



Summer Camp 2019 Policies and Procedures Parent & Student Version

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WELCOME & OVERVIEW

Welcome to Triad Stage's summer camp! 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 summercamp@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.

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 2019 camp season, and cannot issue credits for future programming. 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).

If you wish to apply for a scholarship, please fill out the scholarship application (which can be found on our website) BEFORE you register your child for camp, as the application form will require you to pay the full amount of tuition. Once you apply, Triad Stage staff will contact you to let you know the status of your application. If you are eligible for a scholarship and one is available, they will give you the information that you need in order to pay a reduced rate.

Scholarships are awarded in either full tuition or half-tuition options, and are awarded to qualifying applicants on a first-come, first-served basis. If there are no scholarships available when a qualifying candidate applies, we can put your child's name on a waitlist and let you know if a scholarship does become available.

Before- and after-care payment mirrors scholarship awards. So, for example, if your child was awarded a half-scholarship, they would also be eligible for before- and after-care at half the cost.

DROPOFF AND PICKUP PROCEDURES

Dropoff

Camp begins promptly at 9:00am. If your child is not attending before care (see below for additional information), 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 unless you have purchased the before care option.

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.

Before and After Care

New this year, we will provide before and after care services for guardians wishing to drop their children off before 8:30 and/or pick them up later than 4:00. Before and after care is not a camp extension, but rather a supervised but largely independent time. We will have games, art supplies, and other individual and small-group activities available during this time, and students are also encouraged to bring books, magazines, or other reading materials to engage in during before and after care time.

Guardians who purchase the before care option may drop their students off starting at 8:00am. We request that parents come inside with their students on Monday to drop them off. The weekly cost for before-care is \$40.00.

Guardians who purchase the after care option may pick their student up any time between 4:00pm and 5:30pm. As with a regular pickup at the end of the camp day, the parent/guardian or an adult from the approved adults list must come into the building to pick up the student, and all students MUST be picked up by 5:30pm. The weekly cost for after care is \$60.00.

The cost for both options together is \$90.00. The cost does not change if parents drop their child off later or pick them up earlier. We will reserve the right to charge \$5.00 for every ten minutes later than 5:30 that the student is picked up.

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 30 minutes for lunch, all of which time will be supervised. They are not able to leave the building for lunch. You have the option to send a lunch with your child in the morning, or to select a lunch (free of cost) through the Guilford County Schools' summer food program. This option is open to students, even those who do not attend Guilford County

Schools. A weekly menu will be provided the week before camp begins so that you and your child can make a decision about what option will be best for you. 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.
- We ask that you not send nut-based products to any camp, as they are a very common allergen.

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. If necessary, we will contact parents via and email or phone call.

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, the UpStage Cabaret, or the Pylre Theater). 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, or at the end of after care at 5:30.

There will be a sign on the large wooden table in the lobby letting you know which camp is in which space.

For those arriving through the front doors of Triad Stage:

For the Pyrlle Theater: someone will meet you in the lobby and show you to the theatre. The entrance door is to the left of the large wooden table and bar area in the lobby.

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:

For the Pyrlle Theater, 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, walk until you see an elevator on your left. Take the elevator to the Main floor (lobby).

To access the other two spaces, 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 2019 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.