



2022
HANDBOOK

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A Message to Parents

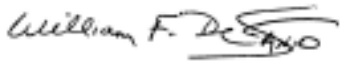
We are so pleased that you have selected one of our Summer Camps at the University of Valley Forge for your son or daughter. Our goal was to develop an outstanding Christian camp experience where students of like-minded faith could spend a week together and hone their God-given skills and talents. We are committed to making your child's camp experience a safe, exciting, educational, and fun experience they will never forget!

The purpose of this handbook is to provide you with the information you and your child will need to prepare for camp. It will also serve as a resource for campers while they are on campus, so please take the time to read it carefully.

After completing the registration form, you will receive an additional packet of forms in the mail. Please take the time to complete these forms and return them to us as soon as possible, but no later than two weeks prior to the start of camp. These forms are required in order for your child to begin their camp experience.

Thank you for choosing one of our Summer Camps for 2022. If you have any questions, please feel free to contact us.

Cordially,

A handwritten signature in black ink that reads "William F. DeSanto". The signature is written in a cursive style with a horizontal line underneath the name.

Dr. William DeSanto
Camp Director

Important Camp Reminders

- Fill out and return your required camp forms & photocopy of your medical insurance card. It's always a good idea to keep a copy of your forms and bring them with you to check-in. Then if they get lost in the mail, or if there is a question or problem, you won't have to re-fill them out at check-in.
- Fill out and return any forms for optional services, such as the private lessons (music campers), shuttle service, or roommate requests. Don't forget to include payments for these items when you mail the forms back. You can pay for all optional items in one check, but it must be in a separate check from any payments you want to make towards tuition.
- Double check the camp check-in and arrival time.
- Check the packing list to make sure you have everything you need! (Overnight campers)

A Word About Camp Forms

There are 5 forms which you are **REQUIRED** to fill out, sign and return. These forms are included at the back of this handbook and also available online for print-out.

- Statement of Voluntary Consent
- Financial Responsibility Form
- Medical History and Information Form
- Community Life Covenant
- Photo & Video Release Form

There are other forms in the back of this handbook and online for **OPTIONAL** services and activities.

Overnight Campers

- Roommate Request Form
- Camper Sign-Out Permission Form
- Shuttle Request Form
- Private Lesson Form (Music campers)

Day Campers

- Parking Permit Request Form
- Recreational Activities Form
- Camper Sign-Out Permission Form
- Private Lesson Form (Music campers)

Contact Information

**UVF Summer Camps
Music/Digital Media Office
University of Valley Forge
1401 Charlestown Rd.
Phoenixville, PA 19460**

Use this address when:

- Returning all camp forms
- Sending mail to campers while they are at camp
- Returning forms and payments for optional services

Phone: 610-917-3954

E-mail: musicdept@valleyforge.edu

Office Hours: Monday-Friday, 8:00 AM – 5:00 PM EST

IN CASE OF EMERGENCY

Day Time Emergencies (8:00 a.m. – 5:00 p.m.):

If you need to reach your camper or camp staff during normal business hours, please call 610-917-3954. Camp administrators will be available to assist you in reaching your child.

Evening Emergencies (after 5:00 p.m.):

For emergencies after 5:00 p.m., please contact campus security at the University of Valley Forge: 484-614-2965. Dorm counselors will be available to assist you in reaching your child.

Registration & Financial Information

Prior to registering, please read all of the information below regarding payments and our refund policy.

Registration & Payments for Tuition and Housing

Register and make payments online (Overnight Campers, Day Campers) (<https://www.valleyforge.edu/uvfcamps/>). This option requires that the tuition payment is made in full. There are five required forms (Voluntary Consent, Financial Responsibility, Medical History, Community Life Covenant, and Photo & Video Release Form) that must be completed and mailed during the registration process.

Mail-in Registration

If you are unable to complete registration online or pay by credit card, please contact the Music/Digital Media office (610-917-3954). We will obtain your information by phone and then you will have the option to mail your payments to us.

Make your check or money order payable to: University of Valley Forge.

Clearly indicate the camper's name in the memo portion of the check. Please allow a minimum processing time of 10 days.

Send the five required forms along with your payment to:

UVF Summer Camps
Music/Digital Media Office
University of Valley Forge
1401 Charlestown Rd.
Phoenixville, PA 19460

Payments & Policies

Camp Deposit

A non-refundable deposit of \$75 is required at the time of registration. This deposit is applied toward the camp tuition. Your space at camp is not reserved or guaranteed until this deposit has been paid. This deposit is not refundable under any circumstance.

Payments for Optional Services

Optional services that can be purchased in advance include: private lessons (music campers), recreational activities for day-campers and shuttle service from airport, train, or bus stations. The forms for these optional items can be found under the "Forms" tab on the UVF Camps website. If you are ordering any of these items, please note the following:

1. These items are only payable by check or cash.
2. Please use one check to pay for multiple optional items; however, it must be a **separate check from the tuition and housing payment.**
3. Items must be paid in full at the time you send the form(s).
4. Clearly indicate the camper's name in the memo portion of the check.
5. Mail form(s) to:

UVF Summer Camps
Music/Digital Media Office
University of Valley Forge
1401 Charlestown Rd.
Phoenixville, PA 19460

Balance Payments

The balance of camp tuition is due no later than TWO WEEKS PRIOR TO THE START OF CAMP. Full or partial payments are accepted at any time after the camper is registered. The balance for the 2022 UVF Summer Music Camp is due no later than July 11, 2022.

Refund Policy

If a registered student becomes unable to attend camp for any reason AND camp administration received a written refund request, the following refund policy will apply:

- If a written notice is received in the camp office 1-9 business days (Monday-Friday, 8 AM-5 PM) prior to the first day of camp, student will receive a full refund less the \$75 deposit.
- **As of 5 PM on the night before camp check-in there are no refunds of any kind.**

Accepted forms of written notification include:

- Letters mailed to the Music/Digital Media Department Office according to the policy above.
- E-mail sent to the Music/Digital Media Office at djheadlee@valleyforge.edu.

All of the above methods must be RECEIVED in our office according to the Refund Policy. Please be sure to get a confirmation from our Music Department Office indicating that your request to cancel was received and that the refund is being processed.

Traveling to Camp

TIMING YOUR ARRIVAL FOR CHECK-IN

All campers must attend check-in on Monday, July 25, 2022. To ensure the best camp experience possible, we strongly encourage you to arrive at camp during the designated check-in time of 10:00 AM – 12:00 PM.

In the next section you will read about where to go and what to expect at camp check-in.

DAILY DROP-OFF & PICK UP (Day Campers)

If you are dropping off or picking up a day camper each day, please do so to the right of the Harrup Administration Building in the front of campus. Students will then walk to the Flower Chapel (located behind the Administration Building) for worship and Devotions starting at 8:00 AM.

- **AM Drop-Off**

A Counselor will be stationed on the right side of the Harrup Administration Building beginning at 7:45 AM to meet the students.

- **PM Pick Up**

Parents will need to briefly park at the Flower Chapel lot (N. Maranatha St.) to meet their students in the Music Office for pick up by 5:30 PM.

TIMING YOUR DEPARTURE FROM CHECK-OUT

Camp Check-out takes place after the final performance. Your final concert begins at 2:00 PM and should be over by 3:30 PM.

For Overnight Campers only:

Once the concert is over, parents and campers return to the Dorm to pick-up personal items, get back any unused medications from the counselors, return their room key, and head home. Campers are encouraged to be packed prior to their performance. Campers who are ready to go before their rehearsal and concert can have their personal belongings picked up early in the morning, turn in their room key when they leave the Dorm for the rehearsal, and then leave for home directly from the concert without going back to the Dorm.

If the camper is taking an airplane home from camp, we suggest that reservations are no earlier than 3 hours **AFTER THE END** of the final concert.

SHUTTLE SERVICE (Overnight Campers)

For campers who may be traveling to camp on their own, the Summer Camp provides pick-up and drop-off service to and from the Philadelphia International Airport (<http://www.phl.org/Pages/HomePage.aspx>) and the Paoli Train Station (<https://www.amtrak.com/stations/pao>)

The cost of this service is:

- \$50 round trip for pickup/drop-off that takes place between 8:00 AM – 10:00 PM
- There is no discounted price for one way, although you may request transportation in only one direction.

Your child will be met by a uniformed member of our camp staff. They will assist in any baggage claim and then bring the student directly to check-in or the dorm depending on arrival time.

To schedule a pick up or drop off, you must fill out and return the Shuttle Service Request Form. **The deadline to schedule transportation is TWO WEEKS prior to the start of camp.** Return the form along with a check for \$50.00 made payable to “University of Valley Forge”.

Once we receive your Shuttle Request Form and payment, you will receive a Travel Voucher from us. This travel voucher must be presented by the camper to the shuttle driver. By receiving this voucher you can be assured that we have the correct travel information for your child prior to their arrival, and it will also serve as a receipt of payment so they do not have to worry about paying for the shuttle on the travel day.

FOR YOUR CHILD’S SAFETY, please arrange shuttle service AS SOON AS POSSIBLE so we can verify all details of the transportation with you before your child leaves home and send you your voucher. The only way we will know to pick up your child is if you return this form!

SPECIAL CONSIDERATIONS FOR AIRLINE TRAVEL

If you are traveling to camp by airplane, please keep the following in mind:

The Philadelphia International Airport code is PHL.

<http://www.phl.org/Pages/HomePage.aspx>

Airline reservations for your flight home should be no earlier than 3 hours AFTER the END OF THE FINAL CONCERT (ie. If the concert ends at 3:30 PM, do not schedule a flight any earlier than 6:30 PM). Please refer to the schedule to be sure that you are leaving ample time.

Remember to discuss the transport of large instruments with your airline carrier PRIOR to your flight.

Students under the age of 14 traveling alone will be considered unaccompanied minors by the airlines. This means they will need to be picked up at the airport by a designated individual.

The airline will require the name, address & contact information of that person at the time of the reservation. Please contact our camp office directly to discuss the arrival and departure of unaccompanied minors.

DRIVING DIRECTIONS TO CAMPUS

The University of Valley Forge is located just a few miles from Valley Forge National Park. Exit 24 (MP 326) of the Pennsylvania Turnpike leads directly to Route 23 and the city of Phoenixville. The university is approximately 25 miles northwest of Philadelphia. Pennsylvania Routes 29 and 113 also pass near the university through Phoenixville.

PA Turnpike from the West -Exit 312 (old 23), Downingtown

Upon exiting the toll plaza, follow signs for Route 100 South. On Route 100 South turn left at the second traffic signal onto Route 113 North. Follow Route 113 North (crossing Route 401) approximately 8 miles towards Phoenixville. Just prior to the traffic signal which designates Coldstream Road is a directional sign indicating a right turn to Valley Forge Christian College. Turn right onto Coldstream Road, which will lead to a stop sign at Charlestown Road. Turn left onto Charlestown Road. UVF's entrance is the first left.

PA Turnpike from the East -Exit 326 (old 24), Valley Forge

Upon exiting the toll plaza, immediately enter the right lane and take the first exit (at Exit 24) following signs for Valley Forge. This ramp will lead to North Gulph Road. Continue on this road (past the Sheraton Hotel and Valley Forge Convention Center), which becomes Route 23 West at the Valley Forge National Historical Park Visitors Center. Follow Route 23 West approximately 7 miles through the national park and into Phoenixville. Continue to Bridge Street. Turn left onto Bridge Street which becomes Charlestown Road at the next traffic signal. UVF's entrance is on the right just past the Center for Arts and Technology.

I-95 From Baltimore

Take I-95 North to Wilmington, Delaware. Take 202 North to Route 29 North. Exit right. Turn right at the traffic light and right at the next light. Follow Route 29 North until it crosses a railroad track (at a four-way intersection). At the traffic light, Route 29 makes a sharp right turn. DO NOT TURN. Proceed straight ahead up the hill on Charlestown Road. Continue to VFCC (approximately 3.3 miles). College entrance is on the left.

By Bus or Train

The University of Valley Forge is conveniently located minutes away from public bus and train stations in the Philadelphia area (SEPTA).

By Air

The University of Valley Forge is conveniently located near major international airports. The nearest major airport is Philadelphia International Airport (PHL). This airport offers international and domestic flights from Philadelphia, Pennsylvania and is about 23 miles from the UVF campus.

PARKING ON CAMPUS

University lots are available for parking with a parking permit during the week of camp. Please refer to the campus map in your packet to locate the lots nearest to the Music Building.

OVERNIGHT-CAMPER PARKING

Overnight campers who drive themselves to camp do NOT need to fill out the Parking Permit Order Form. Students are NOT allowed to drive during camp, and will need to turn in their keys to the dorm staff upon arrival. Students will receive a parking permit that will be displayed on the dash of their vehicle in the designated parking lot. The vehicle will remain in the lot for the duration of camp.

Check-in Day

GENERAL INFORMATION

DAY CAMPERS MUST ATTEND CHECK-IN. THIS IS REQUIRED!

You may arrive at anytime during the designated check-in time period, but leave yourself enough time to complete the check-in process (you may feel rushed if you arrive too close to the closing time).

If you are unable to check-in during the designated times due to extenuating circumstances, please contact our camp office so that we can make alternate arrangements with you.

If you **accidentally** arrive after the close of camp check-in, you should go directly to the Music/Digital Media Department Office located just down the hall from the Flower Chapel. Late arrivals will need to complete the Administrative portion of check-in at this office.

CHECKING IN WITHOUT A PARENT

For campers who are traveling to camp on their own, with a family friend, or with a music director, we suggest that parents call our office at 610-917-3954 the week prior to confirm the following:

- That all required camp forms have been received and all paperwork is in order.
- That the camp balance has been paid in full.
- That there are no questions about any medical conditions or medications.
- That we have the correct information for the shuttle pick-up and that shuttle service has been paid for (for those that we are meeting at the airport)

ADMINISTRATIVE CHECK-IN

****LEAVE YOUR BAGS IN YOUR CAR AND JUST BRING IN ANY PAPERWORK YOU HAVE TO TURN IN AND ANY AUDITION MUSIC** (Audition is for Music Campers only)**

Administrative check-in must be done first. This takes place in Cardone Hall, which is just to the left of the Harrup Administration Building. Parking is available in the commons area in front of the Harrup Administration Building.

At Administrative check-in you will:

- Pick up your camp Welcome Packet. This will include your camp ID, your daily activities schedule, and a pencil.
- Get your room assignment, key, and counselor assignment.
- Confirm and turn in any prescription medications (See the "Packing Information" section for more details about our medication policy and how medication should be packed. .
- If you drove yourself to camp, turn in your car keys.
- Confirm that all of your required forms have been received and are complete
 - If they have not been sent back in advance, you will need to turn them in at this time. Be sure to have your medical insurance card with you so that we can make a copy if you did not already send one in.
 - No camper may start camp without all required forms being completed and signed by a guardian.
- Confirm with the cashier that you are paid in full.
 - If you have a balance it **MUST** be paid at this time. No camper may start camp without payment in full.

OTHER STOPS: (For music campers) If you signed up for private lessons, you will need to schedule these lessons. Students will also take a placement exam to determine ensemble participation and music theory classes.

OVERNIGHT CAMPERS:

Once you are done with Administrative Check-in, you can return to your car and drive over to the dorm.

**** BRING LUGGAGE INTO THE DORM WHERE COUNSELORS WILL MEET YOU****

This takes place in Bongiorno Hall. There is parking adjacent to, and directly across from this dorm.

****NOW YOU ARE READY TO UNPACK YOUR BAGS, FIND YOUR ROOM AND GET SETTLED!****

AFTER DORM CHECK-IN

Once you have completed dorm check-in, you are officially under the supervision of the camp. If you wish to leave the dorm (to eat, run errands, etc.) you can only do so by being signed out by your parents or a pre-approved guardian.

Lunch will be served starting at 12:00 PM, and it is the first meal covered under the dining plan.

Preparing for Life at Camp

EXPECTATIONS

There are so many things to think about when preparing for your time at camp. This section is designed to guide you as you make your camp plans. In addition, we want you to understand what we expect of each camper during your time with us:

We expect our campers to come prepared daily to engage in classes, learn, rehearse and perform. We expect our campers to uphold the standards of our community; helping to maintain a safe and welcoming environment, and helping to foster positive relationships between fellow campers. Bullying, substance abuse, theft, and other negative behaviors will not be tolerated. Most of all – WE EXPECT OUR CAMPERS TO LEARN AND HAVE FUN!!

ATTENDANCE AND CAMPER SIGN-OUT

Attendance at all camp events, rehearsals, and performances (including any possible evening rehearsals after 7:00 PM) is mandatory for all campers. Attendance will be taken at the start of each class, every day. If your child can not attend camp on a particular day, or if you need to take them out of camp for a portion of the day, please call us at 610-917-3954 to let us know they will be absent.

Campers are only permitted to leave campus as follows:

- Parents may sign-out campers by going to the Music/Digital Media Department Office (located near the Flower Chapel) and showing ID.
- Parents may give written permission for an adult over the age of 21 to sign out their child by using the Sign-Out Permission Form (available in the back of this handbook and online). You may mail this form in, bring it to us in person, or scan it and send via e-mail to djheadlee@valleyforge.edu.

CAMP OFFICE LOCATION

Our Music/Digital Media Department Office is located adjacent to the Flower Chapel, and may be contacted at 610-917-3954 from 8:00 AM – 5:00 PM, Monday-Friday.

CELL PHONE POLICY

Campers are allowed to have cell phones for use during free time, but they must be **TURNED OFF COMPLETELY and PUT AWAY OUT OF SIGHT** during all classes, rehearsals and performances.

Cell phones that are turned on, visible and/or used during class, rehearsals or performances may be confiscated according to the following policy:

- | | |
|------------------------|--|
| First Offense: | The cell phone will be confiscated for a period of 24 hours |
| Second Offense: | The cell phone or device will be confiscated for the duration of camp.
The item will be returned to the camper at check-out |

If a camper's cell phone is confiscated, parents will still be able to contact the camper either through the Camp Office, or Campus Security. These phone numbers are listed at the beginning of this handbook.

DINING HALL AND MEAL PLAN

For Overnight Campers

3 meals per day are included with your camp fees. The first meal will be lunch on check-in day. The last meal will be lunch on check-out day. For day campers, there are no meals included.

For Day Campers

There is no meal plan included for day-campers. Day-campers may either bring a lunch with them each day, or purchase a meal ticket at the dining hall for \$12.00 per meal (all you can eat). Due to health regulations, no outside food is permitted inside the Dining Hall; only campers with a meal plan or a meal ticket are allowed to eat in the Dining Hall. Campers who bring their lunch can eat outside or at tables provided in the Music Department building.

The dining hall, located near the Flower Chapel, is set up like a buffet. It will always include a hot entrée station and beverage station at all meals. During breakfast, cereals, bagels, English muffins & scrambled eggs are also available; during lunch, a salad bar, sandwich station and dessert station are added; during dinner, a salad bar, pasta station and dessert station are added.

Students with special dietary concerns (allergies):

For those who have special dietary concerns, please contact the dining hall director who can provide more specific details regarding options. Any special meal arrangements must be made with the dining director at least three weeks prior to camp.

DORM ROOMS (Overnight Campers)

All overnight campers will be housed in one of UVF's dorm rooms. Each room is 250 sq. feet and will house two students (a few rooms can house three). The room has its own bathroom and will contain two twin beds, two wardrobes for storage, one overhead ceiling light, a shower curtain and toilet paper. Students are required to bring their own bed linens and towels, as well as other standard living items.

Males and females will be housed on separate floors and are supervised by the Camp Counselors, who also serve as Resident Assistants.

For information on requesting a roommate and how roommates are assigned, see ROOMMATES section.

Each camper will be given a key to the room. There is a fee for lost keys. Campers are responsible for making sure their door is locked and secure at all times.

DRESS CODE

Dress for all camp activities is casual (shorts, t-shirts, jeans) but should be appropriate and modest. Revealing clothing is not permitted and it is at the discretion of the camp staff to require campers to change or cover up if an outfit is deemed inappropriate.

EXERCISE AND SPORT

We cannot make accommodations for campers to workout or practice other sports while at camp. There is not enough time in the camper's schedule and we do not have access to fitness and sports facilities. Campers who wish to exercise by running may only do so if there is a counselor willing to go running with them during their free time.

HEALTH CARE & INSURANCE

MEDICAL CARE

Enclosed with your packet of required forms is a Medical Information Form. This form is used to alert us of any ongoing medical issues and/or daily medications. Please be sure to fill out this form completely and to include as much information as possible. If there is a medical emergency, the local Urgent Care facilities or the Phoenixville Hospital will be utilized.

MEDICAL CONCERNS

If your son or daughter has an ongoing medical condition (diabetes, seizures, Crohn's, etc.) or has a history of other ailments, eating disorders, depression, suicidal tendencies, please alert our administration and their camp counselor when you check-in and make sure that your child knows to alert an adult immediately if they are experiencing any signs or symptoms.

INSURANCE

UVF requires that all students provide proof of medical insurance (or Military ID) in order to participate in the camp. If your family does not have health insurance, you will be required to sign a waiver stating the family will be responsible for all medical costs incurred during camp. Please contact the Music Department Office at 610-917-3954.

MEDICATIONS

For the safety of all campers, no medications (prescription or over-the-counter) may be kept in the dorm rooms. All medications (including vitamins) must be given to the camp staff on check-in day. For minor ailments, such as headaches, upset stomach, fatigue, bug bites, etc. parents have the option of allowing our camp counselors to administer common medications. These medications include Acetaminophen, Ibuprofen, Antacids, Immodium, Hydrocortison Cream, and Antihistamines. A form will be provided for parents to state what medications may be administered by camp staff. If you do not want for camp staff to administer these common medications, your child will only receive them by going to the Urgent Care facilities or the Phoenixville Hospital for treatment.

The UVF camp staff will assist in administering daily prescription medications to the students as directed by the child's physician, but they are not responsible for ensuring that your child takes their medication. It is the parent's responsibility to:

1. Provide exact dosage information on the medical information form
2. Provide us with updates and/or changes to prescription medications usage or dosage upon their arrival.
3. Provide ample medication at the start of camp.
4. Ensure that the medications have actually been given to the staff on the first day of camp. Please visit our page on Packing for more details about how to pack your medications.

UVF Camps reserves the right to contact parents if the student is not taking the medication as directed.

MONEY (Overnight Campers)

We encourage parents to make sure that campers have enough money for some extra spending for snacks during the week. It is difficult for parents to get money to campers once they are on campus. The camp is not permitted to cash checks and there are no Western Union locations near campus.

Most of the items that campers spend money on are snacks, drinks, and the occasional pizza delivery.

LOCKERS/INSTRUMENT STORAGE

Lockers are available to campers on a first-come, first-served basis. The lockers are located in Capeci Hall, but the camper must bring a combination lock. Campers are responsible for any materials stored in these lockers. The lockers are managed by the Music Department.

MUSIC

All music campers will be given sheet music to participate in the ensembles. The fee for this music is included in the tuition fee.

PERSONAL VEHICLES

Overnight campers who drive themselves to camp must turn in their car keys to the dorm staff upon arrival. They will receive a free parking permit for one of the lots on campus near the Dorm where they must leave their car for the duration of camp.

Day campers are not permitted to transport overnight-campers in their personal vehicles. Any overnight-camper who travels with a day-camper in the day-camper's car for any reason may be dismissed from camp.

Any camper who transports another camper(s) in their personal vehicle does so at their own risk and is responsible for anything that happens to the other campers while in their car.

RECREATIONAL ACTIVITIES

Campers will receive an activity schedule on check-in day. Activities are organized by the camp staff and may include sports, movie nights, ice-cream socials, and more. Most recreational activities are on campus, but some off-campus activities may be offered. For activities that take place off-campus, campers will be transported using the Phoenixville School District buses or UVF vans. The equipment and buses are provided by the Phoenixville School District. All activities, both on-campus and off, are monitored by our camp staff.

ROOMMATES (Overnight Campers)

If you know someone who will also be attending the UVF Summer Camps, you may request a roommate. After you register for the camp, you may submit a Roommate Request Form. Although we will do our best to accommodate your roommate request, it is not guaranteed.

If you do not submit a roommate request, roommates will be assigned according to age, hometown, and other factors.

Details about requesting a roommate:

- All campers involved in the request must submit their own request form so that we know everyone does want to room together. For example, if Becky and Susan want to room together, both of them must submit a roommate request form with both their names on it.
- Please write your preferred roommate's name clearly. If we cannot read the name, we cannot match you with the other camper.
- Males and Females cannot request each other.
- All request forms must be submitted no later than two weeks before the start of camp.

SAFETY

The safety of each camper is our utmost concern and priority.

- All camp staff (including counselors, administrator and instructional staff) have completed the required background checks and clearances required by law. Copies of all clearances are kept in the camp office. Please see the "Our Counselors" section for more information.
- The UVF campus is manned by a 24-hour security department.
- Students are chaperoned at all times. Campers are only permitted to be at the music building or dorm unless they are with a staff member. They may not explore campus on their own, and are not permitted to travel off-campus.
- Campers may only be signed out from camp by their parents or other adults that a camper's parents have given written permissions in advance. A sign out permission form will be provided after you are registered.

SENDING MAIL TO CAMPERS

If you are planning to send mail to a camper while they are at camp, we suggest you do the following:

1. **Send it before they leave** (otherwise they may not receive it on time)
2. **Send it to the Music/Digital Media Department Office**
3. **Send it via FedEx or UPS** (especially if it's anything of value)
4. **Next day service doesn't really mean next DAY.** Mail and packages are only delivered to the Music/Digital Media Department once per day – usually in the late afternoons. Even if you pay for AM delivery, expedited overnight service or priority delivery, it won't be delivered to the Office until the late afternoon. It will then be given to the counselors who will get it to the camper at dinner time. Bottom line – if you send something on a Tuesday via overnight service, don't expect the camper to get it until Wednesday evening at the earliest.

Packing For Camp

When packing for camp, please keep the following in mind:

- The dorm rooms are small, so bring only what you really need. Don't over pack.
- Be sure to mark ALL your belongings with your name.
- If something has sentimental value to you – leave it at home!

MUSIC ITEMS (Music Campers)

- Bring your Instrument – the only exceptions to this are:
 - Piano/keyboard
 - Percussion/drumset
- Bring a folding music stand labeled with your name
- Bring music you want to work on at camp

BASIC ROOM ITEMS (Overnight Campers)

- Sheets for extra long twin bed
- Pillow & Pillow Case
- Bath towel
- Personal toiletries including shampoo & soap
- Hand Towel/Washcloth
- Small lamp or personal reading light
- There is one light in the room on the ceiling. However, if your roommate wants to sleep and you want to be able to read, write, etc...especially after the room light has been turned out, you'll need to bring your own.
- Alarm Clock
- Refillable water bottle
- Sunscreen

MEDICATIONS

When packing medication to bring to camp, please:

1. Pack up any medications in a large ziplock bag clearly marked with the student's name
2. Include a sheet of the most current dosing information inside the bag as well.
3. Provide ample medication for the entire duration of camp.
4. Ensure that the medications have actually been given to the counselor on the first day of camp.

Don't forget to pick up your leftover medications on check-out day!

ELECTRONICS

If you decide to bring personal electronic devices such as laptops, iPods, cameras, etc., please understand the following:

There is no place to secure these devices when not in use and when you are not in your room.

- The rooms do not have safes and there is no lockable location for them to be kept.
- These items are your responsibility. UVF is not responsible for damage, theft, or loss of any

personal item.

- Since you are constantly moving between buildings and rooms, it is easy to leave something behind, for something to go missing, or for you to go to your next class without it.

FOOD ITEMS

You are permitted to bring snack items with you for your dorm room, but we ask that you follow these guidelines:

- Your roommate may have allergies to which you are unaware. Please bring only food items that are individually sealed & packaged. Food items must be nut-free.
- There are no refrigerators. Anything you bring will need to be kept at room temperature.
- The rooms are small and there is not a lot of extra storage space to store food. Bring only what you really need.
- Be sure to wrap items up tight so crumbs and left-over snacks don't attract bugs or ants
- Be sure to discard your trash frequently.
- Consider refillable water bottles rather than a case of water

CLOTHING ITEMS

- Casual clothes
- Sports clothes
- Tennis shoes
- Rain Jacket or umbrella
- Hat or sunvisor
- Sunglasses

PERFORMANCE ATTIRE (Music Campers)

- For girls: Black skirt or pants (skirt must be below the knee); White Blouse; Black Shoes; Stockings.
- For boys: Black Trousers, White dress Shirts (long or short sleeve); Long, Dark Tie; Black Shoes; Black Socks.

Music Camp Classes & Ensembles

All campers will be enrolled in a Music Theory Class for the week. In addition, each camper will be assigned to an ensemble for the duration of the week. Once the ensemble and class assignments are made, they cannot be changed.

Performance Information

Final Concert

Friday, July 29 - 2:00 PM

Flower Chapel

All music campers will participate

Parking for the final performance is available in any UVF parking lot. We recommend the area in front of the Harrup Administration Building.

All performances are free and open to the public. No tickets are required. Seating is general

admission and the Flower Chapel will open 30 minutes prior to the performance. Performance time and location is subject to change.

No food or drink is allowed in the Flower Chapel. Non-flash photography/video is allowed but please be respectful of the performers, conductors, and other audience members.

Parent Resources

Our desire is for each camper to have the best experience at UVF Camps and our counselors and instructors will do everything possible to help make that happen. This section will hopefully provide some guidance for you as a parent as you send your child to UVF for this summer camp experience.

Homesickness

Homesickness can happen to anyone. Sometimes adjusting to camp life can be overwhelming for some students. Usually homesickness manifests itself within the first 24-36 hours. Once they get past the initial homesickness, most campers find they don't want camp to end.

If you feel your child may be having trouble adjusting, encourage them to hang in there and then give us a call so that we can do all we can to help them feel comfortable, involved, and happy. Our staff is trained to deal with homesickness and have a variety of tools and methods at their disposal to get your child interacting with new friends and on the path to having a great time at camp.

To help your child prepare in the months before camp starts, you may wish to try the following techniques which are endorsed by the American Camp Association:

1. Don't make a "pick-up deal." Promising "if you feel homesick, I'll come and get you" undermines children's confidence and dramatically intensifies homesickness. Instead, normalize their anxiety and talk positively about camp.
2. Spend practice time away from home. Nothing builds confidence and teaches a child how to cope with time away from home better than time away from home. That weekend at your folks' house will do wonders for their adjustment.
3. Double-check the check-in and check-out time for your camp. Start camp off on a smooth note by arriving on time and on the right day. Use a wall calendar in the months prior to check-in day to make an exciting count-down to the big day.

Trouble in Paradise

It may happen – iPod's go missing; money gets lost; toilets get clogged; friends can say mean things. If your son or daughter calls you with a problem, remind them that the counselors should be their first stop for assistance – there is always someone available in the Music Department Office to help. Our staff will do their best to resolve the problem as quickly as possible.

But what happens when kids don't know when to ask for help? Our counselors will always do their best to try to identify problems before they happen, but they are not mind-readers. Remind your son or daughter that they need to speak up if something isn't right or if they are unhappy. Most importantly, they need to speak up if they aren't feeling well.

Our camp counselors are not medical professionals and cannot make medical decisions on behalf of the students. If your son or daughter has an ongoing medical condition, please alert us at check-

in and make sure that your child knows to alert an adult immediately if they are experiencing any signs or symptoms.

When Camp is Over

After camp has concluded, we're sure that everyone in your family will be counting the days until UVF Camps 2023! Registration for next year's camps will open in October 2022.

Official Rules & Regulations

1. HOURS

All overnight campers must be in their assigned dorm after 6:00 PM unless attending a recreational activity, evening program, rehearsal, or practice session with a camp group supervised by staff members.

Overnight resident campers must be in their dorm rooms observing quiet time by 10:00 PM.

2. DATING

Campers may not date campers or non-campers on campus.

3. PRACTICING

Practice rooms are available and monitored in the music building. Practicing is only permitted in practice rooms and not dorm rooms, as they are residences.

4. AUTOMOBILES

Resident overnight campers are not permitted to drive a car while at camp. Students who drive to camp from their hometown must turn in their car keys to the dorm supervisor upon arrival and retrieve them during check-out.

Day-Campers who drive themselves to camp and have a vehicle on campus are responsible for any other campers they may transport in their vehicles. Day-campers are not permitted to transport overnight campers in their vehicle. Any overnight camper who leaves campus in a day-camper's car does so at their own risk and becomes the responsibility of that day-camper. Day-Campers who transport overnight campers in their car are subject to dismissal from camp.

5. IDENTIFICATION BADGES

All campers are required to wear their identification badges at all times.

6. HOUSING REGULATIONS

- A. Furniture may not be moved from one room to another.
- B. Charges will be made for damages to property. Any damages will be billed to the students and/or parent(s) by the University of Valley Forge.
- C. No room visitation is permitted by members of the opposite sex.

7. SMOKING AND SUBSTANCE ABUSE BY CAMPERS WILL NOT BE PERMITTED

See Grounds For Automatic Dismissal

8. DAY CAMPERS

Day Campers attending classes, visiting, or eating in the dining hall will be subject to all the rules and regulations pertaining to resident campers.

9. LIBRARY

Campers desiring access to the Storms Research Center must follow all library rules and regulations. Campers do not have checkout privileges.

10. CELL PHONES & HAND-HELD DEVICES

Cell phones and all other hand-held devices (including music players, computer games, pagers, and other similar devices) are not permitted during camp classes, rehearsals, and performances. All such items must be turned off completely and put away out of sight during these times. If cell phones or any of the above devices are turned on, visible, and/or used at inappropriate times, Counselors, Instructors, and Administrative Staff are permitted to take the following actions:

- A. First Offense: Device will be confiscated and given to Camp Director for a period of 24 hours.
- B. Second Offense: Device will be confiscated and given to the Camp Director for the duration of Camp.

11. VIOLATIONS OF REGULATIONS

- A. Campers who violate these regulations shall be subject to discipline by the Vice President of Student Life, the Dean of Students, or the Camp Director.
- B. Any camper who persistently violates academic or dorm regulations or standards of the University makes himself/herself liable for suspension by administrative action.

12. GROUNDS FOR AUTOMATIC DISMISSAL

The use or possession of any non-prescribed drug, alcohol, marijuana, tobacco products, or any other controlled substance; the use of fireworks; the possession of any weapon; stealing; bullying; or the breaking of any civil law or city ordinance is grounds for automatic dismissal from the UVF Camps. Should you be dismissed for any of these reasons, your parents or guardians will be notified. They will be responsible for your immediate transportation home. Students dismissed from camp at any time will not be reimbursed any funds paid, including tuition and housing & food payments.

13. ADDITIONAL RULES WILL BE SPECIFIED IN ORIENTATION AND FLOOR MEETINGS

Required Forms for Registration

Please print out and fill in the information on the five forms that follow which are **REQUIRED** for all campers, if not done already. Forms must be received **TWO WEEKS PRIOR TO THE START OF CAMP**. Please do not Fax or Email forms.

Please Mail forms to:

UVF Summer Camps
Music/Digital Media Office
University of Valley Forge
1401 Charlestown Rd.
Phoenixville, PA 19460

FINANCIAL RESPONSIBILITY FORM

REQUIRED FORM

Camper's Name (Please print): _____

Because the registered camper is a minor, the parent or legal guardian is responsible for all charges incurred by the camper. This includes the \$75.00 deposit (applied toward tuition charges), and appropriate tuition amount.

All monies are due 14 days before the start of camp and payment can be made in the form of a check, money order, or credit card. If the student is unable to attend camp for any reason, the following refund policy will apply:

Written notice received in the camp office 1 - 9 BUSINESS DAYS (M-F; 8am - 5pm) prior to camp check-in:

If written notice of cancellation is received 1 - 9 business days prior to the start of camp, you will be refunded tuition payments LESS the \$75.00 non-refundable deposit.

As of 5pm on the night before camp check-in there are no refunds of any kind.

Accepted forms of written notification of cancellation include:

- Letters mailed to the Music Department office
- Emails sent to the camp administration office at musicdept@valleyforge.edu

All of the above methods must be RECEIVED in our office according to the refund policy. Please be sure to get a confirmation from us indicating that your request was received and that the refund is being processed.

By signing this agreement, a parent or legal guardian agrees to comply with all UVF payment time-lines, policies, and procedures.

To pay online: go to www.valleyforge.edu/musiccamp

You will be assessed a modest, non-refundable convenience fee to cover the cost of the transaction. The amount will be displayed before you commit to completing your payment.

To pay by check or money order: Make checks payable to University of Valley Forge and mail to: University of Valley Forge, Attn: Music Department, 1401 Charlestown Rd. Phoenixville, PA 19460. Be sure to reference the student's name in the memo portion of the check.

I have read the above Financial Responsibility Agreement and understand that I, as parent/legal guardian, am responsible for all charges incurred by my student from the 2022 UVF Summer Camp.

This form must be completed and signed even if balance has been paid in full.

Parent/ Legal Guardian Signature

Date

Parent/ Legal Guardian Name (Print)

Parent/ Legal Guardian Address if different from campers mailing address

STATEMENT OF VOLUNTARY CONSENT

REQUIRED FORM

In consideration of my child's _____ participation in UVF's Summer
(Print Camper's Name)
Camps _____ and for other good and consideration
(Print Name of Camp Program)
received by me, receipt of which is hereby acknowledged, I, _____
(Print Name of Parent/Guardian)

having actual knowledge and conscious appreciation of the particular dangers involved in the activities described herein, including, but not limited to sports and recreation activities which may include trips by motor vehicle away from UVF campus, do voluntarily consent to my Child's participation in the aforementioned activities and release UVF and the Board of Trustees, their employees and agents, from liability therefrom and assume the risks arising therefrom and for my child's failure to follow the camp's policies and instructions, such as leaving the camp without permission.

(Please initial next to the appropriate statement:)

_____ I hereby declare and represent that my Child is covered by an individual or family medical insurance policy and this policy will be in effect for the duration of Camp. I have provided the required insurance information on the reverse side of this form, and I understand that it is my responsibility to provide the UVF Summer Music Camp with any updates and/or changes to this insurance information before or during Camp.

_____ I hereby declare and represent that my Child is NOT covered by an individual or family medical insurance policy, and as such, I agree and accept that any and all costs which may be incurred for medical care during the course of the Camp will be solely my responsibility.

I am fully aware that the employees of the UVF Summer Camps are not medical health professionals and are not responsible for making medical decisions on behalf of my child. I hereby declare and represent that I am aware that for students with or without insurance, any necessary medical treatment would be administered at a local urgent care facility or hospital. I understand that the treatment would involve the administering of appropriate medication or drugs. I do understand that generally the administering of proper medication or drugs is preferable to leaving the condition untreated; and that violent reaction to medication or drugs could occur. The following are medications that disagree with my child or which he/she is sensitive:

(Leaving this blank means "None")

Further, my child has the following chronic disease (e.g., asthma, epilepsy, congenital defects, etc.)

(Leaving this blank means "None")

Should routine first-aid or emergency medical needs arise such as cuts, scrapes, bruises, or lacerations, I consent to treatment necessary to prevent infection and promote healing. This would involve, as a matter of accepted medical practice in the community, cleansing and use of topical antibiotic cream/ointment, as appropriate under the circumstances. Regarding major emergencies or medical traumas, I understand that the Camp staff will immediately contact "911". Should camp staff or medical personnel be unable to contact me, it is my desire that my child receive such treatment, nonetheless, and I will hold the camp staff harmless for the treatment or referral. I hereby declare that my Child is taking the following prescription drugs or medications on a daily or routine basis:

(Leaving this blank means "None")

I hereby declare and represent that I am aware that the employees of the UVF Summer Camps dormitory staff will administer these medications as directed by me or my child's physician, but they are not responsible for ensuring that my child is actually taking the medication. I am fully aware that it is my responsibility to provide the exact dosing information and ample medication at the start of Camp, to provide Camp with updates and/or changes to prescription medication usage and/or dosage for my child, and to ensure that all medications have been given to the counselor or camp nurse on the first day of camp. I understand that my child may not keep medications of any kind in the dorm room and I hereby declare and represent that the UVF Summer Camps reserves the right to have prescription medication administered by the camp nurse if necessary.

STATEMENT OF VOLUNTARY CONSENT - Continued

Being fully aware of the hazards and possible consequences involved in the treatment of the above-described routine and major emergency conditions I, being legally competent to give consent, hereby consent to such treatment and agree to hold the Camp nurse, University of Valley Forge, and the UVF Board of Trustees, their employees and agents, free and harmless from any claims, demands, suits, or damages from any injury or complications whatever which may result from such treatment.

In signing this Voluntary Consent, I recognize that additional costs may be incurred as the result of any accident or medical incident involving my child and I will be responsible for such costs, including medical costs, as a result of such accident or injury in connection with the activities associated with my child's participation.

I further do hereby consent and agree that the Camp and UVF have the right to utilize photographs or video or audio of Child (and/or property) taken during the Camp program and to use these for educational or promotional materials, including UVF, Camp web sites and social networking pages. I further consent that Child's name and identity may be revealed therein or by descriptive text or commentary. I do hereby release to UVF all rights to exhibit this work publically and privately, including posting it on the UVF and Camp web site. I waive and rights, claims or interests I may have to control the use of Child's identity or likeness in the photographs, video, or audio, in perpetuity and agree that any uses described herein may be made without compensation or additional consideration.

I do hereby declare and represent that in making, executing, and tendering this Voluntary Consent, I understand and acknowledge the circumstances involved in my child's participation in the described activities and that I have read this statement, understood its contents, and executed it on my own free will and choice, and do so to benefit the best interests of my child.

I represent that I have read and understand the forgoing statement and am competent to execute this agreement. (Youth under 18 must have parent signature)

I have executed this document this _____ day of _____, 20 _____,

(Signature of Parent or Guardian)

(Relationship to Camper)

(Parent or Guardian's Address)

(State)

(Zip Code)

(Home Phone)

(Alt. Phone)

EMERGENCY CONTACT- MOTHER or Guardian #1

Name: _____

Phone Number: ()- _____ - _____

Name: _____

Phone Number: ()- _____ - _____

EMERGENCY CONTACT- FATHER or Guardian #2

Name: _____

Phone Number: ()- _____ - _____

Physician Contact Information (required)

Name: _____

Phone Number: ()- _____ - _____

MEDICAL INSURANCE INFO (If you do not have insurance, leave this section blank & check-off the insurance waiver on the medical information form)

Policy Holder's Name: _____

Health Insurance Company: _____

Group Number (if applicable): _____

MEDICAL INFORMATION & HISTORY FORM

REQUIRED FORM

This form will be used to guide our staff when providing any necessary medical care to your child, and will be used in the event of any emergency. It is imperative that this form be completed in full with accurate information. If you have any questions about this form, an ongoing medical condition that requires attention, or any other health concerns, please call our office at 610-917-3954.

****IF YOU HAVE INSURANCE, YOU MUST SEND A PHOTOCOPY OF THE MEDICAL INSURANCE CARD WITH THIS FORM. IF YOU ARE COVERED UNDER MILITARY INSURANCE, PLEASE PROVIDE A PHOTOCOPY OF YOUR MILITARY ID.****

If you do NOT have insurance, you must initial the statement below:

_____ I do not have private insurance and I understand and agree that any and all costs which may be incurred for Medical care during the course of the Camp will be solely my responsibility.

Print Camper's Full Name: _____

MEDICAL HISTORY

Has your child had a tetanus shot within the last 6 years? Yes No

Has your child received the seasonal flu shot in the last 12 months? Yes No

Does your child have any of the following medical conditions:

Diabetes	Epilepsy
ADD or ADHD	Cardiac Problems
Asthma	Autism
Depression	Eating Disorder
Other: _____	

(Please attach another sheet if needed)

Does the above condition restrict participation in any activity? Yes No

If Yes, what activities _____

(Please attach another sheet if needed)

Is your child allergic to any of the following:

Aspirin	Insect Stings
Penicillin	Sulfa
Iodine Products	Food Allergies: _____
Amoxicillin	Nut Allergies: _____
Other: _____	

(Please attach another sheet if needed)

Does your child carry an Epi-Pen? Yes No

Does your child carry a rescue inhaler? Yes No

MEDICAL INFORMATION & HISTORY FORM - Continued - *REQUIRED FORM*

OVER-THE-COUNTER MEDICATIONS & COMMON AILMENTS

It is unlikely that your son or daughter will become ill or injured at camp. By far the greatest medical complaints that our students suffer are common, minor ailments such as headache, fatigue, stomach aches, etc.

Please initial in the boxes below to indicate which OTC medications our camp staff may or may not administer to your child. If you would like to include any specific direction for these medications, please include a separate sheet.

MEDICATION	YES CAMP STAFF MAY ADMINISTER	NO CAMP STAFF MAY NOT ADMINISTER
Acetaminophen (eg. Tylenol)		
Ibuprofen (eg. Advil, Motrin)		
Antacid (eg. Pepto-Bismol, Tums)		
Anti-diarrheal (eg. Immodium)		
Anti-constipation (eg. Ex-Lax)		
Antihistamine (eg. Benadryl)		
Aspirin		
Topical Hydrocortisone Cream		
Cough Drops		
Cough Syrup		

MEDICAL INFORMATION & HISTORY FORM - *REQUIRED FORM*

Does your child take any prescription or over-the-counter (OTC) medications on a daily basis: Yes No

If yes, please list the medications (prescription or OTC), dosing information and other instructions here. Feel free to attach another sheet if needed. Be sure to read the handbook for information about the administration of medications.

Authorization: This health history is correct to the best of my knowledge and the student herein described has permission to engage in activities, unless otherwise noted by me I writing. I give permission to the Camp Nurse or other facility, to hospitalize and to secure proper treatment for my child as named above.

Parent/ Legal Guardian Signature

Date

COMMUNITY LIFE COVENANT FORM

REQUIRED FORM

Camper's Name (Please print): _____

The summer camps at the University of Valley Forge is a Christian community cultivating six core values:

- We believe in God
- We prepare for the future
- We care for others
- We embrace community
- We affirm the dignity of all people
- We serve with creativity and excellence

With this spiritual foundation and these values, all members of the camp community, including students, faculty, staff, and counselors, are expected to comply with these lifestyle standards:

1. Community life at the Summer Camps should be marked by a careful, consistent demonstration of Christian love and service to others. Respect for the worth and dignity of each individual regardless of any differences is a foundational tenet of the Christian community of faith. The University does not allow and will not condone discrimination or harassment of another person because of race, color, national or ethnic origin, religious background, age, gender or disability. Bias in any form is never tolerated within the University of Valley Forge camp community.
2. Community life at the Summer Camps should be marked by nurture and instruction in the truths of God's Word.
3. Community life at the camp should be marked by attitudes and behaviors that are consistent with a Christian lifestyle. (Reference Galatians 5:19-21, I Corinthians 6:9-10)
4. Community life at the summer camp should be marked by restraint and discretion in choice of dress and participation in all forms of entertainment. Our standard of dress and choice of entertainment should exemplify our obedience to Scripture that we be modest in all things, that we do not offend in any way and that we glorify God in everything.
5. Community life at the camp should be marked by respect and preservation for our physical and mental well-being. Therefore, the use of alcohol, illegal drugs, tobacco in any form and the abuse of prescriptions and over-the-counter drugs violates our community standard.

In keeping with the distinctive nature of the camp community, the University of Valley Forge has established this Community Life Covenant. Members of the Summer Camps community are expected to abide by the lifestyle standards of this Covenant both on and off campus. The university camp staff or administration reserves the right to confront and address other behaviors that are viewed as dangerous, destructive, unbiblical or inconsistent with the principles of Christian community.

The University of Valley Forge Summer Camps stands firm in its commitment to be consistent with the values, habits and attitudes of Scripture. UVF is committed to fostering a safe and Christian community.

I have read and understand the foregoing UVF Summer Camps Community Life Covenant. I specifically agree to commit myself to those standards without reservation. I understand that my involvement with the camp may be suspended or terminated for any known violation of this covenant.

Signed: _____ Date: _____

PHOTO & VIDEO RELEASE FORM

REQUIRED FORM

I, _____ grant permission to the University of Valley Forge and
(Print Name of Camper)
its employees the irrevocable and unrestricted right to reproduce the photographs and/or video images taken of me, or members of my family, for the purpose of publication, promotion, illustration, advertising, or trade, in any manner or in any medium. I hereby release the University of Valley Forge and its legal representatives for all claims and liability relating to said images or video. Furthermore, I grant permission to use my statements that were given during an interview or guest lecture, with or without my name, for the purpose of advertising and publicity without restriction. I waive my right to any compensation.

I acknowledge that I am: _____ over the age of 18, *or*
the legal guardian of the following

If legal guardian of camper, please list name(s) here:

Name(s): _____

Signature: _____

Date: _____

Optional Forms for Services and Activities

The forms on the following pages may or may not apply to you. Many of these forms have deadlines or require payment in advance, so please read the forms carefully and follow all instructions for submitting them.

For services which require payment with the form, please remember that you cannot combine payment for services with your balance of tuition. It must be a separate check. You can use one check to pay for multiple optional items, (for example, you can combine your check for a private lesson and Shuttle Service), but it must be separate from the check for the balance of tuition.

Please do not fax or e-mail us these forms. All forms should be sent (with payment if required) to:

UVF Summer Camps
Music/Digital Media Office
University of Valley Forge
1401 Charlestown Rd.
Phoenixville, PA 19460

ROOMMATE REQUEST FORM

OPTIONAL FORM

Camper's Name (Please print): _____

We understand how important the selection of roommates is to your camp experience. Roommates are assigned based on age unless a roommate request has been made. Every effort will be made to honor your roommate request; however, we cannot guarantee it. Please keep the following in mind when requesting a roommate:

- You can request **ONE (1)** other person to room with. There are some rooms that can house up to three campers; however, these will be on a first-come, first-serve basis.
- **ALL** Students must submit their own roommate request forms, and all forms must include the same people in order for us to **MATCH** you together. If all requests don't match each other then we cannot complete the request.
- Roommates must be scheduled to check-in and check-out on the same dates as you.
- Please write your preferred roommate's name clearly. If we don't know who they are, we can't match you up!
- Males and females may not room together under any circumstance.
- All students must submit this form no later than two weeks before the start of your camp.
- You will not find out about your roommate assignments until check-in day.

I, _____ would like to request the following roommate(s):
(Camper's name)

1. _____

2. _____

Student Signature

Parent/ Legal Guardian Signature

This form can be returned on its own, or sent in with the rest of your required forms. All forms must be submitted two weeks before the start of your camp.

Forms should be mailed to:
UVF Summer Camps
Music/Digital Media Office
University of Valley Forge Music Department
1401 Charlestown Road
Phoenixville PA, 19460

Please do not fax or email this form.

CAMPER SIGN-OUT PERMISSION FORM

OPTIONAL FORM

Camper's Name (Please print): _____

This form may be used for you to give permission for the camper to be signed-out from camp by someone other than the designated parents/guardian. Only persons listed on this form, and the parents/guardians on record from your camp registration, will be permitted to sign-out campers.

If you do not want anyone other than the designated parent/guardian on the campers registration to be able to sign the camper out, then you do not need to return this form.

If you have any questions please contact our office at 610-917-3954.

I _____ give permission for my child _____

(Print Parent/Guardian name)

(Print Camper's name)

to leave camp with the person(s) listed below. I understand that only designated adults over the age of 21 may checkout my child from camp, and that he or she must have a valid photo ID on his or her person at the time of check-out. I understand that my student may only be signed out from camp at the dormitory.

Print name of authorized person: _____

Relationship to student: _____

Phone number(s): _____

Print name of authorized person: _____

Relationship to student: _____

Phone number(s): _____

Print name of authorized person: _____

Relationship to student: _____

Phone number(s): _____

Parent/ Legal Guardian Signature

Date

SHUTTLE REQUEST FORM

For more information about how our Shuttle Service works, please read the Parent & Camper Handbook.

Camper's Name: _____ Parent(s) Name: _____

Instrument: _____ Please check the option which applies to you:

I only need to be picked-up at the beginning of camp

I only need to be dropped-off at the end of camp

I need to be picked-up and dropped-off

Parent's Best Contact Number on the **DATES OF TRAVEL**: ()- _____ - _____

Will the student have a cell phone on them during travel? Yes No

If Yes, what is the number? ()- _____ - _____

Pick-up Details

Arrival Date: ____/____/2022

I will be arriving at:

Philadelphia International Airport

Airline: _____

Departure City: _____ Departure Time: _____ Flight No: _____

Connecting City: (if any) _____ Flight No: _____

Is this student considered an unaccompanied minor? Yes No

Drop-off Details

Departure Date: ____/____/2022

I will be leaving from:

Philadelphia International Airport

Airline: _____

Leaving Philadelphia Departure Time: _____ Flight No: _____

Connecting City: (if any) _____ Flight No: _____

Destination City: _____

This form and the payments for these options can be returned on its own, or sent in with the rest of your required forms.

Forms should be mailed to: University of Valley Forge Music Dept., 1401 Charlestown Rd. Phoenixville, PA 19460.

DEADLINE TO SUBMIT THIS FORM IS TWO WEEKS BEFORE THE START OF CAMP

Payment for shuttle service can NOT be combined with your balance payment of tuition - it must be a separate check. You can use one check to pay for multiple optional items, (for example, you can combine applied lessons with shuttle service) but it must be a separate check from the balance of tuition.

Please do not fax or email this form.

For office use only: Cash or Check # _____ Amount: _____ Date Received: _____

PRIVATE LESSONS

Camper's Name (Please print): _____

Please select **ONE** instrument to receive 2 lessons with a UVF Professor:

Piano Strings: (specify instrument)_____

Voice Woodwind: (specify instrument) _____

Guitar Brass: (specify instrument)_____

Bass Guitar Percussion

Private Lessons Fee: \$60

DEADLINE TO SUBMIT THIS FORM IS TWO WEEKS BEFORE THE START OF CAMP

Payment for private lessons can NOT be combined with your balance payment of tuition – it must be a separate check. You can use one check to pay for multiple optional items, (for example, you can combine applied lessons with shuttle service) but it must be a separate check from the balance of tuition.

Please do not fax or email this form.

For office use only: Cash or Check #_____Amount:_____Date Received:_____

DAY-CAMPER PARKING PERMIT ORDER FORM

The only people who should be using this form are day-campers who will be driving themselves to camp each day and who want to obtain a parking permit.

Campers who drive themselves to camp each day may:

- Obtain a parking permit from us using this form. These permits allow you to park in the lot across from Bongiorno Hall.

Deadline to order a parking permit is two weeks before the start of camp.

Camper's Name (Please print): _____

Yes, I want to order a parking permit for the following date:	# of Days
EXAMPLE: 07/8 through and including 07/12	5
____/____ through and including ____/____	

This form can be returned on its own, or sent in with the rest of your required forms.

Forms should be mailed to: University of Valley Forge, Attn: UVF Summer Camps Music/Digital Media Office, 1401 Charlestown Rd. Phoenixville, PA 19460.

DEADLINE TO SUBMIT THIS FORM IS TWO WEEKS BEFORE THE START OF CAMP

Please do not fax or email this form.

For office use only:	Date Received: _____
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RECREATIONAL ACTIVITIES FORM

OPTIONAL FORM

Camper's Name (Please print): _____

OPTIONAL RECREATIONAL ACTIVITIES FOR DAY CAMPERS

(These fees are already included in the tuition for overnight campers)

Day Campers, please select one or both options:

Bowling \$16.00

Arnold's Family Fun \$30.00

TOTAL RECREATIONAL FEES: \$ _____

This form and the payments for these options can be returned on its own, or sent in with the rest of your required forms.
Forms should be mailed to: University of Valley Forge, Attn: UVF Summer Camps Music/Digital Media Office,
1401 Charlestown Rd. Phoenixville, PA 19460.

DEADLINE TO SUBMIT THIS FORM IS TWO WEEKS BEFORE THE START OF CAMP

Payment for private lessons and recreational activities can NOT be combined with your balance payment of tuition – it must be a separate check. You can use one check to pay for multiple optional items, (for example, you can combine applied lessons with shuttle service) but it must be a separate check from the balance of tuition.

Please do not fax or email this form.

For office use only: Cash or Check #_____ Amount:_____ Date Received:_____
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