

PARENT HANDBOOK

2026 Elementary Music Camp



FSU

**SUMMER
MUSIC CAMPS**

WELCOME FAMILIES!

A Letter From The Teachers

Welcome to the FSU Elementary Music Day Camp!

Please allow us to introduce ourselves! We are Ruthie Antmann, Megan Buckley, Nikki Goode, and Marin Kelly. We are all graduates of the Florida State University College of Music and elementary music teachers throughout the state of Florida. We are very excited to be the instructors of the FSU Elementary Music Camp!

We have been hard at work planning fun and exciting activities. Our activities are based on a child's natural instincts to play and involve singing, creating, moving, and playing. At the end of each day, your child will come home with a slip of paper entitled "Music Notes" providing you with conversation starters regarding each day's activities.

For your enjoyment, we will conclude camp with a performance at the end of the week. This year, we are going to learn music from all around the world for our show! Children need to arrive at camp as usual on Friday wearing black pants and a black shirt, but parents and friends are invited to join us at 10:30 am for our performance. Please be seated in Ruby Diamond Auditorium by 10:25 am. We will be busy preparing, so please do not come to the classroom and spoil the surprise! The performance should be over around 11:15 pm. Your camper will be dismissed to you at this time.

We look forward to an exciting week with your children!

Musically Yours,
Mrs. Ruthie Antmann, Mrs. Megan Buckley, Mrs. Nikki Goode, and Ms. Marin Kelly



CAMP ESSENTIALS



Your Camp Account

Your online camp account is where you go to fill out your required camp forms, make payments, manage your authorized pick-ups, and more. To access your online account, go to <https://campself.active.com/floridastateuniversitycollegeofmusic> and enter the username and password that you set up when you registered. If you do not know your username, or need further assistance, please contact our office.

Balance Payments

All fees are due in full at the time of registration, OR by June 1, 2026 if you enrolled in a monthly installment plan. For registrations created after, fees are due in full at the time of registration. Please contact us if you are having difficulty making payments. Additional payment information can be found online.

Cancellation

If a camper is unable to attend camp for any reason, we require a written refund request (via email to musiccamps@fsu.edu), and our refund policy will apply.

Contact Us

- CAMP ADMINISTRATION OFFICE
850-644-9934
- CAMP EMAIL
musiccamps@fsu.edu
- OFFICE LOCATION
Housewright Music Building Room 236

Waivers & Forms

During registration you were asked to sign two waivers: **Statement of Voluntary Consent** and **Financial Responsibility Agreement**. PDF versions of these waivers can be accessed using the provided links.

There is one additional required form for you to complete in your online account: a medical information form. Please fill this form out as soon as possible, as they help us plan for your arrival and provide you with a great camp experience.

Our Camp App

We use our camp app to send out text message reminders with information and changes, and to share photographs of the campers. You can download the app in the Apple App Store or Google Play Store under "FSU Music Camps". To log in, your username is the same as your online account that you used for registration.

ALL ABOUT CAMP

Camp takes place on **Monday, June 08 – Thursday, June 11 from 8:00am – 4:00pm**. Camp activities will take place in the Westcott Building, Ruby Diamond Concert Hall, and the grass quad area outside of Westcott. Campers will have activities both indoors and outdoors each day.

On **Friday, June 12 campers arrive at 8:00am, and camp will conclude after the final performance at about 11:15am**.

Pick-up and drop-off details can be found on the next two pages.

What To Bring

For Monday - Thursday, campers should bring a snack, lunch, and a water bottle. Campers do not need to bring a backpack or any other personal items. On Friday, campers should not bring anything with them to camp.

There will be a daily snack and lunch time. Parents should pack snacks and a lunch for their camper each day, as well as a drink(s). Please note that food and drinks cannot be refrigerated or heated. We ask that you **DO NOT SEND FOOD WITH PEANUTS OR NUTS OF ANY KIND**.

What To Wear

Campers should wear loose-fitting clothes that provide for easy and comfortable movement. Campers may wish to bring a sweatshirt for indoors as the A/C can get cold. If you do wish to bring a sweatshirt or any other personal items, please make sure they are labeled with your name.

Proper footwear is essential. Please make sure campers are wearing close-toed shoes that they can safely run, dance, move, and play in. No cowboy boots, flip-flops, or click bottom shoes should be worn.

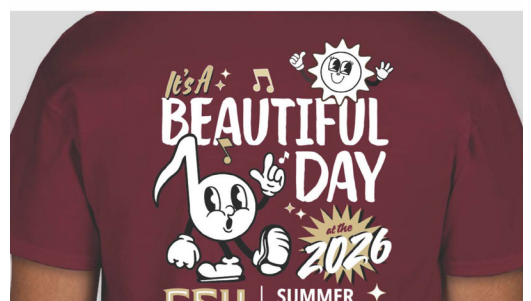
ON FRIDAY FOR THE PERFORMANCE: Your child should come to camp wearing a black t-shirt and black pants.

Getting Your Camp T-Shirt!

A camp t-shirt is included. T-shirts will be distributed on the first day of camp.

Please use this [google form](#) to tell us what size you would like for your camp. Please let us know as soon as possible. The deadline to submit and get your guaranteed size is **April 15**.

Additional shirts will be available to purchase at the final performance.



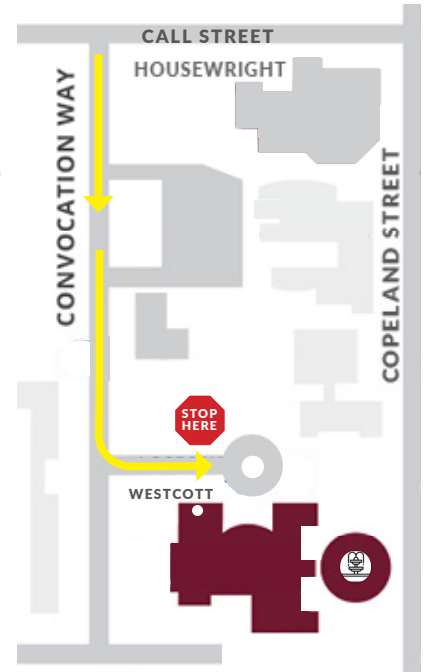
MORNING DROP-OFF

DROP-OFF

Drop off begins at 7:45am at the traffic circle on the north side of the Westcott Building [Address: 181 Convocation Way, Tallahassee, FL 32304]

Please drive your car up Convocation Way to the circular driveway show on the map. Counselors will be stationed to meet the campers here between 7:45am-8:00am. If you arrive after 8:00am, you must walk your camper inside the Westcott Building (Westcott Room 060) to meet up with the camp group.

- For the safety of the campers and our staff, there is **no cell phone use during drop-off**.
- To help keep drop-off moving smoothly, please **be sure your campers are ready to exit the vehicle with all of their belongings before pulling into line**.
- **Camp activities begin at 8:00am each morning**. If your camper will be absent or late on a particular day, we ask that you call us at 850-644-9934 or email us at musiccamps@fsu.edu to notify us.



EARLY PICK-UP

Before 3:00pm, campers can be picked-up early, or taken out from camp for appointments or other activities. If you need to pick up your child early, we ask that you fill out the slips below and send it with your child in the morning. This will help our teachers prepare to have your camper ready to go. Early pick-up takes place at the same location as drop off. The doors may be locked and you will need to knock. If you need additional pick-up slips just give us a call and we can provide them.

After 3:00pm, all campers must be picked up following the regular pick-up process on the next page. Campers can not be signed out between 3:00-afternoon pick up.



EARLY PICK-UP SLIP

Camper's Name: _____

Time that camper will be picked-up: *(must be before 3:00pm)* _____

Person picking up camper: _____

Will the camper be returning to camp? Y N If Yes, at approximately what time: _____

Please send this slip with the camper on the day of the early pick-up, and give it to the counselor or teacher that assists you at drop off.

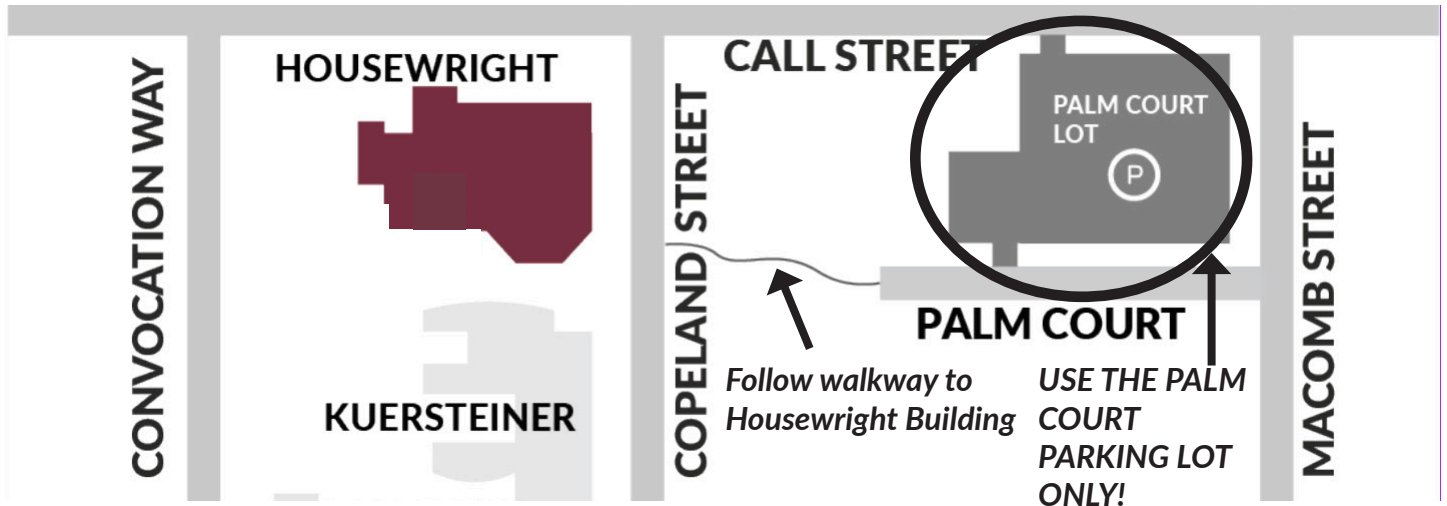
AFTERNOON PICK-UP

Campers Are Picked Up In A DIFFERENT LOCATION than drop-off!!!

Campers are picked-up at the Housewright Music Building

LAST NAMES A-K: Pick-up between 4:15-4:30pm

LAST NAMES L-Z: Pick-up between 4:30-4:45pm



PARK YOUR CAR

Park your car in the Palm Court Lot indicated above (located at 550 Palm Court, Tallahassee, FL 32304). You can enter from Call Street or Palm Court. No permit required; we have been given permission by FSU Transportation to park at this location without a permit starting at 4:00pm. If you park in any other lot without a permit, you will be subject to ticketing.

WALK OVER AT YOUR DESIGNATED TIME

At your designated time, walk over to Housewright Music Building (HMU).

Campers with last names A-K: pick-up between 4:15-4:30pm

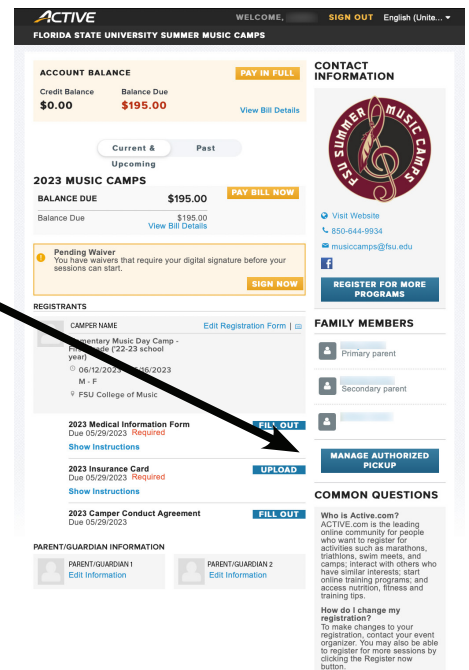
Campers with last names L-Z: pick-up between 4:30-4:45pm

THE PERSON PICKING UP YOUR CAMPER YOU MUST:

- Be listed on the Authorized Pick-Up list in your online account
- Present a valid drivers license or other official ID which matches the name on the Authorized Pick-Up List.

Under no circumstance will a child be released to someone who is not on the APPROVED PICK UP LIST OR CANNOT SHOW ID.

To check who is listed, or to add individuals as approved to sign-out your child, use the Manage Authorized Pickup button in your online camper account.



PERFORMANCE

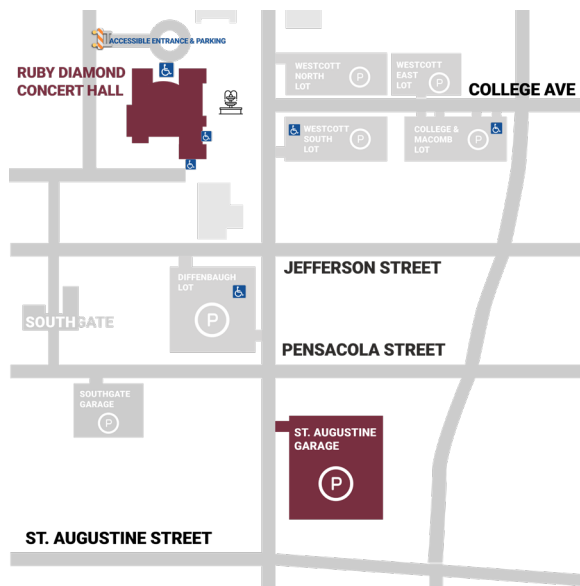
Join us on **Friday, June 12 at 10:30am in Ruby Diamond Concert Hall** for an amazing final performance. The performance is free; no tickets are required; bring as many family members as you'd like!

Seating is general admission and the performance hall will open 30 minutes prior to the performance. **Please be in your seat by 10:25am.** If anyone in your party requires accessible seating, please contact our office.

- No food or drink is allowed in the performance hall.
- No pets allowed in the performance halls except certified service animals.
- Personal photography/video (no flash!!!) is allowed, but please be respectful of the performers, teachers, and other audience members. Parents may record for personal use, but FSU does not approve for these videos to be posted on YouTube or in any other online format due to releases and permission.

Parking for Friday's performance will be provided in the St. Augustine Parking Garage.

See map of the garage below.



After the performance:

Camp concludes with this performance. Campers will be dismissed from the performance hall to their families.

Costume Information:

Your child should wear a black t-shirt and black pants. Please do not send any other items to camp with your child on Friday.

HEALTH & WELLNESS

Our camp can reasonably accommodate students that have medical conditions, including those that may restrict participation in activities. Please contact our office to discuss any questions or accommodations that may need to be made for your camper.

We are happy to work with your family to make your campers experience as carefree as possible. If your son or daughter has an ongoing medical condition, has a history of other ailments, or was recently hospitalized for any reason, please alert us on the Medical Information Form or contact us directly in the office to talk through arrangements.

Before coming to camp, be sure that your child knows to alert an adult immediately if they are experiencing any signs or symptoms of medical problems. Campers should know that asking for assistance is the first step to feeling healthy and enjoying camp.

In order to protect all of our campers and staff, the following will be our protocol for managing any illness that presents at camp this summer:

- If your camper becomes ill during camp, they will be isolated from other campers and parents will be contacted to come pick them up immediately. If the camper does not have any symptoms the next day, and has no fever, they will be allowed to return to camp.
- If your camper feels unwell and has a fever of 100.4 or greater, they will not be allowed to return to camp until they have been fever free for 24 hours (without the aid of medication).
- If you learn that your camper was exposed to a positive case of COVID-19, measles, or other infectious disease before or during camp, please do not send them to camp and alert our camp office as soon as possible.

The FSU Summer Music Camps does not have a nurse on staff. If a camper does not feel well or sustains an injury, parents will be contacted. 911/First Responders will be called in the event of an emergency.

No medications will be given at this camp. Any medications your child may need should be given before or after camp. Campers should not be bringing any medications with them. If medications need to be administered during the camp day, please contact our office to make arrangements for a parent to come to campus.



CAMP RULES

Campers will be respectful of all fellow campers, counselors, teachers, instruments, equipment, and property.

All campers will uphold the standards of our community of camp musicians; helping to maintain a safe and welcoming environment.

Campers will be respectful with their words and actions. The FSU Summer Music Camps maintains a bully-free and discrimination-free environment, and does not tolerate bullying behaviors in any form including the use of social media. "Bullying" is when one or more people exclude, tease, taunt, gossip, intimidate, stalk, destroy property, hit, kick, or put down another person with the intent to hurt another or at the expense of someone else. Bullying is inexcusable, and campers that are believed to be bullying or participating in bullying behaviors will be subject to immediate disciplinary actions, up to and including dismissal. Anti-semitic, racist, and discriminating behaviors and rhetoric will not be tolerated. Campers believed to be participating in discriminating behaviors will be subject to immediate disciplinary actions, up to and including dismissal.

Campers will use technology responsibly. I understand that if my child has a cell phone, they are only allowed to use it during free time. Cell phones and all other devices such as smart watches, music players, games, tablets, and other similar devices must be **TURNED OFF COMPLETELY** and **PUT AWAY OUT OF SIGHT** during all classes, activities, rehearsals, and performances.

- My child and family will be respectful in all communications, videos, and blogs related to or referencing the camp, it's employees, and other campers. I will not post photographs or other likenesses of other campers' or employees without the individual's explicit consent.

Campers must stay with their group at all times.

Do not bring valuables to camp. The camp is not responsible for lost/broken/stolen items.

I UNDERSTAND THAT IF MY CHILD VIOLATES THE RULES, REGULATIONS, OR ANY CODE OF CONDUCT FOR THIS CAMP, I WILL BE CONTACTED. Any camper who persistently violates the standards of the FSU Summer Music Camps, or standards of Florida State University, makes himself/herself liable for dismissal. The breaking of any civil law or city ordinance is grounds for automatic dismissal from the Summer Music Camps. Students dismissed from camp will not be reimbursed any funds paid.

See You Soon!