

Lost in Time!

SUMMER CAMPS 2010 PRE-SCHOOL PARENT PACKET

Jump in the time machine and get ready for 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!

Page 2: Monday Check In
Before/AfterCare
Parking & Directions

Page 3: Camp Store Cards, Pizza Party Info
Educational Philosophy
Behavior and Refund Policies

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** snack and drink each day; Please do not pack sodas or items that need to be refrigerated or microwaved.
- Theatre is active! A water bottle is always a good idea.

What to Leave at Home

- **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.

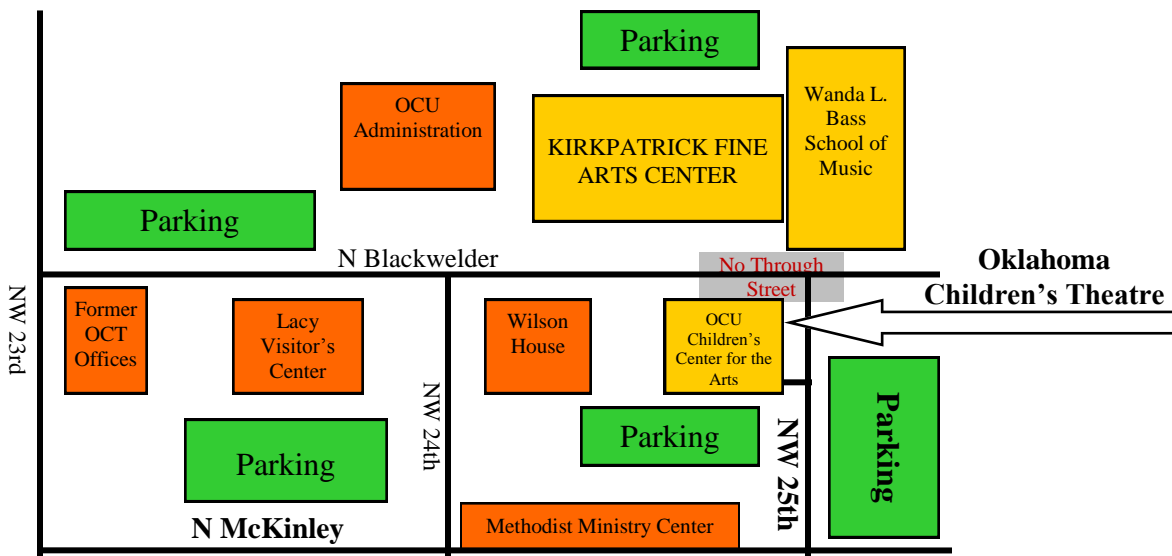
- Any medication needed, clearly labeled and packed in a zipper-seal plastic bag
- Clearly labeled snack and drink

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.

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.



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, OCU Performing Arts Academy, TheatreOCU, Wanda L. Bass School of Music, Oklahoma Shakespeare in the Park, Girl Scouts of Western Oklahoma Inc., Camp Chaverim