



Lost in Time!

SUMMER CAMPS 2010 PARENT PACKET

Jump in the time machine and get ready for some exciting time travel adventures at OCT's "Lost in Time—Summer Theatre Camps!" Please review the information in this packet and contact us if you have any questions. Thank you for choosing Oklahoma Children's Theatre, and we'll see you at camp!

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Contact Information

- Check in and check out will take place in the Children's Center for the Arts on campus at Oklahoma City University. Classes will take place in the Children's Center for the Arts and the Kirkpatrick Center for the Arts.
- Oklahoma Children's Theatre offices are located in the Children's Center for the Arts building. (See map on pg. 2.)

Oklahoma Children's Theatre
2501 N. Blackwelder
Oklahoma City, OK 73106
www.oklahomachildrenstheatre.org

Camp Director's Cell: (405) 620-2875
Office Phone: (405) 606-7003
Fax: (405) 606-7043
Email: rozz@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 and Wear to Camp

- Comfortable clothing to allow for **active** movement. Wear shorts underneath skirts.
- Remember arts and crafts projects are often a part of camp lessons and can get messy.
- Functional shoes that will stay put— tennis shoes are preferred. No flip-flops!
- Pack a **clearly labeled** sack lunch, drinks, and two snacks for each day; Please do not pack sodas or lunch items that need to be refrigerated or microwaved.
- See page three for Friday's "lunch party" details.
- Theatre is active! A water bottle is always a good idea.

What to Leave at Home

- Cash. Please purchase a Camp Store Card if your camper wants to buy snacks and drinks at the Camp Store. There will be no other need for campers to carry cash.
- **Cell phones and electronic games** are not allowed at camp. There is an office phone that campers may use in an emergency.
- Leave toys, games, and other distractions at home.
- **Heeley's** and all shoes with built in wheels are not allowed.
- Oklahoma Children's Theatre will provide all necessary materials for classes.

Oklahoma Children's Theatre is not responsible for loss, damage, or theft of personal items or property.

Monday Check In

It is required that a parent or guardian accompany you child to Monday Check In each week that you're registered for camps. Please arrive between 8:30 and 9:00am (unless arriving earlier for Before Care).

At Monday Check In you will need:

- Completed Medical Release/Emergency Contact Form (included in email)

Medical release forms must be completed and submitted before your child may attend classes. Additional forms may be obtained at Monday Check In.

- Any medication needed, clearly labeled and packed in a zipper-seal plastic bag
- Clearly labeled sack lunch, drinks and two snacks

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.

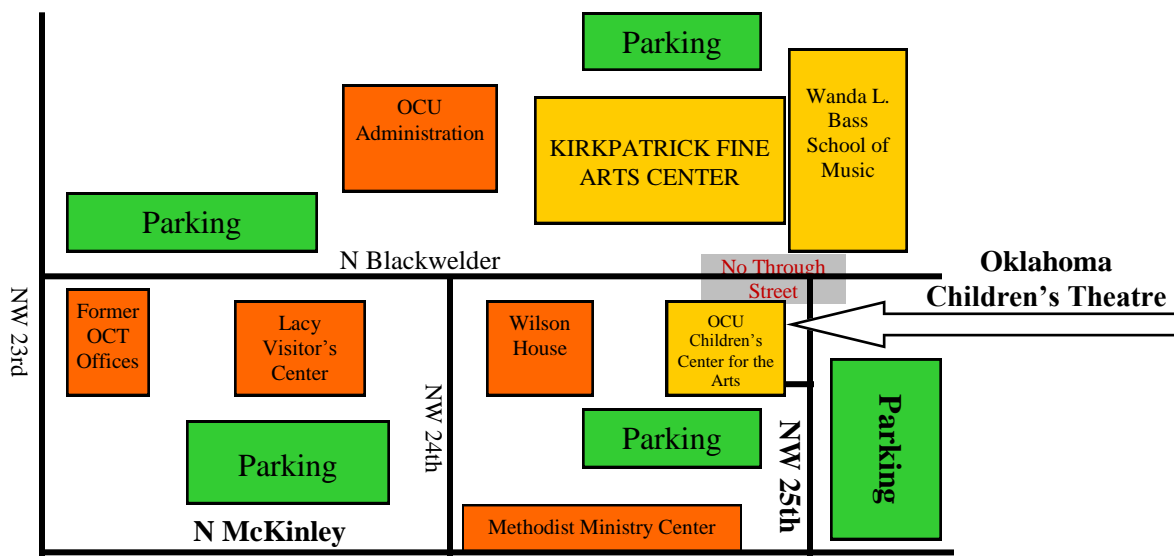
Before & AfterCare

Rates: \$10 per day or \$45 for the week. There is no AfterCare on Friday. 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.



Camp Store Cards

At the Camp Store, campers can buy snacks and drinks during snack breaks and lunch. Purchasing a Camp Store Card allows you to pack less in your camper's lunch box without having to worry about lost or stolen cash. Healthy options are always available, including juice, bottled water, and low-sugar snacks. Cards can be purchased in \$1 to \$5 amounts on any day's check in. There are no refunds for unused portions of Camp Store Cards.

Wednesday Flap Jack Flash Back!

Each Wednesday at Before Care (8am) we'll have a pancake breakfast with hotcakes, fruit, milk and juice. Wednesday breakfast is \$2 per camper, in addition to the regular \$10 Before and After Care fee for the day. You can pre-pay at time of registration, or sign up Monday or Tuesday at check in or check out.

Friday Pizza or Hot Dog Parties!

Each Friday of camp we'll have a fun pizza or hot dog lunch that will include all-you-can-eat-pizza or hot dogs, fruit, drinks, and cookies. Friday Lunch Party is \$5.00 per child, and you can sign up at Check In any day Monday through Thursday. **Don't forget to pack your snacks on Friday!**

(Pizza or hot dog party is optional; children can still bring a sack lunch and enjoy all the party fun.)

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.**

Our Philosophy & Approach to Education

In its 24th 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 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 size is limited to 15 campers. Now in its 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.

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 *per camp*) will be given only if Oklahoma Children's Theatre is notified *five* 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 Arts Council, Allied Arts, National Endowment for the Arts, Oklahoma City University, Oklahoma Community Service Commission, AmeriCorps Oklahoma, BancFirst, Rose Rock/Union Bank, Chesapeake Energy, Dillon Importing, Mercedes-Benz of Oklahoma City, Wilson Research Strategies, Latchkey Child Services of Oklahoma, Leslie & Stuart Milsten, MidFirst Bank, Jenee & Darren Lister, St. Anthony Hospital

Oklahoma Children's Theatre Partners: Oklahoma City University, TheatreOCU, OCU Performing Arts Academy, Oklahoma Shakespeare in the Park