

Jazz House Summer Workshop 2016

Residential Information Packet



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Workshop Director:
Ted Chubb

Cell: 614-353-4830

Workshop Manager/ Housing Manager:
Mario McMiller

Cell: 973-768-2001

Student Services Manager:
Chrissy Andrascik

Cell: 973-768-2001

www.jazzhousekids.org

973-744-2273



Welcome Students & Parents!

We are thrilled to welcome you to the 2016 Jazz House Summer Workshop as a residential student! This packet will provide you with all the information you will need to have a happy and healthy two-week stay in Montclair, New Jersey.

The two-week summer workshop is held from **Monday, August 1 through Friday, August 12** at the spacious and modern **John J. Cali School of Music (Chapin Hall)** at **Montclair State University** located on **College Avenue in Montclair, New Jersey, 07043**.

Residential students will stay on the campus of Montclair State University in **Machuga Heights**.

Because of the new residential location, we ask that all parents read through this packet thoroughly and carefully. This will ensure all residential students will have a positive experience at the Summer Workshop.

For all other information about the Summer Workshop, please refer to **Welcome Packet I** (sent on July 1st) and **Welcome Packet II** (being sent on July 15th).

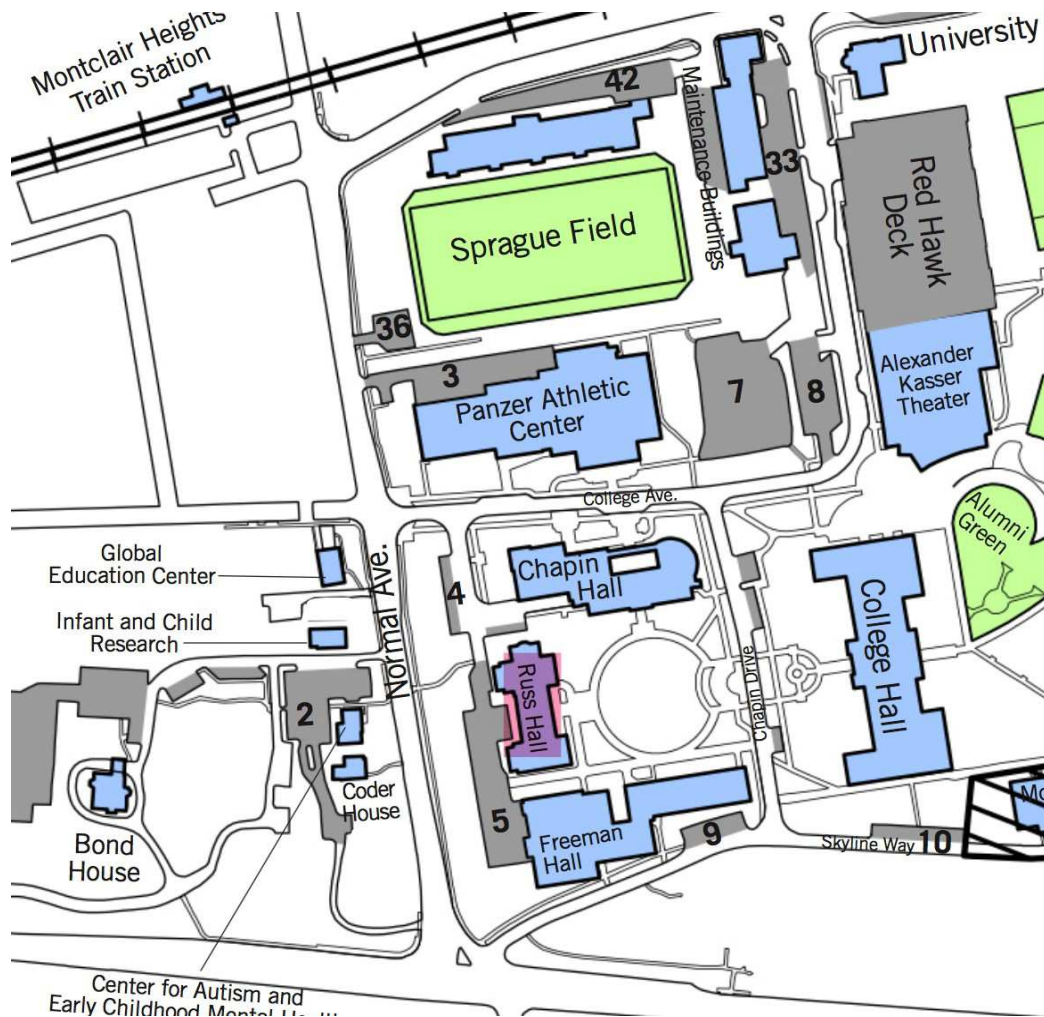
Important Dates

Sun 7/31:	Move-in day for Resident students. 6pm-7:45pm Resident Orientation at 8pm.
Fri, 8/5:	Family BBQ Dinner @ MSU Conference Center in University Hall
Fri, 8/5- Sat 8/6:	Big Band Overnight Event for students performing at Dizzy's Club Coca-Cola at Lincoln Center (NYC) in the Time Warner Building at Columbus Circle .
Mon, 8/8:	Student performances at Dizzy's Club Coca-Cola at Lincoln Center in NYC .
Tues, 8/9:	Student performances at Leshowitz Recital Hall in the Cali School of Music @ MSU .
Weds 8/10:	Student performances at Leshowitz Recital Hall in the Cali School of Music @ MSU
Sat, 8/13:	Student performances at the 7th Annual Montclair Jazz Festival produced by Jazz House Kids at Nishuane Park in Montclair NJ . Move-out day for Resident students @ 7:30am.

If you have any questions, do not hesitate to call Student Services at **973-744-2273**.

Arrival Information

- Arrival Date:** Sunday, July 31st
- Arrive Time:** 4:00pm – 6:00pm
- Load-in location:** Directly behind Machuga Heights in Lot 4.
Please look for Jazz House staff members.
- Orientation:** 6:30pm – 8:00pm at Machuga Heights
- Parking:** After loading-in, please park at the Red Hawk Parking Deck located adjacent Alexander Kasser Theatre. **(Parking Rates will apply)**
- Key:** All students will pick up their keys when they arrive at Machuga Heights in the main lobby.



Jazz House Summer Workshop Daily Schedule

ZERO PERIOD – All students must sign-in upon arrival!

- | | |
|--------------------------|--|
| 8:00 AM | Week1: Breakfast at MSU (Sam's Place @ Machuga Heights) |
| 9:00 AM - 9:50 AM | Week 2: Continental Breakfast in Machuga Heights |
| | Morning Symposium |
| | <ul style="list-style-type: none"> ○ This optional period will include video sessions, listening sessions, and during the second week, instrument specific ensemble concerts – all are encouraged to attend |
| | Private Lessons |
| 9:00 AM - 9:50 AM | <ul style="list-style-type: none"> ○ Students must have registered & paid for private lessons in advance. ○ <u>To book a lesson, complete & submit a private lesson sign-up form or register online through our Google Form (sent to your email)</u> |

DAILY CLASSES BEGIN

- | | |
|----------------------------|--|
| 10:00 AM - 10:50 AM | Warm Up and Instrumental Technique or Theory |
| 11:00 AM – 12:00 PM | Theory, Improvisation or Instrumental Technique |
| 12:00 PM – 2:20 PM | Lunch and Small Ensemble |
| 2:20 PM – 3:20 PM | Community Showcase (open to the public) ○ Daily Community Showcases will be held at the outdoor amphitheater and Leshowitz Hall at MSU. They will feature guest performing artists and student ensembles. Family and friends are invited to attend. |
| 3:30 PM – 5:00 PM | Big Band Ensemble / Master classes |

WORKSHOP DAY CONCLUDES – All students must sign-out upon departure!

- | | |
|--------------------------|--|
| 5:00 PM – 6:30 PM | Dinner on MSU Campus (Sam's Place @ Machuga Heights) |
| 6:30PM- 10:00PM | Scheduled Daily Activity |
| 10:00 PM | Curfew for Resident students (must be in Machuga Heights) |
| 11:00 PM | Lights Out |



Jazz House Summer Workshop Lunch Sign-Up

COMPLETE & RETURN BY JULY 27th

Included in the cost of housing for our Resident students, we are offering four options of boxed lunches from Montclair State University's catering service. Please review the following food options and write a check mark below for your desired boxed lunch option.

Your lunch orders need to be submitted back to the Jazz House by Wednesday, July 27, 2016. If your lunch order is not confirmed to the Jazz House office by our above deadline, we will have to place the order for you and submit that order to Montclair State University's catering service.

Option 1: Turkey and Provolone on Sourdough	Option 3: Roast Beef and Swiss on Sourdough
Option 2: Ham and American on Rye	Option 4: Veggie on Multigrain

***All options come with a bag of chips, whole fruit, cookie, and a beverage**

Lunch Order Form

Please choose one option per day

	M Aug 1	T Aug 2	W Aug 3	Th Aug 4	F Aug 5	M Aug 8	T Aug 9	W Aug 10	Th Aug 11	F Aug 12
Option 1										
Option 2										
Option 3										
Option 4										

****Week 1 Meals: Breakfast and Dinner at Sam's Place @ Machuga Heights**

Week 2 Meals: Continental Breakfast. Dinner varies due to concert schedule

Additional meal information will be provided.



Jazz House Summer Workshop Daily Activities

We trust you will enjoy the variety of activities we have scheduled for your child!

Monday, August 1, 2016-

- Movie Night (*Any movies shown will be PG-13 and Under*)
Location: Machuga Heights Lobby
- Open Jam
Location: Machuga Heights

Tuesday, August 2, 2016-

- Open Gym
Location: MSU Rec Center (on the campus of Montclair State University next to Sam's Place.)

Wednesday, August 3, 2016-

- Jazz Hang (Informational session dedicated to discussing professional opportunities as a musician) *With Jazz House Special Guest!*
Location: Machuga Heights Lobby
- Open Jam in Machuga Heights Lobby

Thursday, August 4, 2016-

- Jazz House Listening Session
-Students are encouraged to share songs and artist that they draw inspiration from!
Location: Machuga Heights
- Open Gym
Location: MSU Rec Center

Friday, August 5, 2016-

- Jazz House Kids Big Band Overnight
Time: Overnight
Location: Salvation Army, Montclair
(973)-744-3312



Scheduled Daily Activities continued...

Saturday, August 6, 2016-

- Practice Time
Location: Machuga Heights Lounges
- Bowling @ Eagle Rock Lanes
424 Eagle Rock Avenue West Orange, NJ 07052
Students will eat at Red Hawk Diner covered by Jazz House Kids
Cost: \$15.00 per student

Sunday, August 7, 2016-

- Game Night and Open Jam
Dinner will be provided at location
Location: Machuga Heights
- Movie Night
Evening snacks will be provided at Machuga Heights

Thursday, August 11, 2016:

- Open Gym @Student Recreation Center

Friday, August 12, 2016:

- Jackals Baseball Game

****Please note this is a tentative schedule and activities are subject to change****

Total additional cost of all activities listed above is around \$40



Jazz House Summer Workshop Housing Information

Safety

- Students will participate in a fire drill (Time TBD)

Transportation

- Students will only be permitted to travel with Jazz House staff and chaperones during off campus activities.

Machuga Heights Information

- Community and Study lounges on every floor.
- Free washer and dryer in the basement!
- Building fully equipped with air conditioning
- Limited access to the refrigerator in the kitchen.
- Wi-Fi will be available to students for free.
- No housekeeping is available in the dorm or bathrooms. Students are responsible for keeping their shared bathrooms tidy.
- Some college students will begin to move into this dorm beginning August 6th (second week of camp) and our students will be sharing the dorm space. Please be mindful and respectful of their space.

Typical dorm set-up for Machuga Heights



**Jazz House Summer Workshop
Medical and Emergency Treatment
Authorization Waiver**

PLEASE RETURN NO LATER THAN JULY 29, 2016

In the case of illness, there are several urgent care office clinics in the area. Jazz House Kids staff will make every effort to contact parents, but if contact cannot be made, we reserve the right to take your child to be treated by a medical professional.

In the event of an emergency, if a child appears to need immediate medical attention, Jazz House Kids staff will contact 911. We reserve the right to request medical attention for any situation that is perceived as an emergency by Jazz House Kids faculty or staff.

If a student is sick, and the parents refuse medical care, the parents must pick up their child within 12 hours.

Jazz House Kids staff will make every effort to contact parents immediately.

☐ I confirm that I have read the above stipulations regarding medical care, and consent to the guidelines listed:

Student Name _____

Parent/Guardian Name _____ Parent/Guardian Cell _____

Emergency Contact 1 _____ Emergency Contact Cell _____

Emergency Contact 2 _____ Emergency Contact Cell _____

Parent/Guardian Signature _____ Date _____

***Should any questions about your child's health arise, please contact
Chrissy 9am-5pm or Mario 5pm-8am at 973-768-2001***



Jazz House Summer Workshop

RESIDENT RULES

1. Participants are not allowed to drive or ride in personal vehicles during the dates of the program unless they receive specific permission to do so from the Workshop Director or Workshop Manager. **Any vehicles parked on campus must have a University Parking Permit (CarParc Diem lot-Montclair State University).** Parking permits will be issued during on-site registration, and clear instructions will be given as to where parking is authorized. **It will be the responsibility of the participant to purchase a permit, properly place the permit in the vehicle, and park the vehicle in an authorized space. Neither Montclair State University, nor Jazz House Kids, will be responsible for damage to vehicles or for any parking tickets, fines, or towing charges that result from violations.**
2. Participants are to remain on campus for the duration of the program unless program activities require otherwise. If a participant needs to leave campus for some reason, Camp Directors must receive prior written permission from the parent or guardian, and grant specific permission on a case-by-case basis.
3. Jazz House Kids and Montclair State University campus regulations prohibit the use of alcohol and other illegal substances. Participants may not possess, use, distribute, or sell alcoholic beverages, drugs, firearms, weapons or fireworks. **Any student that is found in the possession of any alcohol or illegal substances will face grounds of immediate expulsion from the Jazz House Kids Summer Workshop.**
4. Co-ed visitation in the residence halls is permitted **ONLY** in the lobby area, under the supervision of a chaperone. The only people permitted in rooms are staff, members of the participant's immediate family, the participant's roommate and other participants of the same gender residing in that residence hall. **Any Student that is found in violation of the co-ed visitation rules will face grounds of immediate expulsion from the Jazz House Kids Summer Workshop.**
5. Participants must attend all workshops, classes, and planned social or recreational activities. Full participation is the only way a participant can gain real value from the workshop. Students are not permitted to return to Machuga Heights during the day unless accompanied by a chaperone.
6. Participants will refrain from using electronic devices (i.e. cell phones, iPads, computers, etc.) during instructional periods unless authorized by workshop faculty and staff.



RESIDENT RULES continued

7. Participants will abide by nightly curfews and “Lights Out” announcements from the Housing Supervisor or Program Chaperones. Participants must be in their OWN room at lights out and remain there until morning. Any use of cell phones or other electronic devices is prohibited after ‘Lights Out.’ Curfew is at 10:00PM (unless there is a scheduled activity that exceeds the 10:00PM time schedule), and lights out is strictly at 11:00PM.
8. Participants must never misuse Internet privileges. Attempting to access unauthorized sites is strictly prohibited.
9. Participants must abide by rules and guidelines set by the Jazz House Kids Housing Supervisor for each day of stay of the Workshop. Guidelines and policies explained in Welcome Package 1 are to remain in effect.
10. In accordance with state law, smoking is prohibited by anyone under the age of 21. Smoking is not permitted in any buildings on the Montclair State University Campus.
11. Any individual found tampering with any fire equipment (i.e. fire extinguishers, fire alarms, smoke detectors, etc.) will be dismissed from the workshop immediately. Participants may not interfere with any security system or tamper with locks in participants’ rooms and other areas.
12. All furniture must remain unchanged and kept in place.
13. Vandalism will not be permitted. Any damages caused in rooms or common areas will be charged to the responsible party. Replacement cost will be charged to anyone who removes or damages University property.
14. Participants should keep their rooms locked at all times. Neither Montclair State University, nor Jazz House Kids, is responsible for lost or stolen items. A participant should take the room key and access card whenever he/she is leaving the room. Those who lose a key or access card must pay for a replacement (**Key replacement amount is \$75.00 and Access Card replacement fee is \$50.00**). Please refrain from bringing excess money and valuables to the workshop. Valuables, including jewelry, iPods, cell phones, radios, cd players, etc., may be brought to camp, but only at participant’s own risk.



RESIDENT RULES continued (2)

15. Montclair State University housekeeping staff will not clean the bathrooms. Students will be responsible for maintaining the cleanliness of their shared bathroom space.
16. **For health and security reasons, camp staff has right to inventory students' belongings if the staff indicates the need.**
17. Practicing is allowed in the lounges of Machuga Heights at a minimal level. No music will be played after 10:00PM.
18. No disturbingly loud noises, belligerence, wrestling, or fighting is allowed at ANY time.
19. Any conflict with another student, adult, or student/staff member of Montclair State University is to be immediately directed to the Housing Manager.

IMPORTANT: Jazz House Kids has a ZERO tolerance for fighting, practical jokes, bullying, cyber bullying, sexist comments, racist comments, or any other derogatory remarks towards ANYONE. Failure to follow this rule will result in grounds for immediate termination.

Please review carefully with your child!



Jazz House Summer Workshop Discipline Policy

As stated in our Camp Guidelines and Policies, it is our full expectation that all students will behave in a manner that respects themselves, this great music and their peers to ensure a super camp experience! We have specific disciplinary action steps in place if students do not adhere to these guidelines and policies. If there should be any issues with a student's behavior, we have a 3-step policy for handling such situations.

3 STEP DISCIPLINARY ACTION PROCESS

Step 1. Verbal Warning:

The student will receive a verbal warning from an instructor or administrator. The Camp Office will be notified of the incident.

Step 2. Report to Camp Office:

The student will be sent to the Camp Office to meet with camp managers to discuss the incident and possible discipline. The student's parents will be notified.

Step 3. Parent conference and possible removal from Workshop

The student and parents will be called for an in-person conference. If no resolution is found, the student may be removed from the remainder of the workshop. Should this occur, there will be no refund.

**PLEASE REVIEW THE ABOVE POLICY AND CONFIRM YOUR AGREEMENT ON THE
WAIVER & PERMISSION FORMS.**



CHECKLIST (What to Bring)

<input type="checkbox"/> <input type="checkbox"/> Toiletries
<input type="checkbox"/> <input type="checkbox"/> Shower shoes (flip flops that dry easily)
<input type="checkbox"/> <input type="checkbox"/> Clothing for every day camp (keep in mind that Cali School is air conditioned)
<input type="checkbox"/> <input type="checkbox"/> Professional dress for concerts (refer to page 26 of Welcome Package I for attire specifics)
<input type="checkbox"/> <input type="checkbox"/> Sun block
<input type="checkbox"/> <input type="checkbox"/> If you plan to do laundry you will need laundry detergent
<input type="checkbox"/> <input type="checkbox"/> Athletic attire for outside events (sneakers, shorts, caps, etc.)
<input type="checkbox"/> <input type="checkbox"/> Bathing suit and towel
<input type="checkbox"/> <input type="checkbox"/> Sleeping bag for Salvation Army Overnight



Waiver and Permission Forms

PLEASE RETURN NO LATER THAN JULY 29, 2016

I herein give approval for my child to participate in all activities and assume all risks and hazards incidental to the conduct of activities and hereby release, absolve, indemnify, and hold harmless Jazz House Kids and Montclair State University, the organizers, the sponsors, or any supervisors, staff or faculty appointed by them of any lost, stolen, or damaged items.

NOTE: Students will not be allowed to participate in any activities without signed waiver

- | | |
|---------------------|---|
| Mon, 8/1: | Movie Night or Open Jam with all resident staff and students 8pm-10pm
(Any movies shown will be PG-13 or below) |
| Tues, 8/2: | Open Gym in MSU Rec Center |
| Wed, 8/3: | Jazz Hang – Informational session with special guest to discuss the future of jazz |
| Thurs, 8/4: | Jazz House Listening Session (opportunity for students to share music and collaborate on ideas) |
| Sat, 8/6: | Bowling (Eagle Rock Lanes—West Orange, NJ) |
| Sun, 8/7: | Game Night and Open Jam at Machuga Heights |
| Thurs, 8/11: | Open Gym in MSU Rec Center |

Students Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____



Jazz House Summer Workshop Homestay Frequently Asked Questions

Will there be security in Machuga Heights?

- *Montclair State University provides 24 hour on-site security with access to EMS and Campus Police. In addition, Machuga Heights can only be entered with an access card which students will be given individually at orientation.*
- *There will always be a Jazz House Kids chaperone staff on-site.*

Will students be able to travel with other families off campus?

- *No, students are not permitted to travel with other families UNLESS that student's parent or legal guardian gives full consent verbally or via email to Jazz House Kids.*

Who can I talk to in the case of an emergency?

- *In the case of a medical emergency, the Montclair State University Public Safety office can be contacted.*
- *In the case of any non-medical emergencies, the Jazz House Kids Summer Jazz Workshop Housing Manager can be contacted.*

****Contact information for both can be found on page 18 of this document.***

Will my son/daughter be allowed to choose his/her roommate?

- *Students who wish to have a specific roommate should contact the Jazz House no later than July 30th. If there is not a specification of room assignments, one will be chosen by the Jazz House staff.*

Will my son/daughter be allowed to change their room assignment once camp starts?

- *No, all rooming assignments will be established before camp begins. Any extenuating circumstances will be given full consideration on a case-by-case basis.*



Will students be allowed to bring game systems?

- *Jazz House Kids encourages ALL Resident students to leave important personal items at home. However, any personal item that is brought to camp is done at every individuals OWN RISK. Neither Montclair State University nor Jazz House Kids will assume the responsible for any personal items (stolen, broken, or lost).*

Can students have snacks in their rooms?

- *Yes, students are permitted to have snacks in their rooms but must clean up after themselves.*

IMPORTANT: Jazz House Kids has a ZERO tolerance for fighting, practical jokes, bullying, cyber bullying, sexist comments, racist comments, or any other derogatory remarks towards ANYONE. Failure to follow this rule will result in grounds for immediate termination.

Please see Page 12 for Discipline Policy



Staff & Emergency Contact

JAZZ HOUSE SUMMER WORKSHOP STAFF CONTACT INFORMATION

Ted Chubb	Workshop Director	Email: tchubb@jazzhousekids.org
Nathan Eklund	Assistant Director	Email: neklund@jazzhousekids.org
Mario McMiller	Workshop Manager	Email: mmcmiller@jazzhousekids.org
Chrissy Andrascik	Student Services Manager	Email: candrascik@jazzhousekids.org
Olivia Morreale	Chaperone	Email: omorreale@jazzhousekids.org
Michael Spearman	Chaperone	Email: spearman1@comcast.net
Cherise Adams-Burnett	Chaperone	Email: cherisemusic@hotmail.co.uk
Keira Harman	Chaperone	Email: k.harman93@gmail.com
Sam Tobias	Chaperone	Email: sam.c.tobias@gmail.com

Jazz House Kids Emergency Contact Number

Montclair State University Public Safety:

Workshop Manager / Housing Supervisor

President of Jazz House Kids

Tel: Coming in final email!

Tel: (973) 655 - 5222

Tel: (757) 512-4878

Tel: (862) 215-2759

