



Summer Camp 2018 Policies and Procedures Parent & Student Version

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WELCOME & OVERVIEW

Welcome to Triad Stage's inaugural year of summer programming! We are thrilled that you will be joining us. This document contains important information for both parents and students about what to expect during your experience and how to make that experience as enjoyable as possible.

At the end of this document, you will find a page that asks for both parents' and student's signature that they have understood the information in this guide. Please sign this sheet and email it to lauren@triadstage.org. Alternatively, you may bring the form and drop it off on the first morning of camp.

REGISTRATION & PAYMENT

There are no registration deadlines for camp; as long as spaces are available, students may enroll in the camp. That said, if a camp needs to be cancelled due to low enrollment, Triad Stage will notify you two weeks before the first day of camp, and you will receive a full refund.

You have the option to pay the full amount of the program when you register. In order to hold your child's place in the camp, full payment is due two weeks before the camp begins (at 11:59 on the Sunday a full two weeks before the camp's start date). If tuition is not paid in full by this date, your child's registration will be cancelled.

If you register your child for a camp within the two week window before camp begins, we can accept payment until the day the camp begins. You may bring a form of payment with you when you drop your child off at camp for the first day. Please note: payment must be on file before your child will be able to begin camp activities.

EXCHANGES & REFUNDS

If you have already registered for a camp but find that you need to cancel your child's enrollment, we can offer a full refund up to two weeks before the camp begins (cancellation notice must be received by 11:59pm on the SUNDAY a full two weeks before the camp's start date). After that point, we cannot offer refunds for tuition.

We can offer exchanges that are of equal duration and cost. We can only offer exchanges within the 2018 camp season, and cannot issue credits for future programming. If at all possible,

exchanges should be made at least two weeks before the camp you originally registered for begins.

If you register for a camp within the two week window before the camp begins, we will not be able to offer refunds if registration is cancelled.

ATTENDANCE

We ask that your child attend each day of camp. Theatre is a collaborative art form, and your child will be working on ongoing projects with other students during the camp day. If your child is not able to commit to the full week of camp, we encourage you to find another week that is more conducive to their schedule.

SCHOLARSHIP POLICY

Scholarships are offered on a need-based and a first-come, first-served basis. In order to qualify for a scholarship, children must qualify for free and reduced lunch at school (whether or not your child is receiving this benefit currently).

The registration form asks you to note whether or not you plan to apply for a scholarship. If you apply for a scholarship, a member of the Triad Stage education team will contact you within 3-5 business days of your registration to notify you of the status of your application. If there are no more scholarships at the time of registration, we can place your name on a waiting list and let you know if any become available.

DROPOFF AND PICKUP PROCEDURES

Dropoff

Camp begins promptly at 9:00am. We ask that students be dropped off at the front doors of Triad Stage no later than 8:55am. If you would like to park and walk your child in, you can park in the Greene Street Deck (parking is free for the first 30 minutes). Staff members will be available to greet students beginning at 8:30am, and we ask that you avoid dropping your child off before 8:30.

On the first day of camp, we ask that you accompany your child into Triad Stage to drop them off in the morning. There is also an optional all-camp meeting from 9:00am-9:20 if you would like an introduction to the teaching artists who will be working with your child and to the classroom space. We are NOT responsible for your child before they arrive and check in with the camp manager.

Pickup

Camp ends promptly at 4:00pm. You will need to come into the building to sign your child out and pick them up from the main lobby.

On your registration form, you noted adults who are authorized to pick your child up from camp. If the adult who picks the child up at the end of the day is different from the person who dropped them off in the morning, we will ask for that individual's photo ID to ensure they are on your list of approved guardians.

If a student is 16 years of age or older, we will ask you to fill out a Dismissal Form (see Addendum 1) to give your child permission to arrive at camp alone and sign themselves out at

the end of the day. Triad Stage will not be held liable for students after they have signed themselves out or prior to their arrival in the lobby for check-in with the Camp Manager.

Mid-Day Sign Out

If you need to sign your student out in the middle of the day (due to illness, doctor's appointment, emergency, etc.), please email the Learning Director by the Friday before the week of camp begins. If this isn't possible (or an emergency or illness arises in the middle of the day), you can **call the Camp Manager at 336.676.2650** to let them know that you will need to pick the student up early (NOTE: this phone's voicemail is only checked during business hours during camp). You (or another adult on your "approved adults" list) will need to come into the building to sign your child out. If you or another adult is signing your child out mid-day, they will need to come directly to the third floor via the elevator in the lobby to meet the camp manager and sign the student out.

Parent/Guardian Observation

We have two opportunities for Parents/Guardians to visit during the camp. You may attend the all-camp meeting at the beginning of the day on Monday to get a sense of how the week of camp will progress. You may also attend the end-of-week sharing at 3:30pm on the last day of the camp to see what your student has been working on. Outside of these two opportunities, we ask that parents/guardians avoid being in the classroom space, as the presence of familiar adults can add obstacles to the camp learning environment.

LUNCH POLICIES

Students will have 45 minutes for lunch, all of which time will be supervised. They are not able to leave the building for lunch. We ask that you either provide your child with a packed lunch or drop off a lunch for them at the appointed lunch time. Your student will have lunch at either 12:30-1:15pm or 1:15-2:00pm. If you need to know specifically which lunch period your student has, you can contact the Learning Director before the camp begins or the Camp Manager on the first day of camp.

A refrigerator and microwave are NOT available for students' lunches, so please pack nonperishable items or send lunch in an insulated lunchbox with an icepack.

Triad Stage will provide a morning and an afternoon snack for students. If your child has strong preference for certain foods, we encourage you to pack a snack for your child as well.

We ask that all students refrain from bringing peanut, tree nut, and fish/shellfish products to camp. For further information about our food allergy policy, please see below.

FOOD ALLERGY POLICIES

In order to best serve students who have food allergies, a number of policies will be in effect. You will be notified if there are specific food allergies to address within the camp your child is enrolled in. You will receive this information 1-2 weeks before the camp begins, and it will include a list of foods and ingredients to avoid, as well as a list of foods and ingredients that are free from students' allergens. We ask that you adhere to these policies strictly, as allergens can cause reactions through physical contact (i.e. touching an allergen, or touching someone's hand or an item of clothing who has recently eaten an allergen) or even from being airborne. When necessary, all student lunches will be checked by teaching staff to ensure that they are safe for

everyone. If a child accidentally brings an unsafe item, Triad Stage will have some additional food items on hand that are safe to supplement the child's lunch. They will be able to enjoy the item they brought on the way home.

Some additional procedures we will have in place to ensure the safety of students and staff members with severe allergies include:

- Handwashing required before entering the classroom space at the beginning of the day.
- If your child eats a common allergen (such as peanut butter, dairy, or soy) in the morning, please encourage them to wait to change into their camp clothes until they have finished eating. Please also have them wash their face and hands before leaving the house.

MEDICAL INFORMATION & EMERGENCY CONTACTS

We will use the medical information provided on your registration form as a guide to addressing any medical issues that might arise during camp. Please ensure this information is correct and complete. If you have any questions about what information you provided, please contact the Learning Director. If you have listed severe allergies or health problems, we may follow up with you to gain additional information about how we should address any complications that may arise. If your child has severe allergies or complex health challenges, we recommend talking with the Learning Director before the camp begins and checking in with the Camp Manager when you arrive to drop your child off on the first day of camp.

Triad Stage staff is not able to administer over-the-counter medication to any students in our care under any circumstances. If your child needs to take medicine during the day on a regular basis, we ask that you send it with your child with instructions for the child to follow independently of staff members. If your child needs over-the-counter medication (such as ibuprofen for a headache that develops during the day), you will need to bring the medicine to Triad Stage and have the child take it under your supervision.

EXPECTATIONS

We seek to create a welcoming, inclusive environment for all students in our summer programs. For this reason, we ask that students adhere to certain guidelines for conduct, including the following:

- Be respectful of peers and teaching staff at all times.
- Try your best at all activities and take artistic risks.
- Ask permission before touching any other students or teaching staff (theatre is a physical artform, but it's important to ask for consent before physical content).
- Be kind to other students and include everyone in activities.

Teaching staff members may also set additional expectations for specific weeks of camp based on the camp's content. Students will also be expected to follow these guidelines.

We do not expect discipline problems during camp. However, if they do occur, the policy for addressing them will be as follows:

- 1st Infraction: Verbal warning from lead teaching artist
- 2nd Infraction: Ask student to sit out from activities until invited back in by the teaching artist

- 3rd Infraction: Conversation with student, teaching artist and/or camp manager, and parent/guardian (describing the behavior and the teaching staff's response to it).
- If disruptive behavior continues, the camp manager or learning director can become involved, talking with students, parents, and teaching artists to determine future options.

Severe infractions, especially those which threaten the safety of another student or a member of the teaching staff, will be addressed directly with guardians and risk removal from camp.

SUGGESTED CLOTHING FOR CAMP

We do not have a specific dress code for students attending Triad Stage programming, but it is highly encouraged that students wear comfortable clothing that they can move in, such as athletic pants, shorts, or leggings. We also encourage students to wear comfortable closed-toed shoes or sandals with straps in the back (preferably no flipflops).

Teaching Artists for specific classes may request that students wear specific clothing (i.e. long pants versus shorts) based on the activities that will take place during the camp day. We will communicate this information via email or a guidelines sheet sent home by the teaching artist on the first day of camp if there are requirements outside of these listed.

END-OF-WEEK SHARINGS

Triad Stage summer programs are heavily focused on exploration, skill development, and the artistic process. For this reason, students will not present a performance or play at the end of their week in the program. That said, because sharing their work publicly is an important skill in theatre, we will have an informal sharing of student work on the last day of the camp. Sharings take place at 3:30pm in the space where your student's camp took place (either the Sloan Rehearsal Room or the UpStage Cabaret). Family and friends are welcome to arrive beginning at 3:15pm. Parents/Guardians who are not able to attend the sharings must still ensure that their student is picked up promptly at 4:00pm.

For those arriving through the front doors of Triad Stage:

Take the elevator (on your right as you enter the building) up to the third floor. When you exit the elevator, the UpStage Cabaret will be on your left. To reach the Sloan Rehearsal Hall, take a right when you exit the elevator, and the room will be down the hall to your left.

For those arriving through the Greene Street Parking Deck:

Use the call button to the left of the door labeled "Triad Stage." Someone will let you in. When the door clicks open, take the stairs in front of you UP ONE FLOOR. When you enter the third floor hallway, the Sloan Rehearsal Hall will be about halfway down the hall on your right. The UpStage Cabaret will be all the way at the end of the hall.

ACKNOWLEDGMENT

I have read and understood the information in the Triad Stage Summer Camp 2018 Policies and Procedures document and will adhere to the expectations laid out therein.

Signature (Student) : _____

Printed Name (Student): _____

Signature (Parent/Guardian) : _____

Printed Name (Parent/Guardian): _____

Date: _____

ADDENDUM 1: DISMISSAL FORM

NOTE: This form may ONLY be used for students 16 years of age or older.

Student Name: _____

Student Birthdate: _____

Parent/Guardian Name: _____

Parent/Guardian Cell Phone Number: _____

I, _____, give my child, _____, permission to leave Triad Stage by themselves at the end of the camp day. I understand that Triad Stage will not be held liable