

## 2019 Summer Camp Policy and Procedures for Parents

### **Registration**

Students are not registered until receipt of full payment, which is **due at least three weeks before the start of the session**. All returned checks and denied credit cards will incur a \$50 service charge. Refunds will only be issued in the event that a session is cancelled. No other refunds will be granted. Please be sure to inform the administrative staff if you know your child will be absent from class by calling 954-921-3274. We do not offer pro-rated fees or credits for missed or partially attended classes.

### **Hours of Operation**

Camp days/hours are Monday-Friday, 9-4 pm. Only students registered in Before-Care will be admitted prior to 8:50 am. Late parents will be charged \$1 per minute. Students not picked up within 10 minutes, will automatically be placed in After-Care (if available), and charged \$15 as well as their \$10 of accrued late fees. **There is no camp on Thursday, July 4<sup>th</sup>.**

Fees (per session for Members/Non-members):

- Littlest Actors and Littlest Artists: Half Day: \$325 Members/\$350 Non-Members, Full Day: \$425 Members/ \$450 Non-Members
- Young Actors and Young Artists: Half Day: \$325 Members/\$350 Non-Members, Full Day: \$425 Members/ \$450 Non-Members
- Broadway Actors: \$800 Members/\$850 Non-Members

### **Before-Care and After-Care**

Before-Care is from 8-9 am, and costs \$25 per week. After-Care is from 4-6 pm, and costs \$50 per week. Before/After-Care must reach a minimum number of students to commence, and if not met, will be cancelled and all payments reimbursed. Students in Broadway Actors or Littlest Actors/Littlest Artists will be walked by a Teen Arts Ambassador or staff member (driven if raining or too hot), to/from the Arts School and their exact camp location.

### **Camp Locations:**

- Littlest Actors and Littlest Artists is held at the ArtsPark at 1 Young Circle
- Young Actors and Young Artists is held at the Arts School at 1626 Harrison Street
- Broadway Actors is held at the Hollywood Central Performing Arts Center at 1770 Monroe Street`
- Before-Care and After-Care is held at the Arts School at 1626 Harrison Street

### **Pick-Up/Drop-Off**

Children must be escorted directly to/from their classes and signed both in and out. Broadway Actors students must enter through the side door of theater. Parents of students in Littlest Actors and Littlest Artists should pull up to the ArtsPark via the drive way to drop students off. Parents must complete a form authorizing any other adults to pick their child up (with proper identification). Students will NOT be released to unauthorized persons. Safety is of highest priority to us. The first few days of every session or anytime a new person is picking a child up, we always check photo identification with authorized pick-up lists. You must bring identification with you every day. Please be prepared to present a valid form of photo identification if requested by staff at anytime. No exceptions.



### **Show and Exhibition Schedule**

At the end of each session campers will participate in a show and/or exhibition, depending on which camp session they are enrolled in. The schedule is as follows:

#### **Littlest Actors**

Session 1: Thursday, June 20<sup>th</sup> at 11:30 - ArtsPark  
Session 2: Wednesday, July 3<sup>rd</sup> at 11:30 - ArtsPark  
Session 3: Thursday, July 19<sup>th</sup> at 11:30 - ArtsPark

#### **Littlest Artists**

Session 1: Thursday, June 20<sup>th</sup> at 3:30 - ArtsPark  
Session 2: Wednesday, July 3<sup>rd</sup> at 3:30 - ArtsPark  
Session 3: Thursday, July 19<sup>th</sup> at 3:30 – ArtsPark

#### **Young Actors**

Session 1: Friday, June 21<sup>st</sup> at 11:30 - Hollywood Central Performing Arts Center  
Session 2: Friday, July 5<sup>th</sup> at 11:30 - Hollywood Central Performing Arts Center  
Session 3: Friday, July 19<sup>th</sup> at 11:30 - Hollywood Central Performing Arts Center  
Session 4: Friday, August 2<sup>nd</sup> at 11:30 - Hollywood Central Performing Arts center

#### **Young Artists**

Session 1: Friday, June 21<sup>st</sup> at 3:00 - Student Gallery at main Center  
Session 2: Friday, July 5<sup>th</sup> at 3:00 - Student Gallery at main Center  
Session 3: Friday, July 19<sup>th</sup> at 3:00 - Student Gallery at main Center  
Session 4: Friday, August 2<sup>nd</sup> at 3:00 - Student Gallery at main Center

#### **Broadway Actors**

Session 1: Friday, July 5<sup>th</sup> at 5:30 and Saturday, July 6<sup>th</sup> at 5:30 - Hollywood Central Performing Arts Center  
Session 2: Friday, August 9<sup>th</sup> and Saturday, August 10<sup>th</sup> at 5:30 - Hollywood Central Performing Arts Center

### **Lunch Hour**

Students enrolled in full day sessions are required to bring their own non-perishable lunch, as well as two snacks.

Only water in a bottle or sealed container will be permitted in the theater, no other food or drink. Snacks and lunch will be consumed in the lobby or outside areas.

For the Littlest Actors Littlest Artists camp, there will be a daily relaxation time during the lunch break. If your child attends the camp for the full day, please ensure they have a rest mat to relax on during this quiet time.

### **Restroom Policies for Younger Campers**

Any child attending summer camp must be fully potty trained. Students must be able to use the restroom and clean themselves without assistance in order to register and attend.

### **Food Allergy Precautions**

Parents who would like to supply food or desserts of any kind to share with other campers must notify administration staff in writing at least 3 business days in advance detailing specifically what you will be bringing in. This ensures staff will have appropriate time to send letters home informing the other parents. Food brought in without proper notification will have to be turned away or stored by staff until a letter is sent home with students.

### **Dress Code**

Students must wear comfortable clothes they can get messy in. Please no skirts, sandals, flip flops, or high heels. Please don't wear anything that wouldn't be appropriate to wear to school.

Visual art students can also bring a smock or large t-shirt to wear over clothes. Broadway Actors students may want to bring additional layers, as the theater is sometimes cool.

### **Summer Camp T-Shirts**

Each student will get one T-shirt per summer included in the registration fee. Additional Art and Culture Center/Hollywood summer camp T-shirts will be available at a cost of \$10.

### **Health and Emergencies**

- Any allergy or medical condition must be noted on the Emergency Information form. Significant conditions must be discussed with education staff before registering.
- Staff will NOT administer any medication to students.
- Any student who becomes too ill to participate in class will be sent home. For students who become **seriously** ill or injured, the Art and Culture Center/Hollywood staff will call 911 and immediately contact the parent or emergency contact person.
- The Art and Culture Center is not liable for injuries that may occur on site.

### **Student Code of Conduct**

Students are expected to behave in a responsible and respectful manner while participating in classes. Disruptive behavior will not be tolerated. Parents of disruptive students will be given a verbal or written warning prior to program dismissal. The Art and Culture Center/Hollywood reserves the right to dismiss any student for violent or verbally abusive behavior without prior notice. Parents of students who are dismissed will not be given a refund.

\*\*\*Please sign and return this form\*\*\*

## **Summer Camp Policy Acknowledgement Receipt**

I acknowledge that I have received and read the “Summer Camp Policy and Procedures for Parents.”

I am aware of the cancellation/refund policy for summer camp programs. No refunds or prorations of fees or tuition are permitted.

I hereby allow the Art and Culture Center/Hollywood to take photographs or videotape of me or my child during participation in its programs. Photographs or video may be used for promotional purposes (i.e. – news releases, advertisements, camp brochures, social media, etc.)

I further certify that I hold harmless and release the Art and Culture Center/Hollywood, its employees, and agents from any liability, claim, and right of action, of any kind of nature which my child or legal representative may have as a result of injury, illness, or damage.

I authorize the Art and Culture Center/Hollywood to seek urgent medical care for my child in the event of an emergency.

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Name of Child:

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Name of Guardian:

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Parent/Guardian Signature:

Date: