Dear Camper Family,

Welcome to Chatham Music and Arts Day Camp! Throughout our 60th year history the camp has provided the community with high quality children’s programming. On behalf of Chatham University I thank you for registering your child this summer and look forward to working with you, making your child’s camp experience the best it can be!

This handbook has been designed for you to review with your camper and to discuss expectations at camp. There are also important dates and reminders for the upcoming season.

On behalf of the entire camp staff, thank you for registering your camper and we look forward to working with them this summer.

Best,
Alicia Danenberg
Director, Chatham University Music and Arts Day Camp
412-365-1174
daycamp@chatham.edu
**Theme Day Schedule & Table of Contents**

**Theme Day Schedule:**
Dress the part for each theme day, reoccurring on Fridays during camp!

Friday, June 17th – *Pittsburgh Sports Day*
Friday, June 24th – *Neon Day*
Friday July 1st – *Red, White, and Blue Day*
Friday, July 8th – *Disney Day*
Friday, July 15th – *Superhero vs. Villains Day*
Friday, July 22nd – *Tie Dye Day*
Who Do I Contact?

- If you have a medical question or question about your child’s medication please call the camp office and ask for the Nurse 412-365-1174.
- If you have a question about extended care, lunch coupons, or paying your balance contact the camp office at 412-365-1174.
- If you have a recommendation or you’d like to speak with your child’s division director please call the camp office at 412-365-1174.
- If you are looking to speak with a senior staff member about behavior or specific items pertaining to your child please email daycamp@chatham.edu or call the camp office.

Required Forms

Camper Release and Medical Forms:
- All camper release and medical forms should have been completed as of April 1, 2016. If you have not done so already, please complete these ASAP.
- Your child WILL NOT be allowed to attend camp without them (see first day of camp procedures).

Medical Form/Camper Release Details:
1. The Medical Information Form
   - Even if you completed this information during online registration, we need a paper copy of the form. This is required to supplement the online information.
2. Immunization History Form – Can be completed by your doctor and uploaded into my custom event.
3. The Administration of Medication Forms (2 separate forms).
   - For prescription medication and requires physicians signature
   - For over the counter medication as requested by parent.

Medication and Allergies:
* The nurse will be available on Saturday June 11th and Tuesday June 28th for Camper Orientations, please bring your medication if at all possible.

- Medication can only be dispensed by the camp nurse.
  Prescription medication must be in the original prescription bottle. Including the dosage and camper name. A weekly supply of the medication may only be given to the nurse. Campers with a rescue inhaler or an Epi-Pen are required to give their medication to the nurse. If a D4/5 camper is trained to administer, the nurse will meet with the camper to determine whether he or she will carry the medication with them.
- If your child has allergies or a serious medical condition we recommend that you contact the camp office prior to the start of your child’s camp session.
- Each counselor is notified of allergies and medication needs to ensure that your child is safe at all times.
- Over the Counter Meds will be dispersed by the Camp Nurse with the proper paperwork.
Health and Wellness:

• Our nurse is here for the safety and well being of your child. If your child is injured at camp, she will perform all necessary duties to ensure that your child is safe and well cared for.

• If your child is not feeling well, please consider whether or not he or she should be sent to camp. We host a multitude of children and do not want illness spreading. If your child becomes ill at camp, you will be notified immediately by the nurse.

• We are required by law to report any signs of abuse or neglect. Please let the camp office know of any special needs, considerations or circumstances about your camper so we can provide the best and safest learning environment.

• Please report any contagious conditions immediately so that we can notify the other parents. Including lice, strep, chicken pox, pink eye, etc..... If your child has lice please understand that he/she must undergo treatment and be checked by the nurse, who will give the approval for the child to return to camp.

If you do not want your child to be treated while at camp, you must contact the camp office immediately to let our nurse know.

Communicating Health and Wellness:

If your child is reported ill by themselves or their camp counselors the nurse will assess the situation and determine whether or not it is appropriate to notify the parent.

You will be notified in the following medical situations:
Fever, Diarrhea, Vomiting, Sore throat or difficulty swallowing, Severe Itches or Scratches, Mouth Sores, Significant tiredness, Significant headaches, Difficulty breathing, chronic coughing, constant stomach pain, disoriented behaviors, lice.

The nurse will contact you by the phone number listed on your account. In extreme medical situations, 9-1-1 may be dialed for emergency care. If you are unable to be reached, we will use the emergency contact listed on your account.

Extended Care Information:

We offer extended care for our campers in the morning before camp and in the afternoon post-camp. Extended care is staffed by Chatham camp counselors and supervised by senior staff and the Extended Care Director. We provide an afternoon snack for our PM extended care campers. AM extended care campers are welcome to bring their own snack or breakfast, but we do ask that you be cautious of other campers allergy issues, specifically those with peanut and tree nut allergies. Extended care takes place on the Woodland Hall Sun porch. AM Care Campers will be checked in at the curb in front of Woodland Hall by our AM Extended Care Staff.

To pick up your camper from PM Care we ask that you come into Woodland Hall and sign the camper out. Because we only release the camper to the primary guardians or emergency contact, if anyone else is picking your camper up you must notify us when reserving your care so that person can be added to the camper contact list.

Extended Care Fees:
AM Pre-Care, 7:30am-9:00am: $60 per week per camper or $12/day
PM Post-Care, 4:00pm-6:00pm: $70 per week per camper or $14/day

*Please note that we do take attendance in extended care and you will be charged for any days your child is sent there due to late pick up. (Any time past 4:30) You will be notified of this bill and will be expected to pay by the end of camp.
What to Bring to Camp:

- **Swimming:** We recommend that you pack a suit and towel on the first day. The campers will be in the pool on that day. Division 1, 2 and 3 campers swim every day, unless there is a special event. If your Division 4 or 5 camper has scheduled a swimming period they will want to have their suit the first day as well. You may also want to bring an empty plastic bag for your camper to put their wet suit in after pool time. The pool is indoor, so the camper swim rain or shine!
- **Sun Protection:** Campers spend A LOT of time outside! We suggest you apply sunscreen to your camper, send some with them for reapplication and make sure they have a hat.
- **Lunch and Water Bottles:** We suggest that all campers bring a sturdy and reusable water bottle. All campers will eat in Anderson Dining Hall. You may pack your camper's lunch or purchase lunch at $6.50 per day. Lunch can be purchased at the time of registration or it can be billed to your account. Division 1, 2, and 3 Campers will sit with their counselor at a group table. Ice cream is available for purchase in Anderson Dining Hall, even for those campers who choose to bring their lunch, the cost is $1.75. *If your child has any special and severe allergies* Please notify the Day Camp Office ASAP!
- **Shoes:** We do not allow campers to wear flip-flops because of safety concerns. Sneakers are your best choice.
- **Backpacks** are highly recommended! That will give your camper a storage system for their water bottle (recommended), sunscreen, hat, swim suit, lunch, etc. You know the drill: label everything!
- **Medication and Allergies:** Meds can only be dispersed by the camp nurse, and must be in the original prescription bottle. You may give a weekly supply of medication to the camp nurse at morning drop-off. If your child has a rescue inhaler or Epi-Pen they will be allowed to carry it with them, if it can be determined that the camper has been trained to self-administer. If your child has allergies or a serious medical condition we recommend that you contact the camp office prior to the start of your child’s camp session to schedule an appointment with Nurse Eileen! (please see more under Health and Safety)

First Day of Camp Procedures:

- **Drop off** will be extended the first day of camp from 8:30-9:15
- All cars will follow the normal drop off traffic pattern
- If we do not have your payment or completed medical forms, you MUST park your car on campus and fill the forms out, or make your payment **BEFORE** your child can attend camp.
- Chatham public safety officers will be aware of this and will direct traffic in a timely manner.
- Please have all your information turned in prior to the start of camp to make this process go smoothly!

Payment Policies:

**Early Bird Tuition** is for full payments received by **May 1, 2016**. The regular tuition fee will be required for any payments received between **May 2, 2016** and the tuition deadline. Campers will not be allowed to attend camp if tuition has not been paid in full by the tuition deadline.

All registrations are received on a first come – first serve basis. The tuition deadline for all summer camp programs is **June 1, 2016**.

Registration space is held only for campers who have paid the deposit of **$250** at the time of registration. Full payment must be received by the tuition deadline date listed above or the camper's registration spot and the registration deposit will be forfeited. A cancellation fee of **$50** will be charged to all cancellations before **May 2, 2016**. Cancellations received between **May 2, 2016** and **June 1, 2016** will forfeit the **$250** deposit. No refunds will be given after **June 1, 2016**.

**Tuition and Refund Policy:**

- All camper tuition must be paid in full by **June 1st, 2016** or camper will NOT be allowed to attend camp.
- Yes, we have a waiting list for camp. Make sure you pay in full by the tuition deadline to reserve your spot!
- There are no refunds on camper tuition after **June 1st, 2016**.
Policy Information

Camper Orientation:
We encourage all campers to attend orientation to not only meet their counselor but finalize all housekeeping items before camp!
- Camper orientation is for ALL divisions
- Division 1, 2, and 3 counselors will be present
- Division 4/5 Director will be on site
- Tours of the campus will be available
- Check with staff to make sure all medical forms are updated and payments have been made.
- Pick up your camper T-Shirt

Session A and 6 week Orientation:
Saturday June 11th, 2016, 11am-1pm

Session B, Kiddie Cougar Camp Cougar Basketball Camp Orientation:
Tuesday June 28th, 2016, 5-6:30pm
*You do NOT need to attend multiple orientations if you registered for two camps.

Scholarship Information:
Chatham Music and Arts Day Camp does provide need-based scholarships. Please see our website at www.chatham.edu/daycamp for more information on deadlines.
  - Any camper receiving a scholarship must pay their remaining balance by **June 1st, 2016**.

Camper Performances:
- At the end of **session A** (July 1st) some campers will perform in the Chapel. More information will be available on our website. No performance is guaranteed.
- At the end of the **six week** and **session B** there will be performances in the Eddy Theater and the Chapel.
- All camper divisions have performances the last week of camp and dates will vary.

Camper with Special Needs:
If your camper has a special physical need or if they have special circumstances that our camp staff will need to be aware of, we ask that you include it on the medical form and also contact the camp office prior to the start of your camper’s session. If your child will be attending camp with an aide or a TSS (from an agency other than the Watson Institute), you will need to have the agency contact the camp director prior to camp to request clearances from that person and provide the agency and the aide with a copy of our camp policies.
  - **All campers enrolled in Day Camp must abide by all behavioral management policies.**

Summer Camp Staff:
The Music and Arts Day Camp staff is a well-rounded and balanced group. Our staff consists of the senior staff as well as approximately 60 instructors, counselors, and lifeguards. Nearly all are pursuing a degree in education, social work or a specific content area.

Senior Staff:
- Nurse: Eileen Kline
- Office Manager: Amanda Orban
- Division 1 Director: Max Reisman
- Division Director/Extended Care Director: Brittany Geppert
- Assistant to the Director/Instructor: Nisa Lee
- Division 2 Director: Nicole Jeffery
- Division 3 Director: Erin Kressler
- Division 4/5 Director: Julia Aughenbaugh
Camper Information

Helpful Tips:
- Only pack what your camper can carry in his/her back-pack.
- If you’d like to purchase lunch daily, $6.50 cash.
- Visit our website weekly for lunch updates.
- As we get closer to camper performances, visit our website to view a full schedule.
- Make sure to label all of your campers items that they bring to camp.
- Do not bring large amounts of cash to camp.

Camper Rules:
The Chatham Music and Arts Day Camp has expectations all campers must follow. We are here to work with your child on these behaviors, however, we want to be clear about how behaviors that are not consistent with these expectations will be handled.

1. Be Respectful of Others
   That means being respectful to all staff, parents, families, fellow campers and any other adults. We are all ambassadors for the Chatham Music and Arts Day Camp and we expect everyone to behave as such! This also means being respectful of the Parkhurst staff, as well.

2. Respect Chatham campus
   All campers must observe appropriate behavior in the dining hall and other facilities throughout campus. Fighting and inappropriate language will not be tolerated in addition to bullying, harassment, and physical violence.

3. Respect Yourself
   Campers must wear comfortable clothes that they can paint, play and generally get dirty in. **No flip flops!** Division 4/5 Campers must wear appropriate camp clothing. **No cut offs/ revealing clothing.**

4. Respect Camp
   Division 4 and 5 Campers **must attend** the classes listed on their schedules and be on time. The instructors’ responsibility is to take attendance and if your child is skipping class, a search will take place. This is a serious situation and we ask that you help us avoid this!

Consequences:

First Offense: Camper will receive verbal warning.

Second Offense: Camper will receive written warning.

Third Offense: Call home made to parent/guardian.

Fourth Offense: Camper will be sent home for the day and director will decide if a suspension is necessary.

Fifth Offense: Camper will be removed from the program without a refund.

*Consequences vary by division, this is a brief overview and may be subject to change for serious matters.*
Private Lessons & Instrument Rental:
We are pleased to be able to offer private instrumental and vocal lessons to campers in Division 3, 4, and 5. There is an additional fee for these lessons. Private Lesson Fees are $90 for one class period per week for a 3 week session. Or $180 for one class period per week for 6 weeks. If you would like to sign your child up for Private Lessons and have not already done so please contact the Day Camp office to request the Private Lesson registration form (This form is also included in this package.) Private Lessons are scheduled on a first come/first serve basis.

If your child is enrolled in a private lesson or if they have chosen to participate in a sectional or a band class they will need to provide their own instruments (except for piano). The Music and Arts Day Camp recommends renting instruments from Johnstonbaugh Music Centers. Johnstonbaugh’s sponsors our Talent Exploration program each year. Please mention that you were referred by Chatham. You can contact them at one of these locations:

We offer the following private lessons: Voice, Piano, Trumpet, French Horn, Trombone, Drum (classical or set), Guitar, Electric Bass, Violin, Cello, Viola, Oboe, Clarinet, Flute, Piccolo, and Saxophone.

Private Lessons:
We currently offer private swim and music lessons. The cost of private lessons are $90/3 week session $180/6 week session and can be added onto your account at the time of registration or, by calling the office.

Private music lessons take place during the camp day, and the campers will miss a regularly scheduled class in place of the lesson. We offer piano, voice, woodwind, string, and brass instrument lessons.

Private Music Lessons are for Division 4/5 Campers Only!

Private swim lessons take place after camp from 4-6PM in small groups. The campers receive a small snack before their hour lesson, and can be picked up on the Quad with extended care. The day camp office will schedule your private lessons the week before camp, asking for your preference of T.W.TH dates. We are unable to honor any make up dates once your lesson day is selected.

Kiddie Cougar Camp/Cougar Soccer Camp: July 25th-July 29th
- Campers in divisions 1, and 2 will follow a set schedule with their counselor including elongated music, art, and drama activities.
- Campers can follow the What to Bring to Camp guidelines on page 19 for more information about what they should bring.
- Campers in grades 3-9 will participate in Soccer Camp.
- More information about drop off and pick up to come as we approach camp.

Cougar Basketball Camp Information: August 1st-5th
- Campers will be dropped off at the Athletic and Fitness Center Parking lot see Traffic Pattern for Cougar Camp attached with your registration packet.
- Campers are required to pack their lunch or bring lunch money.
- Campers must wear tennis shoes and appropriate attire.
- Lunch is not provided. Please either pack your child’s lunch or send $6.00 cash daily.
- If you’d like to purchase lunch for the full week please send a $30 check made out to Chatham University.
- Campers will swim daily at Cougar Camp, please bring your suit and a plastic bag to store it in
**Division 4 and 5:**
The Division 4/5 campers have the opportunity to create their schedule for camp. More information on scheduling and the class catalog are included with your registration packet.

**Division 4 Campers: The Yellow Group**
Entering 5th and 6th grade in the Fall of 2016. These campers will follow individual schedules tailored to their interests and have the freedom to choose their schedules by selecting courses from a variety of program areas: instrumental and vocal music, creative writing, sports, digital arts, swimming, musical theater, drama, and 2 and 3 dimensional arts, soccer, archery and many more activities.

**Division 5 Campers: The Orange Group**
Entering 7th, 8th, or 9th grade in the Fall of 2016. These campers will follow individual schedules tailored to their interests and have the freedom to choose their schedules by selecting courses from a variety of program areas: instrumental and vocal music, creative writing, sports, digital arts, swimming, musical theater, drama, and 2 and 3 dimensional arts, soccer, archery and many more activities.

**Division 4/5 Scheduling Procedure:**
- Division 4 or 5 campers will be able to choose from a variety of different activities to build their daily schedule. Scheduling will launch online and it is encouraged that your camper select classes with the buddy of their choice.
- Once a schedule is chosen, campers cannot change their schedule unless it is an extreme case.

**“Rooted in History and Growing!”:**
The Chatham Music and Arts Day Camp was founded in 1956 by Mihail (Mischa) and Kathryn (Kay) Stolarevsky. Kay and Mischa have inspired many young students to embrace the arts through their dedication and teaching at the Chatham Music and Arts Day Camp. The camp, which celebrated its 55th anniversary recently, continues to grow its arts, music and theater program while branching out to include programs that allow campers to explore nature and engage in creative play.

**Our Program Goals:**
- To grow and nurture talented, young artists along their creative paths.
- To provide campers with an outlet for creative expression in a non-formal atmosphere.
- To nurture a life-long love of the arts.
- To foster critical and creative thinking skills, and the ability to cooperate and communicate with their fellow camp community members.
- To round out the camper’s summer experience by offering traditional recreational opportunities including swimming, nature exploration and sports
- To develop a balanced understanding of music, art, sports, swimming, technology, and other activities before entering the upcoming school year.
- To provide a safe, fun, and active environment where campers can build friendships, new skills, and self-esteem.

**The Day Camp Office: Located in the Chapel Basement:**
All camp activity is supervised from this location. The camp office is the place to make a payment, purchase lunch coupons and pick up your child for an early dismissal
- On **June 13th** the office will officially open for business
- Summer office hours are **7:30am-6:00pm M-F**
- In the **winter**, the office is located in Laughlin Music Hall and is open **M-F from 9am-5pm**.
- The Day Camp office will be closed on **July 4th, 2015**.
Camp Policies and Procedures:

**Electronics Policy:**
All cellphones, and gaming devices must be turned off and stowed in your camper’s backpack between the hours of 9:15-3:45. Any cell phones or electronic devices misused between the hours of 9:15-3:45 will result in the device being removed from the camper and left in the office for the remainder of the day.

**Misuse of cell phones and devices include but are not limited to the following:**
- Using a device during a class
- Using a device during lunch
- Taking pictures of campers without their consent at camp
- Using apps that are not approved by the SMR Class (any app other than Facebook, Twitter, Instagram, and Snapchat)
- Using the ‘approved apps’ listed above to harm the social or emotional state of another camper.
- Absolutely no cell phone use in the locker rooms and bathrooms!

**Weather Policy:**
The Chatham Music and Arts Day Camp will operate rain or shine. Campers walk around campus to attend their scheduled activities, so we do recommend a rain jacket and umbrella if there is rainy weather. If inclement lightening, rain, the move inside to the Athletic and Fitness Center and all campers indoors by their counselors until the weather passes. If inclement weather occurs during afternoon pick-up, campers are kept in their rainy day spaces until parents arrive. This is the Chapel for Divisions 1 and 2, and the Eddy Theater Lobby for Divisions 3, 4 and 5.

Camper Information

**Camper Divisions:**
- Campers are sorted into 5 Divisions based on rising grade level, that is, the grade that the child will be entering in the Fall of 2016
- The camper to counselor ratio follows the American Camp Association recommendations for each age group

**Division 1, 2, and 3:**
Each of these divisions follow a set schedule with his/her counselor. They attend a number of different music, art and traditional camp activities and partake in our end of camp performance. See Camp Performances for more information.

**Division 1 Campers: The Red Group**
Pre-K ((Campers must be 4 by May 1st 2016 and have previous full day pre-school or day camp experience); Entering Kindergarten, grade in the Fall of 2014 The camper to counselor ratio for this group is typically 6:1. Groups are established with grade and gender in mind.

*PreK Half Day Campers are included in the division 1 age group and must be 3 years old by May 1st*

**Division 2 Campers: The Blue Group**
Entering 1st, and 2nd grade, in the Fall of 2016. The camper to counselor ratio for this group is typically 8:1. Groups are established with grade and gender in mind.

**Division 3: The Green Group**
Entering 3rd and 4th grade in the Fall of 2016. The camper to counselor ratio for this group is typically 9:1

**Buddy Requests: (Division 1,2 and 3)**
- Each camper may submit up to 2 buddy requests, however such request cannot be guaranteed.
- Buddy request must be submitted by June 1st.
- No buddy requests will be honored the first day of camp.
- Camper groups will not be altered the first day of camp.
- If you’d like to submit a late request, email daycamp@chatham.edu
Emergency Protocol

In Case of Emergency....

We ask that you enroll in Chatham University’s E2 Campus Alert System by visiting our website and clicking the ‘camper tools tab’ then proceeding to find the Campus E2 Alert System. If the University has a true emergency, you will be notified via text message and if the campus were to go into lockdown, your child will be safe from harm on Chatham’s campus.

Once the lockdown has been removed, we will ask all parents to pick their child up following our normal pick up procedures.

Remind.com: is what we will use to contact parents via division and the camp as a whole. At orientation, you will be given a text code to enter through your smart phone that will connect you to our reminder website. That way, we will be able to send customized text messages to each division incase of emergency. This includes drop off/pick up procedures due to weather, and any other important items that cannot wait via email.

If there is a medical emergency regarding your camper, the Nurse will contact you immediately.

If there is an emergency regarding your camper’s behavior or well-being, their Division Director will contact you immediately.

Lunch Policies and Fees:

Lunch is available for purchase in the Chatham cafeteria for $6.50 per day and may be purchased in a pack of 5, or for the entire camp session.

- Coupon books are not dated and may be used throughout the campers’ entire session.
- If you would like to reserve a coupon book through the camp office, you must do so the week before your child will need the coupons. You must reserve and purchase your coupon book for the upcoming week by the Thursday before the week your camper will need it!
- You may pre-purchase books of coupons on-line or in the camp office.
- Ice cream is available ala carte for $1.75 for those campers who pack their lunch. Ice Cream will only be served on Fridays.

Lunch coupons are non-refundable.

5 lunch coupons = $30.00

- You may choose to pack your campers lunch, make sure their bag is labeled please.

- Our kitchen at Chatham is not certified kosher. We do offer vegetarian and vegan foods.

Visitation Policy:

- Campers are not allowed to bring guests with them to Chatham Day Camp.
- Parents are not allowed to send additional family members or friends with their campers to camp.
- All adult visitors must sign in at the office and have a purpose for visit.
- Unwanted visitors/guests will be escorted to the office and the parent will be called for pick up immediately.
Late Arrival and Early Pick Up Policy:

Late Arrival Policy:
If your child is going to be late for camp and it is past drop off time (9:15) you must:

- Park in visitor parking at the Chapel
- Sign your child in at the Day Camp office.
- Senior staff member will escort him/her to their class.

We’re located in the Chapel Basement.

Early Dismissal Policy:
- If your child needs to be dismissed early from camp, a note MUST be turned in with your child the morning of the dismissal.
- If an emergency were to arise, the parent should give a courtesy call to the camp office to notify that you will need to pick up your child.
- Early dismissals will be approved via email and phone. Please give notice when picking up your child so the office staff can be prepared
- Division 4/5 campers will NOT be permitted to walk off campus to an appointment unless the parent has provided detailed information and permission via note, email, or phone call to the camp office.
- No children will be dismissed to a caregiver or family who is not their own with out parent permission via note, email or phone call.
- All early dismissal campers can be picked up in the Day Camp Office where you will be required to sign your child out.

Absences:
If your child is going to be absent from camp, we ask that you please let us know via phone or email so we can let the instructors and counselor know.
If attendance is taken and your child is not on our absentee list but, is absent, we will send an email or a phone call home notifying you of his or her absence.

Camp Policies: Personal Property

Drugs & Alcohol Weapons, Personal Equipment, Vehicles, and Animals on Campus:

There are absolutely no drugs or alcohol allowed at camp. CMADC has a strict zero-tolerance drug and alcohol use policy and if a camper or staff member is caught with drugs and/or alcohol or using drugs and/or alcohol during camp they will be sent home immediately at their or their parents’ expense.

The Day Camp will not tolerate weapons or toy weapons on the property or in a child’s possession on or away from campus. A student in possession of a weapon or a toy weapon may be subject to suspension or expulsion. Switchblades, pocket knives, guns, and any other potential weapon, including “look alike” weapons such as plastic knives or guns, will be confiscated immediately and parents/guardians will be contacted.

Please do not bring personal sports, or music equipment to camp unless specifically asked by an instructor for a camp performance (Music instruments).

Animals are not permitted at camp.

Campers and volunteers are not permitted to drive to camp.