



*Sulie & Pearl*  
**Harand Camp**  
*of the*  
*Theatre Arts*

## Instruction Booklet 2017

### 2017 Camp Dates

**1-Week Session: 06/18/17 - 06/24/17**  
**First Session: 06/18/17 - 07/09/17**  
**Second Session: 07/10/17 - 07/30/17**  
**Full Session: 06/18/17 - 07/30/17**

Please read all of the following information regarding Summer 2017 and return necessary forms in a timely manner. The contents of this booklet will answer most of your questions about camp (rules, luggage, visiting, phones, etc.) and help you prepare for the summer. Your cooperation will assure us all of a really great summer for your child at Harand Camp of the Theatre Arts!

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**PLEASE SAVE THIS BOOKLET FOR FUTURE REFERENCE**

EVANSTON - Phone: 847-864-1500 Fax: 847-864-1588  
 CARTHAGE - Phone: 262-551-2140 / 2141 Fax: 262-551-2142 (6/13 to 8/1)  
 Email: harandcamp@gmail.com ~ Website: harandcamp.com

# INSTRUCTION BOOKLET 2017

## TRANSPORTATION TO CAMP

**BUS FOR CHICAGOLAND CAMPERS:** There is a \$35.00 fee for the chartered, air-conditioned, bus trip to Kenosha which will be added to your final invoice. This trip is a “Getting to Know You” party and, as this bus ride is part of orientation, we highly recommend that the campers ride the bus to camp.

**Departure Dates:** Sunday, June 18<sup>th</sup> (First Session) and Monday, July 10<sup>th</sup> (Second Session)  
**Location:** Brunswick Zone Bowling Alley, 7333 N. Milwaukee Avenue Niles IL (847-647-9433)  
**Meeting Time:** Between 12:30 pm and 1 pm **Departure Time:** 2:00 p.m.

Food is available at the bowling alley, so you can have lunch with your children before the buses depart.

**SPECIAL RULES:** Be aware that the pick-up location is a public area with other customers and vehicles. We ask that parents take extra caution in supervising campers, so that no accidents occur. Furthermore, campers are expected to follow bus drivers’ and staff members’ safety rules while on the bus to camp.

**CAMPERS FLYING FROM THE OTHER STATES AND OVERSEAS:** Campers coming from all over America or overseas must plan to arrive at Chicago’s O’Hare Airport between 9 a.m. and 11:30 a.m., Sunday, June 18<sup>th</sup> or Monday, July 10<sup>th</sup>. They will be met by Harand staffers at Baggage Claim and taken to the bus departure point. Please have your camper wear a Harand shirt so they are easy to identify. Our staff member will do the same. **Campers from Wisconsin that are driving to camp should be dropped off at the Straz Center/Theater Building by 3:00 pm. Parents must depart immediately after check-in. Our staff will help campers with their luggage.**

Parents must notify the Harand Office in Evanston of flight details or alternate transportation by May 30th.

## LUGGAGE

**CHICAGOLAND BAGGAGE INSTRUCTIONS:** Please use NSM Camp Luggage Services to handle the transportation of your baggage to camp. They will pick up the baggage at your home and deliver it to Carthage College. Jim & Allison Larkin, owners of NSM Camp Luggage Services, will notify you in the weeks prior to camp regarding your exact pickup date. Their rates are \$50 for one-way transportation per child for pick-up, and \$50 per child for return delivery (if needed). Please call to confirm current rates. Checks should be made payable to NSM Camp Luggage Services.

**Contact:** NSM Camp Luggage Services, 7075 N. Cicero Ave., Lincolnwood, IL 60712  
**Phone:** 847-890-3869 **Email:** [campluggagesvc@aol.com](mailto:campluggagesvc@aol.com)

**OUT OF TOWN LUGGAGE:** If your area is not served by NSM Camp Luggage Services, we recommend UPS. You can ship direct to: Harand Camp, c/o Carthage College, 2001 Alford Park Drive, Kenosha WI, 53140-1994. Please allow seven work days for delivery. Please call UPS directly at 1-800-742-5877.

Please do not send luggage with your child. The chartered buses cannot accommodate duffels, trunks, suitcases, etc. (but we are able to accommodate carry-on luggage). If there is a problem with sending luggage in advance, please contact the camp office in Evanston or in Kenosha prior to arrival at camp.

Please provide your own luggage tags. Harand Camp must be printed large on one side of the tag and the camper’s name must be attached securely on the outside of the luggage. Please include on each tag: your child’s name and address, and Harand Camp, Carthage College, 2001 Alford Park Drive, Kenosha WI, 53140-1994. Otherwise, address the luggage on the outside of the footlocker or box. Please bring an envelope containing your camper’s luggage keys. Make sure to tag these keys with your child’s name.

## **TUITION AND FEES**

**CAMP FEE:** The camp fee is \$5650 for the full six-week season, \$3125 for the first three-week session, and \$3225 for the second three-week session. One week session is also available for \$1250.00. Tuition includes room and board, all theatre and elective instruction, costumes, supplies, and recreational activities such as bowling and other trips. Personal laundry of up to \$15 per session is also included.

**ARTS PROGRAM & SCRIPT REPLACEMENT FEE:** Your fee includes the cost of costumes, art supplies, scripts, etc. All items must be returned at the end of the session undamaged or replacement charges will be necessary of \$50 per script. If your child is interested in taking stage make-up class, they may bring supplies or order a kit at camp for a small fee which will be taken from your mini-bank account.

**PERSONAL LAUNDRY:** Harand Camp will also cover personal laundry charges up to \$15 per session (or \$30 per season). The parents will be obliged to pay any amount over this listed fee.

**LINENS:** There is NO linen rental for campers. Please provide two sets of **Twin XL linens**, a pillow, blanket or comforter, and towels. These will be laundered as part of the camper's personal laundry. We recommend that each camper pack his or her favorite pillow, and if you do pack a sleeping bag, it should be able to be fully unzipped and used as a blanket.

**SALES TAX:** Wisconsin sales tax will be charged on taxable items only.

**TERMS:** Non-refundable deposit of \$500 must accompany the application. Second deposit of \$500 due by February 15, 2017. If enrolling after February 15, both deposits (\$1,000) due with application. Neither deposit refundable after March 1, 2017. To secure a place in camp, the balance of tuition must be paid in full by May 1, 2017. (If registering after May 1, call to discuss payment options). There are NO REFUNDS if the camper is withdrawn or dismissed for any reason after June 1, 2017. Remit payment to Harand Camp, 1569 Sherman Ave., Suite 201A, Evanston IL, 60201. **We accept Checks, Visa & MasterCard**  
**A 2% processing fee applies on all credit card payments after the initial \$500 deposit!**

**PERSONAL SPENDING MONEY OR "MINI BANK":** Campers should bring \$65.00 cash or check, per session, which will be deposited in the camp "Mini-Bank." This account is meant to be used for personal spending on trips or personal items such as stamps, souvenirs, or miscellaneous purchases out of camp. Mini Bank withdrawal amounts are limited by the Business Office staff, based on what is needed for the scheduled activity. This includes a \$15 refundable dorm key deposit. The remaining balance is returned upon check-out.

**DAMAGE TO HARAND, CARTHAGE, OR PERSONAL PROPERTY:** Parents will be held responsible for any damage incurred and will be billed accordingly.

**BIRTHDAYS:** There is a **\$25 charge for cake and decorations**. We do our best to make this day special for your child. If you would like to arrange for a pizza or ice cream party for your child's cabin, please call in advance to make arrangements. This is your decision and is not required. If you wish to send birthday gifts, please ship in advance so that they arrive in time.

## **MEDICAL FORMS AND CARE**

**DOCTOR'S CERTIFICATE:** Every parent must complete, update and sign the **HEALTH HISTORY AND IMMUNIZATION** section of the enclosed Camp Health Examination form (page one and the top of page two of the four-page form). **This MUST be signed and sent to our Evanston office by May 30th.**

**Please note:** Your camper must have been examined by your doctor within the last 24 months prior to camp. The doctor must sign the medical form either way. If we have your signed medical form from last summer, you do not need the medical examination portion filled out by the doctor, only the updated **HEALTH HISTORY**. Be sure to sign the box on the form that is headed "In case of emergency," which gives our camp doctor the right to take care of your child. It is important that you sign the medical permission section of the form, as most doctors will refuse even minor care unless this section is signed.

All campers must have received measles inoculation before camp time.

Be sure that your physician tells our medical staff about any **allergies or special problems**. We must also know about **previous illness or problems**. Please consult the camp nurse before sending your child if they have been ill within 24 hours of bus departure. All information is vital.

***If your child has been exposed to a contagious disease or infestation recently, please advise. i.e. Strep Throat, Chicken Pox, Head Lice, Influenza, etc.***

**INSURANCE:** Please complete all the information on the health & insurance form enclosed. **All campers must have health and accident insurance.** This coverage is your normal family health coverage. Please fill in the section completely and sign and return it to us by May 30th. Be aware of your insurance coverage. Co-payments must be paid and parents need to deal with physician billing promptly.

**MEDICATION FORM:** A medication form is also included within the health form (found online). It is imperative that you fill out and sign the form if your child is on any medication. Please return it to us with other medical forms and the insurance information by May 30th. Photocopy both sides of the insurance card and include it for our files.

**PARENTAL NOTIFICATION OF MEDICAL CARE:** In a medical emergency, parents will be notified as soon as possible. In a non-emergency situation, parents will be notified if a camper needs to stay overnight in the health center or see a doctor for any reason.

**BE SURE TO SIGN AND RETURN MEDICAL & INSURANCE FORMS (4 pages), AND MEDICATION FORM (1 page) and a photocopy of your insurance card.**

**CAMPER MEDICINES:** Please be sure that ANY medicines that are to be taken to camp, as well as their instructions for use, are kept in their respected bottles and have the camper's name and dosage marked clearly on them. These are to be given to a staff member at the bus station. This includes over-the-counter medications. If you wish to send any medicines to the camper, send them directly to the Camp Director and be sure they are properly marked. ALL drugs and medicines are kept by the Camp Nurse at the medical center and dispensed to the camper, as he or she needs it. With written permission, campers will be allowed to keep life sustaining items such as EpiPens and inhalers. **Under no circumstances should a camper keep any medication in his/her private possession or distribute to other campers. Please communicate this rule to your child as it is for the safety of all campers.**

**HEALTH / MEDICAL NEEDS** will be handled by the camp nurse during posted infirmary hours. Should there be an emergency at other times during the day, there is a nurse on camp grounds at all times. Additionally, First Aid Kits are available in all buildings on campus, and physicians and the hospital are only blocks from camp.

**ORTHODONTIST:** Emergency orthodontia is available in Kenosha. All work can be coordinated with your own orthodontist. To facilitate the necessary communication, please add the name and phone number of your orthodontist to the Health Form.

## **CAMP LIVING**

**Living:** Upon arrival, campers (ages 7 - 18) will be divided into "cabins" by age and reside together in the dorms (2-3 per room). Roommate requests should be sent to [harandcamp@gmail.com](mailto:harandcamp@gmail.com). We will do our best to accommodate your request. Please note: campers must request each other!

**Food:** Meals – catered by Sodexo - are served three times a day in the dining hall and include many options. Please notify us of any dietary restrictions (ex: celiac, vegan) or allergies (ex: nuts, fish).

**Schedule:** Campers spend half the day in theatre classes and the other half in activity classes of their own choosing. Evenings and Sundays include a rotating schedule of rehearsals, cabin nights, and all-camp events and games. Elective classes will be selected the first night of camp. All campers are required to participate in the arts program and activities. Elective classes may be changed after the first week.

## **CAMP REGULATIONS**

To facilitate communication and avoid misunderstanding, please read and discuss this information with your camper PRIOR to arrival at camp.

1. Cell phones are **NOT** permitted and, if brought, will be stored in our safe until the end of camp. This includes cell phones used as personal music players with or without active SIM cards.
2. All medications (including aspirin) will be stored in the Camp Health Center for distribution by our camp nurses (as per state law). Campers may not self-medicate or share any medication with other campers. This is for the safety of all.
3. All campers will participate in daily clean-up of rooms for inspection.
4. Campers are not allowed to use the internet or computers located on campus.
5. Campers are expected to refrain from inappropriate behavior and language - especially when participating in activities off campus and around our younger campers.
6. We support freedom of expression, however, attire depicting explicit or offensive images or language is not allowed.
7. Cabin in-times must be followed (we don't want you to be exhausted and getting sick!)
8. Sneaking out is not an option! Boys are not allowed in girl's rooms, and vice versa!
9. The following may result in dismissal from camp:
  - Leaving campus without camp director approval.
  - Smoking, use, or storing of alcohol, marijuana, or any non-prescribed drug/illegal substance
  - Physical violence, or threats, against anyone (Harand or Carthage staff, campers, yourself, etc.)
  - Continuous disruptive or destructive behavior
  - Defacing or destroying camp or Carthage property
  - We do not tolerate bullying!

## **CALLS & LETTERS**

**Address:** Harand Camp c/o Carthage College, 2001 Alford Park Dr., Kenosha, WI, 53140-1994  
**Phone:** 262-551-2140 (2141)   **Fax:** 262-551-2142   **Email:** [harandcamp@gmail.com](mailto:harandcamp@gmail.com)

**TELEPHONE CALLS:** No calls to campers will be allowed during the first full week of each session of camp, except for emergencies or on a special occasion. If necessary, you may call the Camp Directors to check on your child. After the first week, please limit your calls to one per 3 week session. The campus is very large and your child is always involved in some scheduled activity or program, so please leave a message with the office and your camper will return your call as soon as possible. The office is available to take messages from your camper from 10:00 am to 9:00 pm, Monday through Saturday. However, campers will only be able to return calls from 1:30 to 2:30, 5:00 to 5:30, and 6:30 to 7:00. We need to limit the calls to a maximum of 5 minutes. We only accept calls from parents or legal guardians. No calls on Sundays.

**MAIL FROM YOU:** Your child wants cheerful mail from home. ***Write often!!!*** The camper looks forward to your expressed recognition of their achievements, so please make sure your letters are cheerful and upbeat. It is best to write at least once a week (you can write daily!). Address snail mail as follows: Camper name and cabin, Harand Camp c/o Carthage College, 2001 Alford Dr. Kenosha WI, 53140-1994.

**E-MAIL FROM YOU:** ***Please do not include attachments or photos. Emails must be sent to [harandcamp@gmail.com](mailto:harandcamp@gmail.com) and have the camper's name written in the subject line.*** Campers will not be able to reply via email. We encourage friends and other relatives to use email or regular mail.

**PACKAGES FROM HOME:** Your camper is very well fed by Sodexo Food Services, with three meals a day and desserts! If you must send food treats, it must be understood that they will be shared with the entire group. The counselor will assist in distributing treats equally. Remember that the entire group is sharing with your child so to eliminate hurt feelings you must send enough for all. Do not send perishable foods, sparklers or fireworks, or dangerous or destructive items. Please limit packages to one per session. Please remember: **NO PERISHABLE FOOD ITEMS.**

**MAIL FOR YOU:** Campers are encouraged to write letters home at least once a week. Stamped post cards already addressed to you and others are excellent to include in the miscellaneous packing - especially for younger campers. Campers could even start addressing their cards now. Please send plenty of stamps.

## PARENTS VISITING DATES & TIMES

- Saturday, June 24<sup>th</sup>** 7:00 p.m. Workshop for parents of our One-Week campers only  
One-week campers will check-out with parents immediately following the workshop performance. It is strongly advised that if your one-week camper has elected to stay for the full 3-week session, parents should NOT attend the workshop and instead attend the Visiting Day and Pageant on July 8th.
- Saturday, July 8<sup>th</sup>  
and Sunday, July 9<sup>th</sup>** 10:15 a.m. (Demonstrations during the day, the big Musical Theater Production starring your child will be held Saturday night, July 8th).  
First session campers may check-out on Saturday night, July 8th following the Pageant performance or on Sunday, July 9th before 12 pm.
- Saturday, July 29<sup>th</sup>  
and Sunday, July 30<sup>th</sup>** 9:30 a.m. (Shows run all day Saturday). Campers may check-out following their show on Saturday, July 29th or on Sunday, July 30th before 12 pm.

Visits are not allowed at any other times. If you are planning on staying overnight in Kenosha we suggest you make hotel reservations now. We advise making hotel reservations for Friday and Saturday night, in order to avoid rushing on Saturday morning. A list of area hotels is posted on our website. A list of restaurants will also be posted at camp for your convenience.

***Further detailed instructions regarding visiting days and performances will be sent to you while camp is in session.***

**RESTRICTIONS:** Parents may not take the campers from the camp property at any time during the camp season other than visiting weekend. It is imperative even at that time that the parents officially advise us of their plans, for obvious security reasons. Please remember that visiting day is a special time for you and your camper. **Please: Family members only on visiting days.**

**CAMP REGULATIONS:** Parents can be of great assistance in maintaining camp discipline during visiting days by not encouraging any violations of camp rules. Parent suggestions that are contrary to camp rules create a conflict for their child. Carthage has the following rules while on their property:

1. NO Smoking within 25 feet of building
2. NO Chewing Gum
3. NO Pets

## PACKING FOR CAMP

**CLOTHING:** The clothing list can be found on our website and should be used as a guide only. Remember, most items can be found, or substituted for, from the camper's own wardrobe. All white is worn on special occasions and for camp photographs. For exclusive Harand Camp t-shirts and tank tops in various styles and colors, please visit <http://harandtheatre.annarbortees.com>.

**For girls**, we recommend not more than two summer dresses or slacks for simple dress-up occasions. This is more than enough for evening events, theatre parties, etc. **The boys** should bring one sport or dress jacket, dress slacks, dark dress shoes, shirt and tie. **SHOES: Girls:** One pair of athletic shoes. One pair of ballet shoes with elastic across the insteps (black or pink) or jazz shoes (black or white). One pair of dress shoes for dress-up or stage use. Character shoes for teens, 8<sup>th</sup> grade and above. Only bring toe shoes if already training. Bring tap shoes if interested in tap classes. **Boys:** One pair of athletic shoes. One pair of dark dress shoes for dress-up and stage wear. Men's jazz shoes are good for both dress and stage use. Bring tap shoes if interested in tap classes. **Important:** Beach shoes, clogs and sandals may be brought, but will not be permitted for use in dancing, sports, running games, hiking or for stage use.

**PROTECTIVE EQUIPMENT:** Some athletic and recreational activities, i.e., soccer or roller-skating, require appropriate protective equipment to be worn. e.g. Helmets, wrist and shin guards, knee or elbow pads. Send along at your discretion. We do not provide these things.

**IMPORTANT:** Please do not send more than the clothing list recommends. No camp can supply enough shelf or drawer space for excess clothing; it may only have to remain packed up for the entire season. Remember, we have laundry service two times a week. Send at least ten hangers!

Do not send overly expensive and easily damaged clothing, jewelry or equipment. Lost or stolen items are not our responsibility. We support freedom of expression, however, attire depicting explicit or offensive images or language is not allowed.

**NAME TAGS:** All items of clothing and personal property must have name tags secured to them. For clothing, name tags or indelible pen may be used. Name tags should be placed where the laundry staff can easily find them. An itemized list of what is packed should be secured to the inside of the luggage. With this list our counselors can help keep track of the camper's possessions. PLEASE LABEL EVERYTHING.

***Lost and Found: Check for everything, items left may be donated to charity.***

**PERSONAL EQUIPMENT:** The camper's own radio and CD's are okay, but mark his or her name on all items. CD's must be in good taste. No vulgar or suggestive material will be allowed. Parental discretion is strongly advised. However, we ask that because of safety requirements, they do not bring electric irons. **We do not allow televisions, cell phones, iPADS, laptops or other personal electronic devices.** If brought to camp, they will be placed in our office safe and returned at the end of camp. Our campers do not need camping knives of any kind. Please keep these at home. **Please NO expensive equipment, such as iPods or iTouchs. We are not responsible for loss or damage.**

**MUSIC INSTRUMENTS & HOBBIES:** We encourage your child to bring their own camera, musical instruments, hobby and art supplies. Guitar classes are available. Interested campers must bring their own guitars. It is also recommended they bring their wind or string instruments, electric guitars, amplifiers, or keyboards and music.

**SWIMMING:** Most campers are required to take a swimming class. Red Cross certificates may be presented. Goggles are highly recommended.

**MUSIC & PIANO LESSONS:** Upon request, periodic lessons and practice sessions under supervision of our staff can be arranged. Private instruction may require an extra fee. Please call to make arrangements.

**CAMPER CONCERT:** If your child is planning to perform in one of our camper concerts, please have him/her bring along sheet music or accompaniment.

**TUTORING:** For special academic interests or upon the recommendation of your child's school, tutoring by licensed teachers can be arranged. There is a modest hourly fee for this service. If tutoring is desired, send school books and lesson plans with your camper.

## **“We are Family”**

We consider your camper to be “our child” for the summer season. We want these weeks to be meaningful, and it is up to all of us to contribute to the camper’s happiness and development. Please write often, encourage progress, and be loyal and interested in the camp and in the camper’s activities.

If you have any questions or concerns, please call the Harand Camp office at 847.864.1500 or 847.867.1356, or email [harandcamp@gmail.com](mailto:harandcamp@gmail.com). Additional information and forms may also be found on our website at [www.harandcamp.com](http://www.harandcamp.com).

Thank you for sharing your family with us!

Yours for a summer of happiness and fun,  
*The Harand Family*

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