



THEATRE TALLAHASSEE
SUMMER CAMP
HANDBOOK
JUNE 2023





THEATRE TALLAHASSEE SUMMER CAMP **HANDBOOK**

Welcome to Theatre Tallahassee Summer Camp!

We're so excited to be offering summer camps this year, and for you to join us. Thank you for giving us the opportunity to share the performing arts with your child.

Our summer camps are a fun, creative way for your child to build confidence, enhance communication skills, form lasting friendships, and develop or improve theatrical skills.

Week-long camps are available from 8:30-12:30 for grades 3rd-6th, and 12:30-4:30 for grades 7th-12th. We will use a variety of theatre games, improvisation, role playing, scene work, dance and vocal training; students will discover the techniques actors use to win the hearts and minds of audiences and can help them shine in other areas of their lives off the stage.

The best part of all is that each camp will culminate with an original production and will give your child a chance to show off their skills in acting, singing and dancing. This video performance will be provided to the families via a private YouTube link.

We're committed to providing your child with a rewarding and memorable camp experience. Our educators bring a variety of experience and expertise in the performing arts.

This Handbook is a reference for you and your child and should answer the bulk of your camp questions. Your child's safety is our top priority, so we ask that you review all camp rules, as well as the Discipline Policy with your child prior to coming.



Sign up is based on the school grade completed as of May 29, 2023.

MORNING CAMP

Camp for Rising 3rd-6th Grades
8:30am-12:30pm

June 5-9, 2023

Bikini Bottom Musical Adventure

Plunge into Bikini Bottom and have fun with character development as you sing and dance with your favorite undersea friends. Learn songs and dance from *SpongeBob The Musical* and create a costume for your aquatic character.

June 12-16, 2023

Villains

Who doesn't love a villain with a big personality? Explore your darker side in this summer camp mashup where students will take on the roles of some of the most iconic villains like Ursula, the Wicked Witch, the Phantom, Javert, Ms. Trunchbull, Gaston, and more of your favorites! During the week we'll focus on developing strong characters while also weaving big choices into riveting scenes and songs. Now is your chance to play the roles that everyone loves to hate!

June 19-23, 2023

It's a Small World

The magic of Disney will be our inspiration this week! All it takes is faith, trust, and a little pixie dust! We will act out scenes from favorite Disney shows, movies and musicals, and explore music, movement, characters, and stories from the happiest place on earth!

June 26-30, 2023

From Page & Screen to Stage

Bring the pages of favorite books or movies to the stage. We will experience some popular stories that began as books or movies and were brought to life on the stage.

AFTERNOON CAMP

Camp for Rising 7th-12th Grades
12:30pm-5:00pm

June 5-9, 2023

Broadway Triple Threat

Find out what it takes to be a successful musical theatre singer and dancer and actor. Build your technique through classical and contemporary text work, singing, movement and acting sessions. Connect your vocal skills to critical dramatic intention by focusing on songs as monologues and how the singer acts the song. You'll be ready to be front and center after this exciting week.

June 12-16, 2023

Behind The Curtain - Exploring Stagecraft

Design, production, tech! Theatre would not be possible without the expertise of designers, stage managers, artisans and technicians who make theatre magic. In this camp, students will learn the basics of theatrical production, including scenery, costumes, props, sound, lighting and operation. (No performance video for this camp.)

June 19-23, 2023

Making a Musical

Singing, dancing and acting are not the only skills they will take away from this class! Performers will acquire an understanding of the importance of what it means to be an ensemble member and just how important teamwork within the theater can be. Join us as we sing and dance our way to all your favorite musical theater songs!

June 26-30, 2023

Landing The Role

Spend a week with us preparing for your next audition. Students will be guided through the process of selecting and preparing audition monologues and songs, including exercises in how to handle the "cold reading" and learning basic dance steps and terminology to help you through any audition. Students will get an audition video.

THE GROWN-UP STUFF

REGISTRATION

Campers are registered on a first-come, first-served basis. Camps are limited to a maximum of 15 students, and a minimum of 8 students are required to hold camp. Since space is limited, please inform us if you need to cancel a reservation so others may take advantage of our programs.

Camp Hours

Camp hours are from 8:30 am-12:30 pm for grades 3rd-6th and 12:30 pm-5:00 pm for grades 7th-12th.

Campers may be dropped off starting at 8:15 am or 12:15 pm. If you drop off earlier or pick up later, then you will be charged \$5 for that day.

Extended Day: available for \$25 for the week, for morning camps until 1 pm, and afternoon camps until 5:30pm. All morning campers must be picked up by 1pm, and afternoon campers by 5:30 pm. Parents will be charged \$1 per minute for every minute after the pickup deadline.

Fees

\$150 per week.

Scholarships are available (see form on page 14)

Extended Day is available for an additional \$25 for the week, and allows campers to stay an extra half hour past pickup time.

Late pickup fee:

Non-extended day campers: \$5 per day if the camper is picked up more than 10 minutes late. (After 12:40 pm for morning campers, after 5:10 pm for afternoon campers.)

All campers: \$1 extra per minute for campers picked up more than 30 minutes late.

Refunds

Refunds will only be issued if you need to cancel:

- and we are notified 7 days before the start date of the camp your child is registered for.
- or if you need to cancel within the 7 days, and we are provided a doctor's note letting us know your child cannot participate.

Camps may be canceled due to low enrollment one week prior to the start date. Should a camp be canceled, registrants will receive a full refund.

No refunds will be given after seven days prior to the camp start date.

No refund on deposits


unless you have applied for a scholarship and did not receive it.

Registration Information:

Registrar: Theresa Davis, Executive Director
phone: 850-224-4597
education@theatretallahassee.org

Theatre Box Office:

open Tuesday-Friday 11am-4pm
phone: 850-224-8474
boxoffice@theatretallahassee.org



CAMP DAYS

What to bring

Clothing

Campers should dress comfortably and for movement. All campers are required to wear closed-toed shoes.

Possessions/Electronics

We do not recommend that your child bring electronic devices to camp. If they do, they will be asked to keep them put away until the camp teacher gives permission of their use. We ask that your child does not bring toys that may become lost or damaged or may be distracting to others. The Theatre holds no responsibility for any items that are damaged, lost, or stolen.

Snack

Please provide your child with a refillable water bottle and a snack each day. Campers will have one snack break per day. To avoid potential allergy exposure, there is a no snack sharing policy.

Activities

Each camp will use a variety of theatre games, improvisation, role playing, scene work, dance, and vocal training. Technical theatre skills will be taught during some camps. Each camp, except scene craft, will have a production or showcase on the final day that will be recorded. The video performance will be provided to the families via a private link.

Our Staff

All camp teachers are experienced educators; most of them are teachers, directors, or choreographers within the local area. All camp staff have current federal background screenings. We will always have CPR and First Aid certified staff on site. We operate on a ratio of 1:8 teacher/child.

SAFETY & HEALTH

Sign-in/Sign-out

Parents, guardians, or approved persons must escort their child to the designated check-in location each day. A waiver is available for teens ages 13+ allowing them to sign themselves in and out of camp.

In the afternoon, parents, or authorized persons for pick-up, will sign-out their child. Our staff will do their best to remember faces of people dropping off and picking up children, however if they do not recognize a face, they will request the government issued photo ID of any person picking up a child. That ID must correspond with the approved names for pick-up on the child's registration form.

Illness

We are dedicated to providing a safe environment for your child this summer.

- All people entering the classroom space will be required to sanitize hands.
- All campers will be taken to the restrooms prior to and after all snacks to wash hands with soap and water.
- Anyone with a fever will not be allowed to remain at camp. A child's temperature is considered elevated at 100.4.
- Any camper who becomes ill at camp will be isolated from other campers and parents will be called to come pick them up immediately.
- Campers may only return to camp as long as they have no fever or symptoms for at least 24 hours.

DON'T FORGET

to fill out the medical information and emergency contact info form at the back of this handbook!

CONDUCT POLICY

Please refer to the Behavior Contracts expectations of campers and parents/guardians. We expect campers to treat all theatre spaces and theatre tools with care and respect, as well as handle everything carefully and help the faculty and staff of Theatre Tallahassee to keep the building clean.

By signing the contract, you acknowledge that you will follow our policies. We will do everything in our power to help correct issues before they become serious. However, if issues persist and are not fixed by either the family or camper, then the camper will be expelled with no refund.

Disciplinary Process

- **1st offense:** A verbal warning is issued to the camper and documented.
- **2nd offense:** A written warning is filed by the instructor and given to the Executive Director who will contact the parent/guardian about the issue.
- **3rd offense:** Theatre Tallahassee ED will have a meeting with the camper, parent/guardian, and class instructor to discuss the issue.
- **4th offense:** The camper will be expelled from the Theatre Tallahassee camp with no refund.

Camp Concerns

If a camper or guardian has a concern regarding a class, a teacher, or any other issue, please contact Theresa Davis, Executive Director, who will take the appropriate steps.

Theresa Davis, Executive Director
phone: 850-224-4597
education@theatretallahassee.org

BEHAVIOR CONTRACTS

All campers and parents/guardians are required to sign this contract. These help the camp run smoothly and ensure that everyone has a positive experience.

Camper Behavior Contract

- I will be in the facility, ready to go, by the start time of my camp.
- I will respect and take care of all Theatre Tallahassee equipment by using it only for its intended purpose.
- I will return all the equipment to its proper place.
- I will clean up after myself.
- I will not chew gum during camp.
- I will only drink and eat in designated areas.
- I will be focused throughout camp and listen to my teacher's directions.
- I will respect my peers and teachers by listening and behaving properly.
- I will keep a positive attitude when in the building.
- I will have good behavior in and out of the classroom while in the building.
- I will be respectful of different viewpoints, cultures, and lifestyles.

Parent/Guardian Behavior Contract

- I will support my child in their efforts while attending Theatre Tallahassee camp by making sure they are on time and have a good attitude toward other campers and teachers.
- I will be responsible for my child's participation in the camp.
- I will try to call ahead if an unexpected absence occurs.
- I will be respectful of different viewpoints, cultures, and lifestyles.

Camper Signature

Parent/Guardian Signature

Date



HANDBOOK AGREEMENT FORM

By signing, you agree that both camper and parent/guardian have read the entirety of this document and the attached materials. You agree to our terms and conditions within these documents.

Please Sign

Camper Name (Please Print)

Camper Signature

Date

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Date

LIABILITY & MEDIA RELEASE



Assumption of Risk and Release of Liability

Knowing that participation in the program entails some risks, and in consideration of my child being permitted to participate in the program, I agree to release Theatre Tallahassee from any and all costs, claims, injury or illness resulting from my child's participation in the program. I agree that neither Theatre Tallahassee, nor any of its employees, independent contractors, directors and/or officers will be held liable for any injury which may occur to me or my child while attending a class, camp, or workshop. This includes, but is not limited to, any activities in which I/he/she may participate including classes in singing, acting, dancing, physical comedy, stage craft, theatrical mask work, warm-up exercises and/or breaks. I grant Theatre Tallahassee staff permission to contact emergency services and permit treatment should I/my child become injured, and I am unable to provide direct authorization for services. I hereby release Theatre Tallahassee and their respective employees, independent contractors, directors and/or officers from any and all legal or financial claims.

Media Release

Campers are sometimes photographed and videotaped for use in Theatre Tallahassee promotional and educational materials. I authorize Theatre Tallahassee to record the image and voice of the subject named below and give Theatre Tallahassee and all persons or entities acting pursuant to Theatre Tallahassee permission or authority to use these recorded images and voice. I understand said images and/or voice may be used for educational, advertising, and promotional purposes in all conventional and electronic media. I also authorize the use of any printed material in connection therewith. I understand and agree that these images and recordings may be duplicated, distributed with or without change, and/or altered in any form or manner without future or further compensation or liability, in perpetuity.

Child's Name (Please Print)

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Date

MEDICAL FORM

Please print carefully and legibly



Child's Name

Title of Camp (see weekly schedule)

Age

Date of Birth

Preferred Pronouns

Dates of Camp (see weekly schedule)

Parent/Guardian Name

Allergies:

Health Conditions we should be aware of:

Parental Instructions for Dispensing Medication

Name of Medication

Dosage

Days and Times to dispense

Notes

Name of Medication	Dosage	Days and Times to dispense	Notes
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Parent/Guardian Signature

Date

Staff Use

Medication Given	Date/Time	Person administering	Reason

EMERGENCY CONTACT FORM

Please **print** carefully and legibly

Child's Name

Emergency Contact Phone Numbers (in order of who to call first)

1. _____
Name Relationship to Child Phone Number(s)
2. _____
Name Relationship to Child Phone Number(s)
3. _____
Name Relationship to Child Phone Number(s)

Pick Up Permission

List any individuals, other than yourself, who have permission to pick up your child after camp, with their phone numbers.

- _____
Name Relationship to Child Phone Number(s)
- _____
Name Relationship to Child Phone Number(s)
- _____
Name Relationship to Child Phone Number(s)

Please Sign

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Date



SIGN IN/OUT WAIVER (ages 13+)

This waiver is OPTIONAL for campers age 13 or older

Valid June 1-30, 2023

I agree that my child is 13 years or older and I am allowing them to sign themselves in and out of camp.

I agree that my child is 16 years or older and I am allowing them to drive themselves to/from camp.

By signing this form, I, _____, Parent/guardian of _____ (camper), understand that Theatre Tallahassee does not have liability or responsibility for my child outside the hours of their camp time.

I agree to let my child sign themself in and out of camp.

Please Sign

Camper Name (Please Print)

Camper Signature

Date

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Date

SUMMER CAMP REGISTRATION



Contact Information

Camper Name

Date of Birth

Parent/Guardian Name

Billing Address

City

State

Zip Code

Contact Phone (mandatory)

Contact Email (mandatory)

Secondary Contact Phone
(recommended)

Secondary Contact Email
(recommended)

Payment Method

Will you be paying a deposit, partial or full payment? \$50 (per camp) Deposit* Full

*Full payment is due the Friday before the first day of camp

Method: Check** Credit Card Call me for Card Information

Type of Card: Visa Mastercard Discover American Express

Name that appears on card

Expiration Date

Card Number

CCV

Signature

** Make checks payable to Theatre Tallahassee

Theatre Tallahassee
1861 Thomasville Rd
Tallahassee, FL 32303

TheatreTallahassee.org
(850) 224-8474
education@theatretallahassee.org

SCHOLARSHIP APPLICATION



Overview

- Scholarships are awarded based on financial need and/or strong interest and talent in one of the performing arts— acting, musical theater, vocal, technical or dance.
- Applications are processed on a first come, first served basis depending on the fund's financial status and the availability of class space.

Applicant Information

_____		_____	
Camper's First Name		Camper's Last Name	
_____		_____	
Date of Birth	Gender	Grade Level Completed	

School Applicant Attends (if applicable)			

Home Address			
_____		_____	_____
City		State	Zip Code

Parent/Guardian Information

Required for all applicants under the age of 18 at the time of application.

_____		_____	
First Name		Last Name	
_____		_____	
Home Phone	Cell Phone	Work Phone	
_____		_____	
Email		Occupation	

SCHOLARSHIP APPLICATION



Financial Information

How many people are in your household? _____

What is the total household income? (check one) \$19,999 or less \$20,000-\$34,999

\$35,000-\$49,999 \$50,000-\$74,999 \$75,000+

Please provide a detailed explanation as to why financial assistance is required.
(All information is confidential)

Camper Information

How do you (the camper) currently participate in the arts? How have you participated in the past?

How would you benefit from participating in summer camp classes at Theatre Tallahassee?

Please list specific camp scholarships requested in order of interest:

I declare all statements made on this form are true to the best of my knowledge.

Applicant Name or Parent/Guardian Name (please print)

Applicant Signature or Parent/Guardian Signature

Date