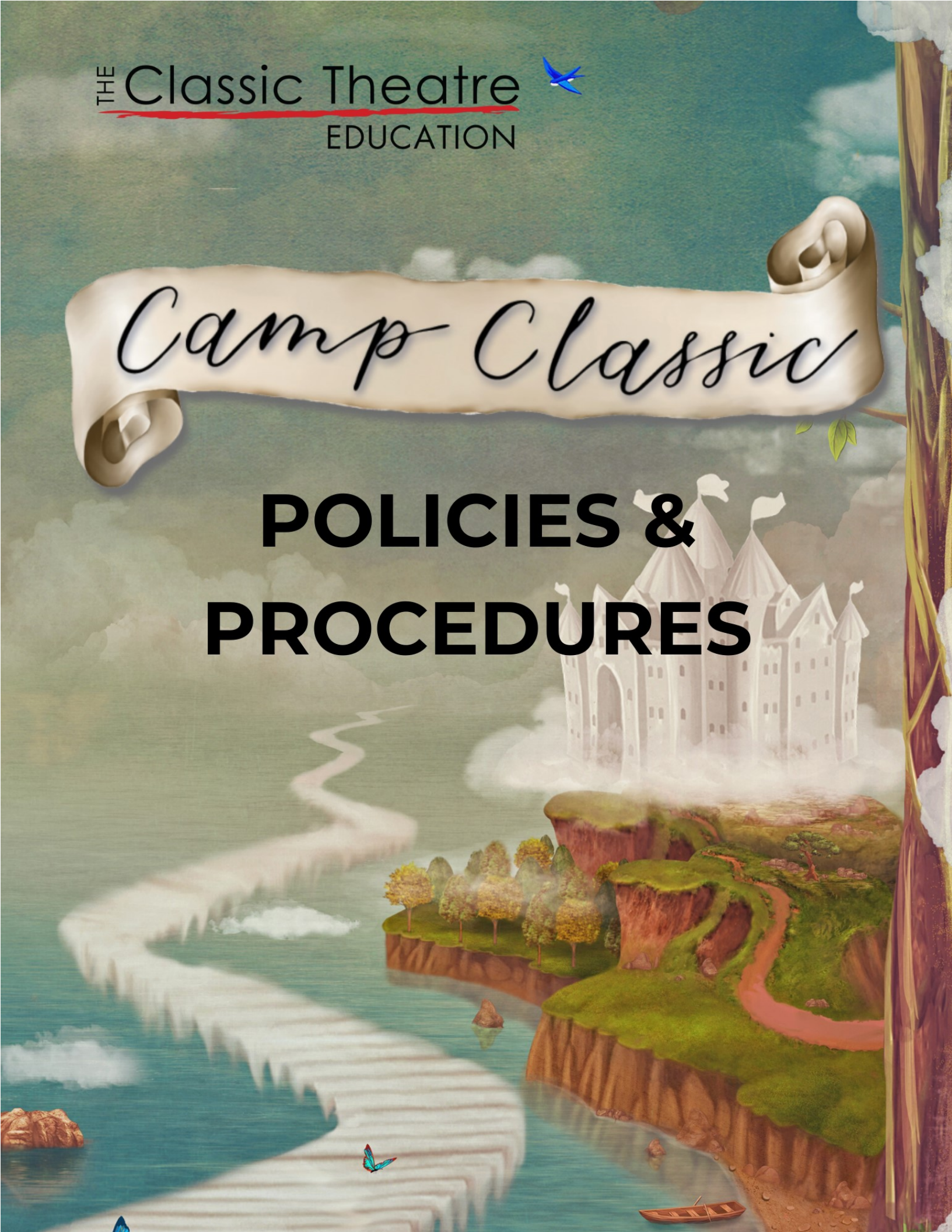


THE Classic Theatre
EDUCATION



Camp Classic

POLICIES & PROCEDURES



CAMP CLASSIC

POLICIES & PROCEDURES

Welcome to Camp Classic at The
Classic Theatre!

Please review the following
information carefully.

Contact Information

Phone: (210) 468-3900

Website: www.classictheatre.org

Staff:

Kacey Roye– Education Director

kroye@classictheatre.org

Kelly Roush– Executive & Artistic Director

kroush@classictheatre.org

First Day of Camp

Check-In and Orientation

Check-in begins at 9:00 a.m. on the first day of a session in the front lobby. Parents will fill out an emergency form, expectations contract and liability waiver, and campers will pick up a Camp Classic shirt.

Orientation begins on this first day at 9:15 a.m.

Plan to accompany your child to orientation until about 9:30. **Note that morning care is unavailable the first day of a session, and after care is unavailable for the last day in a session.**

Emergency Forms

Parents must fill out the forms located at the back of this packet before leaving orientation. The forms include; Student Release/Pick-up Contacts, Medications, Photo Release, and Liability waiver.

Expectations Contract

Classic designed the Camper Contract which

outlines what you may expect from Classic, and what Classic expects from you to ensure that every camper has the best camp experience possible. Classic requires that each camper and his/her parents read and sign this form. A copy of this contract is included at the end of this packet.

Every Day at Camp

Daily Schedule

8:45 – 9:00 AM Drop Off

9:00 – 9:30 AM Group Warm-Ups

9:30 – 12:00 AM Class Time

12:00 – 12:30 PM Lunch

12:30 – 1:30 PM Daily Arts Focus

1:30 – 2:30 PM Class Time

2:30 – 2:50 PM Snack & Group Share

3:00 – 3:15 PM Pick Up

Lunch/Snack

Each camper **must** bring a reusable lunchbox and water bottle to class every day, clearly marked with her/his name on it. There are no refrigerators or microwaves available to campers. We will provide an afternoon snack and either fruit juice or water. If your camper has any dietary allergies or sensitivities, be sure to note them on your Emergency Form.

Camp Attire

Campers will be given a Camp Classic shirt on the first day of camp. These should be worn everyday of class. Do not alter or cut the shirt in any way. Campers should dress comfortably in clothes

they can move in with laced or Velcro shoes with a closed toe. Shorts must be worn under skirts and dresses. All shorts and/or dresses and skirts must be fingertip length. Any camper dressed inappropriately will be sent to the office, and parents will be contacted and asked to come to the theatre to give their camper appropriate dress-code clothing.

Personal Belongings

Plan to leave all toys, games, stuffed animals, etc, at home! **Campers and parents should be aware that cell phones are not allowed in camp.** We will have staff available in the office everyday during camp hours, should a parent need to get in touch with a camper for any reason.

Observation Policy

Parents are not allowed sit in on our classes. We insist on this because our campers typically feel more free to be creative when not observed by a parent (theirs or another camper's).

Friday Performance Day

All camp classes will conclude with a performance on the last day of each camp session at 2:00pm. Performances are free of charge and family and friends are encouraged to attend. Having a supportive audience is an important part of building self-esteem in our campers!

Recording and Photography

Parents may record and photograph performances (without flash or external light source), as long as doing so does not disturb other audience members. Please use discretion when sharing videos or photos on social networking sites such as Facebook and Instagram. Classic may also take photos or video during camp for use in promotional material (see Photo Release Form).

Special Needs

The Education Director will note any medical conditions, allergies, or special needs listed in the medical section of your Emergency Form, and will privately share these notes with all teachers. Our camp is an inclusive program. Open communication with families helps us create a successful environment for every camper. If your child needs to take medication during the camp day, or to discuss your child's needs, please call Kacey Roye at 210-468-3900.

Separation Anxiety

A few of our younger campers may experience separation anxiety on the first day of camp. We find the most effective way to deal with this is for the parent to give a quick supportive goodbye and for the teacher to immediately engage the child in camp activities with peers.

Illness and Emergencies

If a camper becomes ill or has an accident during camp, a staff member will call that camper's emergency contact. If the Education Director deems the emergency very serious, we will call 911 first. In every case, we will work to ensure your camper receives appropriate first aid. If you need to pick up your camper, a Classic staff member will wait with him or her in the office. Most calls to parents are for an upset stomach or headache. Our staff never administers oral medication without a parent's permission. We do, however, apply ice packs, topical medication (anti-itch, anti-bacterial, etc), and bandages.

Discipline Procedures

Inappropriate behavior during camp or extended care will result in these actions:

- INCIDENT 1: The teacher will discuss the problem with the camper privately.
- INCIDENT 2: The Education Director will

discuss the problem with the camper and teacher privately, and will notify the parent.

- INCIDENT 3: The camper, teacher, and parent will meet privately with the Education Director and/or Executive Director to decide if the camper's continued enrollment is in the best interest of the entire class.

Refund/Exchange Policies

If a child is removed prior to the camp end date at the parent's request, no refund will be issued. Cancellation requests due to illness or accident will result in a full refund. If a student is removed prior to the camp end date at Classic's request, Classic will not issue a refund for the unattended days. Full refund available when cancellation is 4 or more weeks prior to the start of your camp. PLEASE NOTE: The Classic Theatre reserves the right to cancel camps that do not meet minimum enrollment. If a camp is cancelled by The Classic Theatre, campers will receive a full refund.

Camp Classic Promise

I Promise To:

- Keep my hands, feet, and other body parts to myself
- Respect myself, others, and Classic Theatre
- Participate and have fun!

Staff

Camp Classic is taught by a lead teacher, supported by an intern. Camp Classic curriculum is based on TEKS (Texas Essential Knowledge and Skills) standards, and National Core Arts Standards in Theatre Arts. All Camp Classic Teaching Artists hold a Bachelor's Degree in Theatre and/or Education, or have 5 + years of experience as artist-educators.

Teaching assistants include high school and college students (most enrolled in theatre, education, or other creative arts programs).

Classic conducts criminal background checks on all prospective staff aged 18 or older.

Pick-Up and Drop-Off

How It Works

Campers must be dropped off between 8:45 and 9:00 a.m. Campers must be picked up between 3:00 and 3:15 p.m. If you drop off or pick up your camper outside these times, you will be charged for extended care.

Extended Care

Classic offers supervised extended care in the morning from 7:30-9:00am, and in the evening from 3:30 – 5:30 p.m. for a flat fee of \$25.

Parents must arrange and pay for extended care by the first day of camp. All campers must be picked up by 5:30 p.m. We will always have two adults supervising campers during extended care.

What You Can Expect From Classic

Our Teaching Philosophy

The primary purpose of an arts education is to foster well-being by introducing activities that emphasize;

- Cultural exposure and awareness
- Collaboration
- Resourcefulness
- Empathy
- Creative expression

Benefits for Campers

During this session, your camper will;

- Discover the history and/or cultural background behind the class subject matter
- Create an original piece for performance
- Demonstrate team work, resourcefulness, and self-confidence through creating their own pieces for the stage
- Participate in group theatre exercises, games, and lessons
- Encourage and support peers through group projects
- Connect literary and historical context to theatre

**We look forward to having your
camper in class with us!**

2020 CAMP CLASSIC EMERGENCY FORM

(CHILD'S NAME)

(SESSION & CLASS NAME)

(EMERGENCY CONTACT NAME)

(PHONE #)

(RELATIONSHIP TO CHILD)

STUDENT RELEASE / PICK UP INFORMATION

My child will be dropped off / picked up at Classic by:

[] Parent/Guardian (Name) _____

[] Person other than custodial or joint custody parents or state assigned guardian (Name)

Permission must be given for your child to be picked up by anyone other than parent(s)/ guardian. A picture ID may be required before releasing you child to another authorized person. Your child will not be released to anyone other than persons listed below:

<u>Name</u>	<u>Phone #</u>	<u>Relation</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

MEDICATIONS

Will your child need to take medication(s) while they are at The Classic Theatre?

[] Yes

[] No

If yes, please describe:

Name of medication(s): _____

Taken for: _____

Dosage/Amount: _____

How often?: _____

Special Instructions: _____

PLEASE NOTE: The staff at The Classic Theatre will store any necessary medication for your child, but will not be responsible for administering any medication to the student. We will remind your child to take their medication and be sure that they do so according to instructions.

THE **Classic Theatre**
EDUCATION

Name of Physician _____

Phone # _____

SPECIAL NEEDS AND ADDITIONAL INFORMATION

The staff at The Classic Theatre is committed to providing a quality learning experience for your child while at Camp. Please provide any additional information that you think would be important for your child's teacher to know about. Please include any special needs, food allergies, restrictions, or special requirements that your child may have:

PHOTO RELEASE AND PERMISSION TO USE

The Classic Theatre receives funding from certain organizations to make Camp Classic possible. For grant and promotional purposes, Classic may take photographs, videos and/or audio recordings that will be used in a wide variety of ways. We hope to continue to fund and develop community awareness in support of arts education.

[] The Classic Theatre HAS MY PERMISSION to use the photographs, videos and/or audio recordings taken of me while taking class at The Classic Theatre; and I CONSENT to the use of my image and/or voice in any products that may follow.

[] The Classic theatre DOES NOT have my permission to use the photographs, videos and/or audio recordings taken of me while taking class at The Classic Theatre; and I DO NOT CONSENT to the use of my image and/or voice in any products that may follow.

(please print child's name)

(child's signature)

(parent's signature)

(date)

THE Classic Theatre
EDUCATION

2020 CAMP CLASSIC EXPECTATIONS CONTRACT

STUDENT CONTRACT

I, _____ Session: _____
(print student name)

am a member of Camp. I am excited that this camp is like a team and that I am an important part of that team. Therefore, I am promising my friends at The Classic Theatre, my teammates, my parents, but mostly myself, that I will listen always, learn the most I can, have FUN, respect my fellow team members, and be an all-around awesome person to know. In other words, I will act my age at all times, listen to my teacher and the staff at Classic, and be a helpful role model to all those around me.

Signed _____
(student's signature) (date)

PARENT CONTRACT

The policy of Camp at Classic is to allow every child the opportunity for creative freedom in a constructive environment that is physically and emotionally safe. Each class must be flexible enough to encompass all individual means of expression. For this to be successful, students must adhere to their teacher's behavior expectations. If we encounter behavior problems during class or extended care, we will take these actions:

INCIDENT 1: The teacher will discuss the problem with the camper privately.

INCIDENT 2: The Education Director will discuss the problem with the camper and teacher privately, and will notify the parent.

INCIDENT 3: The camper, teacher, and parent will meet privately with the Education Director and/or Executive Director to decide if the camper's continued enrollment is in the best interest of the entire class.

As the parent/ guardian of _____, I understand the steps that will be taken in my child's class to ensure safety and creative freedom for all. I am committed to encouraging my child, not to pressure himself/herself over the final performance, but to enjoy the learning process and take pride in his/her personal growth.

Signed _____
(parent's signature) (date)

THE Classic Theatre
EDUCATION

2020 CAMP CLASSIC LIABILITY WAIVER

AGREEMENT, RELEASE FROM LIABILITY, WAIVER OF CLAIMS & ASSUMPTION OF RISK

I agree to pay all participation fees. I, on behalf of myself, my heirs, executors, agents, assigns, and representatives, hereby indemnify, release and forever hold harmless The Classic Theatre of San Antonio a not-for-profit corporation, as well as its directors, employees and instructors, from any and all claims of liability arising from any accident, personal injury, death, or property loss or damage sustained by my child/myself/the minor child for whom I am a legal guardian, while that person is participating in activities connected with The Classic Theatre of San Antonio, including classes, rehearsals, performances, or other activities. I understand that physical activities have inherent risks of injury, and, being fully aware of all risk, I consent to have my child/myself/the minor child for whom I am a legal guardian, participate in the programs and activities offered by The Classic Theatre of San Antonio and I accept full responsibility for providing adequate health and accident insurance coverage for the protection of all of the following who participate in these programs/activities: my child/myself/the minor child for whom I am a legal guardian.

By signing this statement, I declare that the aforesaid participant is in good health, with no physical

conditions that might prevent his/her/my participation in physical activities and other training and performance connected with theater arts. Further, I understand and acknowledge that because of the physical nature of theater, there may be physical contact between staff, instructors and students during rehearsals, productions, and class time. I understand that at times for proper instruction and safety, physical contact is required and necessary.

I have carefully read this Agreement, Waiver, Release, & Assumption of Risk and fully understand its contents. I understand that this is an assumption of risk and release of liability, and I sign it of my own free will.

Date: _____

Parent Signature: _____

Parent Printed Name: _____

Child/Children's Name(s): _____

(If not parent) Signature of Legal Guardian: _____

Legal Guardian Printed Name: _____