LET’S GET READY FOR CAMP!

The instructors and staff of the FSU Summer Music Camps are committed to making your FSU camp experience an educational, safe, and exciting opportunity. We hope that we can count on everyone in your family to help us make that happen. We encourage parents to become an active participant in camp preparation, and we are always happy to assist with any questions you might have.

This handbook is a resource for campers as they prepare to come to camp and while they are attending camp. We expect that all campers and parents know, understand, and abide by the policies presented here. Please take the time to read it carefully.

Thank you for choosing the FSU Summer Music Camps for 2018 and we look forward to seeing you this summer!

FOUR STEPS TO A GREAT CAMP WEEK

1. Take Care of All Pre-Camp Tasks
You should submit your Supplemental Forms as soon as possible, and make sure your account balance has been paid by May 28, 2018. Learn more about filling out the supplemental forms on the following pages.

2. Plan To Attend The Open House
Camp officially starts on Monday, June 11th, but campers and parents are welcome to attend the Open House on Sunday, June 10th from 11:00am-12:00pm. Learn more about this new event on page 4.

3. Read About Drop-Off and Pick-Up
Learn about the drop-off and pick-up process now so it will be faster for you on the first day!

4. Get Ready To Have Fun!
Welcome to FSU Elementary Music Camp!

Please allow us to introduce ourselves! We are Megan Buckley, Erin Dunne, Nikki Windle, and Shelley Wishart. We are all graduates of the Florida State University College of Music and elementary music teachers throughout the state of Florida. We are very excited to be the instructors of the FSU Elementary Music Camp!

We have been hard at work planning fun and exciting activities. Our activities are based on a child’s natural instincts to play and involve singing, creating, moving, and playing. At the end of each day, your child will come home with a slip of paper entitled “Music Notes” providing you with conversation starters regarding each day’s activities.

For your enjoyment, we will have a performance at the end of the week. This year’s theme is based on the book “The Dinosaur Who Lost His Roar”. Children need to arrive at camp as usual on Friday, but parents and friends are invited to join us at 11:30 am for our performance. Please be seated in Ruby Diamond Auditorium by 11:25 am. We will be busy preparing, so please do not come to the classroom and spoil the surprise! Following Friday’s performance, you are welcome to check out your child or have them remain for the day.

Musically Yours,

Mrs. Megan Buckley, Mrs. Erin Dunne, Ms. Nikki Windle, and Ms. Shelley Wishart
FILL OUT YOUR SUPPLEMENTAL CAMP FORMS

Your camp check-in process will be quick and easy if you fill out your camp forms as soon as possible and make your final camp payment at least two weeks before the start of your camp.

What Are They?
The Supplemental Camp Forms include the following:
- Statement of Voluntary Consent
- Financial Responsibility Agreement
- Medical Information Form
- Copy of your medical insurance card (where applicable)
- Sign-Out Permission Form

How Do I Submit Them?
You can fill out your forms online, or send them back by mail. We ask that you provide this information as soon as possible.

COMPLETING THE FORMS ONLINE
If you choose to do the forms online, please note that the forms system is NOT connected to the username and password that you set up to register for camp with. Forms can be accessed at: https://fsumusiccampers-fsu.us.fluidreview.com

- If it is your first time coming to camp you will need to create an account.
- If you came to camp last year and submitted your forms online then you probably have an account in this system. HINT: If you think you might have an account already and try to sign in using your email and then you request a password re-set but you never receive the password re-set email, then it's a sure sign that you don't have an account and should make one.
- If you are unsure whether or not you have an account, or if you are having trouble logging in, please call our office at 850-644-9934 and we can assist you.

Make sure that when you are done filling out your forms online that you click SUBMIT. If you don’t SUBMIT them, they will not be uploaded to us.

Online form submission will close on May 28.

COMPLETING THE FORMS BY MAIL
If you choose to do the forms by mail please make sure that you send them back with plenty of time before camp. Our campus mail often adds 3-5 days on the mailing process. If it is two weeks or less before the start of your camp, bring the forms with you to check-in. Access printable forms by clicking here.

PAY YOUR BALANCE
The balance of all camp fees should be paid by May 28. If there are any outstanding fees as of check-in day you will be required to pay them at that time. No camper may start camp if they are not paid in full.

To make a payment online, go to fees.fsu.edu. You will need your Customer ID to make a payment. This number can be found on your registration confirmation email. If you cannot find your customer ID, you can send an email request to register@capd.fsu.edu and someone will respond with your number. When you get to fees.fsu.edu select the gray button that says “I do not have an FSUID but do have a Customer Number”.

On the payment screen, put a check mark in the box under the words “SELECT TO PAY”. You can then enter the amount you want to pay in the box under “PAYMENT AMOUNT”. Once you have entered the amount you want to pay, click continue. The next page will show the total amount to be charged. You will be assessed a non-refundable convenience fee to cover the cost of the transaction. If you are going to make payments for multiple campers, be sure to LOG OUT before trying to make the next payment.

To make a payment by mail, send a check (payable to Florida State University) to:
FSU-CAPD, Attn: Cashier PO Box 3061640, Tallahassee, FL 32306-1640.
ABOUT THE OPEN HOUSE

Camp officially starts on Monday, June 11th, but campers and parents are welcome to attend the Open House on Sunday, June 10th from 11:00am-12:00pm.

This open house is a chance for our campers and families to meet the instructors and staff, see the rehearsal spaces and take care of any administrative tasks that might need to be completed. It will also be an opportunity for you to ask any questions you have before camp begins.

At the open house you will receive:
- A welcome packet with materials from the teachers, and a camp pencil
- Your camper’s name badges
- An official camp schedule
- Your camper’s pick-up number

You do not need to stay for the full hour, and you do not have to arrive right at 11am. It is a drop-in open house and you are welcome at any time.

WHEN IS IT?

Sunday, June 10
Between 11:00am-12:00pm
This is a drop-in open house and you can attend any time during that time block.

WHERE IS IT?

Westcott 060 inside the Ruby Diamond Concert Hall Building.

Please enter where indicated on the map.

The street address is:
Westcott Building
Ruby Diamond Auditorium
222 S Copeland St.
Florida State University
Tallahassee, Florida

Check-in is on a Sunday, therefore, parking is available in all FSU parking lots and garages.

IF YOU CAN NOT ATTEND

If you can not attend the Open House that is not a problem as long as you have submitted all of your required paperwork in advance. We ask that you contact us as soon as possible to let us know that you will not be attending. We will go over your campers profile and make sure that you have completed all of the required paperwork in advance, as well as paid their balance. We will also help to make sure your camper has all of the materials they need to begin camp right away on Monday morning.
LET'S GO OVER THE ESSENTIALS

This camp takes place from June 11 - June 15 from 8:00am - 4:00pm.

PEOPLE

DIRECTORS and ADMINISTRATORS

Dr. Steven Kelly, Camp Director
Professor of Music Education
Florida State University

Dr. Mark A. Belfast Jr., Assistant Camp Director
Assistant Professor of Music Education
Southeastern University

Ryan V. Scherber, Assistant Camp Director
Assistant Professor of Music Education
Case Western Reserve University

Our administrative team is a dedicated group of FSU staff, students, and alumni.

READ THE DIRECTORS’ BIOGRAPHIES ONLINE

PLACES

Camp Office

Our main administration office can be found in the Kuersteiner Music Building Room 214. Office hours are Monday-Friday, 8:00am-5:00pm when camps are in session. Off-season hours are Monday-Friday, 9:00am-4:00pm.

There is a camp Help Desk in the lobby of the Housewright Music Building. Day counselors will be available for assistance at this location from 7:30am-5:00pm, Monday-Friday, when camp classes are in session.

Classroom & Performance Location

All classes and rehearsals will take place in the Westcott Building and Ruby Diamond Concert Hall. The final performance will take place in Ruby Diamond Concert Hall.

ELEMENTARY INSTRUCTORS

Shelley Wishart has been teaching in Orlando for 13 years with most of that time being at Vista Lakes Elementary, which she helped open. She has her Bachelors in Music from the FSU College of Music and a Masters in Early Childhood Development from UCF.

Erin Dunne received her Bachelor's in Music Education from the FSU College of Music and is currently working in Brevard County. Erin has been with the FSU Summer Music Camps since 2009.

Nikki Windle is thrilled to be entering her fourth year of teaching elementary camp. Nikki graduated from FSU with both her Bachelor's and Master's Degrees in music education and is in her fourth year of teaching.

Megan Buckley is excited to be returning to elementary music camp for the seventh summer. Megan graduated from FSU with both her Bachelor's and Master Degrees in music education.

COUNSELORS

Day counselors are with the campers while they attend classes during the day. These counselors are primarily undergraduate College of Music students.

READ THE DIRECTORS’ BIOGRAPHIES ONLINE
Camper Drop-Off

Drop-off the campers at the circular driveway on the north side of Ruby Diamond Concert Hall (see below).

First Car Stops Here

Stay in your car and wait for staff to assist your child

AM Drop-Off begins at: 7:45am

At drop-off, counselors will come to your car to get the camper out and walk them inside.

ON MONDAY, JUNE 11TH:

• IF YOU ATTENDED THE OPEN HOUSE ON SUNDAY:
  Drop-off the campers at the circular driveway on the north side of Ruby Diamond Concert Hall (see below). Counselors will be stationed here to meet the campers between 7:45am and 8:00am. If you prefer to find parking in an available lot and walk your child inside, you may certainly do so.

• IF YOU DID NOT ATTEND THE OPEN HOUSE ON SUNDAY:
  Parents must find parking and walk to Westcott 060 to complete the check-in process, starting at 7:30am. Weekend parking on campus is limited and reserved for permits from 7:30-4:30pm. Please leave plenty of time to find a space. There are metered spaces available on the street, some metered spaces are available in the FSU Parking Garages, and parking can also be found on the upper levels of the Southgate Campus Centre garage. You may also contact Transportation Services at FSU to purchase a visitor parking permit which will allow you to park in any Faculty/Staff/Student lot for $3.25/day. These passes are available to buy online on the FSU Transportation website.

FROM TUESDAY, JUNE 12TH - FRIDAY, JUNE 15TH

All campers should be dropped-off at the circular driveway on the north side of Ruby Diamond Concert Hall. Counselors will be stationed here to meet the campers between 7:45am and 8:00am. If you prefer to find parking in an available lot and walk your child inside, you may certainly do so.
Camper Pick-Up

Campers will be picked-up at the Housewright Music Building (HMU).

PARK YOUR CAR
Please park your car in the Palm Court Lot (SEE MAP BELOW) at 550 Palm Cout, Tallahassee, FL 32304.
This lot is located on the corner of Call street and Macomb street. The entrance is off of Call Street.

WALK OVER YOUR DESIGNATED TIME
At your desginated time, walk over to Housewright Music Building (HMU).
Campers with last names A-K will begin at 4:00 pm.
Campers with last names L-Z will begin at 4:20 pm.

BE PREPARED TO SHOW IDENTIFICATION OR PICK UP TAG
When picking up your camper please be prepared to present either:
• your campers official pick-up tag OR
• a valid drivers license or other official ID which matches the persons name on the Approved Pick-Up List.

Under no circumstance will a child be released to someone who does not have either the Pick-Up Number or who is not on the Approved Pick-Up List.

PICK-UP TAGS:
Each family will receive two (2) pick-up tags. When picking up your camper you will need to have this with you or you will be asked to present ID.

APPROVED PICK-UP LIST:
Each family will also fill out a form which lists persons approved to pick-up your child. If any person on this form comes to pick up the child and does not have the pick-up tag, they will be asked to show a valid drivers license or other ID in order to pick-up the camper. If they can’t show ID, and they don’t have the pick-up tag, we will not release your child to them.

If you have a last minute change of plans that requires someone to pick up your child who is not normally on the Approved Pick-Up List, you will be required to provide us with written authorization for that person to pick-up your child. We will accept written notification via email (musiccamps@fsu.edu). Under no circumstances will we accept a verbal or phone request for someone who is not on the Approved Pick-Up List to get your child.

PM Pick-Up:
Last Names A-K: 4:00pm
Last Names L-Z: 4:20pm
OTHER CAMP STUFF

Attendance
If your child can not 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 850-644-9934 to let us know they will be absent.

Lunch
There will be a daily snack and lunch time. Parents should pack snacks and a lunch for their camper, as well as a drink(s). Please note that food and drinks cannot be refrigerated or heated. We ask you to be mindful of allergies when selecting items for your camper.

We are unable to offer bagged lunches for purchase this year. We apologize for any inconvenience.

Dressing For Camp
Dress for all camp activities is casual (shorts, t-shirts, jeans) but should be appropriate for classroom instruction. Campers will be doing a lot of movement, so please be sure that they wear loose-fitting clothes to maintain a safe environment.

Proper footwear is essential. Please make sure campers are wearing closed-toe shoes that they can safely run, dance, move, and play in.

Dressing For The Final Performace
The performance Friday is dinosaur themed. Recommended attire ideas are listed below. Your camper’s outfit can be as intricate or simple as you both decide—have fun! They will be creating dinosaur costume hats to wear for the show during one of the afternoon craft centers.

<table>
<thead>
<tr>
<th>Tops</th>
<th>Bottoms</th>
<th>Accessories</th>
</tr>
</thead>
<tbody>
<tr>
<td>K - Red, purple, or pink tops</td>
<td>Colored pants to match shirt or jeans</td>
<td>Tails (everyone!)</td>
</tr>
<tr>
<td>1st- white, orange, or yellow</td>
<td></td>
<td>Dino feet (everyone!)</td>
</tr>
<tr>
<td>2nd-3rd- Blue or green tops</td>
<td></td>
<td>Sun glasses (4th &amp; 5th grade)</td>
</tr>
<tr>
<td>4th- 5th- black, or brown tops</td>
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Merchandise Purchases

- **Performance DVD:** $15.00  See order form for details.
  DVD's will be available for purchase at the final performance, or you can send in an order form via mail in advance of camp.
  DVD's can be purchased with cash or check only.
  Check should be made payable to Florida State University.
  The deadline to order a camp DVD is June 22.

- **Camp T-Shirts:** $15.00
  *Camp T-shirts are sold only at check-in!*
  These are payable by cash, check, or card. Checks should be payable to CMENC.
MEDICAL CARE AT CAMP

The FSU Summer Music Camps does not have a nurse on staff and employees of the Summer Music Camps are not responsible for making health decisions on behalf of the campers. If a camper does not feel well or sustains an injury, parents will be contacted.

911 / FSU First Responders will be called in the event of any emergency.

Telling Us About Your Camper
One of the required supplemental forms is a Medical Information Form. This form is used to alert us of any ongoing medical issues or conditions. Please fill out this form with as much detail as possible. No vaccine history or physical examination by a doctor is required.

Ongoing Medical Conditions or Concerns
Our camp can accommodate students that have medical conditions, including those that may restrict participation in activities. We are happy to work with your family to make your campers experience as carefree as possible. If your son or daughter has an ongoing medical condition, has a history of other ailments, or was recently hospitalized for any reason, please alert us on the Medical Information Form or contact us directly in the office to talk through arrangements.

Talk To Your Camper About Talking To Us
Before coming to camp, be sure that your child knows to alert an adult immediately if they are experiencing any signs or symptoms of medical problems. Campers should know that asking for assistance is the first step to feeling healthy and enjoying camp.

Insurance
FSU requires that all families with medical insurance provide a copy of the medical insurance card as part of the supplemental forms. If your family does not have medical insurance you will be asked to indicate this on the Statement of Voluntary Consent Form and agree that all medical costs which may be incurred at camp will be the family's responsibility. Please contact us if you have any questions.

Medications
No medications will be given at this camp. Any medications your child may need should be given before or after camp. If medications need to be administered during the camp day, please contact our office to make arrangements for a parent to come to campus.

CANCELLATIONS & REFUNDS

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 attend camp if you are not planning to come.

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:

• Written notice received in camp office 10 or more business days (M-F, 8am-5pm) prior to camp check-in:
  Refund of all money paid except the $100.00 non-refundable deposit.

• Written notice received in camp office 1-9 business days (M-F, 8am-5pm) prior to camp check-in:
  Refund of tuition less the $100.00 non-refundable deposit.
  No housing refund.

• As of 5pm on the last business day before camp check-in there are no refunds of any kind.

Acceptable forms of written notification include:
• Letters mailed to the camp administration office
• Emails sent to the camp administration office at musiccamps@fsu.edu
• Letters faxed to the camp administration office at 850.644.5257

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.
**Friday, June 15**  
**11:30am**  
Ruby Diamond Concert Hall

No tickets are required.  
Bring as many family members as you'd like!

The house will open at 11:00am.  
Please be seated by 11:25am.

Campers have the option to check-out after the final performance at approximately 12:15pm. or they can stay until the regular end of the camp day at 4:00pm.

*Ruby Diamond Concert Hall*

**Parking For The Performance**

Limited reserved parking will be available for this event in the Diffenbaugh Parking Lot (see below).

In addition, there are metered spaces available on the street, some metered spaces are available in the FSU Parking Garages and parking can also be found on the upper levels of the Southgate Campus Centre garage.

You may also contact Transportation Services at FSU to purchase a visitor parking permit which will allow you to park in any Faculty/Staff/Student lot. These passes are available to buy online on the [FSU Transportation website](#).

**GENERAL PERFORMANCE INFO**

Performance times and locations are subject to change.

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.

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 trained service animals.
DO YOU HAVE QUESTIONS?
CALL: 850-644-9934
EMAIL: musiccamps@fsu.edu

SEE YOU SOON!