ROCKY RIDGE MUSIC

Summer 2024 Camper and Family Handbook

Junior Artist Immersion || Jumpstart || Jazz from A to Z || Música Mariachi



We are excited to have you join us this summer! Your time here will be a wonderful experience in music study and mountain living. Please review this handbook thoroughly, as many of your questions will be answered here. If additional questions do arise, please contact Evan at evan@rockyridge.org.

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Keep up to date with news and announcements regarding Summer 2024!



@RockyRidgeMusic



@RockyRidgeMusic



https://www.rockyridge.org/ newsletter/

Much of our communication happens over email. Please opt in to receive our email newsletters at the above address.

PARENT CHECKLIST

This is a list of documents we need from you to complete your child's enrollment.

REQUIRED FORMS

With the exception of the Medical Examination Form (which needs to be filled out by a doctor) the forms you see in this handbook will be sent to you using Docusign to fill out and sign at least two weeks before the start of your child's program.

- · Permission and Waiver
- Arrival and Departure
- Student Health History 1
- Student Health History 2
- Medication Form 1
- Medication Form 2
- Kitchen/Food Form

TO BE FILLED OUT BY A PHYSICIAN

Please download these forms and have your child's doctor fill them out. These need to be returned to us at least two weeks before the start of your child's program at Rocky Ridge Music.

- Medical Examination Form
- Immunization Form

ADDITIONAL DOCUMENTS WE NEED

Please send a photo or scan of these to evan@rockyridge.org no later than two weeks before the start of your child's program at Rocky Ridge Music.

- A photo or scan of your child's health insurance card (front and back)
- Please note: a COVID vaccination card is NOT required for Summer 2024



 $[\]square$ I acknowledge the above and will complete all forms included in this document by June 13. I also agree to send a copy of my child's health insurance card.

$PLANNING\ YOUR\ STAY\ ^{\Box}\ I' \text{ve read and understood the information on this page}.$

LOCATION

Rocky Ridge Music (RRM) is located 4 miles south of Estes Park off scenic Highway 7 at mile marker 9. RRM is a designated historic landmark and is part of the Colorado Historic District.

TRAVEL BY AIRPLANE

Denver International Airport (DEN) is one of the nation's largest airports and is about 2 hours away from campus. The Estes Park Shuttle is available from DEN to RRM. Students should contact the shuttle directly at 970-586-5151 or visit their website at www.estesparkshuttle.com for current information and to make a reservation. Use the discount code RRMC for a 10% discount. Book early! Shuttles can fill up during the summer months! If booking online, choose DEN to Estes Park Area, then Estes Park Camps as the region. You should see Rocky Ridge Music Camp as an option. If you are a cellist or play another large instrument, it is best to call the shuttle company to let them know you'll be bringing your instrument. They need to plan the space in their shuttles.

Shuttles only pick up and drop at the airport at specific times, so please be careful about how your travel plans to and from campus if you're taking the shuttle.

A representative of RRM may be available to meet students at DEN and direct them to the shuttle. A small fee will be assessed for this service. Please contact Evan as soon as you know your student's flight plan. Parents/students are responsible for making these arrangements prior to the arrival date and completing their required Arrival/Departure Form. Please check with your airline to become familiar with policies regarding minors traveling unattended.

TRAVEL BY CAR

For directions from Denver or Loveland, please see Page 4 of this handbook or on your program's website. Parking is available in the lower parking lot in front of the Hewes-Kirkwood Lodge on campus, along the road leading to the women's area, and near the Swallows cabins. Please do not leave your vehicle on Longs Peak Road.

TRAVEL BY TRAIN OR BUS

Amtrak serves Denver, arriving at Union Station. Contact ParkShuttle for train and bus schedules: www.estesparkshuttle.com or 970-586-5151.

WHEELCHAIR ACCESSIBILITY

Wheelchair access to the Concert Hall is located on the south side of the Lodge for vehicle drop-off. The public restrooms, Lodge and the Concert Hall are all accessible by wheelchair.

ARRIVAL & DEPARTURE

Students should arrive on registration day during the times listed on the Arrival/Departure Form for each session. RRM may not be able to accommodate early arrivals, and additional fees may apply. Check-in will take place at the Lodge. Parents/guardians who arrive with their child will be asked to meet privately with the campus nurse at check-in where introductions will be made and any medications will be handed over.

Please be careful about your departure plans. Take note of your departure time on the Arrival /Departure form and do not make plans to leave earlier than this time. We are about 2 hours away from the airport, so do take that into account if you are booking a flight home, especially if you plan to use the shuttle to leave campus (shuttles only arrive and depart at specific times). RRM may not be able to accommodate late departure times requiring extra overnight stays or additional meals, and additional fees may apply. Parents/quardians who arrive to pick up their child form campus will be required to show a photo ID and sign their child out before leaving.

VISITORS

All guests must register at the office upon arrival and wear a guest name badge while on campus. Guests may be entertained in the immediate vicinity of the Lodge and Dining Hall until the first evening bell. For the privacy of all students, visitors are not allowed into the cabin areas except during arrival and departure. Parents are encouraged to attend student concerts and faculty Music in the Mountains (MiM) concerts.

WIFI/CELL SERVICE

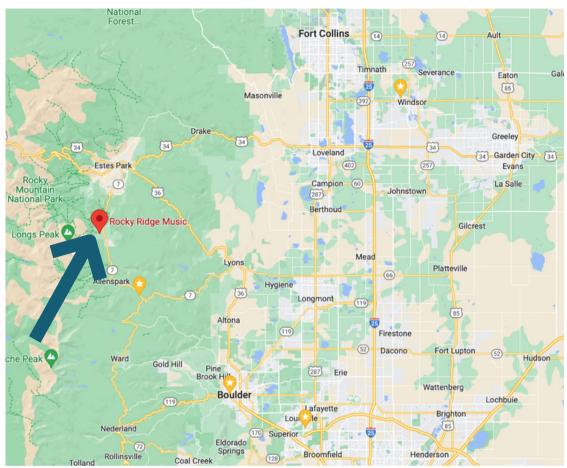
Our campus is in a very remote part of Colorado and there is no cell signal at all on the mountain. We have pockets of free Wi-Fi available in certain parts of the campus, however.

CLIMATE & ALTITUDE

The Colorado mountain climate is quite variable and, at times, completely unpredictable! Sunny days are followed by very cold nights and frequent afternoon showers (sometimes with lightning and hail). Weather changes quickly. It is not unusual to have snow, hail, a heatwave, and freezing temperatures all in one week! Due to the high altitude (9,200 ft.), the air is very dry. Dehydration and altitude sickness can occur but can also be avoided by avoiding unnecessary physical exertion and drinking lots of water. Remember to bring a water bottle! A strong sun block is recommended as skin is very susceptible to sunburn at this altitude. Drink plenty of water, get a good night's sleep, and eat a balanced diet.

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DIRECTIONS TO RRMC



465 Longs Peak Road Estes Park, CO 80517 303-449-1106 / 970-586-4031 RRMC@RockyRidge.org

Rocky Ridge Music is located near the base of Longs Peak at Rocky Mountain National Park. It is just off of Highway 7, about 4 miles south of Estes Park and 6 miles north of Allenspark.

Driving from Denver: From Denver, take I-25 North. Exit onto Highway 66 West until you get to Lyons. See below for further instructions.

Driving from Boulder: Take Highway 36 North until you get to Lyons. See below for further instructions.

At Lyons, take Highway 7 to Allenspark (left). From Highway 7, turn west onto Longs Peak Road, which is at mile marker 9. There is a sign there that says, "Longs Peak Area." Drive about 1/3 mile to our entrance on the right. Total drive time from Denver International Airport to RRM is about 1.5 hours.

Driving from Northern Colorado: Driving west on Highway 34, you'll drive through the Big Thompson Canyon and into Estes Park. At the big intersection, take Highway 7 South. At the sign that says "Longs Peak Area," you will turn right onto Longs Peak Rd. Drive about 1/3 mile to our entrance on the right.

N.B: You are likely to lose cell signal after Lyons (coming from Denver/Boulder) or Estes Park (coming from Northern Colorado). If you're using Google Maps to navigate, make sure to route the trip <u>before</u> losing signal.

 \Box I've read and understood the information on this page.



PACKING LIST

CLOTHING FOR DAILY WEAR	MUSIC ITEMS
 Sturdy shoes with good soles (the terrain is very rocky - no sandals!) Casual short and long sleeved shirts Jeans/slacks Shorts Jacket (for rain, wind, even snow!) and a sweater. Other cold-weather gear like gloves or mittens Hat to protect from sun; beanie for cold weather. Nicer clothes or your concert clothes for Music in the Mountains concert attendance. Due to changing temperatures, layered clothing is advised. 	☐ Instrument ☐ Your solo music (ideally, something well-polished, something in progress, and something fairly new; bring ORIGINAL piano accompaniment parts) ☐ Maintenance supplies for your instrument ☐ Metronome, tuner ☐ Spiral notebook, manuscript paper, pencils ☐ Music bag or backpack for your things ☐ Chamber music if it was sent to you in advance
	OPTIONAL ADDITIONAL
CONCERT ATTIRE	ITEMS (NOT NEEDED BUT
□ Long black pants or long black skirt □ White or black top □ Long tie (optional) □ Sensible black shoes □ Solo recital attire may be more colorful (Note that you may perform on more than one recital; please bring enough concert clothes for multiple performances.)	ALLOWED) Books or games Binoculars Camera Umbrella Stationery, envelopes, postage, pens
	DO NOT BRING (NOT NEEDEI
REQUIRED ADDITIONAL ITEMS Face masks Small bottle of hand sanitizer Sleeping bag or bed sheets/blanket (twin size) Pillow and pillowcase Towels and washcloths Bath soap (please don't bring anti-bacterial soap as it interferes with the septic system) Shampoo, toothbrush, toothpaste, deodorant, etc. Water bottle	AND NOT ALLOWED) Unnecessary valuables High-heel shoes Bicycles, skates or skateboards Food - due to the presence of wildlife, students are not allowed to keep food in cabins. Healthy snacks are always available in the dining hall. Food containing any kind of nuts - this is a nut-free campus.
☐ Flashlight and extra batteries - your phone's flashlight might be insufficient for nighttime walks to the bathroom! ☐ Flip-flops for SHOWER USE ONLY ☐ Kleenex ☐ Sunglasses ☐ Sunscreen - at least 30 spf ☐ Chapstick	Some items can be purchased at the campus Canteer such as a limited supply of toiletries and RRM memorabilia — T-shirts, water bottles, flashlights, and more. While we do accept credit/debit cards, cash is encouraged! Use of credit/debit cards will incur an extra fee.
☐ Moisturizing lotion - your skin will be more dry than usual up here! ☐ Spending money for optional activities and campus shop ☐ Daypack/backpack and rain gear for optional bikes	Students who requested bedding and paid the additional fee will be provided with sheets, blankets, a pillow and pillowcase, and a bath towel.





WHILE ON CAMPUS

LAUNDRY FACILITIES

RRM has no laundry facility available for student or faculty use. Please note that NO laundry trips will be organized during 2024 Youth programs.

STUDENT COMMUNICATION

Incoming Calls / Emails

Parents and families of students may feel free to call the RRM office on campus during business hours discuss student related issues or relay messages. Messages for students will be distributed at meal times, or a student can be called to the office during business hours. You may also send an email to RRMC@RockyRidge.org with the student's name in the subject line and we will print and deliver.

Outbound Calls

Students may use the office phone to make domestic calls without charge. For international calls, students will be billed for the call.

Outbound Mail

Place outgoing mail with proper postage in the mailbox on campus. Postage stamps are available for purchase at the Canteen and in the office.

Incoming Mail

Mail addressed to students and faculty/staff is distributed at meal times. Address to:

Rocky Ridge Music Attn: Recipient Name 465 Longs Peak Rd Estes Park, CO 80517

COUNSELORS

You will be assigned a counselor during your stay at RRM. Counselors are responsible students over the age of 18 who are also musicians. They will have spent a lot of time on campus by the time you arrive. They are responsible for your well-being and safety during your program. Please make sure you make your counselor's job easy by following their instructions. They are responsible for knowing where you are at all times. If you are under 18, you must always be in the presence of an adult while on campus, whether it's your counselor, one of the other counselors, camp management, or one of your teachers. If camp management receives complaints that a student is not following their counselor's instructions or is generally causing trouble, this may be grounds to dismiss that student early.

☐ <u>I've noted that this campus is nut free and I will not bring any food items containing nuts to campus.</u> I've also read and understood the information on this page.

AGE POLICY

While it is possible for students age 18 to attend the Junior Artist Seminar, they will still be required to follow all RRM policies applying to students under 18 for the duration of the Seminar.

MEALS

Nutritious, home-cooked meals are served in the Dining Hall for breakfast, lunch, and dinner. RRM makes every effort to be a nut-free campus, however, we cannot guarantee it. If you have food allergies, please notify RRM prior to your arrival. If you are a vegetarian, vegan, or if you have other dietary restrictions, please fill out the appropriate form in this handbook. This form will be given to the kitchen ahead of your arrival.

Because of wildlife, food is not permitted in cabins. The kitchen will be closed after meals, but fresh fruit and snacks are available throughout the day. Due to Health Department regulations, students are not allowed in the kitchen at any time unless they are assigned to a kitchen work crew. RRM's kitchen staff is unable to prepare special meals unless medically necessary and authorized in writing by a licensed physician. If you are on the special meals list, you must inform the office and/or kitchen in advance whenever you plan to miss a meal. If you have guests joining us for a meal, they may purchase a meal ticket from the RRM office. *Check Covid Policy on Guests.

CONCERT ATTENDANCE

All students are expected to attend all scheduled student and faculty concerts. Music in the Mountains concerts are presented by our outstanding artist faculty on Sundays. Appropriate dress is expected for all concerts.

LOST AND FOUND

Lost and found is located in the office in the Lower Chalet. Please remember to take all your belongings home with you! RRM is not responsible for sending items to students after departure. All items left in lots and found will be donated to a local charity.

CURFEW AND LIGHTS OUT

Your day at RRM is filled with rehearsals, lessons, and frequent performances. A curfew is established and enforced to help you maintain your personal best throughout camp and to respect the needs of every student. In addition, we want to avoid having students walking around campus at night due to the threat of wildlife. Lights-out and curfew times apply to all students in the Junior programs. See the Daily Schedule.



WHILE ON CAMPUS

HIKING

RRM students have opportunities to participate in group hikes on mountain trails located in Rocky Mountain National Park and surrounding areas. These hikes are a wonderful way to experience some of nature's most spectacular and beautiful scenery. Often two guided hikes are offered with varying degrees of difficulty.

A guide provided by RRM will lead hikes. The designated guide will follow all warnings and precautions issued by the Rocky Mountain National Park Service regarding weather and trail conditions. Under no circumstance will any RRM student regardless of age be permitted to hike on a trail that has been posted technical or otherwise hazardous by the National Park Service. Approved trails are clearly marked and DO NOT require any technical climbing equipment. Hikers must stay on the trail when hiking and are not permitted to drink out of streams or eat the snow. All hikers under the age of 18 must have written permission from parents on RRM's Permission Form to participate in the hikes.

While no special equipment is needed to participate in recreational hikes, good sturdy shoes or hiking boots are highly recommended. You will also need a water bottle, sunscreen, and a jacket in case of rain or changing weather. *Check Covid Policy on Activities



WILDLIFE

We are surrounded by beautiful wildlife. Students may see a range of wild animals on campus: from chipmunks and hummingbirds to herds of elk and moose. For your safety, we ask that ALL wildlife be appreciated only from a distance. Feeding, touching, or even getting remotely close to any wildlife is strictly prohibited.

Please note that black bears have been known to pass through our campus, especially at night. We want to discourage any bear activity on campus by regulating where food is consumed. ALL food must ONLY be consumed in the Dining Hall, which will be bear-proofed every night by our kitchen staff and management.

 \square I've read and understood the information on this page.

CONTINUED

FIRE AND SAFETY

RRM is in a heavily forested mountain area and, true to the American West, is a rustic camp experience. Every person on campus must understand and observe certain fire and safety rules. The rustic nature of the campus trails and paths require that you take precaution at all times and especially at night or during rain. Do not run. Please use a flashlight at night. Flip-flops and open-toe shoes should not be worn outside.

Because of fire hazard, there are to be no open fires or burning of incense or candles anywhere on campus. The use of tobacco of any form (smoking and chewing) is not allowed on campus at any time by students, faculty or guests. Likewise, marijuana is strictly prohibited on the campus premises.

In case of fire or other emergency situation, everyone will be notified by constant ringing of the bell at the lodge. Everyone must go immediately to the parking lot across from the Lodge and wait for a roll-call. Faculty, counselors, and other staff members who have cars on campus will be drivers in case of an emergency. You may bring your instrument with you; however, be advised that instruments may need to be left behind depending on the nature of the emergency and the available transportation. Personal safety is paramount. You are responsible to properly insure your instrument for loss or damage. Camp management will have a plan in place regarding who will leave campus in which car. A fire drill will be held for each session and it is mandatory that everyone respond as quickly as possible. Your safety is our main concern. Emergency evacuation procedures will be covered in the safety orientation for each session.

CABINS

Students stay in rustic log cabins that are, in many cases, over 100 years old! Each cabin is arranged with multiple twin-sized bunk beds. Students will be assigned a cabin with 3-6 roommates, depending on the cabin. Bathrooms and showers are just a short walk away - don't forget to bring a good flashlight! You can see a photo gallery of our residential cabins on our website.

Students get a true mountain cabin experience - don't be alarmed by the occasional bug inside your cabin or moose outside your door! We occasionally see some bugs, including ants, bees, mosquitos, and spiders, both outdoors and indoors. These are generally harmless. Coexisting with insects and other wildlife is simply a reality of living in the Rocky Mountains!

WHILE ON CAMPUS CONTINUED

HEALTH CARE

RRM uses its best efforts to accommodate campers with disabilities. Please let us know if you or your child has any disability or condition that may affect his/her/their your ability to participate in our programs with or without a reasonable accommodation. This information will help us to assure a successful summer for you or your child.

Illness/Hospitalization

RRM is equipped to handle minor emergencies and illness with certified health personnel available 24 hours a day during Junior programs only. If necessary, students will be transported to the nearest medical facility in Estes Park, 15 minutes away, for treatment. Serious illness and emergency services are provided through the Estes Park Medical Center Hospital (970) 586-2317 or Timberline Medical Center (970) 586-2343.

Health Examination

All students attending RRM must submit a confidential health exam form at least two weeks before check-in to be kept on file in our office to efficiently accommodate emergencies. A copy of the front and back of student's insurance card must be attached to the health exam form. A licensed physician or licensed nurse practitioner must complete and sign the Medical Examination form in this document. Detailed accounts of special medical routines and medicines taken regularly must be listed on the form as well as any other health concerns, both physical and mental.

Medications

All prescription <u>and</u> non-prescription medicines brought by students attending any Junior programs must be in their original containers and registered and stored with RRM's health personnel at registration. Cost of any medication needing to be obtained during student's stay at RRM is the responsibility of the student. (For more details, please see Medication Guidelines.)

Health Insurance

It is the responsibility of each individual to have his/her/their own accident and health insurance while attending RRM. Each student must supply a copy of the front and back of a current insurance card at least three weeks prior to check-in. For those without insurance, please check out short-term campers insurance to fulfill this requirement.

FINANCIAL ARRANGEMENTS

All fees are due before the session begins and all payments are nonrefundable.

Charges could be levied for damage and loss. These include items that belong to the RRM such as music, games, kitchen items, etc. that have been checked out, but not returned. Also included is rental music used by chamber ensembles. If damage occurs that cannot be attributed to an individual there may be a group damage assessment to cover the damage or loss.

Extra-Curricular Expenses

Students will need money to cover expenses not covered by tuition. This includes shopping, optional recreational expenses, etc. You may handle your money the way you are most comfortable—cash, debit card, pre-paid charge card or credit card. Students are responsible for keeping their money in a safe place. RRM does not offer a student banking service.

We have a small shop on campus where students may buy RRM merch and other necessary supplies. We encourage cash for these purchases. Use of a credit or debit card will incur an extra fee.

Tuition Payments

We accept mailed checks, bank transfers, and credit/debit cards for tuition payments. The use of a credit/debit card or a bank transfer will incur an extra fee. After the initial payment of 50% of your total tuition, payments of any amount and interval convenient for you can be paid online or mailed to our office, provided tuition is paid in full two weeks prior to the start of the session.

Tuition Refund Policy

The application fee is non-refundable. ALL tuition payments are nonrefundable. Once the session begins, no refund will be issued when a student withdraws voluntarily or is suspended as a result of disciplinary action.

☐ I acknowledge that I need to have a licensed physician fill out and sign two forms in this document. I acknowledge that any medication needs to be given to the camp nurse in original containers. I've read and understood the information on this page.



ROCKY RIDGE MUSIC POLICIES

RRM is not responsible to students for injury, damage, or legal claim resulting from activities that are not sponsored by RRM, unauthorized, or illegal. RRM reserves the right to search students' property, their premises, and any property under their control when deemed necessary for the protection, health and safety of the RRM community.

NONDISCRIMINATION

RRM does not discriminate in admission, financial aid, employment, or educational programs and activities on the basis of race, color, national origin, religion, creed, age, gender, sexual orientation, or marital status. Exceptions are made only where such a distinction is required by law, proved to be a bona fide occupational qualification, or basic to our mission, as in the age eligibility of our students. This policy is consistent with relevant governmental statutes and regulations including but not limited to those pursuant to Title IX of the Federal Educational Amendments of 1972, Section 504 of the Federal Rehabilitation Act of 1973, and section 501(c)(3) and Revenue Procedure 7550 of the Internal Revenue Code applicable to tax exempt institutions.

ENVIRONMENT

Our campus is designated as a National Historic District and we need your help in caring for and preserving it. Please, no hanging on the rafters in any of the buildings. No sitting on banisters. The water and sewer pipes should never be walked on. Leave the wildflowers in the ground. Leave all items in the cabin that were there upon your arrival. Help us keep the campus clean by throwing away your candy wrappers, etc., and please leave all dishes, cups, and silverware in the Dining Hall.

HARASSMENT

RRM prohibits harassment of any kind including race, color, creed, gender, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition, sexual orientation, veteran status, or any other consideration made unlawful by federal, state or local laws. All such harassment is a violation of this policy, and will not be tolerated. The prohibition on harassment contained in this policy is broader than that prohibited by law. Accordingly, it is possible to violate this policy without violating a federal, state or local law.

EQUAL OPPORTUNITY EMPLOYER POLICY

RRM is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available employees in every position. Although this policy does not create a contract between RRM and any employee, this policy strictly prohibits discrimination based on race, color, creed, gender, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition, sexual orientation, veteran status, or any other consideration made unlawful by federal, state or local laws. All such discrimination is prohibited and will not be tolerated. The prohibition on discrimination contained in this policy is broader than discrimination prohibited by law. Accordingly, it is possible to violate this policy without violating a federal, state or local law.

RRM is committed to complying with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operation of RRM and prohibits unlawful discrimination by any employee of the RRM, including supervisors and coworkers.

ABSENCES

- a) All students, regardless of age, shall attend and be well prepared for all required RRM activities.
- b) Overnight or Early Dismissal: Student shall not be absent overnight from RRM or depart before the closing date without written permission from the Parent/Guardian and Executive Director, or a designated representative. Permission must be requested at least 24 hours in advance.



 \square I've read and understood the information on this page.



ROCKY RIDGE MUSIC POLICIES

ALCOHOL, DRUGS, TOBACCO, SUBSTANCE ABUSE

Purchase, possession, use, distribution of alcohol, intoxication, illegal or unauthorized drugs or substance of any kind including marijuana, is strictly prohibited on all RRM property, at all off-campus RRM functions, and during transportation to/from off-campus functions by all students, regardless of age. In addition, smoking or possession of cigarettes or other tobacco products by anyone on RRM property is prohibited. If any student, regardless of age, is found possessing, distributing or using alcohol, abusing any illegal or unauthorized substance of any kind, or using tobacco or marijuana, RRM will dismiss the student without refund of any fees/tuition. The parent/guardian will be contacted and the student will be sent home immediately at the parent/guardian's expense.

AUTOMOBILES

All students and faculty members with a car must register their vehicle with RRM upon arrival, including description of vehicle, license plate number, and passenger capacity. Drivers must be able to present a valid driver's license and proof of insurance card if requested. Adult drivers may be asked to provide transportation in case of emergency evacuation. Students UNDER the age of 18 may drive a vehicle to RRM. However, after arrival, students shall not be permitted to drive their vehicle, or any other, at any time during their enrollment at RRM. Students under age 18 will be asked to surrender their car keys which will be kept secure during the session and returned at check-out. RRM designated personnel may transport students under the age of 18 off campus if the appropriate parental permission has been granted and in accordance with the RRM's policies.

WEAPONS

The possession or use of weapons or firearms will not be tolerated. If a student is found to be in possession of a weapon on campus, the student will be sent home and no refund will be given.

CELL PHONES

RRM does allow students under 18 to have cell phones with them during the program, mainly because students often use appropriate and useful apps like alarm clocks, tuners, metronomes, and the phone's camera. While there are pockets of Wi-Fi available on the campus, most of the campus does not have Wi-Fi or cell signal. Counselors are instructed to monitor student cell phone use. If they determine that students are misusing or overusing their cell phones, especially when students should be practicing, counselors are instructed to inform camp management.

CONDUCT

Students, faculty and staff are expected to show respect for others and their property. Physical violence, and/or insulting, bullying, harassing, or intimidating language or behavior will not be tolerated. Students, faculty and staff are expected to use respectful language and refrain from profanity while at RRM. Behavior on or off the RRM campus which is detrimental to the welfare and safety of any students, faculty, staff or visitors, will not be tolerated. RRM administration reserves the right to dismiss any person who becomes in any way detrimental to the best interest of the other members of camp. RRM provides separate living quarters for male, female, and non-binary students. It is expected that the students will honor the privacy of others by remaining in their respective living areas and/or the grounds common to both.

VANDALISM

Vandalism against and theft of property and possessions of the RRM or its residents will not be tolerated. Do not write on any furniture or walls anywhere on the campus. Fines will be assessed if damage occurs.

FIRE PREVENTION

Because of fire hazard, there are to be no open fires or the burning of incense or candles. The use of marijuana or tobacco in any form is not allowed on campus at any time by students, faculty, staff members or guests. If the campus bell rings continuously or a siren sounds, this indicates an emergency. Everyone must proceed immediately to the front parking lot for further instructions.

PIANO CARE & MAINTENANCE

In order to maintain our instruments, the stage and studio pianos will be used for coaching, lessons, or scheduled rehearsals. RRM rents high-quality pianos for the pianists for practice use during the summer. For obvious reasons, we expect all personnel to take special care of these instruments. Please report necessary adjustments or repairs promptly to the office. We can help take care of these pianos by leaving the heaters on a low setting at all times, leaving the covering attached, and by not setting ANYTHING on top of the pianos.

PETS

Pets are not permitted on campus. Exceptions will be made only for service animals or for residential staff who have specific permission from the Executive Director.

 \Box I've read and understood the information on this page.



PERMISSION AND WAIVER FORM

I grant permission for my activities including, but no		ending Rocky Ridge Music (RRM) to p group hiking.	articipate in all RRM sponsored
	☐ YES	□ NO	
images and recordings will	only be used for RRM	blish still or moving video and/or audi unctions including the RRM website, p ns, and/or email newsletters, as well o	hoto gallery display, RRM social
	☐ YES	□ NO	
RRM has permission to sub	mit stories and image	of my child to our local newspaper.	
	☐ YES	□ NO	
NEWSPAPER NAME		WERSITE	

I understand that there are risks associated with participation in any camp activity and that risks are inherent in these and other activities. Some of the activities involved will take place in an outdoor environment in mountainous terrain. For this and other reasons, the risks cannot be completely eliminated, altered or controlled. I further understand that Rocky Ridge Music does not accept any responsibility for injury to students, damage, or legal claim resulting from participation in non-RRM sponsored or unauthorized activities. I release Rocky Ridge from any liability resulting from any such activities and I agree to assume the risk of these activities on behalf of my minor child.

I hereby release, waive any claim of liability, agree to indemnify and hold harmless Rocky Ridge Music and its employees and agents, with respect to any claim asserted by or on behalf of my minor child as a result of injury, illness, death or damage occurring to my minor child while he/she/they participate in any and all RRM programs and activities. There are no physical, emotional, or mental problems or limitations associated with my minor child's or my participation in RRM activities, except as disclosed by me in writing to RRM. I agree to assume the risks of these activities on behalf of my minor child.

I agree that the laws of the State of Colorado shall govern this document and all other aspects of my minor child's or my relationship with Rocky Ridge and its agents and employees. Further, I agree that any legal proceedings concerning any dispute with Rocky Ridge must be filed exclusively in the State of Colorado.

I understand that instructors regularly have appropriate physical contact with students, but only as part of their instruction of students. For example, it is common for instructors of wind instruments to place their hands on the students' abdomens to teach them proper breathing techniques. Also by way of example, instructors of string instruments regularly hold students' arms or hands to teach them proper techniques with the bow, and they also have students demonstrate fingering on the instructor's forearm to teach the students to use correct pressure on the strings. I also understand that, due to the nature of Rocky Ridge's facilities, instructor and students regularly have private sessions where they are not observed by (and are not together with) others. I knowingly and voluntarily consent to these activities on behalf of my minor child.

I have read and understand the above and will abide by the terms of this document and all Rocky Ridge Music policies. I have read and understand the entirety of this Rocky Ridge Handbook and agree to abide by the rules, regulations, and policies outlined within it.

STUDENT NAME PARENT/GUARDIAN NAME

PARENT/GUARDIAN SIGNATURE (REQUIRED FOR STUDENTS UNDER AGE 18)



ARRIVAL AND DEPARTURE

STUDENT NAME

ARR	IVAL DETAILS				
	Junior Artist Immersion	Tuesday, July 2	Registration 9:00 am -	12:00 pm	Student Orientation at 1:00 pm
	Jumpstart	Tuesday, July 16	Registration 9:00 am -	12:00 pm	Student Orientation at 1:00 pm
	Jazz	Tuesday, July 23	Registration 9:00 am -	12:00 pm	Student Orientation at 1:00 pm
	Mariachi	Tuesday, July 30	Registration 9:00 am -	12:00 pm	Student Orientation at 1:00 pm
	office at least three v	•	ival to confirm.* Airpor		will apply). *Please call the help within DEN. It does not
	Flight into DEN:Airli	•	Flight No.		From which airport?
	Arrival Time:				
	I have made arrange group code "RRMC" Shuttle departure tii	for a 10% discount.	tion to RRM using Este	s Park Shuttle servi	ice (estesparkshuttle.com). Use
	I will be dropping my Estimated arrival tin	v child off on campus. ne:			
	I have given permiss Estimated arrival time	• .	eople to drop off my ch	nild on campus:	
DEP	ARTURE DETAILS				
	Junior Artist Immersion	Sunday, July 14	Final concert ends at 12	:30	
	Jumpstart	Sunday, July 21	Final concert ends at 12	:00	
	Jazz	Sunday, July 28	Final concert ends at 12	::30	
	Mariachi	Sunday, August 4	Final concert ends at 12	:00	
	I will need assistance	at the airport (additi	onal fee will apply).		
	Flight from DEN: Airlin	e F	light No.		To which airport
	Departure Time:				
	I have made arrange DEN. Shuttle departure ti	·	ion from RRM using Es	tes Park Shuttle se	rvice (estesparkshuttle.com) to
	I will be picking my of Estimated departure	•	. *Reminder to bring a	photo ID*.	
	I have given permiss photo ID*): Estimated arrival time		eople to pick up my ch	ild from campus (*	Reminder to bring a
STU	JDENT NAME			PARENT/GUARDIAN	NAME



HEALTH HISTORY FORM 1

STUDENT NAME DATE OF BIRTH Gender Identity: PARENT/GUARDIAN with legal custody to be contacted in case of illness or injury: Relationship to student: Phone number: Name: Home address: Email: EMERGENCY CONTACT in event parent/guardian cannot be reached (required): Name: Relationship to student: Phone number: Home address: Email: ☐ Medicine ☐ Environment **ALLERGIES:** NO known allergies ☐ This student is allergic to: Food Please describe below what the student is allergic to and he reaction seen: **DIET/NUTRITION:** ☐ This student eats a REGULAR ☐ This student eats a VEGETARIAN ☐ This student has special food needs diet diet (describe below) **RESTRICTIONS:** I have reviewed the program/activities of the camp and feel the student can participate without restrictions. I have reviewed the program/activities of the camp and feel the student can participate with the following RESTRICTIONS OR ADAPTATIONS:

PARENT/GUARDIAN AUTHORIZATION FOR HEALTH CARE:

This health history is correct and accurately reflects the health status of the student to whom it pertains insofar as I know. The person described has permission to participate in all camp activities except as noted by me as the responsible adult and/or an examining physician. I understand that certain students may possibly have medications on their person and in their cabins to treat certain conditions and are soley responsible for controlling those medications. I understand that Rocky Ridge Music is not responsible for administering medications or ensuring that they are administered or taken other than as set forth in MEDICATIONS FORM 2.

I hereby grant permission to the physician/medical center selected by Rocky Ridge Music to order X-rays, routine tests, and treatment related to the health of this student for both routine health care and in emergency situations. In the event of an emergency situation, I give permission to the physician selected by rocky Ridge Music to hospitalize, secure proper treatment for, and order injection, anesthesia or surgery for this student. I understand the information on this form will be shared on a need-to-know basis with camp staff. I give permission to photocopy this form. In addition, the camp has permission to obtain a copy of this student's health record from providers who treat this student and these providers may talk with the program's staff about this student's health status. I agree to the release of any records necessary for treatment, referral, billing, or insurance purposes.

PARENT/GUARDIAN NAME

PARENT/GUARDIAN SIGNATURE (REQUIRED FOR STUDENTS UNDER AGE 18)

DATE



HEALTH HISTORY FORM 2

STUDENT NAME DATE OF BIRTH

PLEASE complete also the Colorado Certificate of Immunization in this packet. This is the required form and NO substitution is allowed.

☐ I understand and accept the risks to th	nis student from not being fully immunized.
PARENT/GUARDIAN NAME	PARENT/GUARDIAN SIGNATURE (REQUIRED FOR STUDENTS UNDER AGE 18)
RELATIONSHIP TO STUDENT	DATE
Medical Insurance Information: Th	is student is covered by family medical/hospital insurance: YES NO
If YES, please send a scan or photo of the in	nsurance card to rrmc@rockyridge.org AND complete the following information:
Insurance Company:	Policy No:
Subscriber Insurance Company Phone Numb	per:
Health-Care Providers:	
Name of primary doctor(s):	Phone:
Name of dentist(s):	Phone:
Name of orthodontist(s):	Phone:
Has/does this student: Ever been hospitalized? Ever had surgery? Have recurrent/chronic illnesses? Had a recent infectious disease? Had a recent injury? Had asthma/wheezing/shortness of breath? Have diabetes? Had seizures? Had headaches? Wear glasses, contacts, or protective eyewear? Traveled outside the US in the past 9 months?	Yes
Ever been treated for emotional or behavioral diff During the past 12 months, seen a professional to Ever had thoughts of suicide or attempted suicide Had a significant life event that continues to affe	ADD) or attention deficit/hyperactivity disorder (AD/HD)? Yes No Ficulties or an eating disorder? Yes No address mental/emotional health concerns? Yes No



Please explain "Yes" answers here. We may contact you for additional information. If we have forgotten to ask

anything, please feel free to send additional information to us at rrmc@rockyridge.org.

MEDICATION FORM 1

Medications will be administered by RRM Personnel within the following conditions and guidelines:

- · All students attending youth programs (Junior Artist Immersion, Jumpstart, Mariachi, or Jazz Program) are required to have all medications (prescription and non-prescription) registered with and stored securely in the health station.
- For students under age 18, written authorization signed by legal custodial parent or quardian is required.
- All medications (prescription and non-prescription) must be:
 - 1) documented with parent/quardian's signature (or the adult student's signature) in the authorization section on the Health Form
 - 2) in a currently dated and properly labeled original vial or container
- The label on prescription medicines must clearly state student/patient name, name of prescribing physician, name of medication and dosage. Along with the completed Medication Form 2 of the Health Form, the properly labeled original container is considered a physician's note of authorization.
- · Non-prescription medications should be in the original container and labeled with the student's name, dosage and frequency.
- · Please note: RRM personnel will not transfer medication from one container to another. Medications will be kept in the containers in which they arrived, and must meet the label qualifications stated. Medications that are brought to RRM not in the original container will not be dispensed to the student by RRM personnel. All prescription and non-prescription medications must be registered with and approved by RRM personnel.
- · Medications will only be administered during the dates of the said student's session(s). The parent/guardian may enter RRM and dispense an extra dose from their child's medication, but RRM personnel may not. The prescribing physician or parent must amend changes made to the Health Form in writing if a change in medication is needed.
- Inhalers must be properly labeled both on the container AND the metal vial containing the medication. Carefully instruct your child on the correct way to use the inhaler. RRM personnel may not administer an inhaler apparatus unless the student is unable to do so.
- Students must self-administer epi-shots, unless unable to do so.

- The adult student or parent/guardian of a minor is responsible for having an adequate supply of medication at RRM for the entire duration of the program.
- Medications will be returned to the adult student or parent/guardian when the student checks out of the session.
- Rocky Ridge Music, its administration, or other RRM personnel shall not be liable to the student, parent or guardian of the student for civil damages for any personal injuries to the student which may result from acts or omissions of the administrator or other RRM personnel in administering any medicine pursuant to the provisions of the law.
- All students must submit their completed RRM Health Form no later than three weeks prior to the start of the session. Late fees may apply. Included in this form is the authorization to dispense prescription and non-prescription medicine.
- Students will not be admitted on campus until the Health Forms have been received and reviewed by Rocky Ridge health professionals.

AUTHORIZATION FOR PRESCRIPTION AND NON-PRESCRIPTION MEDICATION

I have read and understand the conditions and qualifications set forth herein. I request Rocky Ridge Music personnel to administer to my child the medication as described below, subject to the terms of this MEDICATION FORM 2.

	STUDENT NAME		DATE OF BIRTH		
	PARENT/GUARDIAN NAME		RELATIONSHIP TO STU	UDENT	
	PARENT/GUARDIAN SIGNATURE		DATE		
	(REQUIRED FOR STUDENTS UNDER AGE 18)				
	RRM has my permission to administer to my child over- (either generic brand OR market brand).	the-counter med	dicine if needed	☐ Yes	□ No
	The following non-prescription medications may be stocked in manage illness and injury. Please CHECK the following medical medications that we should NOT give your child under any cir	ations that your cl			
	Acetaminophen-based pain management medicine (Tylenol)	☐ Ibuprofen-base	ed pain management	medicine (Advil	or Motrin)
	Decongestants like pseudoephedrine (Sudafed)	Antihistamine	allergy medicines like	diphenhydrami	ne (Benadryl)
	Cough syrups like dextromethorphan-guaifenesin (Robitussin)	Cough drops th	nat use eucalyptus-me	enthol (Halls)	
	Lice shampoo or cream like permethrin (Nix or Elimite)	Antibiotic crea	m like bacitracin/neor	mycin/polymyxi	n b (Neosporin)
$\overline{\sqcap}$	Anti-itch lotion like pramoxine (Calamine lotion)	Aloe (for sunb	urns)		
\Box	Laxatives for constipation like bisacodyl (Ex-Lax)	Anti-diarrheal	like Bismuth subsalicy	late (Kaopecta	te or Pepto-Bismol)
_	Anti-diarrheal like loperamide (Immodium)	_	ke Phenol oropharynge		
_	Anti-itch cream like Cortef (Hydrocortisone cream 1%)	_	n medication like calci		



MEDICATION FORM 2

STUDENT NAME DATE OF BIRTH Please list all prescription and non-prescription drugs to be used below. This student will NOT take any daily medications while attending camp. This student WILL take the following daily medication(s) while at camp. Name, strength, Amount or dose How it is given When is it given Date started Storage Reason for taking size of medication given ☐ Breakfast ☐ Rx ☐ Lunch non-Rx ☐ Dinner ☐ Bedtime Refrigerate ☐ Other: Breakfast □Rx ☐ Lunch non-Rx □ Dinner □ Bedtime □ Refrigerate Other: □ Breakfast □Rx ☐ Lunch non-Rx ☐ Dinner ☐ Bedtime Refrigerate ☐ Other: No Has the student ever taken any of these medications in this quantity before? Comments: Has the student had a reaction to any of these medications before? Comments: Yes Has the prescribing physician discussed any possible medical reactions of any of these medications with you? Comments: Yes Many the above medications be taken at the same time? Has the prescribing physician discussed with you if this medication might have any harmful interaction with any other medications the student is currently taking or may take? Comments: Prescribing Physician's Name: Phone Number: Please use this space to list any additional medications or any other details you want RRM health personnel to know about this student.

PARENT/GUARDIAN NAME

RELATIONSHIP TO STUDENT

DATE



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MEDICAL EXAMINATION



Give this form, along with the HEALTH HISTORY and MEDICATION forms in this packet, to your health care provider for review and signature. This form must be signed by your licensed physician or licensed nurse practitioner within 12 months prior to arrival at RR. Please send the signed form to us at rrmc@rockyridge.org no later than 3 weeks before the start of your child's program.

STUDENT FULL NAME:				DATE OF BIRTH:					
MEDICAL PERSONNEL: Please review this student's HEALTH HISTORY and MEDICATION FORMS and complete all remaining sections of this MEDICAL EXAMINATION FORM. A licensed physician's signature is required on this form.									
DATE OF MOS	T RECENT F):	•	•	
WEIGHT:		lbs	HEIGHT:	ft	i	in BLOOD	PRESSURE:_	/	
	Normal	Abnormal	Explain Abno	ormalities			Normal	Abnormal	Explain Abnormalities
Eyes						Genitalia/hernia			
Ears/Nose /Throat						Musculoskeletal			
Lungs						Neurological			
Heart						Other			
Abdomen									
To MEDIC To ENVIR OTHER (S (please list CATIONS (ple CONMENT (pl please list):	ease list): lease list): ed to carry	ies):] Inhaler as sp	 oec	ified on Medication	Form		
			ations while at camp			None or ple			
allowed to pa	ırticipate in	each activity		iking Yes	;		. Do you red	-	at the student be No
			at should be restri						
I have reviewed discussed the F fit to participa	d the HEALT RRM progran ate in an act	H HISTORY FO	RMS and MEDICATIC dent and/or the stu ram at 9,200 ft elev	ON FORMS (included)	uar		on that the s		ations) and have sically and emotionally

DATE:

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Office Address:

SIGNATURE OF PROVIDER:

COLORADO CERTIFICATE OF IMMUNIZATION





This form is to be completed by a health care provider (physician (MD, DO), advanced practice nurse (APN) or delegated physician's assistant (PA)) or school health authority. School required immunizations follow the ACIP schedule. Note: Final doses of DTaP, IPV, MMR and Varicella are required prior to kindergarten entry. Tdap is required at 6th grade entry.

Student Name:				Date of birth:	
Parent/guardian:					
Required vaccines	Immuniza	ation date(s) MM/DD/YY			Titer date* MM/DD/YY
Hep B Hepatitis B					
DTaP Diphtheria, Tetanus, Pertussis (pediatric)					
Tdap Tetanus, Diphtheria, Pertussis					
Td Tetanus, Diphtheria					
Hib Haemophilus influenzae type b					
IPV/OPV Polio					
PCV Pneumococcal Conjugate					
MMR Measles, Mumps, Rubella					
Measles					
Mumps					
Rubella					
Varicella Chickenpox					
Varicella - date of disease		Varicella - positive screen		*A positive laboratory titer to the school to document	
Recommended vacci	nes	Immunization date(s) MM/DD/Y	(*The shaded area under "Ti titer is not acceptable proc vaccine.	
HPV Human Papillomavirus					
Rota Rotavirus					
MCV4/MPSV4 Meningococcal					
Men B Meningococcal					
Hep A Hepatitis A					
Flu Influenza					
Other					
Health care provider signature o	r stamp:			Date:	
Student is current on required in	nmunizat	ions for age (circle one):	Yes N	lo	
OR					
Immunization record transcribed	l/reviewe	ed by school health authori	ty:		
School health authority signature	e or stam	p:		Date:	
(Optional) I authorize my/my student's s Colorado Immunization Information Syste	school to sh em, the sta	nare my/my student's immunizati te's secure, confidential immuniz	on records with ation registry.	state/local public health ag	encies and the
Parent/Guardian/Student (emancipated	or over 18	vrs old) signature:		Date:	

COVID-19 POLICIES

- Rocky Ridge follows CDC guidelines, and those of the State of Colorado and Larimer County.
 While we highly recommend receiving a vaccination against COVID, it is not required in order to
 attend a program or be present on campus. Please note that all students under the age of 18
 must submit the health form signed by a medical professional AND the vaccination history,
 regardless of vaccination status. This is a legal requirement. If you have any further questions
 about submitting health information for minors, please contact Evan at evan@rockyridge.org.
- If the camps are mandated to close by the CDC, state, or local authorities, you will receive a full tuition refund if the program has not yet started. If the camp is mandated to close during a program, your tuition refund will be prorated.
- As a safeguard during this uncertain time, Rocky Ridge recommends that you purchase a third party tuition/travel insurance plan which will protect your investment should you choose to cancel ahead of time or are unable to complete the camp. We have partnered with TravMark, which comes highly recommended by AM Skier, Rocky Ridge's insurance provider. Please see our website for more information on how to sign up for travel insurance. Regardless of which insurance company you choose, please take note that often the best time to purchase this type of insurance is when you make your initial deposit.

I have read and understand the above and will abide by the terms of this document and all Rocky Ridge Music policies. I give consent for my child to be tested for COVID-19 if he/she/they show symptoms.

STUDENT NAME

PARENT/GUARDIAN NAME



DIETARY INFO FOR KITCHEN RECORDS

We will hand this document over to our kitchen team, so please be thorough in what you'd like the kitchen to know about your food allergies and dietary needs!

STUDENT NAME:	PROGRAM ATTENDING:						
I have <u>NO</u> KNOWN FOOD ALLERGIES.							
I <u>DO</u> have the following FOOD ALLERO	GIES:						
į							
☐ I eat a REGULAR DIET.							
☐ I eat a VEGETARIAN DIET.							
l eat a VEGAN DIET.							
☐ I eat a GLUTEN-FREE DIET.							
I have other dietary restrictions/l nee dietary restrictions:	d to provide more information about my						
	į I						
i L	 						

STUDENT NAME

PARENT/GUARDIAN NAME

RRA