

# THEATRE TALLAHASSEE SUMMER CAMP HANDBOOK 2026



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# 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.

This summer camp will be held from 1pm-5pm, for students ages 12-17. We will use a variety of theatre games, improvisation, role playing, scene work, dance and vocal training; while rehearsing the show *Anything Goes: Youth Edition*. Campers will discover the techniques actors use to win the hearts and minds of audiences and which will help them shine in other areas of their lives off the stage.

The best part of all is that camp will culminate with a full staged production of the show with three performances over three days, and will give your child a chance to show off their skills in acting, singing and dancing.

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.

# CAMP

Sign up is based on your child's age as of camp opening

# ANYTHING GOES YOUTH EDITION

**Ages 12-17**

**1pm-5pm**

**June 1-June 26, 2025**

**Auditions: Tues, June 2**

Auditions will be held during camp. All campers will receive a role. Any camper interested in learning tech instead of performance will have the opportunity to work on costumes, props, or set.

**Performances: June 26-28**

Music and Lyrics by Cole Porter  
Original Book by P.G. Wodehouse &  
Guy Bolton  
and Howard Lindsay & Russel Crouse  
New Book by Timothy Crouse & John  
Weidman

*Anything Goes: Youth Edition* is a one-hour adaptation of *Anything Goes*, specially tailored for young actors. This is a wacky shipboard farce featuring romance, intrigue, colorful characters and a glorious score from Cole Porter. Highlights include: "You're The Top," "It's De-Lovely," "Friendship," "I Get A Kick Out Of You," "Blow, Gabriel, Blow," and the title number.

# THE GROWN-UP STUFF

## REGISTRATION

Campers are registered on a first-come, first-served basis. Camps are limited to a maximum of 30 students, and a minimum of 10 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 1pm-5pm for ages 12-17.** Campers may be dropped off starting at 12:30 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. All campers must be picked up by 5:30 pm. Parents will be charged \$1 per minute for every minute after the pickup deadline.

### Fees

\$400 per camp.  
(Deposit of \$50 due at time of registration.)

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 5:10pm.)

**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 will audition, rehearse, and produce a full production culminating in four performances of the show.

## 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](mailto: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.

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Camper Signature

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Parent/Guardian Signature

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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

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Camper Name (Please Print)

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Camper Signature

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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.

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Child's Name (Please Print)

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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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_\_  
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-June 28, 2026**

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 themselves 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



Returning Camper?  Yes  No

## 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 camper) 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		

(continued on next page)

# 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)

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## Camper Information

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

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

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Please list specific camp scholarships requested in order of interest:

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**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