in the performance hall except service animals.

Parent Resources

We want camp to be an exciting summer experience for all of our campers, and we're sure that you will find that our counselors and instructors will do everything possible to make that happen. We hope that this section will provide some answers and guidance for you as a parent as you prepare to send your child to UTSA for this new experience.

Homesickness - Yes, it even happens to day campers!

Adjusting to camp can be overwhelming for some students even when camp is in your hometown. Usually homesickness manifests within the first 24-36 hours, and common phrases to listen for are: "I just don't like camp"; "The music is too easy and I've already played this piece at school"; "I'm not making any friends" or "I'm bored." Most of the time these are usually just warning signs that the student is having trouble adjusting to their new environment. Once they have the chance to overcome these anxieties, most campers do a complete 360 and can't stop talking about next year.

If you feel that your child might be having trouble adjusting, encourage them to hang in there and then give us a call so that we can do all we can to help them feel comfortable, involved and happy. Our staff has handled these situations before and have a variety of tools and methods at their disposal to get your child interacting with new friends, engaging in class, and on the path to having a great time.

To help you child prepare in the months before camp starts, you may wish to try the following techniques which are endorsed by the American Camp Association:

1. Don't make a "pick-up deal."

Promising "If you're not having fun I'll come and get you" undermines children's confidence and dramatically intensifies homesickness. Instead, normalize their anxiety and talk positively about camp.

2. Spend practice time away from home.

Nothing builds confidence and teaches a child how to cope with time away from home better than...(you guessed it)...time away from home. That weekend at your folks' house will do wonders for their adjustment.

3. Double-check the check-in and check-out time for your camp. Start camp off on a smooth note by arriving on time and on the right day. Use a wall calendar in the months prior to check-in day to make an exciting count-down to the big day.
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Trouble In Paradise

It happens...phones go missing, money gets lost, new friends can say mean things. If your son or daughter calls you with a problem, remind them that the counselors should be their first stop for assistance - there is always someone available in the Camp Office to help. Our staff will do our best to resolve the problem as quickly as possible.

But what happens when kids don't know when to ask for help? Our counselors will always do their best to try to identify problems before they happen, but they are not mind-readers. Remind your son or daughter that they need to speak up if something isn't right or if they are unhappy.

It is equally important that they need to speak up if they aren't feeling well. Our camp counselors are not medical professionals and can not make medical decisions on behalf of the students. If you son or daughter has an ongoing medical condition, please alert us at check-in and make sure that your child knows to alert an adult immediately if they are experiencing any signs or symptoms.

Official Rules & Regulations

I. HOURS

All overnight campers must be in Alvarez Hall after 6:00 p.m. unless attending a camp concert, evening program or rehearsal or practice session with a camp group supervised by staff members. Overnight resident campers must be in their dorm rooms and quiet time is observed by 11:00 p.m. Sunday through Thursday, and by 12:00 a.m. Friday.

II. DATING

Music campers may not "date" non-music campers. Contact with non-music campers living at the UTSA is discouraged.

III. PRACTICING

Practice rooms are available and monitored in the music buildings; practicing is not permitted in the Alvarez Hall dormitory as it is a residence.

IV. AUTOMOBILES

Resident overnight campers are not permitted to drive a car while at camp. Students who drive to camp from their hometown must turn in their car keys to the Dormitory Supervisor upon arrival and retrieve them during check-out.

Day-Campers who drive themselves to camp and have a vehicle on campus are responsible for any other campers they may transport in their vehicles. Day-Campers are not permitted to transport overnight campers in their vehicle. Any overnight camper who leave campus in a day-campers car does so at their own risk and becomes the responsibility of that day-camper. Day-Campers who transport overnight campers in their car are subject to dismissal from camp.

V. IDENTIFICATION BADGES

All campers are required to wear their identification badges at all times.

VI. ELEVATORS

Campers should not use elevators in the College of Music buildings unless they have a disability that requires that use (please notify our camp office) or are transporting a large instrument.

VII. HOUSING REGULATIONS

A. Furniture may not be moved from one room to another.

B. Charges will be made for damages to property. Any damages will be billed to the students and/or parent(s) by the UTSA Housing Offices.

C. No room visitation is permitted by members of the opposite sex.

VIII. SMOKING AND SUBSTANCE ABUSE BY CAMPERS WILL NOT BE PERMITTED. See Grounds For Automatic Dismissal

IX. DAY CAMPERS

Day Campers attending classes, visiting, or eating at UTSA will be subject to all the rules and regulations pertaining to resident campers.

X. MUSIC LIBRARY

No campers are to enter the UTSA Music Library at any point.

XI. CELL PHONES & HAND-HELD DEVICES Cell phones and all other hand-held devices (including music players, computer games, pagers and other similar devices) are not permitted during camp classes, rehearsals and performances. All such items must be turned off completely and put away out of sight during these times. If cell phones or any of the above devices are turned on, visible and/or used at inappropriate times, Counselors, Instructors and Administrative Staff are permitted to take the following actions:

A. First Offense: Device will be confiscated and given to Camp Director for a period of 24 hours.

B. Second Offense: Device will be confiscated and given to the Camp Director for the duration of Camp. The item will be returned to the campers upon check out.

XII. ADDITIONAL RULES WILL BE SPECIFIED IN ORIENTATION AND FLOOR MEETINGS.

XIII. VIOLATIONS OF REGULATIONS

A. Campers who violate these regulations shall be subject to discipline by the Director of Campus Life, the Dean of Students, the Assistant Camp Directors or the Camp Director.

B. Any camper who persistently violates academic or Alvarez Hall regulations or standards of the University makes himself/herself liable for suspension by administrative action.

XIV. GROUNDS FOR AUTOMATIC DISMISSAL

The use or possession of any non-prescribed drug, alcohol, marijuana, tobacco products, or any other controlled substance; the use of fireworks; the possession of any weapon; stealing; bullying; or the breaking of any civil law or city ordinance is grounds for automatic dismissal from the Summer Music Camps.

Should you be dismissed for any of these reasons, your parents or guardians will be notified. They will be responsible for your immediate transportation home. Students dismissed from camp at any time will not be reimbursed any funds paid, including tuition and housing & food payments.