

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 Flanagan
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 any remaining balance that is due. All balances must be paid in full by June 11th, 2017

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

_____ Prepare your audition materials.

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 \$100.00 should have been paid at the time of registration. This is required for all campers. If you have not yet paid this deposit you must do so at this time to secure the campers place at camp. This \$100.00 is applied toward the camp tuition. All payments will be handled online. Absolutely NO payments will be handled outside of the online process.

PAYING YOUR BALANCE

The remaining balance of the tuition fee less any discount credits is due by **June 11th, 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 non-refundable security 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.

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 **1:00PM and 4:00PM on SUNDAY, JUNE 11th**.

Check-In will take place in the UTSA Music Building Lobby

Campers with the last names starting A-M will check-in between 1:00-2:30pm

Campers with the last names starting N-Z will check-in between 2:30-4:00pm

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 arrive during your designated time block, please contact email us at utsasbi@gmail.com so that we can make alternate arrangements.

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 is free on weekends in any **unmarked** spot.

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 unless otherwise noticed.

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. The first attendance of the day will be taking at the morning rehearsal.

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, unless other specified.

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.

CHECKING-IN WITHOUT A PARENT PRESENT

ABSOLUTELY NOT ALLOWED. A parent/guardian must be present for camp check-in.

WHAT TO EXPECT AT CHECK-IN

Administrative check-in takes place in the UTSA MUSIC BUILDING.

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

At check-in you will:

1: 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.

2: Sign up for private lessons (optional).

3: Perform your placement audition. (required. See the "Audition" section for more details).

4: Store your instrument (if needed – typically larger instruments)

AFTER CHECK-IN:

Once you are done with your Placement Audition you are done. You may leave the campus. We will see you bright and early on Monday, June 12th – 8:30am. Students will need to report to the music building lobby outside of the recital hall each morning. This is the same lobby where camp check-in takes place.

There will be a placement audition at camp check-in to determine your band and chair placement. Once band assignments have been made, they will not be changed.

Campers should prepare the following for the audition:

- 1: Two scales of your choice
- 2: Approximately 1-2 minutes of music that displays the individuals playing ability. Students may wish to ask their middle school instructors for suggestions.
- 3: Percussionist should prepare a snare piece and a mallet excerpt. Each excerpt should be approximately 30 seconds to a minute long.

No audition is required prior to registering for camp.

INSTRUMENTS:

- 1: All campers **must** bring their own instrument to camp.
- 2: Percussionists should bring sticks/mallets and practice pads.

We suggest that the campers communicate with their middle school directors if they will need to borrow equipment for the week.

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 is MANDATORY. Attendance will be taken at the start of each rehearsal, every day as well as the start of each new activity. 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 followed:

Parents may sign-out campers out by going to the Camp Help Desk (UTSA Music Office). You will be required to show a valid drivers license.

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 UTSA 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. These phone numbers are listed on page 4 of this handbook.

DINING HALL & MEALS

Lunch will be provided each day for all campers at the Roadrunner Café. Due to health regulations, no outside food is permitted inside the cafeteria. The café offers a wide variety of options to better accommodate campers.

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.

OVER-SIZED INSTRUMENTS

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 17th.

MONEY

Campers are encouraged to bring a few extra dollars if they wish to purchase snack items from the camp store.

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.

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 or distinguished UTSA Alumni. Lessons are scheduled with a teacher based on availability. Private lesson assignments will be scheduled during camp check-in. Please bring checks or cash on this day.

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, ice cream socials, pool party's and more. All recreation activities are on-campus, with the exception of the Fiesta Texas trip. 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.

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 campers from the UTSA Music Building at the conclusion of the event (approximately 6:00pm). No campers will be released from the event location - they can only be picked up once campers return to campus.

CLOTHING ITEMS

Clothing should be appropriate, casual, and comfortable. Keep in mind we do physical activity in the afternoons! Tennis shoes and other comfortable footwear*

Each camper will be provided two camp shirts – One is to be worn on the day of the six-flags outing – the other will be worn on the concert day.

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

Students will be required to wear their camp T-Shirt and any form of jeans/shorts. Shoes should be appropriate for a casual performance.

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.

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 that enhance the individual as a developing musician.

CONCERTS

All concerts will take place in the UTSA Recital Hall - Saturday, June 17th
Orange Band – 2:00pm
Blue Band – 3:00pm

All performances are free and open to the public. No tickets are required. Seating is general admission and concert halls open 15 minutes prior to the performance. Parking is free on weekends in any **unmarked** spot!

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 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.

TROUBLE IN PARADISE

It happens...phone's go missing, 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.
