



Middlesex School Summer Arts Parent/Camper Handbook 2019

Thank you for choosing Middlesex School Summer Arts! At MSSA, campers develop their skills in a fun, nurturing environment, where creative endeavors are encouraged and supported. Please read the following information carefully so that you may enable your child to have a creative and positive experience at MSSA 2019. We look forward to your family being part of the MSSA community as we celebrate our 34th summer!!

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I. Camp Philosophy

At MSSA we:

Believe all people have artistic ability and artistic expression is valuable.
 Understand camp should be a great learning experience and fun!
 Support each other's best efforts.
 Respect and celebrate each person's individuality.
 Value honesty and kindness (and silliness!).

2. Login to MSSA dashboard

To login to your MSSA online account, please go to: <https://mxschool.campintouch.com/v2/login.aspx>

3. Forms

A. Course selection forms

Course descriptions will be posted on the MSSA web site: www.mxschoolsummerarts.org in early June when the course selection forms become available on the Forms Dashboard. To login please visit <https://mxschool.campintouch.com/v2/login.aspx>. You will be able to review the course selections online and then log in to make selections. Once available, please complete and submit the course selection forms as soon as possible. For each class period, indicate 1st, 2nd, and 3rd choice in order of class preference. We make every effort to provide campers with first choice options. When necessary we use a lottery system.

B. Electronic Forms

The following **required** forms may be accessed on My Dashboard - once you log in to your account from our website (www.mxschoolsummerarts.org). These are due by May 15, 2019.

- i. Health History Form;
 - ii. Medication Administration Form;
 - iii. Waiver and Release Form; and
 - iv. Camper/Parent Handbook acknowledgement. (The Parent/Camper Handbook is available for your review under Registration/Tuition tab on our website as well as in the Forms Dashboard).
- (www.mxschoolsummerarts.org).



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Please note that you also need to upload a copy of your child's most recent "camp form" from his/her pediatrician with up-to-date immunization records. This must be dated after January 27, 2018. These are also due by May 15, 2019.

4. Tuition

A \$500 non-refundable deposit is due to enroll your child in camp. For a family with multiple campers, the deposit is \$750. The balance of the tuition is due by May 1, 2019. **Campers will not be able to register for classes unless tuition is fully paid.**

5. Financial Aid

MSSA has funds available for financial aid. All applications are due by April 15, 2019 but decisions on aid are made on a rolling basis. In addition to the MSSA Financial Aid form (found on the website www.mxschoolssummerart.org or on the Forms Dashboard), you will need to provide all W-2s and 1099s for 2018 as well as a copy of your 2018 Federal Tax Form. All applications are confidential and are shredded after the camp season.

6. Discounts

MSSA offers several discount options. All campers that are enrolled (i.e. have paid the non-refundable deposit) by March 1, 2019 are eligible for a 5% tuition discount. Families with multiple campers are also eligible for a discount. The second child receives a 5% tuition discount and all additional children receive a 15% tuition discount. Military families receive a 20% tuition discount.

The Early Registration, Multiple Camper and Military discounts are not combinable. We will apply the discount that is most beneficial to your family.

However, you are able to combine any of the previously mentioned discounts with the New Camper Referral Discount. This year for every new family that is referred to MSSA by you (and indicates this on their application), you will receive a **\$250** tuition discount.

7. Health Policy

MSSA has a Registered Nurse on campus while camp is in session. Medical charges incurred in the case of accident or illness are the responsibility of the camper's parents. If your child exhibits signs of infection, please do not bring him/her to camp. If your child becomes ill during camp, you will be notified to pick him/her up as soon as possible. Children should be fever free without medication for 24 hours before returning to MSSA. If you suspect that your child may have challenges adjusting to camp, please inform either the nurse, Ryan, or Kristen before the start of camp. We want to make sure every camper has a wonderful experience at MSSA!

MSSA also encourages every camper to wear sunscreen, especially if they are enrolled in classes that meet outside.

Reminder, every child must have Health History & Examination (including immunizations record) on file before they can attend MSSA.



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7(a). Sunscreen Policy

1. Parents/guardians should provide sunscreen for use during the day.
2. Sunscreen sent to Camp should be placed in a sealed plastic bag and labeled with the child's first and last name.
3. All Camp families are responsible for applying the first layer of sunscreen prior to morning drop-off and provide it for use during the camp day.
4. During the camp day, MSSA staff will take all reasonable and appropriate steps to help each child reapply sunscreen to exposed skin– including the face, the tops of ears, and bare shoulders, arms, legs, & feet– prior to campers' participation in outdoor programs. MSSA staff will help campers remember to put on lotion, but aren't solely responsible for sunscreen application!
5. Counselors will not apply sunscreen when skin is broken or an adverse reaction has been observed. When staff notices these reactions, they will report them to the MSSA Nurse who will contact the camper's family.
6. If, for any reason, counselors cannot apply sunscreen on a camper, the camper may be limited in their participation in outdoor activities.
7. If parents/guardians have more than one camper attending camp, we ask each camper have their own supply of sunscreen so that it is readily accessible throughout the camp day.
8. Wide brim hats, long sleeve shirts, long pants, and lip balm with SPF 25 or higher are other great ways to protect children's skin from the effects of the sun.
9. Campers who appear to be getting a sunburn or are overheated will be asked to sit in a cool shady place or brought to the MSSA nurse if their condition doesn't improve.

7(b). Mildly Ill Camper Policy

The following policy is reviewed with all staff members during orientation:

If a camper is mildly ill during camp or appears unwell:

Ask the child how they are feeling.

If camper needs a break from the structured activity, let them sit down and rest.

If a camper needing to go to the nurse must be escorted by a staff member. If you are the only staff member in the area call the office (978) 371-6550 and we will send someone to assist you.

When the camper comes to the infirmary the nurse will diagnose what is ailing camper.

Nurse will then determine the appropriate treatment for the camper.



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Campers needing to rest and recover will be kept in the Infirmary.

If the camper does not show signs of feeling better the nurse will contact the parent/guardian to come pick them up.

All visits to the nurse will be recorded in the medical log.

7(c). Administration of Medication policy

Medication shall only be administered by the health care supervisor or by a licensed health care professional authorized to administer prescription medications. If the health care supervisor is not a licensed health care professional authorized to administer prescription medications, the administration of medications shall be under the professional oversight of the health care consultant. The health care consultant shall acknowledge in writing a list of all medications administered at the camp. Medication prescribed for campers brought from home shall only be administered if it is from the original container, and there is written permission from the parent/guardian.

7(d). Emergency Care Policy

Health information will be shared on a need to know basis with camp staff. In the event that s child becomes seriously injured or ill at camp, s/he will be transported to the local hospital for treatment. Emergency medication/treatment may be administered at the discretion of licensed health care personnel. Parent/guardians will be notified as soon as possible using contact information from camper's registration form. Any charges incurred will be billed to the parents/guardians.

7(e). Meningococcal Disease and Vaccination Information

Per the Department of Public Health regulations, attached please find links from the Centers for Disease Control and Prevention regarding Meningococcal Disease and Vaccination. Please let the MSSA Nurse know if you have any questions or if you would like additional information.

<https://www.cdc.gov/meningococcal/>

<https://www.cdc.gov/meningococcal/vaccine-info.html>



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8. Attendance

- A. **Attendance Policy:** If we are NOT notified of absence by 8:55 a.m. and a camper isn't checked in, we will call as an essential safety measure.
- B. In the event of an absence or a late drop-off, **please email us** at mssaattendance@mxschool.edu or, if that is not possible, call the office before 8:15 a.m. at 978-371-6550.
- C. **Late arrival:** Camper must check-in with the office before going to class.
- D. **Early dismissal:** Camper must either bring a note the morning of dismissal day or parent must email the office at mssaattendance@mxschool.edu and parent or guardian must come to the office to sign out the camper.
- E. **Late Pickup:** Please note that you will be charged \$25 for every pickup after 4:10 pm.
- F. **Pickup/Carpool changes:** Parents must inform the office in writing of a change in pick plans. Camper must bring a note or parents must send an email, if he/she is going home with someone other than the designated driver.

9. Lockers

Lockers are located in Ware Hall Student Center. Each camper is assigned a shared, unlocked locker. Please mark clothing, equipment, and all personal belongings with the camper's name.

10. Camper Drop-off and Pick-up

- A. **Drop-off is at 8:30am.**
Enter through the main gate at 1400 Lowell Road. Follow the driveway to the circle. Turn LEFT at the circle, drive around almost 180 degrees, and turn left at Ware Hall (leaving Ware Hall on your right). CITs will be there to open car doors and safely get your child out. Continue out the far side of campus and exit at the back gate. CITs are on duty at ALL areas to facilitate arrivals and departures. **PLEASE DO NOT PASS! PLEASE MAINTAIN A MAXIMUM SPEED OF 15 MPH.**
- B. **Pick-up: We start filling cars at 3:50 p.m. sharp.**
To form the car line, please enter campus by the main gate and follow the same traffic flow as in the morning. CITs are on duty at ALL areas to facilitate arrivals and departures. Remain in a single file line, in your vehicle. Place your camper's name card in the front windshield so that the



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staff can read it! When you arrive at the pick-up area, pull up to a loading station, staffed by CITs. There are 5 loading stations, numbered 1-5. We will load your car and once all 5 stations are loaded, All five loaded cars will proceed out the rear gate. **Middlesex School's speed limit of 15 mph is strictly enforced. PLEASE DO NOT PASS!** Thank you for your cooperation. It is key to safety, security, and expediency.

11. Extended Day

MSSA now offers an extended day option until 5:30 pm. Advanced registration is required. The fee is \$35/day or \$125/week.

12. Transportation

MSSA provides round-trip bus transportation from Harvard, Lexington, Sudbury and Weston with potential stops in Wayland, Acton and Lincoln if there is interest. The transportation charges are \$100/week and are charged per session. We do not provide daily bus transportation or one-way transportation. Please email Kristen (kkenney@mxschool.edu) with any questions and to inquire about availability.

13. Advisors

Each camper is assigned an advisor. Advisors are Instructors or Junior Counselors and advisor groups consist of similarly aged campers; they are grouped by grade. After arrival in the morning, each camper must find their advisor and check in with them. A wave in their general direction does not suffice. Similarly, at the end of day each camper must check out with their advisor. Junior Artists will check-in and check-out with the Junior Artist Coordinator.

14. Lunch: A nut-free, balanced meal is INCLUDED IN THE MSSA TUITION

Lunch is prepared and served by Flik, the Middlesex School food service provider. There is always a vegetarian option, fresh fruit available and a dessert. At the end of each week students will fill out a menu (with their adviser) for the following week's lunches. The first week of camp, this will be done on Monday morning. Flik is very accommodating to special dietary needs. Please let us know if your child has a food allergy or needs a special lunch. There is always a vegetarian option. **MSSA has a NUT FREE CAMPUS.** If campers choose to bring their own lunch and/or snack please make sure it does not contain nuts.

Water is available throughout campus at various hydration stations. In addition to water, punch and or lemonade is available to campers.

There is also a snack bar that sells various chips, ice cream bars and desserts for \$1/each. Many campers are content with the lunch offerings and never access the snack bar, but others are "regulars".

15. Noontime Shows: Monday - Friday 12:30 p.m. - 1:00 p.m.



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Each day after lunch, staff, campers, and, occasionally, guest artists, perform in the theater in the Athletic Center - the "ThRink." Parents, family and friends are invited to join us each day for our Noontime Show Performances. Watch for notices of upcoming Noontime Shows.

16. Workshops - Period 4

Workshop offerings rotate on a weekly basis. During each Monday's noontime show, workshop choices are announced. Campers sign up on Monday for that week's workshop. Apprentices may use workshop time to meet with their mentors if they are not needed for rehearsals. Workshops are a great opportunity to try something new without committing for the entire camp session.

17. On-Campus Parking

If you must go to the MSSA office during program hours, please use the designated parking area.

There is absolutely no parking on the Circle during camp hours.

18. Guests

We are happy to have a guest accompany and attend classes with your camper. Each camper is allowed one guest per day. A **Guest Registration form, media permission form and signed liability waiver are required and must be presented to the MSSA office on or before the day of attendance.** Forms are available in the MSSA office and on our website. A **guest fee of \$90** is payable (cash or check) to the MSSA office on or before the day of attendance. The fee includes lunch.

19. Camp Culture

A. Non-Discrimination Policy

MSSA does not discriminate on the basis of race, national origin, religion, age, gender identification, sex, sexual orientation or disability. All programs will be conducted in accordance with this policy. Please contact the MSSA Director if you have any questions.

B. Discipline Policy

The MSSA program is based on **trust**. Any camper who violates that trust by any of the following behaviors will be dismissed from the program.

- Bringing illegal drugs on campus
- Smoking on campus
- Actions that endanger personal safety or safety of others



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- Failure to attend scheduled classes
- Refusal to follow class expectations
- Bringing anything considered a concealed weapon on campus
- Bullying another camper via words, social media or actions

All accusations of the above will trigger involvement of the Camp Director and the parents of all involved campers.

All MSSA staff are given the following guidelines:

Per the American Academy of Pediatrics, "Effective disciplinary strategies, appropriate to a child's age and development, teach the child to regulate his or her own behavior; keep him or her from harm; enhance his or her cognitive, socioemotional, and executive functioning skills; and reinforce the behavioral patterns taught by the child's parents and caregivers."

Appropriate Child Guidance Techniques Include*:

Model positive behaviors:

Note good behavior and praise it

Understand where the campers are developmentally

Set clear and realistic expectations for the campers that are developmentally appropriate

Build structure and and routines into your class

Use discipline strategies to guide and teach instead of punish

Be calm and consistent

Understand that a child's negative behaviors have benefited them in some way in the past

Use repetition to continually reinforce good behavior

Be prepared - anticipate and plan for situations and behaviors

Remain cool, calm and collected

Do not yell, or shame any camper

Know when to reach out for support - Ryan, Kristen and Bonnie are always available to assist

*Adapted from American Academy of Pediatrics' Bring out the Best in Your Children

www.aap.org/en-us/Documents/ttb_bring_out_best.pdf

Prohibitions

(1) Corporal punishment, including spanking, is prohibited;

(2) No camper shall be subjected to cruel or severe punishment, humiliation, or verbal abuse;

(3) No camper shall be denied food, water or shelter;

(4) No child shall be punished for soiling, wetting or not using the toilet.

C. Dress Code

Campers need to come to camp dressed to participate in all the classes on their schedules. All clothing and footwear should be in good repair. Revealing clothing (crop tops, short shorts, sheer



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clothing, etc.) is inappropriate for this program setting. Clothing that shows cleavage or undergarments, including boxer shorts and bra straps, is not appropriate. Please refrain from wearing clothing that exposes any part of the torso. All campers **MUST** wear sneakers (no sandals) for all games, classes or workshops that involve active games. Bathings suits must be worn for swim lessons and all classes in the pool. Campers provide their own towels. Sneakers or a closed shoe (toe & heel enclosed) must be worn for all Technical Theater classes. **NO** clothing (t-shirts, hats, etc.) promoting alcohol, smoking, illegal substances, or suggestive language is allowed.

D. Cell Phones and Other Technologies

Cell Phones are for emergency use only. If your child has a cell phone, it should be off or silent during camp. Should you need to reach your child, please email (mssa@mxschool.edu) or call the Office. Please discourage your child from phone use or text messaging during camp hours. Cell phones will be banned if they become a distraction. No camper should have phones out during classes, morning meeting or noontime shows. iPods, ipads, electronic games, webkins, wheelys, skateboards, scooters, virtual reality pets, personal stereos, watersquirters, etc. are **NOT** permitted. **MSSA is not responsible for lost electronics, cell phones, ipods, ipads or personal technology devices.**

20. Lost and Found

"Found articles" are located inside the MSSA Office. Articles left at the program's end are donated or disposed of by, July 31st, which is MSSA's Clean-up/Close-up day.

21. MSSA Publications

Throughout the arts program staff members, campers and/or professional photographers take photos & videos for Newsflash, Video Yearbook, general marketing and public relations purposes. All campers that participate in a show will be photographed and likely videotaped. By signing the Parent/Camper Handbook Acknowledgement of you are also acknowledging and giving permission for your child(ren) to be photographed and videotaped for the purposes described above.

- A. **The camp's weekly newspaper**, written by the News Flash class, comes off the presses every Friday. News Flash campers distribute each issue at dismissal time.
- B. **The MSSA Yearbook** is a retrospective of the memorable MSSA experience. Candid, advisor groups, Noontime Shows, Fabulous Friday costumes, classes, and our final show week productions are included. Photos from our Photography students populate the yearbook and the Yearbook campers choose the yearly theme and work with the camp photographer on layout and graphics for the yearbook. Photos of each advisor group are included with the first name of each camper.



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(Please notify us of any address change and avoid the disappointment of not receiving your 2019 yearbook. The U.S. Post Office will NOT forward the yearbook to you. In order to receive a yearbook, you must have a US mailing address or be able to pick up the yearbook in person).

22. Theater Productions

Production casting requires that you **must** attend all five (5) weeks of the program for GreasePaint Kids, Act II Players, Proscenium Players (NON-MUSICAL) and the Act/Tunes Company or all three (3) weeks of the three week session for the Spotlight Players.

Auditions for parts may include: singing, dancing, reading, and improvisation for director(s) of the play produced. This enables directors to come to a consensus in casting of parts. Directors of each production have the freedom to cast in a way that will best display each child's strengths and give optimum training and stage time.

Performances are during the last week of MSSA, July 22-July 26th.

- All shows are video-recorded. Campers must have a signed Media Permission form in order to perform in a show.
- All scripts are property of Middlesex School Summer Arts Program and are on loan for cast use during the production rehearsal only. **A \$30.00 fee is charged for scripts not returned.**
- 2019 casts will be as follows:

GreasePaint Kids (Grades 3-5) Musical
Act II Players (Grades 6-8) Musical
Proscenium Players (Grades 9-11)
Spotlight Players (Grades 3-11) Musical for our 3-week campers
Act/Tunes Company (Grades 9-11) Musical

23. Auditions

ALL shows will audition in class during the first few days camp. Auditions are just for assignment of parts purposes only. Each camper that wants to participate in a show, will be given a part.

24. Parent Concerns

Our goal is to have each camper grow in confidence and skills while enjoying their summer in a fun, supportive environment. If, at any point, before or during the camp session, you have any concerns or ideas on how we can best support your child, please let us know. It's appropriate to reach out to the MSSA Director, Ryan DuBray at rdubray@mxschool.edu, the Assistant Director, Kristen Kenney at kkenney@mxschool.edu or the Camp Nurse at mssanurse@mxschool.edu.



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25. Junior Arts

The Junior Arts Program is for campers entering Grades 1 and 2. Junior Arts campers are dropped off at 8:30 am and are met by our Junior Arts Coordinator. They will travel with your children all morning, assisting with their classes and chaperoning them as they navigate the MSSA campus.

Our Junior Artists get a sampling of performing arts, visual arts and recreation, as they travel together throughout the day from class to class. This is a fantastic way for younger artists to experience something new in a safe and nurturing environment. They are provided a snack mid-morning and eat lunch with the entire camp at noon. After the Noon-time show they attend a Period 4 workshop and their chosen classes for Periods 5 and 6.

We will have an orientation for Junior Arts families during camper orientation on June 23rd. You will have the opportunity to meet the staff, tour the campus, and ask questions.

26. Apprentice Program

The Apprentice Program is designed to give our oldest campers the opportunity to work individually with one of our professional instructors in the area that interests them most. Through a one-on-one mentoring program the Apprentices will devote one period a day, for the first 2 weeks, learning as much as possible about their chosen area. In the past, MSSA has had Apprentices specialize in dance, visual arts, voice, graphic design, jewelry, violin and creative writing to name a few.

During the last 3 weeks each Apprentice will then become responsible for applying their particular genre to the Apprentice Show, which will be on Festival Day.

The show will be put together as a collaborative process by all of the Apprentices and the Apprentice Advisor.

27. Important Dates 2019

A. New Camper Orientation

New camper orientation is scheduled for Sunday, June 23rd from 1-3 pm. It provides new campers and their families the opportunity to tour the campus, meet the camper's advisor as well as the staff and CITs.

You will also be able to pick up your schedule for the summer. Please note that New Camper Orientation is for new campers only. If you are a new camper, and cannot attend orientation on June 23rd, please email us at mssa@mxschool.edu. We will do our best to arrange another time for you to tour the campus.

B. First Day of Camp: 2 and 5 week sessions

Camp begins for our 2 and 5 week campers on Monday, June 24th at 8:30 am. Please pick up promptly at 3:50 pm.



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C. Last Day of 2 week session

On Friday, July 5th we will celebrate the end of our 2 week session with a special noontime show and art display by our 2 week campers. Campers will also enjoy an all camp barbeque for lunch.

D. First Day of 3 week session

Camp begins for our 3 week campers on Monday, July 8th at 8:30 am.

E. Evening with the Artist

On Tuesday, July 16th at 7:30pm, we will enjoy an evening in the theater with our talented staff and CITS. This is a free event open to high school aged campers and their families.

F. Show Week

Each evening of the week of July 22-26th, we will host at least one show. Tuition covers the admission for all campers. Optional donations are accepted for all other attendees. The show week schedule will be posted early in July. Campers that are performers, technical crew members or otherwise involved in that night's show may be asked to bring a bagged dinner to camp and stay through the show. They will be supervised by MSSA staff. However, please note that we are not able to provide supervision during evening shows for campers that are not participants in the shows. Please plan accordingly.

G. Festival Day

Festival Day will begin for campers at 8:30 am on Saturday, July 27th. At 10:00 am we will open the campus up to our campers' families and friends. We will have our Festival Day parade and then we will admire the artwork displayed in the MSSA gallery and enjoy various performances by our campers. We will have other festivities scheduled throughout the day, including a dunk tank and photo booth. Food will be available for purchase for friends/family but lunch will be provided for 2019 campers. Festival Day performances will include the Junior Arts Show and the Apprentice Show as well as the 2019 Video Yearbook.

28. Social Media

We encourage you to follow MSSA on social media. During the camp season, we will periodically post photos from camp on Facebook and Instagram. In the off-season we will alert you to local and national arts events, as well as highlight the events of our staff and MSSA alumni.

29. Contact Information

The best way to contact us is via email.

For attendance issues (including absences, late arrivals and change in pickup plans), please email mssaattendance@mxschool.edu

For general questions (including tour requests), please email kkenney@mxschool.edu



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For medical/health-related emails, please email mssanurse@mxschool.edu

For transportation issues, please email kkenney@mxschool.edu and text your driver

For parent concerns about classes, camp issues please email either rdubray@mxschool.edu,
kkenney@mxschool.edu or mssanurse@mxschool.edu

To arrange camper accommodations or arrange supports including one-on-one aides, please email
kkenney@mxschool.edu

This camp must comply with regulations of the Massachusetts Department of Public Health and be licensed by the local board of health.