

Litchfield Jazz Camp

2010 GENERAL INFORMATION & REQUIRED FORMS FOR CAMPERS & PARENTS

Please Read Immediately Time Sensitive Material Enclosed

Greetings!

To prepare for the upcoming **Litchfield Jazz Camp**, we hope the following information will answer all your questions. Please review this important material and email Karen Hussey (karenh@litchfieldjazzfest.com) with any questions. (Note: Questions regarding The Kent School should come to Litchfield Performing Arts, as Kent is not responsible for the administration of our camp. However feel free to visit Kent's website www.kent-school.edu and get to know the campus.)

FINAL TUITION PAYMENTS

For students who still have an outstanding balance, please send a check payable to: Litchfield Performing Arts, P.O. Box 69, Litchfield, CT 06759 or pay remaining balance online through your personal registration account no later than **June 1. Tuition (but not deposit and application fee) is refundable for emergency withdrawals only until BEFORE June 1, 2010. All payments are forfeit for withdrawal after June 1, 2010. Payments after June 1, 2010 are subject to a \$50 late charge.** The camper or parent/guardian is responsible for all additional costs to LJC for obtaining payment including additional bank fees for returned checks.

CHECK-IN/EVALUATIONS- NEW SCHEDULE

Upon arrival at Jazz Camp, students will take (1) a brief placement evaluation to determine their level for theory classes and (2) a placement audition to guide us to make the appropriate level combo assignment for each student. These placements are done for **all incoming students** every week or students who are returning from a previous session if they would like to be re-assessed. You can locate practice theory assessments and placement audition guidelines on the website.

Session 1 - Sunday, July 11th, 2010
Session 2 - Sunday, July 18th, 2010
Session 3 - Sunday, July 25th, 2010
Session 4 - Sunday, August 1st, 2010

10:00-1:00 pm Registration at Field Dorm (Kent School map is available to download on the website.)

10:30-1:00pm Theory Placement for all students located in Schoolhouse Building. Room locations will be posted at Registration.

12:00-2:00pm Combo Placement for all students located in Schoolhouse Building. Room locations will be posted at Registration.

2:00-3:00pm Dorm Check-In **Residential Students ONLY**. Room and Dorm assignments will be handed out at Registration.

3:00-4:00pm Jazz Workshop/Demonstration. Learn the tricks of the trade from Senior Faculty members as they give first-hand information on how to become better musicians.

4:15-5:15pm Meet your RA residential students ONLY.

5:30-6:00pm Dinner is served at the Dining Hall for residential students ONLY. We regret the kitchen staff cannot handle day students or parents. Parents and non-residential students should plan to have dinner at any one of the nearby restaurants in the ***List of Local Restaurants*** included in this download.

6:30-7:00pm Orientation in Mattison Auditorium. All students are required to attend and families are invited and encouraged to stay. Camp Artistic Director Don Braden and Residential Life Personnel will introduce themselves and go over what the week has in store for every student.

7:00-8:15pm Faculty Concert in Mattison Auditorium. Families are invited and encouraged to stay for the Faculty concert free of charge. All students are required to attend. This is a wonderful way to begin the week. You do not want to miss the faculty concert!

8:30-10:00pm Combo Sneak-Peak/Jam Session. Meet your combo instructors and fellow musicians for the week.

DAILY SCHEDULE

- Classes run daily from 9:00am to 4:15pm, as indicated in the sample schedule.
- Electives run from 4:25pm to 5:25pm.
- Meals times: Sunday-Friday: breakfast 7:45am, lunch 11:45am, and dinner 5:30pm.
Saturday: breakfast 8:45am, lunch 12:30pm, and dinner 5:30pm.
- Evening activities --faculty concerts, student jam sessions and more--- run from 6:30-9:30pm. Attendance required of all students.
- Practice rooms will be available on Wednesday evenings from dinnertime thru dorm check-in. Students over 18 may access practice rooms from the end of evening concerts until just before 11pm (their check-in time by reservation). They are also available before morning meetings by reservation only.
- Half-hour private lessons are available on a first-come-first-served basis for \$60 per lesson. Each student may preorder **two lessons per week** online or on the order form

until **June 1st**. Lessons must be prepaid by credit card or check. **Students may no longer register for lessons on the day of registration or thereafter.**

- Festival Master Classes – on August 7th and 8th, master classes will be given by some of the festival performers. Students will be able to sign-up during camp to attend at least one master class during festival weekend. Space is limited and registration is on a first-come first-served basis. There is no charge, but we recommend registering at the beginning of week 4. Students attending prior sessions are welcome to sign-up and should do this at the beginning of their own session.
- Optional (week 3 & 4 students)-“Jazz Boot Camp for Jazz Musicians”. Join bassist Avery Sharpe and start your day with a program of physical exercise, which includes strength training, running and aerobics. Bring your sneakers, gym attire (T-shirt, shorts) and positive vibes! M-F 6:45-7:30am.

SPECIAL EVENTS

A number of special events have been arranged for students. Some are mandatory.

Litchfield Combo Concerts

All students will perform with their combos at The Kent School for families and friends each week as follows:

Friday, July 16 th	(Session 1)	Concert at 6:30pm
Friday, July 23 rd	(Session 2)	Concert at 6:30pm
Friday, July 30 th	(Session 3)	Concert at 6:30pm
Thursday, August 5 th	(Session 4)	Concert at 6:30pm

Admission to these concerts is free, and no tickets are necessary. If parents would like to take their students out for dinner before the concert(s) they may do so between 5 pm and 6:15 pm. Please have students back to campus by 6:15. These concerts are an exciting culmination of each camp week. The student concerts are not optional.

History and Appreciation of Jazz

Litchfield Jazz Camp is offering a 3-credit college course. It will meet every Wednesday evening (attendance at the Tuesday and Thursday concerts completes the course requirement). Four-week campers may register for this course for credit (Northwestern Connecticut Community College, #Mus137, by Prof. Michael Gow). Price will be available upon request. All other campers are invited to audit the course (optional) at no charge. Mr. Gow is a dynamic presenter and uses rare film and audio footage in his presentations.

College Night –Wednesday July 28.

As a little gift to all those parents and campers reeling at the thought of visiting endless colleges with outstanding music programs, LJC has arranged for some of the very best of these to visit you! On Wednesday, July 28th between 7 and 9pm, representatives of some of the top music programs will be available to chat with students. Some may even have the opportunity to visit your combos' and listen to you play. Schools in attendance will be announced shortly. Past attendance has included: **SUNY Purchase, William Paterson University, Berklee College of Music, The New School for Jazz and Contemporary Music, Manhattan School of Music, New England Conservatory of Music and others.** Student attendance is required.

MUSICAL INSTRUMENTS & EQUIPMENT

- Students are expected to bring their own instruments. Be certain they are in working order and clearly labeled with the Student's name and proper contact information.
Label all cymbals on the underside and label the cymbal bag.
- Students are expected to bring tape recorders or recording devices to classes.
- Electric guitar/bass players should bring their own amplifiers, patch cords and strings.
- Vocalists should bring their own microphones, cables and an adapter for the XLR cable so that it can plug into a standard amplifier.
- Pianists and drummers should contact LPA offices at (860) 361-6285 with regard to bringing keyboards or drum kits.
- Litchfield Performing Arts cannot be responsible for any instrument and/or accessories that may be lost or stolen while in use at Litchfield Jazz Camp.
- Some equipment is available for rent through the LPA offices. Loss or damage to your rented equipment will be charged to the renter. Please contact the LPA offices to make all renting arrangements.

REACHING STUDENTS & MEDICAL EMERGENCIES

- If you need to speak to a staff member during camp, please call the camp office. The number will be provided during camp registration and posted on the website.
- Routine messages will be posted in the dining hall. Staff will not be able to reach students during classes.
- In an emergency if you cannot reach anyone at Kent School, call Litchfield Performing Arts at (860) 361-6285.
- Cell phones receive reception on the grounds of Kent School. Student phones must be silenced during all classes and performances.
- A local doctor will be available to camp students for minor illnesses and concerns.
- In case of a medical emergency, students will be taken to a nearby hospital and parents will be notified.
- Costs of medical treatment are the responsibility of parents or students themselves if they are over 18.

DRESS

Students and faculty dress in "camp" style – casual and comfortable – t-shirts, shorts, jeans, etc. Evenings can be chilly, so bring a light jacket or sweatshirt. Lightweight raingear is also a must. A hat/cap is recommended, particularly for the long days at the festival. **Students are expected to wear slacks or skirts, button-down shirts, and shoes other than sneakers for the Litchfield Combo Concerts each session.** For their Festival appearances, students must wear Litchfield Jazz Camp T-Shirts and pants or skirts. **Shorts are not permitted.** Laundry services are available in town on weekend trips.

ORDERING JAZZ CAMP MERCHANDISE

Students will be required to wear a Litchfield Jazz Camp T-shirt (one is included in their tuition) at the Litchfield Jazz Festival throughout the weekend so we can easily identify them. If you would like to purchase extra t-shirts, please indicate so on the **Order Form**. T-shirts will be distributed at registration.

Also on our **Order Form** you will find **The Official Litchfield Jazz Festival Nalgene Water Bottle**. These are 32 oz Sapphire Blue bottle, durable and stain and order resistant and dishwasher safe. Consider these since ***bottled water will not be provided this year.*** Students are welcome to refill their personal bottles from water fountains.

STUDENT MEALS

Three meals a day are included for all students.

CARS

All day students under 18 must leave their car keys at the camp office each morning. Residential students under 18 must turn in their keys and are not permitted to leave campus via car. No residential student under 18 is to ride with a day student or anyone else at any time during the sessions, unless special permission has been granted in writing by the parents of both parties and presented to the camp office. No student under 18 is permitted to ride with any student, faculty or staff member without written parental permission. Failure to comply with these rules will result in expulsion with no refund.

RELAXATION

The grounds are ideal for casual games. Students should plan to bring tennis racquets, tennis balls, basketballs, Frisbees, and other equipment such as softballs/mitts if they wish to engage in activities.

SPENDING MONEY

Residential students will be provided Brunch and Dinner during the Festival weekend. Students should plan to have spending money for incidentals during the week. We suggest having pocket money the Festival weekend to spend on:

- Food & Beverage.
- Purchasing CDs at the faculty concerts and at The Litchfield Jazz Festival.

RESIDENTIAL STUDENTS

HOUSING

We are pleased to be at Kent School. We want Kent to be pleased with us! Students are expected to keep their rooms neat and to clean their rooms thoroughly before they depart. To ensure rooms are left in respectable condition no student may leave campus without a sign-off by his/her RA. There will be a **room cleaning charge of \$75**, if your room requires cleaning. We will document reason for charge. Most rooms are double occupancy (there are a few singles, triples and quads). Rooms are assigned with respect to age and gender, but without regard to race, color, creed or national origin. We make every attempt to honor advance rooming requests. Students are financially responsible for any damages caused by them to their dorm rooms, equipment or other facilities during their stay.

Room keys will be distributed at check-in. **(We recommend you bring a key chain or lanyard)**. Your key deposit check for **\$75 made out to Kent School** will be returned when you return your key at checkout.

RESIDENT ASSISTANTS

- All students must check-in with their floor Resident Assistants (RAs) at 10:00pm.
- RAs are housed on each dorm floor and on-call from 9:00pm-8:00am.
- RAs will conduct a floor check-in at 10:00pm each night.
- Students under 18 are not permitted to leave the dorms after the 10:00pm check-in.
- Quiet Time: 10-11pm; lights out at 11pm, when all students must be in their rooms

WHAT TO BRING

- All bed linens and towels will be provided by Kent School. Students must bring pillows and blankets, and, if they wish, long single bed mattress covers. A **\$15 deposit check made payable to Kent School** will be returned upon return of all bedding.
- Bring a keychain or lanyard for your room key. Keys should be kept on your person at all times.
- Bring a small fan: dorms are not air conditioned
- Bring toiletries: soap, toothbrush, toothpaste, deodorant, shower flip-flops, etc. You must have all your own supplies (We recommend a shower caddy.)
- Don't forget pencils, paper, flashlight, bug repellent, sun block, camera, film, batteries, rain gear, sweat shirt etc.
- Public telephones are available in common rooms. Students may bring cell phones but these must be silenced during class. Verizon phones get the best reception.

Weekend Activities

Students who are attending multiple-week sessions are able to reside on campus through the weekend. The activities planned for those weekends between sessions will be trips into town to use the Laundromat and to play at scheduled in-town performances.

ADDITIONAL NIGHT – Saturday, August 7th

If a 4th week residential student plans to stay overnight on Saturday, August 7th (Festival) there will be an additional charge of \$60 for that night's stay including brunch and dinner. All other overnights are included in tuition. Please use the **ORDER FORM** to reserve and pay for this additional overnight. **Students who are staying for this overnight need to be checked out of their dorm room by 9am Sunday morning (August 8th).**

THE LITCHFIELD JAZZ FESTIVAL – August 6th to August 8th, 2010

Included in the tuition is a 3-day special student only section pass, master classes with Festival stars and a performance opportunity for each student on the Festival Gazebo (Student) Stage. All students are invited to perform in their combo or organized jam session. Because not all students attend all four sessions, it's possible that not enough of your fellow combo members will be able to attend the festival, in which case you'd play in a jam session. If enough of your combo will be in attendance, then the combo will perform together. Tickets for parents, siblings, or others may be purchased at www.litchfieldjazzfest.com or at the gate. Check the website on Thursday, August 5th when the student performance schedule will be posted.

Festival Dress

All students are **required to wear their Jazz Camp T-shirts at the Festival**. Students should plan to bring appropriate clothing for the weather. Remember this is a rain or shine event. Students can wear comfortable slacks, skirts, or dresses. All gear, extra clothing, and luggage will be stored in a locked facility for removal at check-out if not previously picked up by parents.

Student Supervision

Students are required to check-in with their RAs at specific times and places throughout the Festival. Students will not be allowed to return to their dormitory rooms once the Festival has begun. All keys must be turned in at check-out. We encourage parents to come and join us!

REQUIRED DOWNLOADABLE FORMS:

Please go to www.litchfieldjazzcamp.com/registration-more/required-forms and download and complete all forms. Please make sure you mail this packet so it is received by us no later than **Tuesday, June 1st**.

LITCHFIELD JAZZ CAMP PERMISSION FORM

Please complete and return this form by June 1 to: Litchfield Jazz Camp P.O. Box 69 Litchfield, CT 06759

1. PARENTAL PERMISSION

Students under the age of 18 are not allowed to leave campus without a signed parental permission form on file. If students leave campus without this form on file, and/or unsupervised, by an approved LJC staff member, the student will be expelled without refund of tuition.

Session Start Date _____ Session End Date _____

Student's Name (Please Print) _____

I am the legal guardian/parent of the student specified above and I give my permission for them to join students and staff of the Litchfield Jazz Camp on trips off campus under the supervision of a staff member of Litchfield Jazz Camp.

Parent/Guardian Signature _____ Date _____
Parent/Guardian Print Name _____ Date _____

2. PHOTO/VIDEO RELEASE REQUEST

We will take many photographs and videos throughout the course of the summer. We would like to be able to use these in our brochures and advertising. Please sign the photo release below if we have your approval to use your photo for these purposes. If the attendee is under the age of 18, we need the signature of both the student and their parent/guardian.

I hereby agree to release my photograph to The Litchfield Jazz Camp without compensation. I understand that The Litchfield Jazz Camp reserves all rights to reproduction of said photograph.

Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

3. STUDENT CODE OF CONDUCT

Litchfield Jazz Camp works hard to create an atmosphere where students and faculty join together to form a responsible community of musicians. Students must take responsibility for themselves and their belongings. LJC has a **zero tolerance policy** against physical violence and harassment. Students behaving in any way deemed detrimental to the running of LJC will be expelled with absolutely no refund of tuition. By signing here I state that I have read, understand and agree to abide by the Litchfield Jazz Camp Student Code of Conduct.

Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

4. SMOKING RULE

LITCHFIELD JAZZ CAMP IN NO WAY CONDONES SMOKING. There is no smoking allowed in any buildings or open areas on campus. Any student that is caught smoking while attending the Litchfield Jazz Camp will be given one warning. Any time caught after that will result in being expelled from Litchfield Jazz Camp with absolutely no refund of tuition. By signing here I state that I have read, understand and agree to abide by Litchfield Jazz Camp smoking rule.

Student's Name _____

Parent/Guardian Signature _____ Date _____

The Litchfield Jazz Camp

STUDENT GUIDELINES

Here are some basic guidelines you need to follow to make sure that everyone has a safe and enjoyable time at the Litchfield Jazz Camp (LJC).

- 1. Drug & Alcohol Policy:** Smoking is not permitted anywhere on campus, regardless of age. LJC maintains a **zero tolerance policy for alcohol consumption, marijuana and other illegal substances**. Violation of this policy will result in immediate dismissal and forfeiture of tuition.
- 2. Check-In:** All residential students must check-in each night at the dorms at 10:00pm. Students under the age of 18 must stay in the dorm (with lights out and quiet at 11:00pm). Students over 18 may leave the dorm after check in, but must notify their RA where they will be going, and must be in their rooms, lights out, by no later than midnight. Forman faculty and their families live in the dorms; please show them respect.
- 3. Single Sex Dorms:** No males are permitted in the female dorms; No females are permitted in the male dorms at any time.
- 4. The RAs:** The RAs are responsible for everyone's well being in the dorms. Please respect their requests.
- 5. Two Strike Policy:** Any student violating any curfew or behavioral rule (or brought to the LJC staff's attention by an RA for any other reason) will receive a warning the first time and will have his/her parent's called the second time, at which time, the student will be dismissed and tuition will be forfeited.
- 6. Be On Time:** Morning check-in is at 8:55, for both day and residential students. Dorm check-in is at 10:00 pm. Lateness for either will earn "one strike" (see #5).
- 7. Attendance:** Attendance at evening activities is mandatory for all residential students, highly recommended for day students, and parents are welcome to attend.
- 8. Driving Policy:** Any residential student under 18 who brings their car to campus must turn in their keys upon arrival. All students under 18 who drive to the campus must leave their keys with staff each morning. No student under 18 is permitted to ride with any other student at any time without express written permission by both parents.
- 9. Medications:** All medications must be checked in at the start of camp and will be administered by the program's medical provider.
- 10. Leaving Campus:** Residential students under the age of 18 are not permitted to leave the campus for any reason unless accompanied by a member of the LJC staff in case of emergency.

If for any reason these rules and regulations are not complied with, Litchfield Performing Arts reserves the right to ask the student to leave with no refund of tuition.

I/We understand and agree to the above rules and regulations:

Student Name (Print)

Student Signature

Date

Parent Name (Print)

Parent Signature

Date

Litchfield Jazz Camp

FESTIVAL ATTENDANCE & CHECK-OUT

Included in the tuition is a 3-day lawn pass to the Jazz Festival for students registered in any or all sessions. All students will have an opportunity to perform on a dedicated second stage at the Jazz Festival between Main Stage acts. Depending on availability, students may perform either with their combos or in organized jam sessions. Parents will be notified of the time of their student's performance on or before **Thursday, August 5th**. Please check the website (www.litchfieldjazzcamp.com) for information. Do not call us for information before that time as we will have none. Festival attendance is the culmination of your student's experience. Students are encouraged to attend all Festival performances and register for Master classes with Festival artists; almost all do. We encourage parents to attend and share the experience. Tickets may be purchased on our website. If you are not attending, students must be picked-up and out of the dorms by 9am on Saturday and Sunday. Your student must check-out with camp personnel before leaving the grounds.

Please complete the information below and return to Litchfield Performing Arts, P.O. Box 69, Litchfield, CT, 06759 by Tuesday, June 1, 2010.

PLEASE PRINT

Student Name _____ Day or Residential (circle one)

Attending (Circle All that apply): Session 1 Session 2 Session 3 Session 4

FESTIVAL ATTENDANCE FOR ALL STUDENTS—Saturday overnight is offered on a limited basis. You must be pre-registered before June 1st to guarantee a space during Festival weekend. Offered to 4th week Residential students ONLY.

	Friday, August 6	Saturday, August 7	Sunday, August 8
I will attend the Festival.			
I will NOT Attend (note which days)			

Check-out Times-Session 4 RESIDENTIAL STUDENTS ONLY			
	Friday, August 6	Saturday, August 7	Sunday, August 8
Check-out	4:00PM	9:00AM	9:00AM
Pick-up	10:00PM	N/A	N/A

During Festival weekend pick-up location will be located at the base of stairs outside of Mattison Auditorium. Please refer to the campus map to locate the exact area.

Please Note:

- Students leaving at the end of **Session 1 ONLY** will check out Friday afternoon and be prepared to leave with their families after the concert (about 9:45 pm) on Friday July 16th.
- Students leaving at the end of **Session 2 ONLY** will check out Friday afternoon and be prepared to leave with their families after the concert (about 9:45 pm) on Friday July 23rd.
- Students leaving at the end of **Session 3 ONLY** will check out Friday afternoon and be prepared to leave with their families after the concert (about 9:45 pm) on Friday July 30th.

EMERGENCY CONTACT (Please Print)

Name _____

Relationship to Student _____

In case of Emergency: Daytime Phone (____) _____ - _____

Evening Phone (____) _____ - _____

Cell Phone (____) _____ - _____

Parent/Guardian Signature _____ Date _____

Camper
Approved by CT-
American Academy
of Pediatrics

YOUTH CAMP HEALTH EXAM/RECORD
FOR CAMPERS AND STAFF

State of Connecticut
Physical Exams Are Valid For 3 Years Department of Public Health
From Date of Last Examination
Approved by CT-American Academy of Pediatrics

State of Connecticut
Department of Public Health
Division Community Based Regulation
1-800-282-6063; (860) 509-8045

Staff

Name _____ Date of Birth _____ Phone _____

Guardian _____ Address _____

Emergency Contact _____ Telephone _____

Date of Arrival at Camp: _____ Departure Date: _____

TO BE COMPLETED BY THE SPECIFIED MEDICAL PRACTITIONER:

Date of Exam _____

_____ May participate in all camp activities

_____ May participate except for: _____

Medical information pertinent to routine care and emergencies: _____

Is this individual taking prescription medication? YES NO

If yes, indicate prescription: _____

Does the individual have allergies? YES NO Explain: _____

Is the individual on a special diet? YES NO Explain: _____

This camper/staff is up-to-date on all the following routine childhood immunizations currently recommended by the American Academy of Pediatrics and National Advisory Committee on Immunization Practices:

	Yes	No		Yes	No
Measles			Hepatitis B		
Mumps			Diphtheria		
Rubella			Pertussis		
Chickenpox			Polio		
Tetanus					

Comments: _____

Print name of medical care provider: _____

Medical care provider's address: _____

Medical care provider's: City/Town _____ ST _____ Zip Code _____

Signature of Physician, APRN or PA

Date Form Signed

Telephone Number

CONNECTICUT IMMUNIZATION SCHEDULE

This chart shows acceptable age ranges for shots. Ask your health-care provider to tell you when your child should get shots.

CHILD'S AGE	SHOT(S)
Birth - 2 months	Hep B #1 (hepatitis B)
1-4 months	Hep B #2 - at least 1 month after Hep B #1
2 months	DTP/DTaP/DT #1 (diphtheria, tetanus and pertussis), OPV/IPV #1 (polio), Hib #1 (Haemophilus influenzae type b) - DTP/Hib may be combined as Tetramune or ActHIB/DTP, DTaP-Hib is combined as Tri HIBit
4 months	DTP/DTaP/DT #2, OPV/IPV #2, Hib #2
6 months	DTP/DTaP/DT #3, Hib #3
6-18 months	Hep B#3, OPV/IPV #3
12-15 months	Hib #4, MMR #1 (measles, mumps and rubella)
12-18 months	Varivax (varicella/chickenpox vaccine) Children born after December 31, 1996
15-18 months	DTP/DTaP/DT #4
Before starting school (4-6 years)	DTP/DTaP/DT #5, OPV/IPV #4, MMR #2
11-12 years	Varivax (if your child has not had the chickenpox shot, and has never had chickenpox), Hep B (if your child has not had the hepatitis B shots), MMR #2 - A second dose of measles is required for entry into 7th grade
11-16 years	Td (tetanus, diphtheria)

*Effective August 29, 1996, Hepatitis B vaccine is required for all enrolled children born after December 31, 1993.

Required Immunizations - Must be given by the end of the stated month of life listed under "CHILD'S AGE". For example, immunizations required at two months must be given prior to the child turning three months in order for the child to continue in the program.

HEALTH FORM FOR ALL STUDENTS PARTICIPATING IN LJC

It is required that both sides of this form be completed and returned before LJC begins. No camper may attend LJC without both forms being completed and signed with by parent/guardian and physician.

Student Name: _____ Date of Birth: _____

PERMISSION FOR MEDICAL CARE

I hereby grant permission to the Director of LJC, or his designee, to secure appropriate routine or emergency medical treatment for my child while attending LJC.

Parent signature: _____ Date: _____

PERSON TO BE NOTIFIED IN CASE OF AN EMERGENCY

Name: _____ Relationship: _____

Address: _____

Phone (home): _____ Phone (work): _____ Mobile: _____

INSURANCE INFORMATION

Policy Holder's Name: _____

Insurance vendor: _____

Policy Number: _____

PERMISSION TO ATTEND CAMP TRIPS AND ACTIVITIES

I hereby grant permission for my son/daughter to attend weekend trips to the town of Kent with camp staff.

Parent signature: _____ Date: _____

Authorization for the Administration of Medication

In Connecticut, licensed Camps administering medications to children shall comply with all requirements regarding the Administration of Medications described in the CT State Statutes and Regulations. Parents/guardians requesting medication administration to their child while at camp shall provide the program with appropriate written authorization(s) and the medication before any medications are administered. Medications must be in the original container and labeled with child's name, name of medication, directions for medication's administration, and date of the prescription. All unused medication shall be destroyed if not picked up within one week following the camper's departure at the end of camp.

Authorized Prescriber's Order (Physician, Dentist, Physician Assistant, Advanced Practice Registered Nurse):

Name of Child _____ Date of Birth ____/____/____ Today's Date ____/____/____

Medication Name _____ Controlled Drug? YES NO

Dosage _____ Method _____ Time of Administration _____

Specific Instructions for Medication Administration _____

Medication Administration: Start Date ____/____/____ Stop Date ____/____/____

Is this medication to be self-administered by the child? Yes No

Relevant Side Effects of Medication _____

Plan of Management for Side Effects _____

Known Food or Drug Allergies? YES NO Reactions to? YES NO Interactions with? YES NO

If "yes" to any of the above, please explain _____

Prescriber's Name _____ Phone Number (____) _____

Prescriber's Address _____ Town _____

Prescriber's Signature _____

Parent/Guardian Authorization:

I request that medication be administered to my child as described and directed above.

Name of Camp _____ Today's Date ____/____/____

Child's Name _____ Address _____ Town _____

Name of Parent/Guardian Authorizing Administration of Medication as described and directed above:

First Name _____ Last Name _____

Relationship to Child: Mother Father Guardian/Other explain: _____

Address _____ Town _____ Phone Number (____) _____

Signature of Parent/Guardian Authorizing Administration of Medication _____

Name of Camp Personnel Receiving Written Authorization and Medication _____

Title/Position _____ **Signature (in ink)** _____

Medication Administration Record (MAR)

Name of Child _____ Date of Birth ____/____/____
 Pharmacy Name _____ Prescription Number _____
 Medication Order _____

Date	Time	Dosage	Remarks	Was This Medication Self Administered?	Signature of Person Observing or Administering Medication
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
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				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

*Medication authorization form must be used as either a two-sided document or attached first and second page.

- Authorization form is complete Medication is appropriately labeled
- Medication is in original container Date on label is current

Person Accepting Medication (print name) _____ Date ____/____/____

Litchfield Jazz Camp
NON-PRESCRIPTION AUTHORIZATION FORM

Parent & Physician must initial each approved non-prescription medication on line provided & write full signature on back page.

Camper's Name _____ Age _____ Weight _____

Acetaminophen:

Tablets (i.e. Tylenol Regular Strength) 325 mg. ea. / Elixir (80 mg. per ½ tsp)

Purpose: pain reliever/ fever reducer

Dosage: <110 lbs...1 tablets every 4-6 hours as needed; not to exceed 4 tablets in a 24 hour period.

>110 lbs...2 tablets every 4-6 hours as needed; not to exceed 8 tablets in a 24 hour period.

or Elixir ...60-71 lbs: 2 ½ tsp...; 72-95 lbs: 3 tsp...every 4 hours as needed; not to exceed 5 doses in a 24 hour period.

Parent's Initials _____ **Physician's Initials** _____

Ibuprofen

Tablets (i.e. Advil) 200 mg ea

Purpose: pain reliever/ fever reducer

Dosage: <110 lbs...1 tablets every 4-6 hours as needed; not to exceed 4 tablets in a 24 hour period.

>110 lbs...2 tablets every 4-6 hours as needed; not to exceed 4 tablets in a 24 hour period.

Parent's Initials _____ **Physician's Initials** _____

Pepto-Bismol

Chewable tablets or liquid

Purpose: relief for upset stomach, indigestion, nausea, heartburn, diarrhea

Dosage: <110 lbs...1 tablet (or 1 tbsp) every ½ to 1 hour as needed; max of 8 doses in 24 hour period.

>110 lbs...2 tablets (or 2 tbsp) every ½ to 1 hour as needed; max of 8 doses in 24 hour period.

Parent's Initials _____ **Physician's Initials** _____

Diphenhydramine HCL

(i.e. Benadryl) tablets 25 mg. ea.; liquid 12.5 mg per tsp.

Purpose: relief from allergic reactions i.e. stuffy, runny nose, sneezing, itchy, watery eyes, itchy throat

Dosage: <110 lbs...1 tsp. every 4-6 hrs.; do not take more than 6 doses in 24 hour period.

>110 lbs...2 tsp. every 4-6 hrs.; do not exceed 6 tablets (6 doses) in 24 hour period.

Parent's Initials _____ **Physician's Initials** _____

TURN OVER

Camper's Name _____ Age _____ Weight _____

Imodium

Caplets (each contains 2 mg Ioperamide HCL)

Purpose: diarrhea

Dosage: <110 lbs...1 caplet after the first loose stool; ½ caplet after each subsequent loose stool; no more than 3 caplets in 24 hour period.
>110 lbs...2 caplets after the first loose stool; 1 caplet after each subsequent loose stool; no more than 4 caplets in 24 hour period.

Parent's Initials _____ Physician's Initials _____

Bacitracin Ointment

Purpose: prevention of infection in minor cuts, scrapes, burns

Directions: apply small amount to affected area 1-3x daily

Parent's Initials _____ Physician's Initials _____

Caladryl Lotion

Purpose: relief from poison ivy

Directions: shake well; wash affected area; apply no more than 3-4xs daily

Parent's Initials _____ Physician's Initials _____

Hydrocortisone cream 1%

Purpose: relief of itching from minor skin irritations, inflammation & rashes

Directions: apply to affected area no more than 3-4xs daily.

Parent's Initials _____ Physician's Initials _____

Parent & Physician full signature below:

Parent's Signature _____ Date _____

Physician's Signature _____ Date _____

Please complete and mail no later than June 1, 2009 to:

**Litchfield Jazz Camp
P.O. Box 69
Litchfield, CT 06759**

All campers must have a form completed and on file in order for camp nurse to administer any types of medications.

DIRECTIONS TO CAMP

From Manhattan, New Jersey or Rockland County: Major Deegan (87) North to 287 East to 684 North...

From Long Island & Westchester County: Hutchinson River Parkway North to 684 North...

Continue on 684 North (do not get off at exit 3 or 4 or any other exit) for approx. 1/2 hour to Brewster where 684 becomes a two lane highway, Route 22. Follow 22 North for approx. 25 minutes, passing through Pawling and Wingdale, NY & exit to Route 55 East. Almost immediately 55 East makes a sharp right turn...follow sign for 55! At junction of Route 55 & Route 7 (Gaylordsville, CT) take Route 7 north (left turn). Go approximately 10 miles to second traffic light. You are now in the town of Kent. There is a monument at this traffic light. Make a left at this light on route 341. Go two blocks and cross over bridge over the Housatonic River. Make first left onto campus. **Proceed**...along the river approx. 200 yards where you will be able to make a U turn to the right & drive right up to Middle Dorm (approx 100 yards). A camp representative will be directing traffic at the entrance to Middle Dorm. The cars driver should pull up, unload, then pull out and park along the river before proceeding to camper's room to make room for others unloading.

From Albany: Take the NY Thruway to the Massachusetts Turnpike. From Exit 1 (West Stockbridge) take Route 41 South. Route 41 joins Route 7 South at Great Barrington, MA. Continue on Route 7 South to Kent. Once in Kent take a right turn at traffic light & monument. Go two blocks and cross over bridge over the Housatonic River. Make first left onto campus. Proceed along the river approx. 200 yards where you will be able to make a U turn to the right & drive right up to Middle Dorm (approx 100 yards). A camp representative will be directing traffic at the entrance to Middle Dorm. The cars driver should pull up, unload, then pull out and park along the river before proceeding to camper's room to make room for others unloading.

From Boston: Take Massachusetts Turnpike to Sturbridge, MA and I84 Southwest. Follow I84 through Hartford, CT. to exit for Farmington, CT/Route 4. Travel west on Route 4 to Cornwall Bridge, CT, bearing left onto Route 7. Follow Route 7 South to Kent. Once in Kent take a right turn at traffic light & monument. Go two blocks and cross over bridge over the Housatonic River. Make first left onto campus. Proceed along the river approx. 200 yards where you will be able to make a U turn to the right & drive right up to Middle Dorm (approx 100 yards). A camp representative will be directing traffic at the entrance to Middle Dorm. The cars driver should pull up, unload, then pull out and park along the river before proceeding to camper's room to make room for others unloading.

From Hartford: Take Route 20 West to Granby. Follow to Route 219 & take a left on 219. Follow to Route 318 & turn right on 318. Follow to Route 44 & turn right. Follow route 44 to Route 8 & turn left. Exit Route 8 at Route 4 West (Exit 44). Stay on Route 4 to Route 7 South. Take left onto Route 7 South. Follow 7 South to Route 341 West & take a right. Go two blocks and cross over bridge over the Housatonic River. Make first left onto campus. Proceed along the river approx. 200 yards where you will be able to make a U turn to the right & drive right up to Middle Dorm (approx 100 yards). A camp representative will be directing traffic at the entrance to Middle Dorm. The cars driver should pull up, unload, then pull out and park along the river before proceeding to camper's room to make room for others unloading.