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### CONTACT INFORMATION

Kate's Camp for Kids encourages open communication between instructors and families. Please feel free to reach the instructors by leaving a message with Community Music School at 860-767-0026 or by email: [info@community-music-school.org](mailto:info@community-music-school.org)

### EMERGENCY CLOSING

Notification for closure due to weather or other situations is provided by a message on 860-767-0026; e-mail message via Constant Contact; Facebook; WTNH, NBC30, WFSB closure listings and on [www.community-music-school.org](http://www.community-music-school.org)

### PERFORMANCES

Performing is an integral part of the camp experience. A performance and celebratory reception will be held on the final Friday of each camp session at approximately 1 pm. Family and friends are invited to attend. Camp dismissal will take place immediately following the reception each Friday.

### ABOUT THE DIRECTOR

**Martha Herrle, Camp Director**, received her BMus. Ed degree from Hartt College of Music, studying violin and viola. She has been on the faculty of Community Music School (CMS) since 2001. She is founder of Goodwin Strings at Goodwin Elementary School and the founder and conductor of the CMS Fantastic Fiddlers and CMS String Ensemble. Martha presents a weekly music program for the collaborative preschool students at Essex Elementary School, and teaches Kindermusik, violin, and viola at Community Music School.

**Camp Physicians:** Wildwood Pediatrics

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2018

# Policy Handbook



Presented by

*Community Music School and*

*The Katharine Hepburn Cultural Arts Center*

State License #01125

### **Camp Site:**

The Kate, 300 Main Street,  
Old Saybrook, CT 06475

### **Administrative Office:**

CMS, 90 Main Street, P.O. Box 387  
Centerbrook, CT 06409

(860) 767-0026

[info@community-music-school.org](mailto:info@community-music-school.org)  
[www.community-music-school.org](http://www.community-music-school.org)

### PAYMENT AND REFUND POLICY

Full tuition is due at the time of registration. Registration is accepted for accounts in good standing (paid in full or enrolled in a payment plan).

**If a session is cancelled by Kate's Camp for Kids:** Full Refund.

**Withdrawals before June 11th:** Refund, less \$25.

**Withdrawals after June 11th:** No refund or credit.

### FORMS & SPECIAL NEEDS

Students cannot participate without returning a fully completed and signed Registration Form, and a fully completed and signed Medical Form within two weeks of registering for the program.

It is important that we be aware of any special issues or challenges your child may face so we can create a successful and rewarding experience for your child. Please write down any and all medications, disabilities, and any physical, emotional, or behavioral challenges your child may have on the appropriate form. Feel free to schedule a time to discuss with the Camp Director by calling 860-767-0026. All staff and instructors follow Community Music School's Confidentiality Policy, so your privacy will be protected.

Please note that Kate's Camp for Kids staff and instructors cannot dispense medication to your child unless a Medical Authorization Form has been received. Medications must be accompanied by written instructions for emergency procedures, and will be kept with the camp's First Aid kit.

### DROP OFF & PICK UP

Parents are responsible for their child's safe arrival at the camp and for picking them up at the end of the session. **Parents, please be aware that you must sign your children in and out of camp each day.** This is for their safety. If a camper is picked up but not signed out we can only assume the child is missing. Please avoid unnecessary panic by signing your child in and out every day. There is no supervision provided for campers before the official start time of camp. Please do not leave your child at the camp site before the start time. Children need to be picked up on time from camp, as supervision is not available after camp ends. Only children enrolled in the camp program are allowed in the building.

### ABSENCE AND ILLNESS

Please alert Community Music School if your child will be late or absent by calling 860-767-0026 ext. 2. If your child is ill, contagious and/or running a fever, please **DO NOT** bring him/her to camp.

### CODE OF CONDUCT

We at Kate's Camp for Kids value each and every individual. In order to create an environment where each student has the freedom to grow both as a performer and as an individual, Kate's Camp for Kids does not tolerate the following:

- Fighting with another student, staff, volunteer, or parent
- Destruction or theft of any property or materials
- Disrespect towards oneself or others
- Use of inappropriate language and/or innuendo
- Racial or sexual harassment (including inappropriate physical contact)

Any child who misbehaves will be verbally reprimanded by Camp staff. Upon the second offense, they will be given a time out. Upon the third offense, the parent/guardian will be called and the child dismissed for the day. Kate's Camp for Kids reserves the right to expel any child who consistently displays negative behavior. Refunds will not be issued upon expulsion.

### LOST AND FOUND

All items left at camp will be taken to Community Music School at the end of each week. **We hold these items at CMS for two weeks only**, and then donate them to charity. You are welcome to come to CMS between 9 am and 5 pm, Monday through Thursday, to look through our lost and found collection.

### WHAT TO BRING, WHAT TO WEAR

We will spend some time outside each day. **Comfortable clothing** is a must for our campers; jeans or shorts, a T-shirt, and tennis shoes work very well. Please, **no flip-flops**. It helps if campers bring a **backpack** to keep all their belongings safe and organized. Prized possessions should be left at home.

### FOOD AT CAMP: WE ARE A PEANUT-FREE SITE

Please pack a **peanut-free snack and lunch and a labeled water bottle** daily (refrigeration provided). Due to potential allergies, limited space and time, anticipated clean-up and staff responsibilities, we cannot support any celebrations involving edible treats during Kate's Camp for Kids programs. We will celebrate students' birthdays with a rousing chorus of "Happy Birthday" when you alert us in advance!