Saint Mary’s College
Summer Camps

Fine Arts Camp
2016

Parent/Guardian
Information
Handbook
BEFORE ARRIVING

Enrollment Information

Required Forms and Balance of Tuition

The balance of tuition is due no later than Friday, June 10, 2016. All parental consent forms are due no later than Friday, June 24, 2016. Campers will not be permitted to attend any activity unless the following are on file by June 24, 2016:

- Health Form
- Consent Form
- Over-the-Counter Medication Permission Slip
- Release Form

Please Mail Forms & Payment to:
Saint Mary’s Summer Camps
Fine Arts Camp
Campus and Community Events
Saint Mary’s College
Notre Dame, IN 46556-5001

Checks Payable To: Saint Mary’s College

Insurance

Saint Mary’s College assumes no responsibility for accidents or illnesses. Camp tuition fees include a maximum coverage of $5,000 for medical expenses and a maximum coverage of $5,000 for accidental death and dismemberment. Only injuries sustained during scheduled and supervised activities are covered. The contracting of a disease is not considered an injury and is not covered. All claims for insurance must be made by a parent/guardian of a camper in writing within 10 days after a camper leaves campus. Claims after this time period will be automatically rejected.
What to Bring

Clothing
Shorts, shoes, shirts/blouses
Jacket or sweater
Cotton pants or jeans
One nice outfit to wear to the theatre performance
Robe
Slippers
Note: Flip-flops may not be worn during theatre or dance class.

Linen
Bed linens
Pillow
Light blanket
Towels

Expense Money
Campers may wish to bring money for incidental and souvenir purchases at the Saint Mary’s and Notre Dame bookstores. All campers are responsible for their own money.

Camper Talent Show
Campers who play instruments are encouraged to bring their instrument and music to camp for the camper talent show. Musical instruments (guitar, clarinet, flute, etc.) or anything else should be marked carefully with the camper’s name. The ability to play an instrument is not required for enrollment in this camp.

What to Leave at Home
Cell phones
iPods or iPads
Stereos
Handheld video games
Televisions
Candles
Incense
Matches or lighters
Refrigerators

Miscellaneous
*Toiletries
Umbrella
Fan (Residence Hall is not air conditioned)
Bug spray
Laundry bag
Sunscreen
Watch or alarm clock
Camera

*Please remember this is the age when many young women begin their menstrual cycle. We suggest you prepare the camper for this possibility and send supplies just in case.

Reminder: Please mark all items with the camper’s name.
ARRIVAL AND DEPARTURE

Sunday Registration

July 10, July 17
1-4 p.m. (EST)
Registration for Fine Arts Camp will be held in the lobby of O’Laughlin Auditorium. No parents, guardians, or campers will be admitted to the residence hall prior to completing registration. The first activity for campers is an orientation session including a tour of campus. This begins promptly at 4:15 p.m.

Friday Checkout

July 15, July 22
5 p.m. (EST)
At the conclusion of the Fine Arts Performance in O’Laughlin Auditorium, campers will be dismissed with their individual counselors to the residence hall. Once all the campers and counselors have returned to Holy Cross Hall, parents will be dismissed from O’Laughlin Auditorium to pick up their camper(s). Holy Cross Hall is adjacent to O’Laughlin Auditorium.
All campers must check-out by 5 p.m. Friday Eastern Time. For security reasons, we cannot permit students to remain in the residence hall beyond 5 p.m. Residence halls will be closed from 5 p.m. Friday until 12 p.m. Sunday.
Reminder:
The Dining Hall will be closed after lunch on Friday.
Please remember that Indiana is on Eastern Time (one hour ahead of Chicago).

Transportation to Saint Mary’s Campus

Families are responsible for arranging their own transportation to and from camp. Our staff is able to pick up campers at the South Bend Regional Airport or the Amtrak train station if we are notified by Friday, June 10, 2016. If a camper wishes to use this service, a travel itinerary including arrival times, flight numbers, etc., must also be provided by this date. An additional fee of $40.00 (includes arrival and departure) is charged for this service.
Directions to Saint Mary’s College

The campus is located just north of downtown South Bend and just to the west of the University of Notre Dame on S. R. 933. From the Indiana Toll Road (I 80/90), take exit 77 and turn right at the stop light. Go south and turn right (west) at the second stop light (The Avenue). Follow the campus signs for Fine Arts Camp registration (O’Laughlin Auditorium/Moreau Center for the Arts).
(Additional Campus Map located at the back of handbook.)

CAMP RULES AND POLICIES

Camp Rules

Saint Mary’s College has been offering fine arts camps for over 30 years. Each year the College strives to provide a positive and enriching experience for campers. Directors, staff members, instructors, and counselors adhere to a strict set of behavioral standards. Campers are expected to conduct themselves in a similar fashion and show respect toward the College and the College mission.

Fine Arts campers are expected to:

- Respect fellow campers and staff members
- Respect other campers’ personal property
- Respect College property
- Keep rooms clean and orderly
- Campers are not permitted to leave their groups or the Saint Mary’s campus without staff supervision

Consequences

- Campers will receive a verbal reprimand or warning from the Camp Director for minor infractions.
- Serious infractions (e.g., smoking, fighting, use of abusive language, etc.) will result in a verbal warning and parents/guardians will be notified by the Camp Director.
- Grounds for immediate dismissal include use of alcohol or...
drugs, activating fire alarms, theft, vandalism, or the use of any item that endangers an individual or College property.

**Camp Policies**

**Visiting**

Saint Mary’s Fine Arts Camp obeys a “No Visiting” policy except in the event of an emergency. In the event the camper must be taken off campus, the Camp Director must be notified as soon as possible. All campers must have approval from a staff member before leaving the campus. Only those named on the Release Form will be permitted to pick up a camper. A Release Form is required for each camper. For security reasons, parents/guardians are only allowed on the floors in the residence hall during check-in and check-out times.

**Phone Policy**

The Fine Arts camp has a no phone policy for all campers. **Cell phones are not permitted at camp.** If cell phones are found, they will be confiscated until the end of the week.

Because this may be the first time away from home, some campers may experience separation anxiety. The staff, counselors, and instructors are dedicated to making this period of adjustment as comfortable as possible for everyone involved. This policy has been established for the welfare of the entire camp program. Our goal is to have the camper emerge from this week with a sense of accomplishment and pride. It has been our experience that this process is best accomplished with no phone contact from home.

Emergency messages will be taken at the Summer Camp Office (574) 284-4778 from 8 a.m.-5 p.m. After 5 p.m., emergency messages will be taken at the Holy Cross Hall Front Desk (574) 284-4300. Telephone messages will be returned by the Director/Assistant Director.

**Reminder:** Please remember that Indiana is on **Eastern Time** (one hour ahead of Chicago).
HELPFUL CAMP INFORMATION

Mail
Please address camp mail to:
Fine Arts Camp
(Camper’s Name)
Saint Mary’s College
Holy Cross Hall
Notre Dame, IN 46556-5001

Sending stamps and stationery with the camper is always helpful.

Photos
Camper/counselor group photos will be available for purchase prior to camp or at registration. Each photo is $10.00 and an order form is included in the parent packet. Please include a separate check if ordering a camper/counselor photo.

Housing
Fine Arts campers are housed in Holy Cross Hall. Holy Cross is not an air-conditioned facility. Campers are encouraged to bring their own fan. Rental fans will NO LONGER be available.
Laundry facilities are available in the basement of Holy Cross Hall.

Reminders: Before check-out, each room will be inspected for damages. If damages are found, parents/guardians will be invoiced for the repairs and/or replacement items.

Lost Room Keys
Replacement cost for a lost key is $15.00. Once a replacement key is issued, the parent/guardian will be invoiced.

For More Camp Information and Updates Visit:
Our Camps Website: www.saintmarys.edu/camps
Follow us on Facebook: www.facebook.com/CampsSMC
Follow us on Instagram: at saintmaryssummercamps or at instagram.com/saintmaryssummercamps
Medical Services

A camp nurse is available during the week of Fine Arts camp. All prescriptions and over-the-counter medicines (including vitamins, antacids, pain relievers, etc.) must be administered by a nurse. If a camper experiences an illness or injury, a nurse will contact the parent or guardian.

Reminders:

- Health Services will be available during registration and check-out to collect/return medications and answer questions. Any medications left at the end of the week will be discarded.
- Please make sure to fill out all required enrollment paperwork. Campers will not be permitted to attend any activity unless a completed Health Form, Consent Form and Over-the-Counter Medication Permission Slip are on file by Friday, June 24, 2016.

Food Allergies

Sodexo is the designated food provider at Saint Mary’s College and is responsible for creating menus that serve a variety of groups visiting our campus each summer including Fine Arts Camp. Since food allergies can create health concerns, please review all dietary issues with the camper before camp registration. Please remember to list any allergy, especially food allergies, on the Health Form.
CAMP ACTIVITIES

Typical Daily Schedule

Monday-Thursday

7:30  Wake up!
8:00  Breakfast/Announcements
9:00  Art I (Art II)
10:20 Creative Writing (Dance)
11:45 Lunch
12:45 Organized Activity
1:45  Music (Drama)
3:05  Performance Class
5:00  Dinner
5:45-6:45  Free time
7:00  Entertainment
9:00  Camp Meeting
10:00 Head for Bed

Friday

7:30  Wake up!
8:00  Breakfast/Announcements
8:30-10:00 Pack up and room check
10:00 Walk to Notre Dame
12:00 Lunch
1:00  Rehearsal
3:00  Fine Arts Camp Performance
4:30  Check-out (camper must be picked up by 5:00 p.m.)

Performance Class

Performance Class is a daily 90-minute class in which campers focus on a specific fine arts project. During the Sunday orientation session, every camper will be given an opportunity to request music, dance, theatre, creative writing, or art as their selection for the performing arts class. While efforts are made to give each camper her preferred selection, not every camper gets her first choice due to limited class space.

On Friday at 3:00 p.m., campers will gather in O’Laughlin Auditorium to share the special project their group has been preparing all week. This event is open to family members. Doors will open at 2:30 p.m. for seating. For those attending this event, please park your vehicles in the Regina Hall parking lot. (Please note: The Fine Arts Camp will not be videotaping this performance.)
**Theme Days**

Each day at camp is devoted to a specific theme. Campers and staff members are encouraged to participate in these daily activities as they promote a fun camp spirit and fellowship. Please begin searching your home for items which you may bring and be a part of this fun activity.

- **Monday**  Camp T-Shirt Day  
  (T-shirt to be provided)
- **Tuesday**  Favorite Literary Character Day
- **Wednesday**  Olympic Day
- **Thursday**  Bling Day
- **Friday**  Jersey Day

**REFUND POLICY**

**Before June 3:** All money, except the $100 non-refundable deposit, will be refunded. All refund requests must be made in writing.

**Between June 3 and July 1:** Fifty percent (50%) of tuition will be refunded only in the event of a serious medical or personal reason. Verification may be required. All refund requests must be made in writing.

**After July 1:** Refund requests will not be accepted.
Campus Map

COLLEGE LOCATIONS
Admission Office.................................1
Administrative Offices........................1
Alumnae Relations ..............................1
Angela Athletic Facility.........................2
Bookstore..........................................3
Box Office..........................................4
Campus Ministry....................................5
Cushwa-Leighton Library......................10
Holy Cross Hall (residence)...................12
Le Mans Hall (residence)......................1
Little Theatre/Art Gallery.....................4
McCandless Hall (residence)...............13
Moreau Center for the Arts....................4
Noble Family Dining Hall.....................3
O’Laughlin Auditorium.........................4
Office of Special Events......................4
Security Headquarters.........................17
Soccer Field......................................18
Softball Diamond...............................19
Student Center...................................3
Tennis Courts....................................21
Volleyball Courts...............................22
Welcome Center...............................23