



SINGER/ SONGWRITER SUMMER WORKSHOP Monday, July 24 – Friday, July 28, 2017

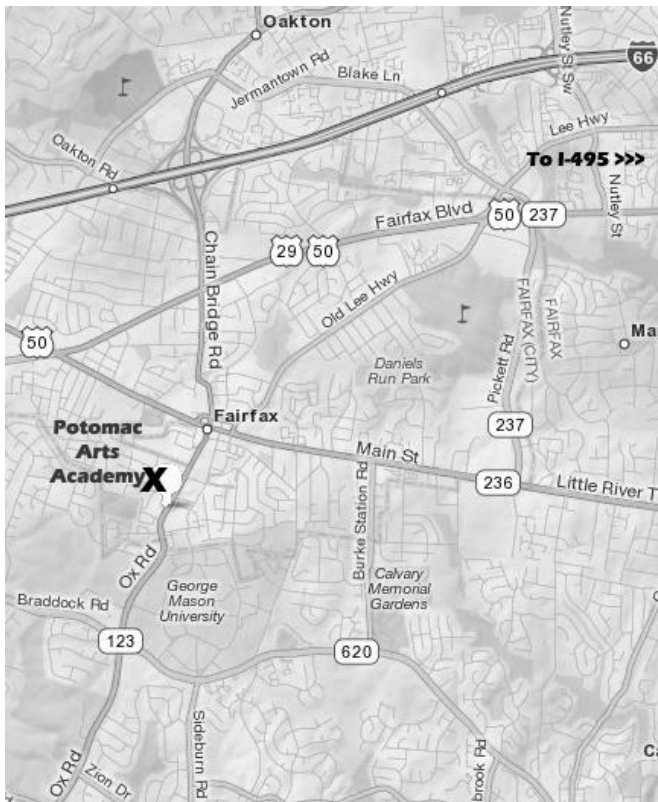
Welcome Summer 2017 Singer/ Songwriter Summer Workshop Participants:

On behalf of the Potomac Arts Academy and the Singer/Songwriter Program Director, welcome to Mason! Congratulations on becoming part of the vibrant Mason arts community. We understand that your time is valuable, and we thank you for choosing to participate in our program. We are committed to offering you the highest quality of arts instruction and enrichment and to ensure that your experience at the program is meaningful and inspiring. The following important information will let you know what to expect during your time with us and allow you to plan and prepare. **WE ENCOURAGE YOU TO PRINT OUT THESE PAGES AND KEEP THEM HANDY FOR THE DURATION OF THE PROGRAM.**

SUPPLIES

WHAT TO BRING:

- Books/ Materials will be provided for class use each day
- Any musical instrument you can play (*note: pianos are provided!*)
- Optional: A printed, handwritten or digital copy of an original composition/ song (if any)
- Optional: any recording of your own composition / song (if available)



DIRECTIONS

GETTING HERE – DRIVING

DIRECTIONS:

This program takes place at GMU's Potomac Arts Academy Building, less than a mile from the GMU campus in Fairfax. The building is located at **4260 Chain Bridge Road, Fairfax, VA 22030**, halfway between the GMU campus and the Fairfax Courthouse and "kitty-corner" from the iNova Emergency Clinic.

Google Maps Coordinates: 38.839388, -77.3115569

Rt. 123 Southbound (from I-66, US 50, Rte 236, etc.): When you pass by the Fairfax Courthouse on your right, you will be a few blocks away. Almost immediately after you pass the traffic light at West Drive, take your first right in to the Potomac Parking Lot (there is a large George Mason University sign by the street – the Potomac Arts Academy sign is on the front of the building).

Rt. 123 Northbound (from Braddock Rd, Fairfax County Parkway, etc.): When you pass by the GMU campus on your right, you will be a few blocks away. After you pass by the iNova Emergency Clinic on your right, get in to the left turn lane at West Drive. Carefully do a (legal) U-turn at the

intersection (traffic light permitting) and take your first right in to the Potomac Parking Lot (there is a large George Mason University sign by the street – the Potomac Arts Academy sign is on the front of the building).

SEE DIRECTIONS VIDEO TUTORIAL HERE: https://www.youtube.com/watch?v=_OzJ8mZjOgw

PARKING

IF YOU ARE PARKING A VEHICLE FOR THE DURATION OF THE PROGRAM DAY:

Parking is FREE for program participants/ parents, but you MUST stop in to the Main Office to get a **dashboard Parking Pass** and place it in your vehicle to avoid getting a ticket. Parents/guardians of minors are welcome to sit in the Main Office lobby during the program, if desired.

DROP-OFF

DAILY PARTICIPANT DROP-OFF PROCEDURES:

The program start time is **9:00AM** each day. The Drop-Off time window is from **8:45AM to 9:00AM**. The entrance to the program classroom is accessible from the Parking Lot. Look for a sign on the door (see Location below). Please stop in to the Main Office (the “front door” closest to the street entrance) for help. Otherwise, participants can go directly to the classroom for check-in. Parents should feel free to accompany their child for check-in; however, if you expect to stay longer than a few minutes, please be sure to get a Parking Pass for your vehicle from the Main Office.

***Late arrivals/ absences:** If you anticipate a late arrival or will not be able to attend that day, please call the Potomac office at 703-993-9889 to let us know. Late arrivals should be sure to get checked in.*

LOCATION

SPECIFIC LOCATION OF PROGRAM ACTIVITY:

The **exact location** of your program is Potomac Lesson Room #11 (“4260” above the outside door) at the Potomac Arts Academy Building. Daily Check-In will take place in this location as well.

PICK-UP

DAILY PARTICIPANT PICK-UP PROCEDURES:

The program is over at **4:00PM** each day (please allow a 5-10 minute leeway). The instructor(s) will open the classroom door to indicate that they are done for the day. However, participants MUST stay in the classroom until the parent/guardian stops in to get them. Again, parents are welcome to wait in the Main Office Lobby – just be sure to put a Potomac Parking Pass in your vehicle to avoid ticketing. Participants – be sure to take all personal belongings and program materials with you, including any assignments given.

***Late pick-up:** Any pick-up that occurs after 30 minutes from the program end time is considered a “late pick-up”. A \$10 fee will be charged to cover the cost of supervision – there is no formal aftercare for this program.*

FIRST DAY

WHAT TO EXPECT ON THE FIRST DAY:

Participants **MUST** check in **each day** upon arrival to the Program Location – as we will call parents of minors after the program begins if a name is not checked on the list. After First Day Check-In, participants will be provided with a program schedule and any pre-purchased materials (if applicable). Participants and/or parents should feel free to ask any questions concerning the program and the activities therein to the Potomac Arts Academy staff. After an initial welcome from the instructor, parents are welcome to either leave or wait in the Main Office lobby.

FOOD

FOOD CHOICES:

Students in this program are **required** to bring their own lunches and snacks (non-refrigerated only) each day. Lunch hour will be fully supervised at all times.

ATTIRE

APPROPRIATE ATTIRE:

Participants should dress casually but appropriately.

SCHEDULE

DAILY SCHEDULE:

This program runs from **9:00AM to 4:00PM** each day.

BEHAVIOR

BEHAVIOR/ DISCIPLINE:

In the rare case that a participant displays disruptive behavior and is a hindrance to the progress of the program, that participant (and parents of a minor) will receive a verbal warning. If the behavior continues, students will be asked to leave the program permanently with no refund granted. The following are examples of unacceptable behavior that will not be tolerated and will cause disciplinary action to be taken:

Hitting/fighting/causing physical harm	Verbal Assault	Sexual misconduct
Profanity/disrespect to staff or participants	Refusal to cooperate	Violation of rules and policies
Possessing weapons/drugs/tobacco	Stealing	Biting/spitting
Temper tantrums	Leaving facility grounds	Bullying

ELECTRONICS

PERSONAL ELECTRONICS POLICY:

While we realize that many participants have cell phones, they should not use them during program hours except during scheduled breaks or in case of emergency. Other personal electronic devices should not be brought, as we cannot be responsible for lost/damaged electronics.

MEDICAL

MEDICAL ISSUES/ ILLNESS:

If a participant (who is a minor) does not feel well and may need to leave early, they should tell a staff member. We will contact the parent to assess the situation, and, if necessary to arrange a pick-up. For everyone's safety and well-being, we cannot allow children with contagious or communicable disease to attend the program. In the rare case of serious illness/accident, a staff member will call 911 and then immediately contact the parent.

CONCERTS

CONCERTS/PERFORMANCES:

Participants will have the opportunity to be a part of an informal "Coffee-house" style performance on the final Friday for the last half hour of the program. More details to follow!

CAM/VID

CAMERA/VIDEO POLICY:

As a reminder, when you registered for this program, you accepted the following waiver:

"I do hereby grant and give these groups the right to use my or my child(s) photograph/video or image with or without my or my child's name, both singly and in conjunction with other persons or objects and presentations, advertising, publicity, and promotion relating thereto."

Of course, any images/video from the program will be used strictly for organization promotional purposes only and with the utmost discretion, and student names will never be posted without special permission.

CONTACT US

HOW TO REACH US ON-SITE:

For on-site assistance, please contact the following Potomac Arts Academy staff -
Candy Neukam, 703-993-9889 - OR -
Matt Geske, 703-993-9889

If you have any further questions or concerns, don't hesitate to contact the Potomac Arts Academy office at 703-993-9889 or potomac@gmu.edu . ***We look forward to seeing you soon!***

Sincerely,



Thomas Routon, Program Instructor

The Singer/ Songwriter Summer Workshop is a program of Mason's Potomac Arts Academy

