

**UNIVERSITY OF DAYTON**



**W O O D W I N D  
P E R F O R M A N C E  
I N S T I T U T E**

**Handbook 2018**

# Preparation

## What to Bring

- The university will provide sheets, a pillow, a blanket, a towel, a washcloth, soap, and tissues. Participants may want to bring an additional blanket and any of the provided items for which you have a personal preference.
- Casual clothes for warm and cool weather. Participants should prepare for lots of walking and daily yoga classes. \*see dress code below
- A yoga mat or towel for yoga and warm ups each morning
- Alarm clock
- Personal grooming items
- Raincoat and/or umbrella
- Sweater or light jacket (for air-conditioned buildings)
- Recreation: swimsuit, towel, sport clothes, tennis racquet, tote bag, etc.
- Spending money for dinner, soft drinks, snacks, souvenirs
- Paper for courses.
- Writing utensils
- Recording device to record lessons. This is extremely useful in helping participants learn their music.
- You may also bring current repertoire books you are using, but will be required to learn a new selection for the week.

## Clothing

Dress comfortably! Each day will begin with yoga for instrumentalists and singers. You will also be walking to different class/workshop locations throughout campus.

Please be sure to bring recital appropriate attire for the final gala recital on Friday. Formal clothing is not required, but it is important that it be acceptable for stage performing. Young ladies are required to wear dresses or skirts that touch below the knee. Young gentlemen are required to wear suit or slacks and button up dress shirt (long sleeve preferred).

Please see chart on top of the next page for details.

<b>Event</b>	<b>Ladies</b>	<b>Gentleman</b>
Performances & gala recital	A knee length dress or a long skirt. This need not be expensive.	Dress slacks and a collar dress shirt; add a tie, and add a sport coat or wear a suit and tie.
Everyday activities (lessons, classes, etc.)	Generally, we follow a public school dress code. Casual clothing is permitted, but shoulders and torsos must be completely covered. Shorts are permitted but may not be too short. Shoes must be worn outside the residence hall and in the residence hall lobby.	

## **Code of Conduct**

1. Respect is required! Participants are expected to respect instructors, peers, themselves, the property of others, and the property and grounds of the University.
2. Participants are to remain in scheduled locations at all times. Outside of individual lessons, participants are required to stay with the group.
3. Participants are not to leave campus except for chaperoned dinners and emergency situations.
4. Overnight guests are not permitted to stay in the residence hall under any circumstance.
5. Participants are to remain in their residential wing at all times. Males will be assigned to rooms in one wing and females in another. There are to be no females in the male section of the dorm and no males in the female section.
6. **SHOW RESPECT FOR THE RIGHTS, PRIVACY AND PROPERTY OF OTHERS. THIS INCLUDES REFRAINING FROM HARASSMENT—UNWELCOME OR UNSOLICITED SPEECH OR CONDUCT OF ALL PERSONS ON CAMPUS REGARDLESS OF THEIR RACE, RELIGION, COLOR, CREED, SEX, NATIONALITY, ORIGIN, SEXUAL ORIENTATION, OR DISABILITY.**
7. **PARTICIPANTS MAY NOT POSSESS OR USE ANY ALCOHOL, TOBACCO, OR DRUGS DURING THE CAMP (UNLESS PRESCRIBED BY A PHYSICIAN) OR POSSESS A WEAPON.**  
 Prohibited items include tobacco products, any type of non over-the-counter, non-prescription or illegal drug, alcohol, weapons, explosives, and incendiaries. Weapons include items that are seemingly harmless but may be used as weapons—the so-called “dual use” items. (i.e. pen/utility knives, box cutters, knives of any length or size, sabers, swords or metal scissors with pointed tips) If you bring a prohibited item to camp you may

be dismissed from camp and held criminally liable by the University, including a ban from University property. A camp official and/or University Police Officer will make this determination, depending on what the item is and the circumstances. Bringing a prohibited item to camp—even accidentally—is dangerous to all staff and campers in addition to violation of University policy. Reasonable suspicion of a possession of prohibited items is cause for camp officials and/or University Police to ask that your belongings and living area be searched. In order to ensure the health and well being of all campers and camp personnel, if a staff member observes a camper exhibiting behavior that leads them to believe that the camper has used any prohibited substances, the staff member will: Call 911 and request that an ambulance be sent to the campers location, call the University Police and advise them of the situation, and call the participant's guardian(s).

**Violation of any of the above rules is grounds for dismissal from the institute. There will be no refunds of any kind for expulsion for disciplinary reasons.**

1. Cell phones are permitted but are not to be used in any way during classes, sessions, performances, master-classes or after lights out. While the WPI staff understands the importance of maintaining contact with family, if use of a participant's cell phone becomes a distraction, it will be confiscated by dorm staff and returned for family communication only.

## About the Institute

### Eligibility

WPI is open to all flute, clarinet, oboe, bassoon, or saxophone players of high school age. Middle school students of exceptional talent have been accepted on a case-by-case basis and may only commute.

Experience with performing or past private instruction is not necessary to participate in WPI. The staff is interested in teaching young people with a passion for performing and a willingness to learn.

### Recitals and Master-classes

Institute participants will have the opportunity to perform in and observe numerous performances. These performances will showcase a variety of styles and abilities. Respect for faculty, staff, and fellow participants during these events, is imperative to the learning environment of WPI. Participants are expected to listen courteously and respectfully to all performances and classes.

### **Courses and workshops**

WPI has been developed to prepare young wind players for a college music curriculum. They will have the opportunity to learn instrumental technique, repertoire, instrument history, performance skills, and ensemble skills in a variety of workshops, courses, and seminars.

### **Gala Recital**

Camp will conclude with a gala recital scheduled for Friday, June 15th at 3:00pm in Sears recital hall in the Humanities building next to the Music and Theater building. The recital is free and open to the public. Parents and friends are welcome to attend!

### **Recreation**

The RecPlex, located on campus, contains an indoor swimming pool, racquetball/squash courts, volleyball and basketball courts, weight rooms, an indoor jogging track, and a cardiovascular-Aerobics Fitness Center. Participants will have two opportunities to enjoy the University of Dayton's newly renovated recreational facilities.

### **Staff**

The instructors hired to teach lessons, courses and workshops are award-winning, professional musicians from a variety of organizations including the Dayton Philharmonic, Dayton Opera, the University of Dayton, and numerous other arts organizations. Counselor-coaches are University of Dayton recent alumni and are available at all times to assist participants. All staff are screened and approved by the University of Dayton.

### **On-site Registration**

Residential campers will check-in to the Marianist residence hall on Monday, June 11th from 8:00 am to 9:00 am. All campers will report for general check-in in the Sears recital hall lobby from 9:00 to 9:30 am.

Parents are invited to stay for registration and introductions if they like, and will be excused at 10:00am for Institute activities to commence.

### **Refund Policy**

Fully refunded cancellations (minus \$35 non-refundable registration fee) may be made until the May 19 deadline. After June 1, 2018, the housing and meal portion of tuition is forfeited and a \$100 late cancellation fee will be subtracted from the refund amount. Cancellations must be submitted in writing by email or postal mail by the guardian who registered the participant.

**Due to advance deadlines for room, board, and recreation to the University, no refunds will be given ten business days before the Institute begins.**

**Computer Use**

It is recommended that campers do not bring laptops or personal computers, as the University of Dayton is not responsible for stolen property.

Students will have limited access to computers in the CPC building for preparation, translation and study purposes. Each student will have a username and password assigned to them

**Dining**

WPI provides lunch for all participants and also breakfast to residential participants. Breakfast will take place from 7:00am–7:50am and lunch will take place from 12:00pm–12:50pm.

All participants are required to purchase their own dinners, offering them the opportunity to explore many of the wonderful restaurants in the campus area. All evening meals are chaperoned by WPI staff.

**Mail**

There is no mail service to the dorms this time of year. If participants wish to receive packages/letters or if something needs to be mailed from home, please send it to the music department at the following address:

Dr. Cleo Leung, WPI Coordinator  
c/o (participant's name)  
Department of Music  
University of Dayton  
300 College Park  
Dayton, OH 45469–2946

**Check-out**

Immediately after the gala recital concludes, participants must return to the dorms for check out. The rooms must be completely cleared and all keys and cards returned to the front desk by 6:00 pm. The room should be left in the same condition it was for check-in. Guardians of participants will be charged for any trash/personal item removal or damage caused.

**Parent Concerns**

Attending an over-night camp can be just as challenging for parents as it can be for the participants. The WPI staff members are committed to making the Institute not only an educational event, but an enjoyable one as well. Please contact coordinator, Dr. Cleo Leung White at [cleung1@udayton.edu](mailto:cleung1@udayton.edu) if there are any concerns about a participant's welfare or acclimation.

# Directions

## Driving Directions

### **FROM I-75, SOUTHBOUND (FROM TOLEDO)**

Exit I-75 at #51 Edwin C. Moses Boulevard. Turn left and follow Edwin C. Moses Boulevard east to Stewart Street and turn right.

To visit **River Campus**, continue on Stewart Street to S. Patterson Blvd and turn right. Continue on S. Patterson Blvd to Carillon Blvd and turn left onto River Campus. Follow the signs for visitor/event parking.

To visit the **main campus**, continue on Stewart Street to the University of Dayton entrance at College Park Avenue. Follow College Park Avenue to the visitor parking information center.

### **FROM I-75, NORTHBOUND (FROM CINCINNATI)**

Exit I-75 at #51 Edwin C. Moses Boulevard. Turn right and follow Edwin C. Moses Boulevard east to Stewart Street and turn right.

To visit **River Campus**, continue on Stewart Street to S. Patterson Blvd and turn right. Continue on S. Patterson Blvd to Carillon Blvd and turn left onto River Campus. Follow the signs for visitor/event parking.

To visit the **main campus**, continue on Stewart Street to the University of Dayton entrance at College Park Avenue. Follow College Park Avenue to the visitor parking information center.

### **FROM I-70, WESTBOUND (FROM COLUMBUS)**

Exit I-70 at I-675. Proceed southbound to state route 35. Take state route 35 west (toward Dayton) to I-75. Take I-75 south one exit to #51 Edwin C. Moses Boulevard. Turn left and follow Edwin C. Moses Boulevard east to Stewart Street and turn right.

To visit **River Campus**, continue on Stewart Street to S. Patterson Blvd and turn right. Continue on S. Patterson Blvd to Carillon Blvd and turn left onto River Campus. Follow the signs for visitor/event parking.

To visit the **main campus**, continue on Stewart Street to the University of Dayton entrance at College Park Avenue. Follow College Park Avenue to the visitor parking information center.

### **FROM I-70, EASTBOUND (FROM INDIANAPOLIS)**

Exit I-70 at I-75 south. Proceed southbound through Dayton and exit at #51 Edwin C. Moses Boulevard. Turn left and follow Edwin C. Moses Boulevard east to Stewart Street and turn right.

To visit **River Campus**, continue on Stewart Street to S. Patterson Blvd and turn right. Continue on S. Patterson Blvd to Carillon Blvd and turn left onto River Campus. Follow the signs for visitor/event parking.

To visit the **main campus**, continue on Stewart Street to the University of Dayton entrance at College Park Avenue. Follow College Park Avenue to the visitor parking information center.

## **Housing**

### **Marianist Residence Hall**

Each room consists of two twin beds. Community restroom facilities are located on each floor. Each room is equipped with a micro-fridge. A coin operated laundry room, and TV lounge are located on the first and ground floor. One key will be distributed to each guest, which will open his or her individual room. One access card is distributed to each guest, which will open the entry doors to their building. For the safety of all guests, the propping of room doors and exterior doors is prohibited at all times.

Keys and access cards will be distributed to each individual staying in a University residential facility. Keys and cards will be distributed at the Main Desk of each facility, and they must be returned to the Main Desk upon departure. Failure to return a key will result in a \$100.00 lock change charge, to be billed to the WPI participant's guardian. Failure to return an access card will result in a \$10 charge to be billed to the WPI participant's guardian.

### **Main Desk Operations**

The Main Desk of your residential facility will be staffed 24-hours a day. Keys will be distributed by the University's conference staff at the Main Desk. The following UD Main operator number may be used to contact the front desk or any other UD office: (937) 229-1000.

### **Parking**

Parking for participants will be provided in S2 Lot for guests staying in V.W. Kettering Hall, Stuart Complex, Marianist Hall, Founders Hall, or Marycrest Complex. There is no charge for campus parking, but a permit must be displayed at all times. Parking permits are distributed at the main desk of each residential facility. Availability of parking spaces is not guaranteed. Parking accommodations will be made for commuter participants only.

# Commuter Camper Policy

## **Morning Drop-off**

Participants must check in with the instructor of the first class of each day. Morning warm ups and yoga begin at 8:00am, and always begin on time. Participants should plan to arrive a few moments early to be sure allow plenty of time for check in and set up for class. As it is extremely important that we keep track of all of our campers, we appreciate your cooperation.

## **Afternoons**

Lunch is mandatory for all campers and we expect our commuters to remain with the rest of the group until check out in the evening.

## **Evening Checkout**

All evening events have been planned with each and every camper in mind. Evening activities are a very valuable part of the camp experience and often a part of the planned curriculum. As they are included in tuition, attendance at all events is strongly encouraged. Because of the need to move as a group, commuter participants are expected to stay through dinner and evening activities. They can be picked up at the end of the day's events (10:00pm) at the front desk of Stuart hall and must check out with a Coach-counselor before leaving campus.

Note: Check out throughout the day will be for emergency purposes only. If a student must be checked out early, please contact the coordinator directly.

## **Designated Drop-off Person(s)**

Please specify any drop off/pick up permissions (these may be changed and any time with notification in writing to the coordinator). Once a participant has been dropped off, that minor will only be released to a guardian or someone designated in advance. They will need identification at the time of pick up. Participants may drive themselves to and from campus and check themselves in and out, only if we are informed of this prior to them arriving on campus.

## Health Care

The Health Center, located in Gosiger Hall on campus, is open weekdays from 8:00 a.m. until 4:00 p.m. Treatment cannot be provided for anyone under eighteen (18) years of age without written consent of parent or guardian. It is the responsibility of the sponsor of the program to secure such consent, and to make it available to the Health Center staff at the time that treatment is sought. Conditional consent (permission to initiate treatment only if parents cannot be reached) is not acceptable. The written consent form must specifically designate the staff of the University of Dayton Health Center as being empowered to treat the child; delegation of consent to another person (e.g., the sponsor of the program) is not acceptable. Consent must include both diagnostic procedures and treatment deemed necessary by nursing and medical personnel at the Health Center. Anyone coming to the Health Center with a true emergency will be treated, regardless of whether he/she is enrolled in an instructional program or, in the case of a minor, whether he/she has written consent. Minors with non-emergencies and without proper parental consent will not be treated at the Health Center, but will be referred to a hospital emergency department. There are charges for all medical services received at the Health Center. The University will consider all health care charges to be the personal responsibility of the individual receiving treatment. No third-party or insurance billing can be accommodated; individuals will be charged on-site, and they can then file for reimbursement from their insurance company.

### **Releases/Waivers**

We require that parents of all youth participants sign medical release forms and a liability waiver holding the University of Dayton harmless from injuries or damages sustained while on campus.

### **Medications**

Participants taking prescription medicine must be responsible for their own medication. If your child cannot self-medicate, a parent or legal guardian must be available to administer medication. If participants decide that they can self-medicate, arrangements should be made to remind the participant to take any medication. While some staff are certified in CPR and first aid, they are not permitted to hold or dispense prescription medication and cannot be responsible for reminding participants to take medication. Additionally, the University of Dayton Health Center will not hold or dispense medication.

All medications must be in the original container. Said container must identify (in English) the prescribing physician, the name of the medication, the dosage and the frequency of administration.

Students needing injections (insulin, hormones, etc.) will also need to self-administer the medication. Guardians are to send a sharps disposal container to camp with the participant for them to properly dispose of used injection devices.

The container is to be taken home along with any remaining medication and disposed of properly. WPI and University of Dayton staff are not responsible for the disposal of used devices and/or containers.

\*\*exception: For those participants with life threatening allergies, it is highly recommended that one epipen remain with the participant at all times and that a second epipen be held by head Coach–counselor as a backup precaution.

## **General Regulations**

All regulations concerning health, safety, and public order in the State of Ohio, the County of Montgomery, the City of Dayton, and the University shall be observed. The University prohibits the unauthorized use of alcohol; the possession and/or use of any dangerous object or weapon including but not limited to fire crackers, gun powder, and/or other forms of explosives; the tampering of fire equipment or safety apparatus, electrical wiring and speakers, or the destruction of any University property wheresoever located. If the Registrant or any of the participants or their guests fail to comply with said regulations, the University may terminate the agreement in whole or part at any time. Then and in that event, the Registrant shall be liable to the University for all charges and expenses incurred to date on behalf of the Registrant and the remaining anticipated conference and guest room fees as liquidated damages.

### **Property Removal/Storage**

If the Registrant fails to remove personal property, then and in that event, the University may remove same and store it at the Registrant's expense for a period not to exceed five (5) days. If the Registrant has not claimed said property in the time designated, the University may dispose of the property and will not be liable to the Registrant for any damages arising from this action. The Registrant further agrees to be financially responsible for the recovery of any personal property and for any expenses incurred by the University associated with such.

### **Right of Access**

No sidewalks, doors, passages, or ways of access to or through the facility or to any other part of the University areas shall be obstructed by the Registrant, except in the lobby areas as permitted and agreed to by the University at the time of signing the agreement.

**Right of Entry**

The University respects the Registrant's right to privacy; however, the University reserves the right to enter the Registrant's room at any time for health, safety, welfare, law enforcement, or maintenance purposes. It is expressly understood that the University may perform such inspection and maintenance in or outside of the Registrant's room without prior notice. Registrant agrees to cooperate fully with the University personnel, and understands that such inspection or maintenance may entail noise and inconvenience.

**Safety/Security**

The University will not issue an identification card during the Registrant's stay on campus. Some type of picture identification should, however, be carried at all times while on campus, as the University Public Safety or other personnel may require identification of any person on campus at any time. The University of Dayton Department of Public Safety is on duty 24-hours a day, seven days a week. The telephone number is (937) 229-2121. All information pertaining to emergency procedures within residential facilities (including fire alarm procedures, evacuation procedures, etc.) is located within each residential unit.

**Smoking**

The University of Dayton provides a smoke free environment and, as such smoking will be prohibited in all interior areas of University-owned property. Smoking is not permitted in any indoor areas, including cafeterias and lobbies. This policy applies at all times.