



Fall and Winter Break Camps 2009

PARENT PACKET

Thank you!

We are geared up for exciting and fun Oklahoma Children's Theatre Fall and Winter Break Camps, and we hope you are, too! Please review the information in this packet. If you have any questions, please don't hesitate to contact us. Thank you for choosing Oklahoma Children's Theatre, and we'll see you at camp!

Rozz Grigsby, Camp Director

Contact Information

- We are located in the Children's Center for the Arts building on the Oklahoma City University campus. (See map on page two.) Check -In will be held at the east door.

Oklahoma Children's Theatre

2501 N. Blackwelder
Oklahoma City, OK 73106
Email: rozz@oklahomachildrenstheatre.org

Camp Director's Cell: (405) 620-2875

Office Phone: (405) 606-7003

Fax: (405) 606-7043

Website: www.oklahomachildrenstheatre.org

Please Notify Camp Director If:

- Your child has special medical or developmental needs so our instructors can be prepared.
- Your child is going to be absent, late, or leaving early.
- Any person other than parent or guardian will be picking up your child.
 - *That person must also use child's assigned check-out code.*

What to Bring to Camp

- Wear comfortable clothing to allow active movement. Keep in mind that arts and crafts projects are often a part of camp lessons, and can get messy!
- Wear functional shoes that will stay put—flip flops and slides are not recommended.
- Pack a clearly labeled sack lunch, drink, and two snacks each day. Please do not pack soda or items that need to be refrigerated or microwaved.

What to Leave at Home

- Do not bring valuable items to camp: CELL PHONES, IPODS, AND ELECTRONIC GAMES ARE NOT ALLOWED.
- In order to increase focus, please do not send toys to camp.
- Oklahoma Children's Theatre will provide all necessary materials for camp.
- OCT is not responsible for loss, damage, or theft of personal items or property.

Check In & Check Out Procedures

Check in and check out for classes will be located in the Children’s Center for the Arts building; please enter through the East door. Parents must always come inside for check out. During your first day of check in you will receive a four-digit security code that will allow you to check out your child. At check out, campers will remain in their classroom groups in the main studio until you’ve provided your code to our staff Children will not be released to any individual not listed on your medical release/emergency contact form without prior notice from parent or guardian.

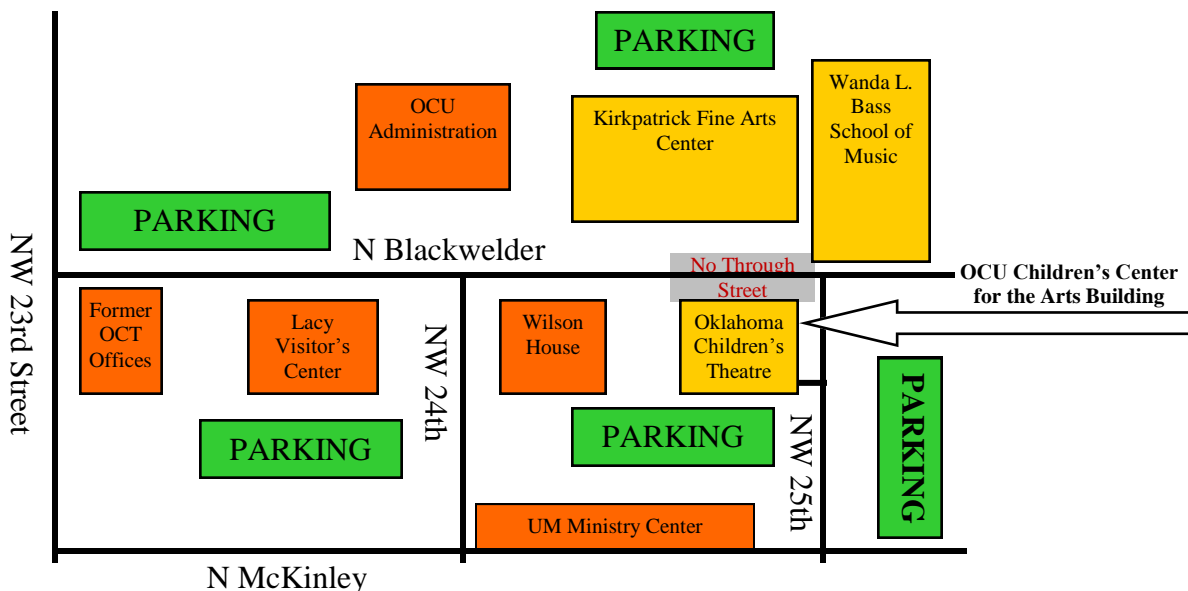
Before & AfterCare

Rates: \$10 per day or \$45 for the week. You can use morning, afternoon, or both for the same price per day. Before/AfterCare payments are not discounted and are non-refundable. You can pay at the time of enrollment or per day at BeforeCare check in.

- BeforeCare hours: 8-8:45 am (charges apply if child is dropped off prior to 8: 45 am)
- AfterCare Hours: 4:15- 6:00 pm (Charges will apply if picked up later than 4:15pm)
- Late pick up/early drop off charges will apply at the rate of \$1 per min. before 8:00am and after 6:00pm

Parking & Directions

Use N McKinley and NW 25th Street for easiest access—N Blackwelder is blocked at 25th Street. For easiest parking, use the lots directly east and north of the OCU Children’s Center for the Arts building. Oklahoma Children’s Theatre patrons may park anywhere on the OCU campus, including areas marked “permit only” parking.



Our Philosophy & Approach to Education...

In its 23rd year of offering educational programming and theatrical performances, Oklahoma Children's Theatre continues to build a fun and inviting atmosphere for all students to create, imagine, and experiment in the arts. There is a place for everyone in the theatre, whether you enjoy creating your own characters, designing costumes, building props, you're a new actor or a seasoned pro, Oklahoma Children's Theatre explores it all! Master teaching artists from around Oklahoma and the United States return each year to work with campers on their creative drama skills. Many of our instructors, assistants, and volunteers are alumni of Oklahoma Children's Theatre programming. Our instructors are professional theatre artists or theatre students, and most importantly, all love sharing the gift of theater. In addition all employees have undergone an OSBI background check. Oklahoma Children's Theatre arts education programs are accessible for children of every ability, ethnicity, and economic background. To promote the best in self-expression and individual positive attention, class sizes are limited to 15 campers. Now in our new home at Oklahoma City University, Oklahoma Children's Theatre has access to some of the best theatre and performing arts facilities and professionals around.

Behavior & Discipline Procedures

Attitude and cooperation of students is vital to the success and happiness of the class as a whole, and therefore any disruptive or violent behavior will not be tolerated in our programs. Oklahoma Children's Theatre reserves the right to determine who is or is not suitable for camp and will take all measures to provide a safe and constructive learning environment. We support a three strikes behavior policy; however, **we reserve a zero tolerance policy regarding violence. In the case of violent behavior parents will immediately be contacted to dismiss student.**

- If a child disrupts class, he or she is given a warning by the instructor or assistant.
- The second warning will result in an in-class time out.
- If problematic behavior continues, the student will be excused from class to have a discussion with the Camp Director. Parents will be notified of the occurrence upon Check Out.
- If problematic behavior is still not corrected, parents will be contacted and student will be dismissed from camp.

There is no tuition refund for children who are dismissed from camps or classes.

Refund Policy

Full refunds are given only in the event that a class is canceled. In the event that a student cancels their enrollment, a refund (minus a \$10.00 processing fee) will be given only if Oklahoma Children's Theatre is notified 3 working days prior to the first day of camp. **No refunds are given once classes begin.** OCT reserves the right to determine the suitability of class and child. If you are ineligible for a refund, you may obtain an acknowledgment letter from the Education Director, enabling you to claim unused tuition as a tax-deductible contribution.

Oklahoma Children's Theatre Sponsors

Oklahoma City University and the OCU Theatre and Musical Theatre Departments, Allied Arts, Oklahoma Arts Council, National Endowment for the Arts, Mercedes-Benz of Oklahoma City, The Inasmuch Foundation, Oklahoma Community Service Commission, Dillon Importing, and Funnel Design Group