

# IUP Summer Music Camp Handbook

## Updated 2024

### Code of Conduct for Participants

1. The possession or use of alcohol and other drugs, fireworks, guns and weapons is prohibited.
2. No violence, including sexual abuse or harassment, will be tolerated.
3. Hazing, bullying, and cyber bullying will not be tolerated.
4. All curfews will be followed.
5. Misuse or damage of University property is prohibited.
6. All minors will be accompanied by another minor at all times. This is the buddy system.
7. Participants in an overnight program are not permitted to be housed in the same room with an adult unless the person is the minor's parent or legal guardian.
8. Minor participants may only be housed with a participant of the same gender.
9. Smoking is prohibited in all University buildings.
10. The use of cameras, imaging, and digital devices is prohibited including use of such devices in showers, restrooms, or other areas where privacy is expected by participants.
11. When crossing streets, only cross in the designated crosswalks.
12. Only use the building designated by your program supervisor or staff.
13. If you are hurt or injured, immediately report your injury to the program supervisor or staff.
14. Cell phones and other electronics should not be used during the camp day, including rehearsals/classes unless instructed to do so by a faculty or staff member. Cell phones will be kept in a secure location during camp hours (from Check-in until dinner).
15. Residential campers may not enter any dorm room that is not their own. Socializing with campers from other dorm rooms should occur in residence hall lounges and other public spaces.
16. Campers are prohibited from inviting guests to camp unless authorized by camp staff. No residential camper may have guests in the dorm at any time.
17. Take-out food orders to the dorm are permitted before 9:30PM. Students may only order once per evening and must be escorted by a counselor to the front door of the dorm to pick up food.

If a camper behaves in flagrant violation to the Code of Conduct and does not respond to staff instructions to modify their behavior, the camp administrator will contact the camper's guardian to remove them from camp.

## Parent/Legal Guardian Notification Process

In the event of an emergency (medical issues, behavioral problems, natural disasters, or other significant disruptions), program staff will contact the camper's parent/legal guardian by telephone. If the primary contact cannot be reached, program staff will call the emergency contact provided at registration. In the event of a minor illness/injury, program staff will ask campers to contact their parent/guardian using their personal cell phone or a staff member's phone.

## Contacting Campers and Cell Phone Policy

**New for Summer Camp 2024:** our camp will be cell-phone free between the hours of 8:30 AM - 5:00 PM. Upon check in every morning, commuter and residential students will give their cell phone to camp staff. Each cell phone will be stored in individual bags and secure boxes during the day; boxes will be stored in the music office each day. At the end of each day, campers will be able to pick up their phone before they leave campus for night or go to dinner/dorms. Parents or legal guardians will be able to call campers before class starts at 8:30 and once class ends at 5:30. If a parent or legal guardian must reach a camper during camp activities for emergency reasons, they should call the IUP Music Department Office (Camp Office) at (724) 357-2390. If the office is closed, guardians can call Camp Administrator Dr. Rosemary Engelstad at (615) 483-1044 (please call Dr. Engelstad only after calling the Camp Office). If there is an emergency or a need for a camper to contact a parent or guardian during camp, we will provide them with their cell phone in order to make that call. Counselors and staff will always have cell phones for emergency purposes. Thank you for providing your camper with a cell-phone free camp this summer.

## Medication Policy

Program staff may distribute medications to minors only under the following conditions:

- The minor's family must provide the medicine in its original pharmacy container labeled with the minor's name, medicine name, dosage, and timing of consumption. Over-the-counter medications must be provided in the manufacturer's container and labeled with the minor's name, dosage, and timing of consumption.
- The parent or guardian must provide written authorization before program staff may distribute any medication to a minor.
- Program staff shall keep the medicine in a secure location (head counselor's room or Music Office) and, at the appropriate time for distribution, meet with the minor in the presence of another adult.
- The program staff member shall allow the minor to self-administer the appropriate dose as shown on the container.

- For medicine that the minor cannot self-administer, the parent or guardian must make arrangements in advance of the minor's arrival with a qualified individual to administer the medication.
- Minors may carry personal "epi" pens and inhalers during activities for self-administration.
- First aid kits will be available in both the residence hall (with the on-duty counselor) and in the camp office in Cogswell Hall.

## Transportation Policies

Residential camper move-in information including days, times, and locations can be found on our [Summer Music Camp website](#).

Commuter campers should be dropped off and picked up outside Cogswell Hall (Eleventh Street). There will be two options for evening pickup: Before dinner or after the evening activity. Please see the camp schedule for more details. Campers and their guardians will be asked to indicate each morning which pick up time they will be using that day.

Campers driving themselves to camp must provide vehicle information (make, model, color, license plate number) and will be provided with a parking tag for their vehicle. We will notify the camper of their specific parking location when they arrive to camp.

Residential campers who drive themselves will park their car in their specified location and will not be allowed to use their cars for the duration of camp. Campers will be asked to turn in their car keys after the completion of move-in. Keys will be stored securely and returned to campers for move-out.

## Supervision

Campers are not permitted to be anywhere on campus unsupervised. Campers are walked as a group by counselors between Cogswell Hall, the dorm, and the dining hall. Counselors are present in the music building, in the dorm, and at all camp activities. Campers may not go exploring on the IUP campus on their own - all activities that take place anywhere on campus are supervised.

All camp staff (including counselors, administrators, and instructional staff) have completed Act 114 & 151 Federal clearances and PA Act 34 Clearances.

Day Counselors are with the campers while they attend classes during the day and also participate in some of the evening activities. These counselors are undergraduate music students and are a great resource for campers who want to know more about what it's like to be a student at IUP. Day Counselors are available to assist with anything the campers need, from

forgotten items and finding classrooms, to pep-talks and snacks. Day Counselors can be found throughout Cogswell Hall, including in the Camp Office, throughout the day and will escort campers to and from lunch.

Night Counselors supervise the campers during dinner, evening activities, and when they are at the dorm. Night Counselors are upper-level undergraduate music students. Overnight campers are assigned a night counselor who oversees a group of approximately 10 campers. Night counselors reside in the dorms with the campers.

Between 8PM-8AM, a residential night counselor will be available in the residence hall lounge at all times. This night counselor will have a file with campers' medical information. If a camper requires assistance during the night, they should go to this counselor who will do one of the following based on the nature of the problem:

- Assist the camper with the problem.
- Wake the camper's assigned counselor to assist the camper with the problem.
- Wake the Head Counselor to assist with the problem (this option will be used if the camper requires medication).
- Wake the Head Counselor and contact the Camp Administrator (this option will be used if the camper must be transported to a medical facility or if the parent/guardian must be contacted).

Campers suffering from illness or injury that does not necessitate immediate transport to a medical facility will have the option of contacting their parent/guardian for advice. Please see below for IUP's policy regarding medical treatment and the accompanying liability waiver.

If a camper is too ill to attend camp activities but not ill enough to leave camp, they will remain in their dorm room to rest. A residential counselor will remain in the residence hall to provide any assistance the camper needs and escort them to and from meals. If the camper does not feel well enough to attend meals, box meals will be brought to the camper.

## **Medical Treatment, Waiver of Liability, Assumption of Risk, and Indemnity Agreement**

By receiving this handbook and choosing to register your child for IUP Music Camp, you agree to the following terms:

- As a parent/guardian of the camper registered for this camp, a minor, you agree to release, discharge and hold harmless Indiana University of Pennsylvania, Indiana University of Pennsylvania Foundation, their owners, agents and employees of and from all causes, liabilities, damages, claims or demands whatsoever on account of any injury or accident involving the said minor arising out of the minor's attendance at camp or in the course of competition and-or activities held in connection with the camp.

- By submitting a correct health history, your child has permission to engage in all prescribed camp activities.
- In registering for the camp, you allow IUP to medically treat your child. In the event you cannot be reached in an emergency, you give permission to the camp medical personnel to administer medication.
- By registering your child to participate in the IUP Summer Music Camp, you, your child, and/or your personal representatives or assigns, agree to release, waive, discharge, and not to sue Indiana University of Pennsylvania, or the State System of Higher Education, part of the Commonwealth of Pennsylvania, or their officers, employees, and agents from liability from any and all claims including the negligence of Indiana University of Pennsylvania, its officers, employees or agents, resulting in personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, participation in the Activity.
- You understand that the description of the IUP Summer Music Camp may be changed without notice and that Indiana University of Pennsylvania will provide no compensation for any expenses or losses incurred due those changes.
- Participation in IUP Summer Music Camp may involve travel or other activities that carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries.
- You authorize Indiana University of Pennsylvania and its employees and agents to perform any acts which may be necessary or proper to provide emergency health care to a participant in the Activity in the event the parent/guardian and/or emergency contact cannot be reached. This authorization includes consent to and authorization of medical procedures by qualified, licensed physicians, dentists, hospital or other emergency medical personnel, as they, in the exercise of their profession and in their sole discretion, may deem necessary. You are responsible for all costs and expenses of such medical treatment.
- You also agree to hold Indiana University of Pennsylvania and the State System of Higher Education harmless from any and all claims, actions, suits, procedures, costs, expenses, damages, and liabilities, including attorney fees brought as a result of my involvement in IUP Music Camp and to reimburse them for any such expenses incurred.
- You agree that all of the information provided regarding this waiver and assumption of risks agreement is intended to be as broad and inclusive as is permitted by the law of the Commonwealth of Pennsylvania and will be interpreted under such and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.
- By reading this waiver of liability, assumption of risk, and indemnity agreement, fully understands its terms, you acknowledge and understand that substantial rights are being given up, including the right to sue.

## Suggested Packing List

- Toiletries
- Medications
- Soaps (a shower caddy may also be desired)
- Lock for locker
- Sunscreen
- Hat
- Bath towel(s), hand towel, washcloth
- Bed linens (twin extra long). Don't forget your pillow!
- Alarm clock (or cell phone)
- PPE (if desired)
- Clothing for entirety of camp (no laundry access)
  - Jeans and camp t-shirt for final concert (t-shirt will be handed out when you arrive)
  - Bring a hoodie/sweater in case the building is chilly
  - Bring some athletic clothes for activities
- Athletic shoes for walking, and sandals if desired
- A water bottle to stay hydrated
- A book or other items for free time
- Folding music stand (optional)
- Your instruments and required accessories (reeds, etc.)
  - Sticks, mallets, practice pads if you're a percussionist
- Pencil and paper
- Raincoat and/or umbrella
- Snacks (no nuts or peanuts) - individually wrapped snacks are encouraged
  - Dorm will have mini-fridge and microwave
- Spending money for the Co-op bookstore if interested

## CAMP FAQ

Where do I check in when I arrive for camp?

Check-in will take place in the lobby of Cogswell Hall, 422 S. 11th St., Indiana, PA 15705.

If I am a residential camper, can I bring a car?

You may bring your car, and parking will be provided. However, you will need to turn in your keys at registration, and you will not be permitted to leave campus until camp ends.

If I am a commuter camper and will be driving myself, where will I park?

Parking will be provided for commuter campers. We will provide a map of where to park at registration.

Will I have to audition at camp?

We will ask you to play something short of your choice (or sing a song of your choice if you are a vocalist) and ask you to sight-read a short excerpt when you arrive to determine which part is best for you, depending on the ensembles you are in.

Where will the final performances be held?

Camp performances will be held in Gorell Recital Hall or Fisher Auditorium.

What if I can't attend all of the days of camp?

If for some reason you are unable to attend every day of camp, please email Zach Collins at [zcollins@iup.edu](mailto:zcollins@iup.edu). We will make an effort to accommodate your situation.

Are private lessons available?

Each camper will receive a private lesson during the week.

Can I practice in my room?

Since other camps may be in session at IUP, campers will not be able to practice in their dorm rooms. Lockers will be available in Cogswell Hall to make it easier for campers to practice in one of our many practice rooms.

Will lockers be available?

Lockers will be available for use by campers. Campers should bring their own lock.

Are there any instruments available to play on loan?

Campers are expected to bring their own instrument (pianos and instruments for elective classes will be provided). If you do not own your own instrument and will not have access to an instrument from your school, contact Zach Collins at [zcollins@iup.edu](mailto:zcollins@iup.edu).

I am a percussionist. What instruments and equipment do I need to bring?

Percussionists should bring their own sticks and mallets. Instruments will be provided by the camp.

I'm a pianist. What will I do while everyone else is in rehearsal?

There may be repertoire in our vocal and instrumental ensembles that utilize a pianist. We will offer classes tailored specifically to our piano participants, and extra practice time will be provided.

What do I do if I play more than one instrument?

When possible, we will aim to give you musical opportunities on secondary instruments. Let us know of any secondary performance areas you wish to participate in. If the schedule allows, we will make accommodations for you to participate in a second performance area.

How will students be kept safe?

Campers will be supervised by faculty and counselors at all times. Camp staff members have obtained background checks as required by IUP.

What happens in case there is illness or injury?

Campers can receive care for illness or injury from the IUP Health Center or Indiana Regional Medical Center.

What is the policy for administering routine medications?

Campers will turn in all medications at check-in. An adult camp staff member will be in charge of administering medications.

How will camp accommodate food sensitivities?

IUP Dining will provide food options for campers with sensitivities. Students who have allergies or sensitivities should consider bringing appropriate snacks for the week.

How will camp accommodate campers with disabilities?

Staff will work to make sure all campers can have the full experience of the IUP Summer Music Camp. Please alert camp staff to any accommodations needed in our camp questionnaire. View the [campus ADA accessibility map](#).

Can the campers use their cell phones?

Campers are permitted to bring a cell phone and other electronic devices to be used during free time. However, cell phones and all other devices such as smart watches, music players, games, and tablets will be turned off completely and put away out of sight during all classes, rehearsals, and performances.

Can family come to eat with me in the dining hall?

We ask that family members refrain from attending meals. Meals are a chance for campers to meet other musicians.