



Washburn University Summer Cello Camp Handbook

Washburn University Summer Cello Camp

- Sign-In Instructions
- Daily Schedule & Camp Rules
- Code of Conduct Form (FILL OUT)
- Health Form (FILL OUT)
- Parent/Guardian Pick-Up List (FILL OUT)
- Campus Map

Welcome to the Washburn University Summer Cello Camp! In this packet you will find some very important information regarding Sign-In, locations, daily schedule and policies/procedures. This file will also be placed on the website at:

[Music Camps, Festivals and Workshops | Washburn University](#)

Please take time to review this information before attending the camp on June 8th. We can't wait to make music with you!

All the Best,

Erinn Renyer

Cello Camp Director: erinn.renyer@washburn.edu cell #: 785.383.8854

Sign-In Instructions for Overnight Campers

For ALL overnight campers, sign-in will start at 1:00 pm in the lobby of White Concert Hall on Monday, June 8th. Once everyone has arrived, camp counselors will escort the campers to the Living Learning Center for check in. (LLC) SEE ATTACHED MAP starting at 2 pm.

Please make sure you have your instrument and accessories (rock stop, rosin, etc.) ready for the camp.

Here is a list of items you may want to pack for the overnights in the dorm:

Bedsheets (twin XL)/blankets & pillow

Cellphone/Charger

Shower towel/sandals

Toiletries/Medications

Hairdryer

Water Bottle

Clothes/Shoes for 5 Days

*Performance clothes: clean shorts/jeans for performance day-commemorative shirt will be provided

Snacks for room

Money for Union Marketplace

Sign-In Instructions for Day Campers

Sign-in will start at 1:00 pm in the lobby of White Concert Hall on Monday, June 8th.

Please make sure you have your instrument and accessories (rock stop, rosin, etc.) ready for the camp.

Day Campers will be provided lunch Tues-Thursday and a pizza dinner on Thursday evening.

Day Campers will be dismissed at 9 pm everyday. PLEASE PICK UP YOUR CAMPER AT 9 PM.

Washburn University Cello Camp Schedule

Monday, June 8th: Day 1

1:00-2:00 pm: Sign-in /Private Lesson Sign-up White Concert Lobby

2:00-2:50 pm:

- **Overnight Campers** Check-in/Housing in Washburn Living Learning Center
- **Day Campers** assigned Home Rooms for camp week

3:00-3:30 pm: Welcome Meeting for Parents and Camp participants

3:30-5:00 pm: Afternoon *All Cellos* ensemble rehearsal

5:00-6:45 pm: **Dinner Break** (**Day Campers** on their own) **Overnight Campers** report to Lincoln Hall
Individual practice in practice rooms or home rooms/fun group activity 6-7 pm in WCH lobby

6:45 pm: Attendance Check-In (WCH lobby)

7:00-9:00 pm: Evening *All Cellos* ensemble rehearsal

9:00 pm: **Day Campers** dismissed, **Overnight Campers** return to Dorms (LLC)

10:00 pm: Campers in their rooms

10:30 pm: *Lights Out*

Tuesday, June 9th: Day 2

7:00-8:30 am: **Overnight Campers**: Wake-up Call and **Breakfast**

8:30 am: Attendance Check-In for **All Campers**

9:00-10:30 am: Morning *All Cellos* ensemble rehearsal

10:30-11:30 pm: Sectionals in assigned home rooms

11:30-12:30 pm **Lunch Break**

12:30-1:30 pm: Sectionals in assigned home rooms (attendance will be taken by section leader)

1:30-2:45 pm: Breakout group rehearsal/lessons/individual practice/fun group activity in WCH lobby

2:45 pm: Attendance Check-In (WCH lobby)

3:00-5:00 pm: Afternoon *All Cellos* ensemble rehearsal

5:00-6:45 pm: **Dinner Break** (**Day Campers** on their own)

Individual practice/fun group activity 6-6:45 pm in WCH lobby

6:45 pm: Attendance Check-In (WCH lobby)

7:00-9:00 pm: Evening *All Cellos* ensemble rehearsal

9:00 pm: **Day Campers** dismissed, **Overnight Campers** return to Dorms (LLC)

10:00 pm: Campers in their rooms

10:30 pm: *Lights Out*

Wednesday, June 10th: Day 3

7:00-8:30 am: **Overnight Campers**: Wake-up Call and **Breakfast**

8:30 am: Attendance Check-In for **All Campers**

9:00-10:30 am: Morning *All Cellos* ensemble rehearsal

10:30-11:30 pm: Sectionals in assigned home rooms

11:30-12:30 pm: **Lunch Break**

12:30-1:30 pm: Sectionals in assigned home rooms (attendance will be taken by section leader)

1:30-2:45 pm: Breakout group rehearsal/lessons/individual practice/fun group activity in WCH lobby

2:45 pm: Attendance Check-In (WCH lobby)

3:00-5:00 pm: Afternoon *All Cellos* ensemble rehearsal

5:00-6:45 pm: **Dinner Break** (*Day Campers* on their own)

Individual practice/fun group activity 6-6:45 pm in WCH lobby

6:45 pm: Attendance Check-In (WCH lobby)

7:00-9:00 pm: Evening *All Cellos* ensemble rehearsal

9:00 pm: *Day Campers* dismissed, *Overnight Campers* return to Dorms (LLC)

10:00 pm: Campers in their rooms

10:30 pm: *Lights Out*

Thursday, June 11th: Day 4

7:00-8:30 am: *Overnight Campers*: Wake-up Call and **Breakfast**

8:30 am: Attendance Check-In for *All Campers*

9:00-10:30 am: Morning *All Cellos* ensemble rehearsal

10:30-11:30 pm: Sectionals in assigned home rooms

11:30-12:30 pm: **Lunch Break**

12:30-1:30 pm: Sectionals in assigned home rooms (attendance will be taken by section leader)

1:30-2:45 pm: Breakout group rehearsal/lessons/individual practice/fun group activity in WCH lobby

2:45 pm: Attendance Check-In (WCH lobby)

3:00-5:00 pm: Afternoon *All Cellos* ensemble rehearsal

5:00-6:45 pm: **PIZZA & PRIZES NIGHT!! ALL CAMPERS**

6:45 pm: Attendance Check-In (WCH lobby)

7:00-9:00 pm: **DRESS REHEARSAL WITH ROCK BAND**

9:00 pm: *Day Campers* dismissed, *Overnight Campers* return to Dorms (LLC)

10:00 pm: Campers in their rooms

10:30 pm: *Lights Out*

Friday, June 12th: Day 5- BIG CONCERT DAY!

7:00-8:30 am: *Overnight Campers*: Wake-up Call and **Breakfast**

8:30 am: Attendance Check-In for *All Campers*

9:00-11:00 am: Morning *All Cellos* LAST BIG CONCERT RUN THROUGH/Distribute concert T-shirts

11:00-11:30 pm: Group pictures and final pep talk!

11:30-12:00 pm: Check out of Dorm (LLC)

12:00-1:00 pm: **LUNCH ON YOUR OWN**

1:00-2:00 pm: Final Sectional in assigned home rooms (attendance will be taken by section leader)

1:30 pm: Parents arrive for *Junior Rockers* Concert in White Concert Hall

2:00-2:30 pm: ***Junior Rockers* concert**

2:30-4:00 pm: *Rockin' the Plaza* show run-through with rock band

***At this time those that do not want to participate in the evening concert off Washburn campus will be released to the custody of their parent/guardian. The Washburn Cello Camp officially ends. ***

TRANSPORTATION WILL NOT BE PROVIDED TO EVERGY PLAZA *

5:15 pm: Arrive at Evergy Plaza in downtown Topeka

Plan ahead with your parking-there is a parking garage east of the plaza that opens at 5 pm.

5:30 pm: Sound check with sound engineers and final touches

6:30 pm: TCC members take a break to eat dinner and rest

Food trucks and other vendors will be on site-Burger Bus, Twisted Treats, etc.

7:00 pm: Warm-up Band performs

7:45 pm: TCC enters stage & tunes

8:00 pm: TCC performs *Rockin' the Plaza*

9:00 pm: End of concert

Camp Rules and Regulations:

1. WEAR NAME TAGS AT ALL TIMES! It has your meal card and identifies that you are allowed on campus and in specific areas.
2. When moving from place to place outside buildings, **don't travel alone.**
3. Don't talk to strangers on campus. All campus staff will be wearing badges. If someone approaches you that does not have a badge, contact camp staff immediately.
4. Day Campers are the only campers that can go home and be in a car throughout the week. Overnight Campers, once you arrive and check in, you are under the Cello Camp supervision for the duration of the camp. If you have to leave, parents/guardians must have an approved permission statement from Erinn Renyer (Camp Director) to escort a camper off the premises.
5. Stay away from construction areas in and outside of buildings.
6. *Places you can go:* Garvey Center, Living Learning Center, Student Union, Lincoln Dining Hall (with camp counselors), practice fields and Quad area.
7. *Places you can't go:* Cross any main street, rooms that are not assigned to the camp or other buildings without permission from camp staff.
8. Dorm Policy: Only overnight campers are allowed in the dorm rooms. Day campers and other friends may hang out in the dorm lobby but are not allowed in dorm rooms. Female & Male overnight campers are not allowed to be in the others' rooms. *This will be strictly enforced.*
9. Drop off & Pick-up area is in front of White Concert Hall. Check-In is required at the beginning of each day. When you leave every day at 9 pm, notify a Camp Counselor so they can check you off the attendance list.
10. Health Issues: If your camper needs to take medications or has any health concerns, please fill out detailed information and turn it in on the first day at Check-In. The Camp Director will keep it on file for reference. Campers are responsible for administering their own medication. If there is need of assistance in this matter, please inform the Camp Director. If a camper falls ill at any time during the camp, parents/guardians will be called, student health at Washburn University may be utilized. In case of an emergency, parents/guardians/campus police/emergency authorities will be notified. This is for the safety of your child.

11. Attendance and Reporting Procedures: Residence Counselors will take attendance at the beginning of the day. Sign-In occurs after lunch, after dinner, and at the end of the day's activities. If a student is missing, parents/guardians and campus police will be notified. Once an absence is phoned in to the camp office, the camp counselors will go into emergency action notifying campus police. If the student is located, camp counselors will then notify the camp office to call off the search. Students who are late/missing will have a conference with the Camp Director regarding the consequences.
12. NO student will be released into custody of someone who is not on the list of parents/guardians for that camper. Please supply a list of parents/guardians and other individuals at Check-In on the first day of camp.
13. Cell Phone Use: Cell phones are not allowed during rehearsals, class activities or other times during the camp. They are limited to breaks, meals and at the end of the day. If there is an emergency and a parent has to contact their camper, please notify the music office (785.670.1511) or with the front desk at the dorms (782.670.1065).
14. Behavior: We expect campers to be on time (early would be better), be courteous to their fellow campers and staff, be responsible, be healthy and most of all have fun!
15. Zero Tolerance Policy: Immediate Expulsion from the camp will happen if the camper partakes in any of the following:
 - Smoking
 - Alcohol
 - Drugs
 - Firearms
 - Fraternizing outside the WU Cello Camp
 - Leaving campus without permission

****Each camper is required to read and sign their Code of Conduct Form.***

****Each camper is required to fill out a Health Form.***

****Each camper is required to fill out a Guardian Pick-up List.***

****All documentation is required at sign-In on June 8th.***



Washburn University Summer Cello Camp

Code of Conduct Participation Agreement

To ensure that every participant has a positive experience, we ask that you abide by the following agreement:

1. **No Drugs, Alcohol, Fireworks, Firearms, or other Weapons** will be allowed at the camp or on Washburn University campus. Any person caught breaking this rule will be immediately **DISMISSED from the camp's duration WITHOUT REFUND** or hesitation. All university and city laws will be enforced. All dorms, buildings and classrooms are non-smoking.
2. Overnight campers are *not allowed* under any circumstances to leave campus without the permission of their camp counselor/Professor Renyer. There must be verbal communication and consent between Professor Renyer and an overnight camper's primary parent/guardian before a participant is allowed to leave the camp. If there is an emergency, the participant should locate the nearest faculty or staff member. This situation is the same for Day campers when on campus participating in the scheduled events.
3. If for any reason, (i.e. previously scheduled appointments off campus, illness, emergency, etc.,) you cannot attend a scheduled camp event, you **MUST** notify a staff member immediately and wait for Professor Renyer's consent before leaving campus.
4. All camp participants are required to **always** wear their name badge in a visible manner. This is for security reasons and helps our staff and faculty learn your name. 😊
5. All campers are required to sign-in with the staff in WCH lobby at the following times:

Morning Check-In: Prior to first rehearsal

Afternoon Check-In: After Lunch prior to afternoon sectionals

Evening Check-In: After Dinner prior to evening rehearsals

All students **MUST** complete the sign-in protocol. Role will be taken before each session. If a participant does not sign in, a staff member will be required to locate that participant. This is to ensure everyone's safety, and we need everyone's full cooperation. If circumstances arise that a student keeps missing the sign in time, they will be asked to leave camp.

6. All students are always expected to behave in a respectful, responsible, and courteous manner towards faculty, staff, and fellow participants. If a student is unable to abide by the Code of Conduct, we will immediately call the parent or guardian and send them home without a refund. We reserve the right to terminate participation in ALL cases concerning inappropriate behavior by minors. We *do not* accept responsibility for any behaviors in which they may engage that is destructive or endanger themselves or others.

If you think that your student is not capable to follow this Code of Conduct, please reconsider registering for this camp.

Parent-Guardian Consent and Assumption of Responsibility

I understand that my child/ward is expected to behave in a responsible manner and attend all classes, rehearsals and concerts. I also understand that my child/ward is responsible for any prescribed medications he/she brings with him/her and is expected to store & administer those medications himself/herself. In exchange for allowing my child/ward to participate in the Washburn Cello Camp noted on this application to that limited extent, I, the adult am legally responsible for my child/ward, expressly agree (1) to pay for any damages to person or property, without limit, caused by him/her; (2) to release, indemnify and hold harmless Erinn Renyer, Washburn University, employees, staff, personnel and faculty members who are independent contractors from any claim brought against anyone or more of them by my child/ward or any party on behalf of my child/ward. I further give camp staff and faculty permission to secure appropriate medical care in the likely event of an emergency.

Parent/Guardian _____

Date _____

(please print)

Date _____

Signature _____

Date _____

Student _____

Date _____

(please print)

Date _____

Signature _____

Date _____

Emergency: Primary # _____

Secondary # _____

Student Information (Required):

Date of Birth: _____

Cell Phone #: _____



Washburn Cello Camp

Student Health & Medical Release

1. Student Information

* Full Name: _____
* Date of Birth: ____ / ____ / ____ Gender: _____

2. Emergency Contact Information

* Primary Contact Name: _____ Relationship: _____
* Phone (Cell): _____ Phone (Work/Home): _____
* Secondary Contact Name: _____ Relationship: _____
* Phone (Cell): _____ Phone (Work/Home): _____
* Preferred Hospital for EMS: _____

3. Medical Insurance Information

* Insurance Carrier: _____
* Policy/Group Number: _____
* Primary Physician Name: _____ Phone: _____

4. Health History & Allergies

- Allergies: Please list any allergies to food, medication, or environmental factors (e.g., bee stings, latex).

* Reaction Severity: [] Mild [] Severe/Anaphylactic (Requires Epi-Pen)

- Medical Conditions: (Check all that apply)
[] Asthma [] Diabetes [] Seizures [] Dietary Restrictions (Vegan, GF, etc.) _____
[] Other: _____

5. Medications

- Will the student be bringing medication to camp? [] Yes [] No
- List medications and dosage: _____

* Note: All medications must be in original packaging with the student's name.

6. Authorization & Consent (Required)

I, the undersigned parent/guardian, certify that the information above is correct.

* Treatment: I give permission for camp staff to provide basic first aid and, in the event of an emergency, to seek professional medical treatment for my child.

* Over-the-Counter (OTC) Meds: I authorize camp staff to administer the following if needed:

* [] Ibuprofen (Advil) [] Acetaminophen (Tylenol) [] Antihistamine (Benadryl)

* Liability: I understand that while every precaution is taken, the camp is not responsible for injuries sustained during normal camp activities.

Parent/Guardian Signature: _____ Date: _____



Washburn Cello Camp Parent/Guardian Pick-Up List

Camp Participant: _____

Primary Driver: _____

Cell Phone #: _____

Secondary Driver: _____

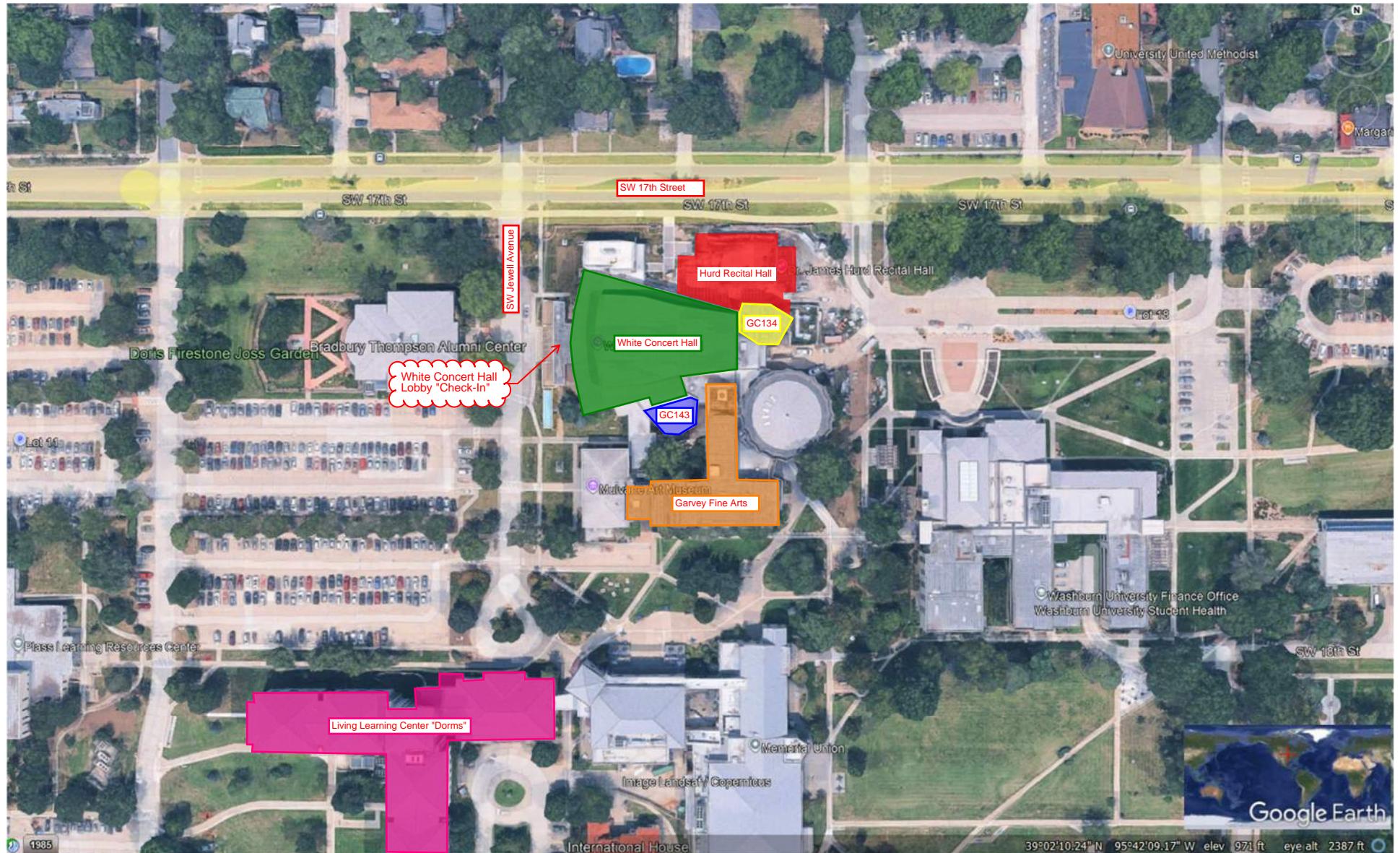
Cell Phone #: _____

Third Driver: _____

Cell Phone #: _____

Fourth Driver: _____

Cell Phone #: _____



Washburn University Cello Camp - Map

Washburn University
White Concert Hall
1700 SW College Avenue
Topeka, Kansas