



**Cazadero Music Camp
Camper Handbook
Summer 2019**



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Important Note #2: *Mandatory medical paperwork is due May 1st.*

Paperwork must be received in the Berkeley Office before your camper can attend camp. Please send forms to:

Cazadero Music Camp, P.O. Box 7908, Berkeley CA 94707

Or email to: emily@cazadero.org

Or fax to: 510-527-2790

Mandatory Paperwork for Camp

Paperwork is due on May 1st. If you registered after May 1, then complete and submit the paperwork as quickly as you can. Mandatory paperwork for camp includes:

- **Medical History Form**: a four page form where we ask you to tell us about your camper's allergies, medications, or any other issues we need to know about in order to take care of your child.
Note: This form requires a "well-child" signature from your doctor.
- **Insurance Information Form***: please copy your insurance information, usually a card, front and back and attach it to this form.
- **Liability Waiver**: just sign and date. (Online registrants have already signed this form during registration and do not need to file another one.)

**If your family does not currently have health insurance coverage, please let us know, we have an alternative form that must be submitted.*

These forms were attached to your registration confirmation email as file attachments. They are also available on our website at www.cazadero.org/forms.

Transportation to Camp

By Bus: Cazadero offers an optional bus running to camp on the first day of every session. Reservations can be made any time by contacting the Berkeley office either by phone (510-527-7500) or email (emily@cazadero.org). There is an additional fee of \$40 for this option.

Arrive for the bus by **8:30 AM** to check in and load luggage. Buses load at the curb in front of the:

[Northbrae Community Church](#)
[941 The Alameda, Berkeley](#)

By Car: If driving your child to camp, plan to **arrive between 10:30 AM (no earlier) and 11:30 AM**. The address is:

[5385 Cazadero Highway,](#)
[Cazadero, CA 95421](#)

You can use the [map](#) in this handbook or find driving instructions on our [website](#).

Camp Life

Staff

Staff at camp fall into three main areas:

- Music Education (Conductors, Music Faculty, Music Instructors)
- Camp Facility (Kitchen Personnel, Operations Personnel, Camp Store Staff)
- Camper Care (Counselors, Counselors-in-Training (CIT), Deans, Health Officers, Camp Directors)

All staff is thoroughly screened and vetted including fingerprinting with the DOJ.

Camper's primary interaction will be with their assigned counselor and CIT. Deans oversee the counseling staff, plan camp activities, and are available to address any parent or camper concerns that arise during the session or before.

Health and Safety

All campers are required to submit a doctor's signed approval for camp participation. The information you provide on this confidential Health History Form provides an opportunity for staff to effectively accommodate any special help your child might require. Please share the health information requested and be assured that it is handled in the strictest confidence, and kept with your child's medical records in the Infirmary. In addition, campers are screened for medical problems at check in on the first day. This includes a quick check for head lice conducted by trained staff.

Medications

All medication, both prescription and over-the-counter, must be in **original packaging**. Prescriptions must be accompanied by written orders, signed by a physician. Orders must include the camper's full name, dosage amount, delivery times, and any limitations or restrictions.

Note: there is more complete information about Cazadero's medical and emergency procedures on our website under: [For Parents>FAQ](#).

Camp Accommodations

Campers are sorted by age and gender into groups of 12 and assigned to units prior to camp. Each unit consists of a large platform deck with a tent or small dorm room covering one end. Each camper has a camp bed, a metal spring bed frame topped by a camp mattress, set up on the outdoor deck. This is where campers sleep at night, out under the stars. Personal belongings and instruments are stored in the tent. Showers and toilets are in buildings nearby, and tents and changing rooms are available for privacy. Boys Camp and Girls Camp are located at opposite ends of the property.



Daily Routine While at Camp*

Campers are kept busy and happy throughout the day with a carefully calibrated combination of rehearsal time and recreation time. Reveille is at 7 AM, taps between 9 and 10 PM. In between are 3 fresh and healthy meals, large ensemble rehearsals, instrument sectionals, elective classes or choir rehearsal, afternoon free time, evening activity and tons of FUN!

*see [Addendum 1](#) of this handbook for complete sample schedules by session.

First Day of Camp and Major Ensemble Placement

Check-in

Check-in on the first day is between 10:30 and 11:30. Whether arriving at camp by bus or car everyone disembarks at the swinging bridge where campers are greeted by their counselor and CIT who will start to introduce campers to their tent mates and help them navigate the check-in process.

At check-in campers will hand in any medications that they have brought with them to camp. Check-in will also include a discreet health check during which trained staff will ask about any recent injuries and check for lice. Both the camp health officer and head chef are present at check-in to answer any questions.

All-camp Orientation Meeting and Electives

After check-in and lunch, campers return to their tent decks and counselors continue camp orientation. Campers are introduced to camp procedures and rules of conduct (see [Addendum #2](#) of this handbook) and will start to learn about the camp schedule. Around 1:30 PM everyone gathers in the amphitheater. At this meeting, camp directors, camp deans, music faculty, and other camp staff are introduced as well as the guest conductors for the week.

Elective classes for the session are announced and described at this meeting. Campers can begin to think about their choices for the upcoming week. Counselors will help campers finalize these decisions after the assembly.

Important Note #3: There is an audition the first day of camp.
This is for seat placement, part assignments, and jazz ensemble participation.

First Day Auditions

Right after the all-camp orientation meeting, everyone is sorted and grouped by instrument. Campers then follow their music faculty off to a quiet spot to have first day auditions.

The audition will consist of:

1. one or two level-appropriate scales
2. part of a piece that the camper has prepared
3. a short piece of sight reading chosen by the instructor.

Prepared pieces do not need to be memorized, bring your music with you. Those interested in the jazz band should prepare a jazz style piece as well.

Part assignments, chair seating, and ensemble placement will be determined on the basis of this audition. Results are announced right after dinner, before the first ensemble rehearsals begin in the evening.

Major Ensembles

All musicians participate in one of three major ensembles: Orchestra, Concert Band, or Jazz Ensemble. Led by a new guest conductor each week, major ensembles rehearse two to three times a day for 60-90 minutes, preparing for their final performance. Students are given several pieces of music to learn during the week. While some initially doubt they'll be able to master the repertoire, students discover they are capable of rising to the challenge!

Jazz band participation is by audition only and is limited to one week even in the two-week sessions. This gives more campers the opportunity to participate. Jazz band instrumentation normally consists of trumpet, trombone, saxophones, and rhythm section (bass, guitar, piano, and drums). A jazz workshop elective is available for any and all instruments; this group performs at camper ensemble night.

More Details of Camp Life

Food at Cazadero

The kitchen at Cazadero offers a high quality menu with a wide variety of fresh, nutritious, and delicious choices. There will always be a range of options including a salad bar at lunch and dinner and a cereal bar at breakfast.

Food Allergies

Our kitchen will happily accommodate a range of food restrictions and sensitivities including gluten intolerance, nut allergies, or lactose intolerance. Allergies or sensitivities should be described on the [medical history form](#). This is where to tell us about any special food needs or allergies so that we can be sure to provide enough of each type of food. In the case of a very restricted diet, parents may be contacted by the head chef to clarify the concerns and discuss the possibility of supplemental foods. Note: we do not comfortably accommodate vegan diets.

Birthdays at Caz

No one will miss a birthday while at Caz! Camp is notified when a camper has a birthday while at camp and a celebration is prepared. Campers are serenaded at dinner time by the entire camp and are given a special dessert to mark their special day.

Camp Store

The store is open for about an hour every day during free time in the afternoon. Our camp store is stocked with a variety of Caz merchandise, food treats, and camp necessities such as batteries, shampoo, toothbrushes, etc.



Snacks

Water stations are set up throughout the camp and fresh fruit is available for campers at all times at the dining hall. The store sells a selection of candy, ice cream treats, and sodas. Campers are limited to two sugary snack items per day.

Camp Store Credit Account

Parents can create a store account for their camper to use during the session. [Forms](#) are available on our website or you can call the office at 510-527-7500. A typical account is about \$25 per week. Treats cost between \$1-\$3, CazWear (sweatshirts, beanies, T-shirts) between \$12-\$40.

Cabin Assignments

Cabin assignments are made prior to the camp session and are based on gender, age, and school grade. Campers are invited to let us know if they have a roommate preference; we will do our best but cannot guarantee that we will be able to honor all requests. Overall balance and compatibility will be given priority over individual requests.

Homesickness

Homesickness is a very common, though unwelcome, occurrence at camp and usually passes after about a day. The counselors and staff, mostly ex-campers themselves, are very familiar with its effects and with the best ways to counteract it. All staff receives training in how best to keep campers busy and happy and free from distress.

What you can do to help your camper: Maintain a positive attitude about camp while packing, getting ready, and dropping your camper off. Keeping goodbyes short and sweet is best, showing your camper that you have confidence they are going to have a great time. **Never say you will pick your child up if they are unhappy,** instead keep telling them how great camp is going to be.

When writing your camper, keep the letters upbeat and avoid telling your camper how much you miss them; this can make even a happy camper feel homesick.

If you receive an early letter from your camper that is full of homesickness try not to be overly concerned. In the vast majority of cases the difficulties adjusting to camp are over in the first 24 hours. This means that by the time you are reading that letter your camper is probably already fine and having a great time. In the rare event that a camper's homesickness is chronic or acute, rest assured that we will contact you. And if you are concerned, call the camp office (707-632-5159) and ask to speak to one of the deans. They will call you back and let you know how your child is doing.

Camper Conduct

We hold our staff and campers to a high standard of conduct. We are here to make music and have fun in a safe and secure environment. Campers are briefed on camp rules the first day and copies of our rules are posted throughout the camp. Campers are expected to abide by these rules at all times while at camp. A copy of the camp rules can be found in [Addendum #2](#) of this handbook.

Dress Code at Cazadero

Deans are in charge. Any article of clothing that is deemed inappropriate by a dean MAY NOT BE WORN and campers will be asked to change. To avoid this eventuality, don't pack anything that breaks any of the following rules.

The following types of clothing are prohibited:

- Clothing with holes or that is torn, ripped or ragged.
- Clothes that insufficiently conceal undergarments including briefs and bra straps.
- Half-shirts, side-less shirts, "see-through" or fish net fabrics.
- Bare midriff or open back shirts, spaghetti strap or strapless tops or tube tops. Tops must cover the midriff and must be at least as high as the top of the camper's armpit.
- Excessively short skirts or shorts. (Use the "fingertip" test, no shorter than the tips of your fingertips when your arms are resting at your sides.
- Clothing with inappropriate slogans or images.

Finally, campers should wear closed-toe shoes at all times except when walking to or from the shower or pool.

Keeping in touch

Mail and Care Packages

Everyone loves to get mail; just remember to keep the message upbeat and positive. Allow 4 to 5 days for mail and packages to reach camp. Putting things in the mail before your camper leaves can be a good idea. Mail is collected from the Post Office in town every day to be distributed at camp.

Care packages are welcome! Those containing food are allowed but should be very limited; something that can be consumed in one snack time and can be shared with tent mates. There is no food storage in the tents and the camp kitchen cannot handle camper snacks.

Mailing Addresses:

Letters and small packages USPS:

Cazadero Music Camp
Camper Name and Session
P.O. Box 140
Cazadero, CA 95421

Packages: use UPS and FedEx only

Cazadero Music Camp
Camper Name and Session
5000 Austin Creek Road
Cazadero, CA 95421

Note: *please do not send orders from large, online companies since you cannot control what shipper they will use and the orders are likely to get lost.*

Phone calls

Campers do not have phone access during camp and nor can parents speak directly to their campers. Messages can be delivered to campers via the camp office at 707-632-5159. The office is staffed during normal business hours and any message will be delivered at the next convenient moment, usually during the next meal. If you have any concerns or are worried, our camp deans will be happy to return your call and talk to you about how your camper is doing. If there is an emergency after hours you can reach the camp director by calling 707-632-5159 and it will roll over to the director's cabin.

Visiting

Please do not visit camp during the week; it can distract the campers from their activities and may even engender homesickness. If parents would like to visit camp on a non-concert day, please call the Camp Director to discuss a visit.



Concert Days at Caz

Important Note #4: *Is the concert on Saturday or Sunday?
Check your calendar to make sure which day your camper is performing.*

Concert Day Schedule

12 Noon	<i>Café Caz</i> opens for lunch (reservation only)
1:30 PM	Concert begins with All-camp Choir, (Young Musicians and Middle School) Guitar, and Piano programs
3:00 PM	Large Ensemble Performances Jazz Ensemble, Orchestra, and Concert Band
5:00 PM	Approximate end time



For concert dates see [Sessions](#), page 1.

Café Caz

If you would like to have lunch at Cazadero on the day of the concert you can make a reservation for *Café Caz*. Lunch is buffet style and will be a hot entrée, vegetarian option, salad bar, dinner roll, dessert, beverage and coffee. You can call the Berkeley office at any time or use the form that will be sent out to you as part of your Optional Forms packet or can be found on our [website](#).

Remember: This is not lunch with your camper; your camper will eat with their unit as usual.

ADA Accessibility at Caz

Cazadero's concert facilities are fully accessible. Our ADA parking is on the blacktop next to our dining hall/lodge. There is a paved path leading from the blacktop to the performance amphitheater, as well as to ADA restrooms and the dining hall. In order to access the ADA parking, you'll need to use our back entrance which is located at 5000 Austin Creek Road, Cazadero. It's easiest to arrive at camp as usual on the Cazadero Highway entrance and be given instructions to the blacktop parking from there.

Mid-session Concert (2 week sessions only)

Mid-session concerts are just as challenging and exciting as final concerts and many families come up to spend the afternoon if they are available. Families are welcome to take their camper out to dinner after this concert. We ask that campers stay through the entire concert to support their fellow campers. Campers must sign out with their counselors before they leave and need to be back at camp no later than 8:30 PM; evening activities usually start at 7:30 PM.

Final Concert and Last Day of Camp

Families arrive to take their campers home. After the final concert performance enjoy a freshly baked cookie, sign out with your counselor, collect your all-camp photo, and watch while your camper says good-bye.

Important Note #5: *We cannot let a camper leave with anyone other than their parents or legal guardian unless we have written permission.*

Concert Days and Last Day, cont'd

Taking a Camper Home or Off-site

If you want to allow someone **other than yourself** to take your camper to dinner or carpool home from camp be sure to send us a note, or fill out the form from our [website](#). Contact the Berkeley office (510-527-7500) or emily@cazadero.org. Without written authorization we will not let them go.

Note: If it is outside normal business hours (Monday – Friday, 9-5) then **DO NOT CALL BERKELEY**, call the camp office at 707-632-5159.

Dogs

Please leave your dog at home on concert days unless they are a certified service animal. Pets can be disruptive and there may be pet phobic audience members.

Laundry

There are **no laundry facilities** at Caz so pack enough clothing for the entire session. Parents planning to attend the mid-session concert can bring extra, clean clothes to make an exchange of laundry with their camper.

Lost and Found

The end of every session sees an assortment of unclaimed items left at camp. Please make sure to double check the tent deck and deck railings for things left behind. If labeled, these are collected, stored at camp until the next concert day, and then brought back to the Berkeley office. Call or email if you are missing anything and we can look to see if we can find it for you. Unclaimed items are discarded or donated, whichever is more appropriate.



Sample Daily Camp Schedules

Young Musicians Session

7:00	Reveille
7:30	Breakfast & clean-up
8:30-9:30	All Camp Choir
9:45-10:45	Elective class
11:00-12:00	Rehearsals
12:15	Lunch & rest period
1:30-2:30	Recreation
2:45-3:45	Rehearsals
3:45-4:45	Recreation
5:00-6:00	Rehearsals
6:00	Dinner and evening activity
9:30	Taps

Middle School Session

7:00	Reveille
7:30	Breakfast & clean-up
8:30-9:25	All Camp Choir
9:35-10:30	Elective class
10:45-12:15	Rehearsals
12:30	Lunch & rest period
1:45-3:15	Recreation
3:30-5:00	Rehearsals
5:00-6:00	Free time or elective class
6:00	Dinner and evening activity
9:30	Taps

Junior High and High School Session

7:00	Reveille
7:30	Breakfast & clean-up
8:30-9:25	Instrumental master classes
9:35-10:30	Elective class
10:45-12:15	Rehearsals
12:30	Lunch & rest period
1:45-3:15	Recreation
3:30-5:00	Rehearsals
5:00-6:00	Free time or electives
6:00	Dinner and evening activity
9:30/10:00	Taps

Addendum #2

Camper Rules

(Read to campers on the first day of camp)

1. Your Counselors and CITs are in charge. Do what is asked of you by your Counselors and CITs unless you think it is bad for you or wrong. If you are asked to do something you feel is not right, talk to a Dean.
2. When you hear the fire horn IMMEDIATELY stop what you are doing and come to the designated assembly area. There will be a fire drill early in each session where appropriate procedures will be explained.
3. Swimming in the pool is only allowed when there is a Lifeguard present, at camp recreation times. Stay away from the creek unless you are with a Counselor or CIT during creek walks or recreation times.
4. Boys are not allowed in Girls Camp, and girls are not allowed in Boys Camp.
5. Never leave camp without permission. Stay within the camp boundaries at all times. This is for your safety and protection.
6. Be on time to all meals and activities.
7. Stay healthy: drink lots of water, wash your hands before meals, get plenty of sleep.
8. Do not hit any one while at camp, in anger or in fun.
9. Do not litter.
10. Matches and lighters are not allowed in camp. Counselors will take away any of these items that they find.
11. Do not store food in the camper unit unless you have asked your counselor AND it is in a secure, airtight container so as not to attract animals and insects. Food may not be taken from the dining hall to your unit.
12. Never flush anything down the toilet other than toilet tissue.
13. Do not enter you Counselor's and CIT's tent or dorm room unless asked to do so.
14. Do not touch anyone else's personal belongings, especially instruments, without permission. This includes pianos and percussion instruments.
15. Wear closed-toe shoes at all times except for showering or pool time.
16. You will be sent home immediately for any of the following reasons:
 - Use or possession of any illegal substances including alcohol or vaping paraphernalia;
 - Theft;
 - Vandalism;
 - Fighting;

Addendum #3

Packing for Camp

Pack in a large suitcase or top-zip type duffel bag; campers live out of this while at camp. Remember, camp beds with mattresses are provided so no sleeping pad is needed. NOTE: review our [Dress Code](#) before choosing what to pack for camp.

Label everything, things at camp have a way of wandering to unexpected places.

Instrument

Campers provide their own instruments (unless you play piano or percussion). Please make sure the instrument is in good working order. **A note to cellists and bassists:** please pack an endpin protector; our floor will thank you.

Camping gear

- Sleeping bag & pillow,
- Blanket for added warmth
- Flashlight and extra batteries*

Everyday clothing and shoes

- Casual clothes for everyday wear
- Sweater or sweatshirt, light jacket, a hat, and a light rain jacket
- Comfy closed-toe shoes for lots of walking around camp
- Non-skid water shoes or sandals for the pool and shower areas
- Swimsuit and beach towel

Concert clothes

- Khaki colored pants, or khaki knee-length skirt or shorts
- Dark colored shoes
- Caz t-shirt (Cazadero provides each camper with their t-shirt).

Toiletries and personal items

- Toilet articles: shampoo, conditioner, soap, toothbrush*, toothpaste*, sunscreen, insect repellent, bath towel, lotion, etc.
- Medications; these should be **in original packaging** with the label specifying dose.

Our health staff will collect medications from campers at check-in at camp (not at the bus). The health officers will then be responsible for keeping all medications safe and for dispensing them as required.

Miscellaneous

- Personal sports equipment (balls, gloves, Frisbees, etc.)
- Camera (it's ok to use your phone for this)
- Spirit Days special items. You will receive an email about spirit days before camp.

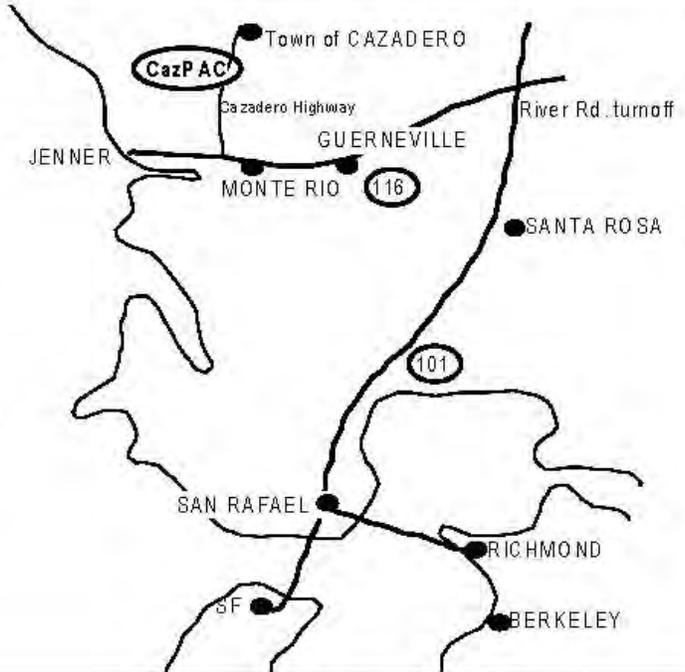
What not to bring:

- Cell phones to be a phone (you can use your phone as a camera or music player)
- Snacks (Food is not allowed in the tents; it attracts unwanted attention from wildlife.)
- NO knives including camping pocketknives; these are not allowed at camp.

**These items are available for sale at the Caz Camp Store*

DIRECTIONS TO CAMP

From northbound Highway 101 take the River Road exit just north of Santa Rosa. Turn left at the bottom of the offramp onto River Road heading WEST. Drive approximately 20 miles on River Road. River Road merges with Hwy 116 in Guerneville. Continue on Hwy 116 to Monte Rio. From the stop sign in Monte Rio bear right and drive about 2.75 miles to the turn off for Cazadero Hwy. Turn right. Follow Cazadero Hwy 5.5 miles; the camp will be on your left. Park in the lot and walk across the suspension bridge.



DIRECTIONS TO THE NORTHBRAE COMMUNITY CHURCH, THE BERKELEY OFFICE

The Berkeley office for Cazadero is in the Northbrae Community Church building at 941 The Alameda on the east side of the street between Solano and Los Angeles. There is parking behind the building.

- **Going east on 80:** Take the Buchanan Street/Albany exit. See below.
- **Going west on 80:** Take the Albany exit, turn left at the bottom of the exit. Follow this south underan overpass and there is a stop light. This is Buchanan Street going east, see below.
- **Going east on 580:** Take the Buchanan St exit, turn left at the bottom, this is Buchanan, see below.



Drive east on Buchanan (toward the hills) and cross San Pablo Ave. The street name changes to Marin. Continue up hill for about 1 mile to The Alameda, turn left. The Northbrae Church is 1 block down on your right, at the corner of The Alameda and Los Angeles.

Berkeley Office Address:
 Cazadero Music Camp
 941 The Alameda
 Berkeley, CA 94707

Cazadero Concert Address:
 Cazadero Music Camp
 5385 Cazadero Highway
 Cazadero, CA 95421