

## Welcome to Austin College Summer Music Camp!

We want you to have a fun and safe experience at Austin College. In order to do so, there are a few guidelines we need you to follow. The purpose of these guidelines is to inform guests of college expectations for conduct while using college facilities. Austin College Summer Music Camp (ACSMC) faculty and staff are expected to supervise campers while on campus. ACSMC will be charged for damages that occur as a result of misuse of facilities.

### Communication

- Camp information will be sent from [summermusic@austincollege.edu](mailto:summermusic@austincollege.edu). Please check your email daily!
- Follow Austin College Summer Music Camp on Facebook and Instagram for updates and pictures.
- While camp is in session, phone/text will be the best way to get in touch:
  - **Leslie Whelan, Director: (903)436-3967 (primary contact)**
  - Dan Dominick, Director: (903)815-9870
- Here is some general Austin College campus contact information:
  - Emergencies and Lockouts (call 24/7): (903)813-2293
  - Lost and found: Wright Campus Center Office 148
  - Campus Police: (903)813-2555

### Daily Schedule\*

- ACSMC participants are expected to attend and arrive on time to all classes and rehearsals each day:

8:00 – 8:25 Arrive on campus, check in at Craig Hall

8:30 – 8:50 First class: Divisional Warm-Ups

9:00 – 9:50 Chamber rehearsal/Elective

10:00 – 10:50 Chamber rehearsal/Elective

11:00 – 11:40 Assembly/Lunch (provided)

11:50 – 12:30 Chamber rehearsal/Lunch (provided)

12:40 – 1:30 Assembly/Chamber rehearsal

1:40 – 3:00 Large ensemble rehearsal

3:00 – 4:30 Optional fun activities (snacks, movies, games, guest presentations)

\*Friday will include a 3:00pm snack and 4:30pm student recital

### Arrival and Dismissal

- Classes begin at 8:30am. Participants may choose to arrive as early as 8:00am daily.
- Park in the lot closest to the IDEA Center and Abell Library when dropping off and picking up ACSMC participants. Students driving themselves to campus will also park in this lot.
- Students must sign in at Craig Hall each morning. One Craig Hall entrance will be staffed and accessible between 8:00am and 8:45am daily.
- Parents/guardians are not required to sign-in/sign-out students each day. Participants do not need to be accompanied when arriving to/leaving Craig Hall.
- Classes and rehearsals will take place in Craig Hall, the IDEA Center, and Wynne Chapel. Lunch and afternoon activities will take place in Wright Campus Center and the IDEA Center. Additional activities may take place in outdoor spaces.
- Monday through Thursday, participants may leave at 3:00pm OR they may stay on campus for activities until 4:30pm.
- Parents/guardians picking up their children: participants are asked to stay in/near Craig Hall with a member of ACSMC staff until their ride has arrived. Participants may NOT wait by the parking lot.
- Participants may NOT be dropped off prior to 8:00am M-F or picked up past 4:30 M-Th. Participants must be picked up by the end of the evening concert on Friday.
- If a participant arrives late or leave early, ACSMC leadership must be notified in advance by a parent/guardian if the participant is under the age of 18. Participants 18+ must notify ACSMC leadership themselves.

### **Parking**

- Austin College will provide campus parking free of charge; however, all ACSMC participants are responsible for any tickets or fines incurred from illegal parking (No Parking Zones, Reserved, etc).
- ACSMC participants who drive themselves to Austin College and park on campus will be required to provide vehicle and license information.
- All parking rules and regulations are in effect. Do not park in 30-minute, visitor, reserved or handicapped spaces unless they will be used for the intended purposes. Red and yellow curbs are for fire lanes, keep these clear at all times.

### **Registration and Tuition**

- Registration fees are non-refundable.
- Full or partial tuition reimbursement requests for any reason will be handled on a case-by-case basis.

### **Building Access**

- Austin College buildings are kept locked except during special events.
- ACSMC leadership will have access to all buildings used throughout the week (Craig Hall, Ida Green, Wright Campus Center, Wynne Chapel).
- Campers will not have access to buildings unless accompanied by ACSMC leadership.

### **Miscellaneous Items**

- Internet access is not given on a per-person basis. Some camp leaders receive internet access codes prior to arrival. These codes are to be given out as they see fit. If you need to access the internet while on campus you must speak with the camp leaders to see if this is possible.
- The Austin College Campus Store is located in the Wright Campus Center (WCC). Summer hours will be Monday through Friday during the day or as camp needs merit. Conference participants may purchase any items in the Campus Store at a 10% discount by showing their conference issued name tags to the cashier. All books, electronics, and candy are excluded.

### **Health**

- Austin College does not operate health care facilities during the summer.
- ACSMC leadership is not responsible for monitoring any student health condition or storing, tracking, or administering any student medication.
- In the event of an emergency, ACSMC participants must receive services from the nearest Emergency Room or medical center.
- ACSMC leadership must provide a vehicle to take a participant to the hospital or medical center for non-emergency care or to take a sick or contagious participant home in the event that a parent or guardian cannot do so.
- ACSMC participants will be asked to disclose current medications, allergies, and medical conditions in the event that emergency medical personnel need this information.
- ACSMC leadership will only transport sick/injured participants under the age of 18 with parent/guardian authorization.
- COVID-19 policies: At Austin College, the health and safety of our students, faculty, staff, and visitors are always a priority. In order to minimize the spread of COVID-19 on our campus, we want to reassure you that we are taking all necessary precautions. A response team meets regularly to stay on top of the latest information from the local, county, state, and federal authorities. Effective March 1, 2022, masks are not required on campus. There may be specific situations or particular locations where masks are required at all times. Visitor hosts will inform their guests of any health or safety protocols. Buildings will remain card-access only, and visitors will need to check in with their host for access.

### **Guidelines and Conduct on Campus and in Buildings**

- ACSMC leadership has created a schedule of activities for the participants. Campers should adhere to the schedule and only utilize scheduled spaces.
- ACSMC participants should not be left unattended at any time.
- ACSMC participants are expected to visibly wear their name tag during their entire time at the conference.
- Shoes must be worn inside all buildings.
- Camp participants assume responsibility for the security of their property. Any lost and found items will be brought to the WCC Office. Any electronics or other valuables will be brought immediately to Campus Police.
- Help keep our campus clean by throwing away all of your trash before you leave an area. We recycle here at Austin College so be on the lookout for both trash and recycling receptacles.
- Austin College continues its full working operation. Please be respectful and courteous with regard to noise and cleanliness when using space in academic or other buildings.
- Running is not permitted in buildings. Skateboards, roller blades, scooters, and other recreational mobility devices are not permitted on campus.
- ACSMC participants are asked to not scream, yell, or run while in any building on campus except for Sid Rich Gym.
- Do not play in, on, or near the fountains.
- ACSMC participants are expected to stay out of the fountains at all times.
- Any damage to a fountain will be charged back to the camp's master bill.
- Do not climb in or on trees, brick columns, signs or elevated areas.
- Do not open windows or prop doors in buildings for safety and security for guests and facilities.
- There is a great deal of technological equipment in campus facilities and may be available for use upon scheduling. Tampering with equipment is not permitted.
- ACSMC will be responsible for any damages beyond normal wear and tear that occurs to college property.
- Austin College does not permit possession or consumption of alcohol or illegal substances on campus property by summer conference guests.
- Austin College is a "clean air" campus. All campus facilities are non-smoking. Smoking is permitted in designated areas only.

### **Guidelines and Conduct in the Cafeteria (located in Wright Campus Center)**

- Name tags serve as the official identification and meal pass. They must be worn visibly at all times and shown to the cafeteria staff upon entering the cafeteria.
- Please wait at the door until you are asked to enter by a cafeteria or conference staff member. This helps reduce the risk of accidents as people enter and exit the cafeteria.
- ACSMC leadership and participants are expected to bus their trays. Trays should NOT be left on the tables.
- Once you have taken your tray to the return area and left the cafeteria, you may not return.
- All guests must wear shirts and shoes.
- No running is permitted in the cafeteria.
- The cafeteria can only be entered during mealtimes.

### **Accessibility**

- Advance requests must be made for provision of assistance to disabled participants. If a reasonable amount of notice is given, requests for assistance such as signers, assisted listening devices, or any service which would allow the participant full participation in the programs offered, under Titles I and II of the Americans with Disabilities Act (ADA), must be provided by ACSMC. Austin College will provide only those requested services that are already available and can normally be accommodated.

**Photo/Video Authorization**

- ACSMC, Austin College, and the Sherman Symphony Orchestra may use images and video footage of camp participants in print and digital materials, including the ACSMC, Sherman Symphony Orchestra, and Austin College websites, and each entity's associated social media accounts. Images and video footage of camp participants may also be featured in local broadcasts. Any requests to keep a participant's image private must be submitted to the ACSMC Director prior to the start of camp.