

# Litchfield Jazz Camp™

## GENERAL INFORMATION FOR CAMPERS & PARENTS

### FINAL TUITION PAYMENTS

For students who still have an outstanding balance, please pay by logging into your online account, or by sending a check payable to: Litchfield Performing Arts, P.O. Box 69, Litchfield, CT 06759.

Please make payment in full no later than **May 1st. Tuition (but not deposit) is refundable for emergency withdrawals only until May 1st. All payments are forfeited for withdrawal after May 1. Payments after May 1st are subject to a \$50 late fee.** Once a camp session begins for the enrolled student, no refunds will be made for any reason including illness. The camper or parent/guardian is responsible for all additional costs to LJC for obtaining payment including additional bank fees for returned checks. As we cannot provide refunds, we encourage you to consider purchasing third-party insurance prior to May 1st. Third-party camp insurance may be available through companies like [aplusplans.com](http://aplusplans.com) (We offer this as a resource for you to explore. Litchfield Jazz Camp is not affiliated with, nor does it specifically endorse [aplusplans.com](http://aplusplans.com))

### Online Theory Assessment

- **Please have your online theory assessment completed no later than Wednesday before arrival. Late theory tests may affect ensemble placements.**
- Your personal theory assessment link will be sent via email within 3 weeks of the beginning of camp.

### Visitor Policy

- With the exception of registration and student concerts, we ask parents wishing to visit to contact the office.

## SUNDAY ARRIVAL

**REGISTRATION & CHECK-IN** All registrations are held on Sundays as follows:

**Session 1** - Sunday, June 29<sup>th</sup>, 2025 **Session 2** - Sunday, July 6<sup>th</sup>, 2025

**Session 3** - Sunday, July 13<sup>th</sup>, 2025 **Session 4** - Sunday, July 20<sup>st</sup>, 2025

Students are asked to arrive in 2 waves, based on last name:

**A through L Student Last Name 11 am – 12 pm**

**M through Z Student Last Name 12 pm – 1 pm**

**Students are not permitted to arrive on Saturday.** Exceptions may be made for special cases. The main office must be notified, and arrangements made no later than June 1.

### SUNDAY EVALUATIONS/PLACEMENTS

Prior to arrival students will complete an online theory assessment. After registration, an instrumental placement with faculty will follow to assist us in creating appropriate skill-level combo assignments for each student. These placements are done for **all incoming students** each Sunday. You can locate placement audition guidelines on [our website](#) if you wish to do extra preparation before camp.

### SUNDAY'S SCHEDULE:

- **11:00-1:00 pm** Registration & Arrival
- **12:00-1:45 pm** instrumental Evaluation/Placement location and rooms posted at registration.
- **2:00-3:00 pm** Free Time – Enjoy the campus and get settled in your dorm room.
- **3:15-4:15 pm** Orientation & Faculty Welcome Concert – Rules & Regulations and the faculty will welcome you with your first concert!
- **5:15-6:15 pm** Dinner is served at the Dining Hall **for students only**. We regret the kitchen staff cannot handle parents and family. Parents can depart or have dinner at a nearby restaurant.
- **6:45-7:00 pm** Don Braden Welcome Camp Music Director, Don Braden, will welcome students
- **7:15-8:15 pm** First Combo Meeting! Meet your ensemble for the week!
- **9:30 pm** RA/Student Meeting in Dorms Residential Assistants will meet with students in the dorms

## DAILY CAMP INFORMATION

### DAILY SCHEDULE (M-F)

- Classes run daily from 9:00 am to 4:25 pm. Classes include ensemble, music theory, master class, and more.
- Electives/Special Topics run from 4:25 to 5:25 pm.
- Mealtimes: breakfast 7:45 am, lunch 11:45 am, and dinner 5:15 pm (Weekend mealtimes vary)
- Evening activities --faculty concerts, student jam sessions and more--- run from 6:30 to 9:30 pm. Attendance is required for all students. **Faculty concerts are free and open to the public!**
- Practice rooms are available throughout the entire week for use during free time.
- Hour-long private lessons are available on a first-come-first-served basis for \$150 per lesson. **Students may no longer register for lessons after July 1st.**
- Special Masterclasses may be offered on certain weeks as a special event for students.

### MUSICAL INSTRUMENTS & EQUIPMENT

- Students are expected to bring their own instruments (with the exception of drum sets and pianos). Be certain they are clearly labeled with your name & info.
- Drummers and pianists are not required to bring instruments. Drummers must bring sticks, brushes and cymbals. Please notify the office after registering online if this is not possible,
- Electric guitar/bass players can bring their own amplifiers (optional). Do bring patch cords.
- 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™. Students are urged to be careful with their own equipment.

### WHAT TO BRING

- Students should bring their own linens. Please bring towels, sheets, pillows, pillowcases etc. Please note that the beds are Extra-Long Twin size beds. Those staying multiple sessions will have the opportunity to launder linens in the on-campus facilities.
- A keychain or lanyard for your room key will be provided. Room keys should be kept on your person at all times.
- Bring a large 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 music paper, pencils/paper, bug spray, sunblock, rain gear, sweatshirt etc.
- Students may bring cell phones, but these must be silenced during class and performances. Cell service is limited.

### REACHING STUDENTS, MEDICAL NEEDS & EMERGENCIES

- If you need to speak to the camp staff, please call the camp office number (860) 365-6291. (active only during camp)
- In an emergency if you can't reach anyone at the Frederick Gunn School, call Litchfield Performing Arts 860-361-6285
- Cell reception on the grounds of the Frederick Gunn School is moderate. Student phones must be silenced during class.
- A nurse is on location every day for medical assistance. A local doctor will also be available to camp students for minor illnesses and complaints.
- In case of a medical emergency, students will be taken to a nearby hospital and parents will be notified.
- Costs of medical treatment will be the responsibility of parents or students themselves if they are over 18.

### INCIDENTAL FEES

Parents will be charged the following fees is applicable. lost key \$75, room cleaning fee \$75 (applies if room is left in unsatisfactory condition).

### DRESS

Students and faculty dress in "camp" style – casual and comfortable – t-shirts and shorts. Evenings can be chilly, so bring a light jacket or sweatshirt and jeans. Lightweight rain gear is also a must. A hat/cap is recommended. Students are encouraged to wear slacks or skirts, shirts, and shoes other than sneakers for the Litchfield Combo Concerts each session. Laundry services are available on campus and included in tuition for multi-week students.

## CARS

All day students under 18 must leave their car keys with staff each morning. Residential students under 18 must turn in their keys and are not permitted to leave campus. No residential student under 18 is to ride with a day student or anyone else at any time during the sessions. No student under 18 is permitted to ride with any student. Failure to comply with these rules will result in expulsion without refund.

## HOUSING

We are pleased to be at the Frederick Gunn School. We want the Frederick Gunn school to be pleased with us! Students are expected to keep their rooms neat. They must clean their rooms thoroughly before departing. 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 incidental **room cleaning charge of \$75**, if your room requires cleaning **and additional fees for any damage to rooms, equipment or facilities**. 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 roommate requests. Room keys will be distributed at check-in. You will hand in your key during checkout at the end of your stay at camp. **Lost keys will result in a \$75 charge.**

## RESIDENTIAL ASSISTANTS

- RAs are housed on each dorm floor and on-call from 10:00 pm-8:00 am.
- RAs will conduct a floor check-in at 10:00 pm each night. All students are required to check in!
- Students under 18 are not permitted to leave the dorms after the 10:00 pm check-in.
- Quiet Time: 10 to 11 pm; lights out at 11 pm, when all students must be in their rooms.
- Morning check-in is at 8:40 am!

## RELAXATION & FREE TIME

The grounds are ideal for basketball, soccer, frisbee and other games. Students should feel free to bring relevant equipment. There is no access to any workout facilities.

## STUDENT MEALS

Breakfast, lunch and dinner are included in the tuition for residential and day students.

## WEEKLY STUDENT CONCERTS

All students will perform with their combos at the Frederick Gunn School for families and friends each week as follows:

- |   |                     |
|---|---------------------|
| <b>Friday, July 4<sup>th</sup></b> (Session 1)  | Concert at 6:30 pm  |
| <b>Friday, July 11<sup>th</sup></b> (Session 2) | Concert at 6:30 pm  |
| <b>Friday, July 18<sup>th</sup></b> (Session 3) | Concert at 6:30 pm  |
| <b>Friday, July 25<sup>th</sup></b> (Session 4) | Concert at 12:15 pm |

Admission to all concerts is free, 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 and 6:15 pm. Please note that all students must sign out before leaving campus. Please have students back to campus by 6:15 pm. Student concerts generally end by 9:30 pm and students are encouraged to stay for the whole concert to support their fellow students. During the week you will be able to log in to your online account and download a concert schedule to see when and where each camper will be performing. Students not staying the following week must check out during the Friday night student concert.

## CHECK OUT

Check-out will occur every Friday. There will be a checkout station set up from 6 pm-10 pm during the student concert. In order to check out your student must have an RA check their room for cleanliness and damage and sign off on the provided checkout form. The student must bring this signed form, and the correct room key to the checkout table to check out of camp. **\$75 will be charged for all keys not returned. Other charges may apply, see INCIDENTAL FEES**

## WEEKEND ACTIVITIES

Students who are attending multiple-week sessions are able to reside on campus through the weekend. There is a \$200 weekend upcharge for all students choosing to stay between weeks. All students not staying through the following week must check out Friday evening. Students staying the weekend will have time to do laundry, play jam sessions and some additional activities planned by the residential life staff. If a student under the age of 18 is going to leave campus for the

weekend, a parent or guardian must sign them out at the checkout table. Returning students are required to be back on campus by 4:30 pm on Sunday. If a student under 18 would like to go home with a friend or family parents/guardians must notify the office ahead of time before we can allow the student to leave.

## FESTIVAL WEEKEND

Residential students registered for Session 4 have an up-charge of \$100. This includes a ticket to the opening concert of the Litchfield Jazz Festival on Friday evening, as well as that night's stay, and meals for Friday evening and Saturday morning. All concerts and activities will be held at the Frederick Gunn School. Check [www.LitchfieldJazzFest.com](http://www.LitchfieldJazzFest.com) for detailed information regarding the festival.

## REQUIRED DOWNLOADABLE FORMS

All required forms need to be completed and submitted to the office **no later than May 1<sup>st</sup>**. If a physical is scheduled for after May 1, please notify Tegan Ryan at [tegan@litchfieldjazzfest.com](mailto:tegan@litchfieldjazzfest.com). A download packet containing all forms can be found here: <http://www.litchfieldjazzfest.com/required-forms>. Login to your account to your status.

PLEASE SEND ALL COMPLETED FORMS TO: <mailto:mforms@litchfieldjazzcamp.com>

- **Health Exam Form & Medical Care Form:** These forms **are required** and are the most important. These pages must be completed by parents or students over 18 **and the student's physician**. We cannot allow students to attend Camp without these forms on file. This is Connecticut state law and extremely important to the well-being and safety of all students. These forms also allow our staff nurse to treat the student for minor complaints such as headaches or upset stomach with over-the-counter medication.
- **Authorization for Administration of Medicine Form:** This form is only required if your student has any medicine that will be brought to Camp. Please note that ALL MEDICATIONS, even daily vitamin supplements and over-the-counter medications require this form and must be handed over to our nurse at registration. **This form must be filled out by the student's physician.** All medications prescription and otherwise must be in their original packaging/labeling. Campers should bring ONLY the amount of medication that they will need for their stay at camp.

## TRANSPORTATION TO CAMP

We do not offer transportation or pick up services to or from camp. See the "[Directions.pdf](#)" file in the forms and information download packet for complete driving directions. Please see the travel page of our website for a full list of travel options: <https://litchfieldjazzcamp.com/about/gunnery-school-facilities/directions-to-camp/>