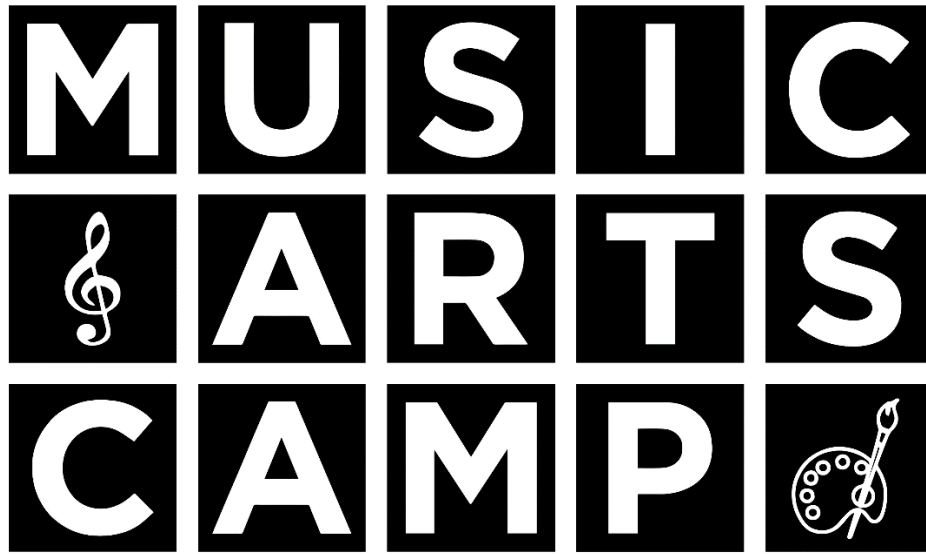


# ***GLASTONBURY MUSIC & ARTS***

***Sponsored by the  
Glastonbury Parks & Recreation Department***



## ***CAMP HANDBOOK 2024***

***June 24, 2024 - July 18, 2024  
SMITH MIDDLE SCHOOL***

***Mr. Keith Berry, Camp Director  
Ms. Kelly Kearney, Assistant Director***

**Camp Phone Number: 860-652-4427 (Only when camp is in session)**  
**Email: [MUSICARTDIRECTOR@GLASTONBURY-CT.GOV](mailto:MUSICARTDIRECTOR@GLASTONBURY-CT.GOV) (Camp Director)**

## **A MESSAGE FROM THE DIRECTOR**



2024 marks the 47th season of Glastonbury Parks & Recreation's Music and Arts Camp. Four great summer weeks have been planned for an engaging and creative camp experience. This Glastonbury Parks & Recreation Department's annual summer program is unique, fun, and offers an unmatched variety of stimulating, joyful, educational classes. For parents, it is the high-level arts experience that Glastonbury families have enjoyed for the past 46 years. Music and Arts Camp will be held at Smith Middle School again this summer.

We want children to enjoy a range of experiences at camp so please schedule them for a variety of classes. Detailed descriptions are provided for you to understand more about each class. Rising third graders (our youngest campers) have many different options, too. Children entering grades 4-9 who also play an instrument are encouraged to join a performing ensemble and often add either a string or band instrument music lesson to their schedule. Visual artists have a fantastic selection of classes, too. New classes in 2024: Book Sculptures, Little Showstoppers, Showstoppers and Broadway Singers!

Online registration will be available through the camp website. Please read the online registration directions carefully before beginning the process.

Many families enjoy the popular Extended Day program option that will be expanded in 2024 to accommodate more campers. Registration for all ages of this program is now managed under one "umbrella" called the "Music and Arts Extended Day program". This add-on offering, structured like a traditional day camp, will immediately follow Music & Arts Camp each day. Lots of fun activities from onsite games to swimming and many great field trips are planned. Returning this summer, a special extended day event on Friday July 19 - a special M&A Camp "Bash" at SportsCenter of CT! Interested in the Extended Day program? Take a look at Mindy Brown's "Letter from the Director" to learn more which can be found at [www.glastonburyct.gov/macamp](http://www.glastonburyct.gov/macamp).

All of us at Music & Arts Camp look forward to the beginning of each camp season and especially seeing our new and returning campers. Music and Arts Camp is great!

*Keith Berry*

Music & Arts Camp Director

## **GENERAL INFORMATION**

On behalf of the Glastonbury Parks and Recreation Department, and the Music and Arts Camp Staff, we would like to welcome both new and returning campers! We have designed this handbook to explain camp rules and policies and to help answer general questions about the camp.

**Dates:** June 24, 2024 – July 18, 2024 (No Camp on July 4)  
*Please note that camp **will be open** on Friday, July 5)*

**Location:** Camp will be held at Smith Middle School (216 Addison Rd, Glastonbury, CT 06033)

**Camp Hours:** Monday – Friday from 8:30 a.m. – 11:55 a.m.

**Parents Day:** Tuesday, July 9, 2024. Come enjoy the camp day with your child!

The Art show and Final Performance are Thursday, July 18, 2024. More information on the final performance can be found later in this handbook.

Information regarding camp programming is occasionally emailed to all parents. We use the Parks and Recreation Software to send emails. If you would like to change/add your email address, logon to your Parks and Recreation account, click on “My Account” and then “Change Household Data”. You may then change your primary email address or add additional email addresses.

**Questions?** For any questions about Music and Arts Camp, please direct them to:

Geordie Emmanuel, Program Coordinator [george.emmanuel@glastonburyct.gov](mailto:george.emmanuel@glastonburyct.gov); 860-652-7681

Keith Berry, Camp Director; [musicartdirector@glastonburyct.gov](mailto:musicartdirector@glastonburyct.gov)

## **CAMPER’S SCHEDULES**

Music and Arts Camp is structured to include six 30-minute classes with 5 minutes of “passing time” between classes. All art classes (unless otherwise noted) are 60-minute classes. Campers travel from one class to another with the general assistance of aides, volunteers, and teachers.

### **Camp Schedule**

Period 1:	8:30 a.m. – 9:00 a.m.
Period 2:	9:05 a.m. – 9:35 a.m.
Period 3:	9:40 a.m. – 10:10 a.m.
Period 4:	10:15 a.m. – 10:45 a.m.
Period 5:	10:50 a.m. – 11:20 a.m.
Period 6:	11:25 a.m. – 11:55 a.m.

Registration for camp can be completed online at [www.glastonburyct.myrec.com](http://www.glastonburyct.myrec.com). Upon registering for the program, you will be asked to fill out your child’s schedule requests for classes for the upcoming summer. The Camp Director will schedule campers for as many of their first-choice classes as possible. Please keep in mind that it may not be possible to get all first-choice class selections. *Schedules will be e-mailed to the primary email address in mid-May.* Corrections and/or changes to your child’s schedule **cannot** be made after Friday, June 14, 2024. Any request made after this time will be addressed by the Director after the first day of camp.

# **DROP-OFF AND PICK-UP**

## **Drop-Off Procedure**

To help ease the flow of traffic at Smith Middle School, drop-off will be allowed beginning at 8:15 a.m. Campers dropped off between 8:15 a.m. – 8:25 a.m. will be escorted to the gymnasium to wait until 8:25 a.m. when they can head to their first period class. Supervision will be provided during this period. A drop-off lane will be provided each morning for parents wishing to pull up and drop their child off. You may also park and walk your child inside. Please take a look at the map below of the traffic pattern for drop-off every morning.

**\*\*Campers should be dropped off and picked up at the beginning and end of each day at the **Gym** entrance of Smith Middle School (as pictured below) \*\***

**\*\*Campers arriving to Smith 8:45 a.m. or later must enter the school through the main entrance and report to the Camp office to sign in\*\***

**\*\*If you are picking your child up early, please use the main entrance to Smith Middle School. You will then be met by camp staff and escorted to the camp office to sign your child out\*\***



If your child is signed up for Music and Arts Extended Day, they will report directly to the classrooms assigned. Please refer to the Music and Arts Extended Day Parent Handbook for more information.

## **Pick-Up Procedure**

At 11:55 a.m., please have a designated area to meet your child upon dismissal. **You must park and meet your child. There will be no option to pull up and pick your child up.** Pick-up will be done at the gym entrance in the back of the school. Plenty of parking will be available in the parking lot closest to the gym entrance. Please note that the drop-off lane will be blocked off during pick-up.

If your child is signed up for Music and Arts Extended Day, the procedure stated above will still be applied. Pick-up will be done at the gym entrance and parents **must** park, meet their child, and sign them out with camp staff. **It is important to note that Extended Day Staff use attendance taken at Music and Arts Camp to determine who will be attending the program in the afternoon. If you are picking your child up at 11:55 a.m. from Music and Arts Camp, please be sure to let the staff know they will not be attending extended day!**

**PLEASE BE EXTREMELY CAREFUL IN ANY PARKING LOTS AND DRIVING LANES, AND BE SURE TO FOLLOW INSTRUCTIONS GIVEN BY CAMP STAFF.**

### Late Fees

A late fee will be charged to Parent/Guardians picking their child up after the set pickup time for camp. A 10-minute grace period will be given and then a fee of \$15 will be charged. Another \$15 charge will occur after every 15 minutes late that a child is not picked up. This fee may be paid in cash to the staff members waiting with your child or you may choose to be billed in MyRec. Children who have not been picked up in a timely manner may need to be brought to the Parks & Recreation office and/or Glastonbury Police Department. Every effort will be made to notify Parents/Guardians and Emergency Contacts.

## **ATTENDANCE**

If your child is going to be absent, please call, email, or send a note in so camp staff are able to notify teachers and extended day staff. If you plan to drop-off or pick-up your child at times other than 8:30 a.m. or 11:55 a.m., respectively, advise the Staff to avoid any potential problems.

## **REQUIRED PAPERWORK**

While registering your child for Music and Arts Camp, you will be prompted to fill out required forms in order to successfully complete your registration.

### Music and Arts Camp

**Class Selection Form:** This form will be used to request classes for your child. Schedules will be created by the Camp Director and distributed via email in mid-May.

**Camper Information Form:** This form is utilized to let camp staff know of any allergies, medications, or special needs your child may have. It will also prompt parents to fill out parental information and emergency contact information. Please be sure to list as many people as possible for emergency contacts, other than parents.

**Medication Authorization Form:** If your child will require any sort of medication while at camp (including epipen and inhalers), a medication authorization form is required. This form is due the Tuesday prior to camp beginning. This authorization form is required for Music and Arts and Extended Day. If your child is attending both programs one form is required.

## **REFUNDS**

To avoid classes being canceled at the last minute due to insufficient enrollment and in order to accommodate waiting lists in a timely fashion, refund requests must be made no later than five (5) business days before the program begins. Refund requests will not be considered after this time unless accompanied by a doctor's note. **All refund requests must be received by Monday, June 17, 2024.**

## **CHILDREN WITH SPECIAL NEEDS**

Music and Arts Camp welcomes all children to camp! During the checkout process on the camper information form, please notate any special needs your child may have ahead of the start of the program. **In order to make camp the most successful experience for your child, please notify Geordie Emmanuel, Program Coordinator of any special needs/behavior concerns at [george.emmanuel@glastonburyct.gov](mailto:george.emmanuel@glastonburyct.gov) or 860-652-7681.**

## **HANDLING CONCERNS**

If there is a concern regarding your child at camp, we encourage an open dialogue between parents and the camp staff. We are open to any questions in order to ensure that camp is a safe and enjoyable environment for all campers and families! Please address any concerns immediately to the Camp Director in-person, via email, or by calling the camp phone.



## **APPROPRIATE BEHAVIOR**

Safety, respect of others, and a positive experience are our most important priorities. Our first step in preventing inappropriate behavior is to set clear limits as to what is expected at camp. At the beginning of camp, staff will discuss the camp rules, the reasons for them and the consequences if they are not adhered to. We will attempt to redirect inappropriate behavior; however, situations may still occur. If a situation continues, the Director, Assistant Director and/or the Program Coordinator will discuss the situation with you and attempt to come to a solution.

Written behavior forms may also be sent home with the child. These will need to be signed and returned by the parent/guardian so that we know that the behavior has been discussed with the child. While it is not our intent to discourage participation because of behavior problems, we are limited as to what we may be able to do to work with you to improve the situation. In cases where there is no marked improvement, the child may be asked to stay home for the day, miss a field trip and/or be removed from the program.

### **BULLYING AND BEHAVIOR THAT IS HARMFUL TO THE SAFETY OF OTHER CHILDREN AND/OR STAFF WILL NOT BE TOLERATED.**

Please talk with your child daily to be sure he/she is having a positive experience at camp. Encourage them to bring any problems to the attention of a staff member as soon as they occur. Inform the Director or Assistant Director of any problem your child may be experiencing at camp.

## **CAMP ATTIRE & WHAT TO BRING TO CAMP**

Campers should dress comfortably for camp! Classrooms are air conditioned with the exception of the gymnasium. Please be sure to pack your child with a refillable water bottle, backpack for belongings, other materials for classes, and a smile every day!

**We STRONGLY ENCOURAGE all campers to leave electronics and valuable items at home. The Parks and Recreation Department and Camp Staff will NOT be responsible for damage/theft of such items.**

## **FINAL PERFORMANCE AND ART SHOW**

On the final day of Music and Arts Camp, campers are involved in a final performance and art show. Classes that are scheduled to perform in the concert have been listed on the class description sheets. Email communication will be sent to all parents regarding the art show and final performance once programs have been completed.

### **Final Day of Camp (July 18, 2024)**

Please note that the final day of camp will be structured differently to allow for rehearsals to take place for the final performance. All campers will start in their first period class for attendance. After this, campers will make their way to the auditorium if they are in the final performance. If they are not in the performance, they will make their way to the gymnasium for a field day experience. At the end of the day, campers will come together and have ice pops and watch the camp slideshow prior to departure.

### **Art Show (July 18, 2024)**

The art show will begin at 5:30 p.m. in the hallways at Smith Middle School. Signage will be posted around the building to direct parents to where artwork is located. All digital artwork will also be showcased, and will be posted on the Town's website. A direct link to these pieces of artwork will be shared upon completion of camp.

### **Final Performance (July 18, 2024)**

The concert will commence at 6:30 p.m. in the Smith Middle School auditorium. A list of groups performing will be posted in the lobby and online by parent's day. We are working to teach campers appropriate concert behavior, so please review with them rules prior to the concert:

1. Enter and exit only between groups or pieces
2. Appropriate show of approval (no whistling or yelling, please!)
3. Respect for performers (talking should be discouraged while a performance is taking place)

### **Parking Information for Art Show & Performance**

Parking will be available in the front and in the back of the school. The only entrances that will be unlocked are the front entrance by the round-a-bout, the cafeteria, and the back entrance closest to the gymnasium. Staff will be present to greet parents/family at the doors.

**\*IF YOUR CHILD IS ENROLLED IN MUSIC AND ARTS  
EXTENDED DAY, PLEASE BE SURE TO REVIEW THE  
SEPARATE HANDBOOK\***