



# Oklahoma Children's Theatre

 (405) 606 7003  2501 N Blackwelder, Oklahoma City, OK  [www.OklahomaChildrensTheatre.org](http://www.OklahomaChildrensTheatre.org)

# PARENT HANDBOOK

## SUMMER CAMPS 2018



# Welcome Parents

Thank you for choosing Oklahoma Children's Theatre. Since 1986 we have been providing live theatre experiences for children of all ages, through our extensive production, class, and camp programs. We are incredibly excited for you to join us. We believe that programs like ours have the ability to positively shape life-long behaviors and attitudes through providing a safe, fun and exciting environment that encourages creativity, expression, friendship and learning.

Inside this Parent Pack you'll find loads of practical information and answers, so please read through it carefully. If you want to know more be sure to check out the FAQ's and Policies sections of our website. Otherwise feel free to call or email us and we'll be happy to assist you.

See you at camp!



## **Our Mission**

Oklahoma Children's Theatre provides extraordinary live theatre and interactive educational experiences for young audiences. We inspire young people to visualize their potential, enhance family relationships and invest in the future of our communities.

## **Our Pledge**

Oklahoma Children's Theatre offers a wide variety of arts-based programming for young people between 3 and 16 years old. Our professionally trained staff dedicate themselves to providing children with high-quality educational experiences that focus on developing skills through the arts. Children and teens will learn to socialize, cooperate, build self-esteem, create lasting relationships, and be provided with opportunities for creative expression.

## **Our Values**

Oklahoma Children's Theatre is committed to guiding children in making the positive decisions, building self esteem and displaying empathy and compassion for others. Our staff promises to demonstrate and develop a series of core values in all aspects of working with the children, but staff alone cannot make the difference. A strong partnership between parents and staff, including the support and reinforcement of our values, must be present in order to foster the growth of happy, confident, and caring children. Our programs seek to promote these values in every experience and relationship.

# Table of Contents

## ENROLLMENT AND PRE-CAMP INFORMATION

|  |   |
|--|---|
| How to enroll in camp                  | 4 |
| Wait lists                             | 4 |
| Student age policy                     | 4 |
| Tuition payments                       | 4 |
| Easy payment plan                      | 4 |
| Financial Aid                          | 4 |
| Emails                                 | 4 |
| Changing and cancelling enrollments    | 5 |
| Payment plans and refund date schedule | 5 |

## DROP OFF AND PICK UP LOCATIONS MAP

6

## COMING TO CAMP

|   |    |
|---|----|
| Camp operating hours                      | 7  |
| Camp shirts                               | 7  |
| Check-In                                  | 7  |
| Check-Out                                 | 8  |
| Contacting your child at camp             | 8  |
| Code of conduct                           | 8  |
| Daily camp activities                     | 8  |
| Discipline and behavior management policy | 8  |
| Electronics and toys policy               | 11 |
| Extended Care                             | 11 |
| Final performances                        | 12 |
| Illness                                   | 12 |
| Incident reports                          | 12 |
| Lost property                             | 12 |
| Medical and Photo Release Forms           | 12 |
| Medication and allergies                  | 12 |
| Payments                                  | 13 |
| Restroom breaks                           | 13 |
| Snacks and lunch                          | 13 |
| Sunscreen                                 | 13 |
| Termination Policy                        | 13 |

We're here to help! For general inquiries about our programs or to enroll please call the phone number below, or email us at [reception@oklahomachildrenstheatre.org](mailto:reception@oklahomachildrenstheatre.org). If you have any problems or concerns, please call or email our program directors directly.



Main Office (405) 606-7003  
Open Monday – Friday  
9:00am – 5:00pm



**For General Inquiries & Enrollments**  
[reception@oklahomachildrenstheatre.org](mailto:reception@oklahomachildrenstheatre.org)  
**Our Program Directors**  
[Mollie@oklahomachildrenstheatre.org](mailto:Mollie@oklahomachildrenstheatre.org)  
[Nathan@oklahomachildrenstheatre.org](mailto:Nathan@oklahomachildrenstheatre.org)

# ENROLLMENT & PRE CAMP INFORMATION

## HOW TO ENROLL IN CAMP

Enrollment can be made anytime online, by phone Monday – Friday, 9:00 am – 5:00 pm, by calling (405) 606-7003, or in person at our Main Office.

*Did you enroll online? You'll receive an online confirmation and payment email from PayPal immediately, and a final confirmation email once your order has been manually processed. Let us know if you are missing any of these, it may mean your enrollment wasn't successful.*

## WAIT LISTS

In the event a class is full you may place your child on our wait list. Parents will be contacted if a place becomes available and have 24 hours to enroll.

## STUDENT AGE POLICY

To ensure the highest quality learning environment and safety for our students all classes are broken down by ages. In order for a child to be enrolled in a specific class they must have had their birthday before or during the class dates.

While discouraged, we generally allow older students to join younger classes, however, younger students will not be accepted into older classes. Where we have reasonable grounds to believe a student has intentionally been placed in a class beyond their calendar age parents will be asked to provide documentation and failure to do so may result in their removal from the program without refund.

## TUITION PAYMENTS

Enrollment is on a first-come basis and payment is required to ensure your child's place in camp. Enrollments with a total tuition balance under \$500.00 will require immediate payment in full. Payments over \$500.00 may either be paid in full at time of enrollment or over several payments using our Easy Payment Plan.

## Pro-rating camps

All of our programs are designed to run over a specified time, usually over a one-week session. Because of our format, we will not prorate tuition for any reason. We also do not offer refunds for unused portions of camp, including for illnesses, withdrawing mid-session, etc.

## EASY PAYMENT PLAN

We're proud to offer a convenient method of paying larger tuition balances. For tuition balances over \$500 an installment plan option is available. A 25% deposit is due immediately at the time of enrollment and the remaining balance can be paid over 2, 3, or 4 installments by credit card. Full payment must be completed 14 days before the start date of the first class, or any non-paid portion will be subject to cancelation (See **Payment Plan and Refund Date Schedule** for due dates). Regular class transfer and refund policies still apply.

*Do you need extra time? Contact our office on (405) 606-7003 before the payment date and let us help create a payment schedule that works for you.*

## FINANCIAL AID

Oklahoma Children's Theatre has financial aid available to children and families who may not have the financial means to otherwise attend. Financial aid is available for all regular programming, however, available funds are limited. All applications for financial aid are reviewed by an independent board and acceptance depends upon board review and availability of funds. For more information or to apply, please visit [www.oklahomachildrenstheatre.org/financial\\_aid\\_application](http://www.oklahomachildrenstheatre.org/financial_aid_application).

## EMAILS

We send out emails prior to the start of camp that contain important and useful information. We encourage all parents to look out for the following emails and read them carefully. If you do not receive an email please contact us immediately.

### Confirmation Emails

After enrolling you'll receive a confirmation email from us with an attached receipt. Please check it carefully. If you notice any mistakes let us know straight away.

### Reminder Emails

Reminder emails are sent out the Thursday prior to the start of each session. These emails detail your child's Class, their Check-In Location, and Security Code, and are sent to the primary email address on file.

### Follow-Up Surveys

Your thoughts are valuable to us. After your child's last class we may send out a parent survey that lets you tell us what we did well, what you liked, and what needs improving. We listen very closely to these and appreciate your feedback.

## CHANGING AND CANCELING ENROLLMENTS

### Refunds

A refund, minus a \$20 processing fee per camp, will be issued if the student drops the camp **more than 14 days prior to class start date**. If you cancel your registration with less than the required 14 days notice no refund or credit will be given. A full refund will only be issued if the class is canceled by Oklahoma Children's Theatre.

Where possible refunds will be made by the original payment method, or by check. Refunds for online transactions that have exceeded 60 days since enrollment will be made by check. Please allow up to 14 days for your refund check to arrive. Refunds are only available by phone, at (405) 606-7003, or in person. Please note we do not accept refund requests by email. If you are ineligible for a refund you may obtain an acknowledgment which enables you to claim unused tuition as a tax-deductible contribution.

Classes will not be prorated and no other refunds or tuition transfers will apply or be offered.

### Changing into a different class during the same session

Students may change classes depending on availability. There is no fee for changing classes but you may incur additional tuition where the new class has a higher tuition cost. The tuition difference where the student transfers into a lower priced class will not be refunded and is non-transferable to any other program or service and will be considered forfeited.

### Changing into a different class during a different session

Students may be transferred into an earlier session if space is available and the above conditions are met. Students may transfer into a future session provided the transfer is requested more than 14 days from the original class start date. When a child transfers into a future session the original refund date for that class will not change.

### Let Us Know!

We're committed to ensuring your child's success during their time with us. We encourage parents and guardians to reach out to us to discuss any accommodations or needs that your child may have. Letting us know of potential behaviors in advance allows us to create proactive strategies for your child with your input.

## PAYMENT PLAN AND REFUND DATE SCHEDULE

| Date of Session                 | Tuition and Refund Due Dates |
|---------------------------------|------------------------------|
| Session 1 (May 29 - June 1)     | May 15                       |
| Session 2 (June 4 - 8)          | May 21                       |
| Session 3 (June 11 - 15)        | May 28                       |
| Session 4 (June 18 - 22)        | June 4                       |
| Session 5 (June 25 - 29)        | June 11                      |
| Session 6 (July 2 - 6)          | June 18                      |
| Session 7 (July 9 - 13)         | June 25                      |
| Session 8 (July 16 - 20)        | July 2                       |
| Session 9 (July 23 - 27)        | July 9                       |
| Session 10 (July 30 - August 3) | July 16                      |
| Session 11 (August 6 - 10)      | July 23                      |

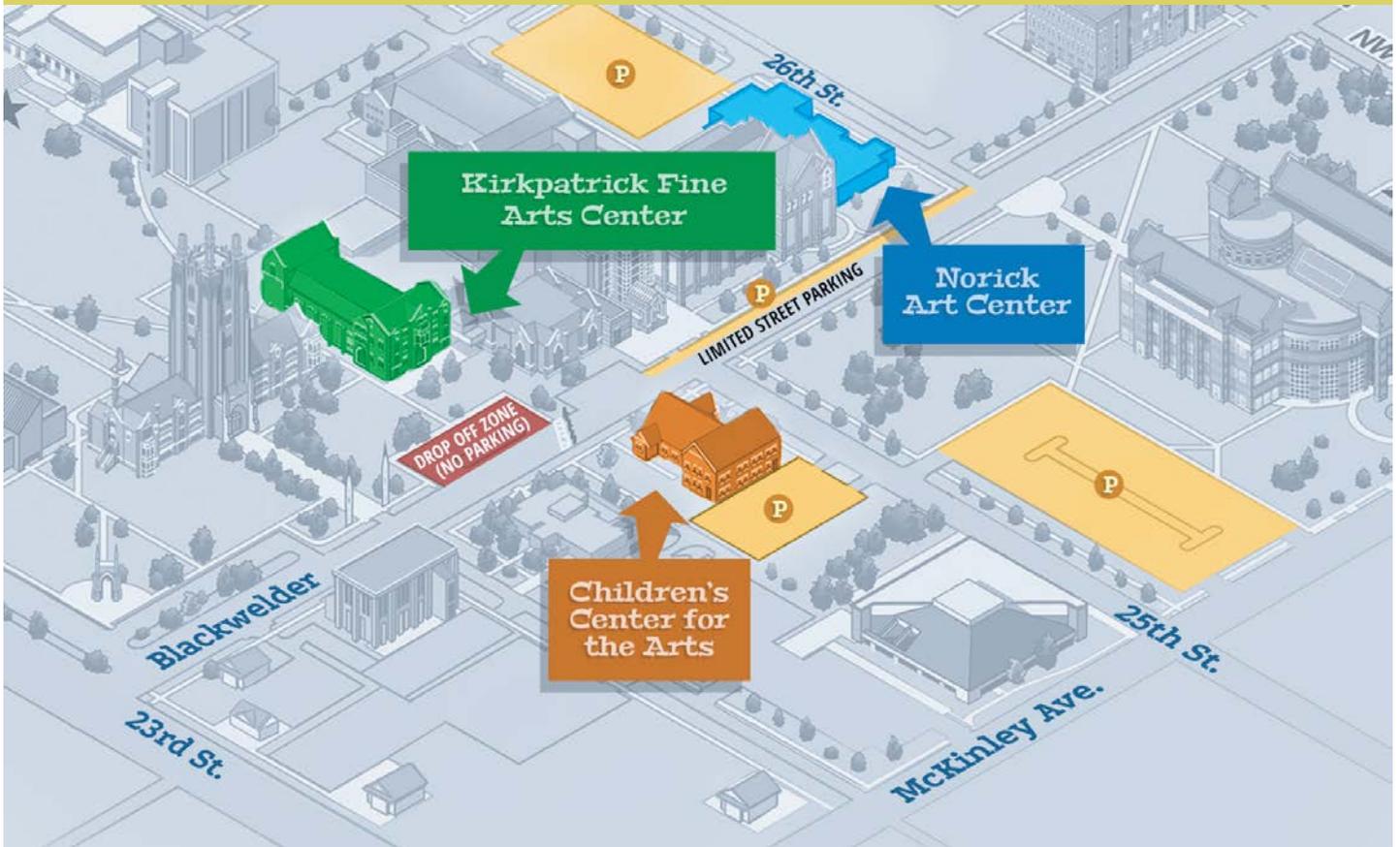
### FIND YOUR REFUND DATE

Refunds must be made before the date listed in the right column. For example if you need to cancel a class in Session 3, you must contact us before May 28.

### FIND YOUR TUITION BALANCE DUE DATE

If you are paying your tuition balance through our Easy Payment Plan your full balance is due 2 weeks before the start date of the first class on the enrollment.

# Drop Off / Pick Up Locations Map



We use multiple locations for student drop off and pick up. This allows us to maintain greater control of student security, check out efficiency, and student and patron comfort. Check-In Locations depend on the age of the class your child is enrolled in and will be listed in your Camp Reminder email.

## ORANGE DROP OFF

ALL PRE-K STUDENTS

ALL LEVEL 1 STUDENTS  
(EXCLUDING ARTLAB STUDENTS)

ALL AFTER CARE STUDENTS

## GREEN DROP OFF

ALL LEVEL 2 & 3 STUDENTS  
(EXCLUDING ARTLAB STUDENTS)

PRODUCTION STUDENTS

## BLUE DROP OFF

ALL ARTLAB STUDENTS

Before Care takes place at each Check-In Location. All After Care programming happens in the Children's Center for the Arts building and After Care students will need to be checked out from there.

# COMING TO CAMP

## CAMP OPERATING HOURS

Our week-long camps run Monday - Friday, except for public holidays.

- Before Care hours: 8:00 - 8:45 am
  - Camp hours: 9:00 am - 4:00 pm
  - After Care hours: 4:00 - 6:00 pm
- Please note, there is no After Care on Friday

Before Care and After Care is available for an additional daily fee. Please see our Extended Care section for pricing and policies.

We also offer an extra 15 minutes (from 8:30 am) for check in the first morning of camp each session, to allow parents plenty of time to check in and have their questions answered.

## CAMP SHIRTS

Camp shirts are only available during our Summer Camp Programs for \$10 if purchased at the time of enrollment, or \$15 during camp. Shirts are available in all sizes from 3T - Adult XXL.

Every Friday we allow campers the opportunity to have their shirts signed by their fellow campers and instructors. Only current year camp shirts may be signed.

## CHECK-IN

Students must sign in each morning on our computer kiosks. Parents are required to accompany their child for the first check in to ensure all payments and forms are complete. All other mornings students are free to check themselves in. No student is permitted to wait unaccompanied on any part of the college campus, and OCT does not and will not assume any responsibility for children that arrive before the start time.

## Late Check-In

All students checking in after 9:15 am, regardless of their regular Check-In location must check-in at the Children's Center for the Art building (our Main Building). Students must not head directly to class.

# WHAT TO BRING TO CAMP

Please make sure all your child's property is labelled with their name

**Lunch box or back pack**

**Nutritious lunch**

**Comfortable clothes**

**Two snacks**

**Close-toed shoes**

**Water bottle**



**What to leave at home:** All electronics including cell phones, iPods, iPads, tablets, toys, trading cards, and non-essential personal items.

## CHECK-OUT

All students must be signed out by a parent or guardian who will be required to provide either the child's key fob or 4 digit security code. No child will be released unless the correct code is provided. The security code can be found in your reminder email and provided to you during initial Check-In.

### Early check-out

Students may be checked out early by calling our office at (405) 606-7003 at least 30 minutes prior to pick up time. Students will be retrieved from class and can be picked up from our main office. A valid key fob or security code must be provided on check-out. Please note, parents who have not called ahead should expect a 30 minute wait for their child to be located and returned to the Main Building.

For the safety and security of our students, **we do not accommodate early check-outs after 3:00 pm.** This is an organizational and security issue. Please organize to pick up your child before this time if necessary. Students who are still waiting to be picked up at after 3:00 pm will be returned to class.

### Late Pick-up Policy

The camp day finishes at 6:00 pm. If you arrive after 6:05 pm you will be charged \$1.00 per minute for every minute you are late. Late fees are to be paid by cash, check, or credit card at the time of pick-up. Please note traffic or difficulty in locating the facilities is not a valid excuse for a late pickup.

## CONTACTING YOUR CHILD AT CAMP

We believe that camp provides valuable opportunities for development of independence, social skills, and self-esteem. Please do not call to speak to your child unless it is an emergency. If your child is experiencing problems we will call you immediately.

Students are not permitted to have cell phones on them and are expressly forbidden from using them at camp. This includes answering phone calls or text messages from their parents. Students caught using their phones at camp will have them confiscated and the device must be checked out by a parent from the office at check out. Please realize that it can be very upsetting for children to have their phones confiscated because they were trying to return text messages or phone calls from their parents. Students and parents who consistently fail to comply with this policy may be suspended or removed from the program without refund.

## CODE OF CONDUCT

Oklahoma Children's Theatre is committed to providing a safe and welcoming environment for all our students, patrons, volunteers, and staff. To ensure safety and comfort for all we expect all individuals to act in a mature and responsible way that respects the rights and dignity of others. This applies to all staff, students, parents, family members, and guests.

Our code of conduct does not permit language or action that can hurt or frighten another person, or that falls below a generally accepted standard of conduct.

Specifically, this includes:

- Angry or vulgar language, including swearing, name calling, and shouting.
- Physical contact with another person in an angry or threatening way.
- Any demonstration of sexual activity or sexual contact.
- Harassment or intimidation with words, gestures, body language, or other menacing behaviors.
- Behavior which intends to or results in the theft or destruction of property.
- Carrying or concealing weapons or devices that may be used as weapons.

Please notify a staff member if you need assistance. All reported violations will be investigated, and violations of the code of conduct will result in dismissal from our programs, without exception. No refunds will be given.

## DAILY CAMP ACTIVITIES

While daily activities will vary based on the class subject, all of our programs are designed around the principles of engagement, imagination, and creativity. Each day students will work with our expert instructors and assistants to develop their subject area knowledge through participating in different games, activities, crafts, workshops, and interactive classes.

## DISCIPLINE AND BEHAVIOR MANAGEMENT POLICY

### Philosophy

Oklahoma Children's Theatre behavior management policy is a guidance policy and is focused on providing all students with opportunities for conflict resolution, self-direction, and behavioral success. Considering each child's age, developmental stage, and personality we establish fair and reasonable expectations of behavior.

### Primary Guidelines

While developmentally appropriate expectations are set for every student, specific guidelines are set out below.

- All students will respect the rights and feelings of others and will avoid disruptive behavior that would

interfere with program activities.

- Violence or other aggressive behaviors, including kicking, hitting, spitting, biting, hair pulling, bullying, verbal “put-downs”, and other inappropriate behaviors will not be tolerated.
- All students will follow directions given by the staff regarding safety and will remain with the group for all scheduled activities.
- OCT operates with a strict zero-tolerance policy on the use of drugs, alcohol, tobacco, including the use of electronic cigarettes or vaporizer pens (whether tobacco based or not).
- All students will respect the property of others and understand that stealing or vandalizing will not be tolerated. Repair for any maliciously caused damage will be the responsibility of the parent or guardian of the camper who caused it.
- Students must not negatively affect or disrupt the experience of other students.

### **Behavior Management Procedures**

When a student engages in inappropriate behavior that threatens the health or safety of herself/himself or others or causes a disruption to other student’s ability to participate in the program the following steps will be taken by our staff.

- Immediate action will be taken to stop the behavior and redirect to appropriate behaviors.
- If the behavior persists the student will be given a verbal warning.
- If the behavior continues to persist, a second warning as in in-class time-out will be given.
- If the behavior continues the student will be referred to the Program Director. At this point parents will be informed of their child’s behavior and depending on the severity or nature of the behavioral issue, may be contacted to pick their child up immediately.

A positive attitude and cooperation from all students is vital to the success and happiness of the group 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 and is not suitable for camp. If a child’s displays persistent inappropriate behavior, or if they are violent or destructive to property, we may at our discretion dismiss the child from camp. There is no tuition refund for children who are dismissed from any program due to behavior.

## **A Typical Day In Camp**

Each camp is unique, but most of our classes follow a similar schedule. The times of each activity might change, depending on your child’s class, but a typical camp day might look as follows:

**8:00 – 8:45 am**

**Before Care**

Head outside and play some early morning sports, before coming inside and playing board games with friends as we wait for camp to start.

**8:45 – 9:15 am**

**Camp Check In**

We’ll get into our class groups and play get-to-know you games, or do a big story session with the whole camp as we wait for everyone to check-in.

**9:15 – 10:30 am**

**Class Time**

It’s time to go to class and start work! During class time we do workshops, play games, develop our performance pieces, and participate in cool themed activities.

**10:30 – 11:00 am**

**Snack Time**

**11:00 – 12:00 pm**

**Fun Time**

Every day each class gets to participate in an hour long Fun Time class, filled with big group games and activities.

**12:00 – 12:30 pm**

**Lunch**

**12:30 – 1:00 pm**

**Free Time**

Watch movies, play indoor games, go outside, or start working on an act for our Friday Variety Show.

**1:00 – 2:30 pm**

**Class Time**

It’s time to head back to class for more exciting activities, workshops, and performance preparations

**2:30 – 3:00 pm**

**Snack Time**

**3:00 – 3:45 pm**

**Art Class**

It’s time to relax with some classic camp crafts.

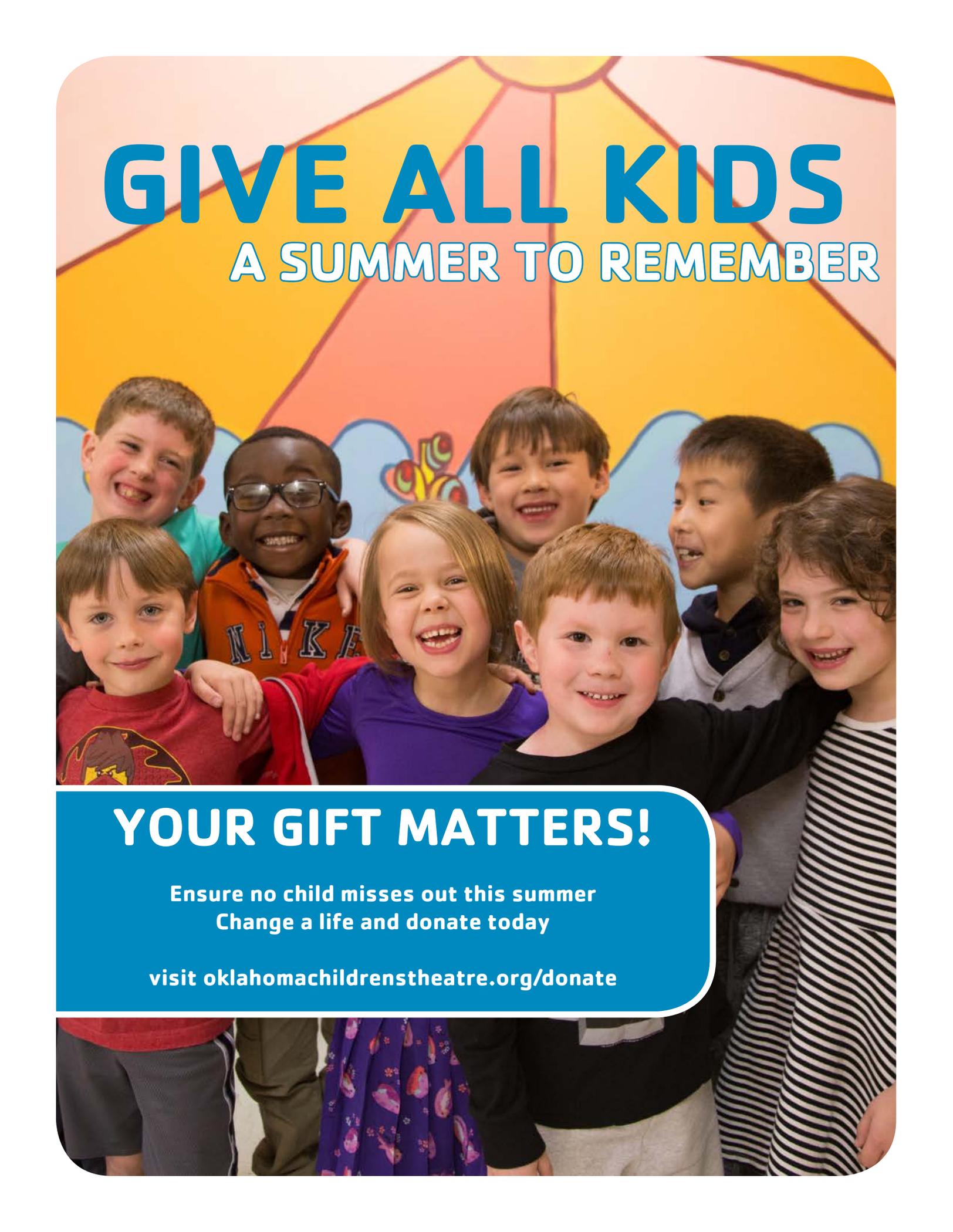
**3:45 – 4:15 pm**

**Camp Check Out**

**4:15 – 6:00 pm**

**After Care**

Start with a snack and then join in some fun, supervised, self-directed activities including movies, board games, group creative play, crafts, as well as a collection of special events. (Don’t forget your swim trunks for Wednesday water day!)

A group of diverse children of various ethnicities and ages are smiling and posing together. They are in front of a colorful background that looks like a tent or a stage set with yellow, orange, and blue sections. The children are wearing casual clothing, including a red t-shirt with a Batman logo, a purple shirt, a black t-shirt, and a striped dress.

# GIVE ALL KIDS

## A SUMMER TO REMEMBER

### YOUR GIFT MATTERS!

Ensure no child misses out this summer  
Change a life and donate today

visit [oklahomachildrenstheatre.org/donate](http://oklahomachildrenstheatre.org/donate)

## Bullying

We believe that all students have a right to learn and have fun in a safe and healthy environment and we do not tolerate any behavior that infringes on the safety or well-being of any student. Bullying is a pervasive problem that can occur in all social situations. We define bullying as an unwanted, aggressive behavior that involves a real or perceived power imbalance.

In order to be considered bullying, the behavior must fulfill several criteria including:

- Be intentional and unwanted in nature.
- Be aggressive.
- Involve an imbalance of power.
- Be repetitive or have the potential to be repeated.

Bullying includes;

- Verbal Bullying, including name calling, teasing, inappropriate comments, etc.
- Social Bullying, including exclusion, public embarrassment, spreading rumors, etc.
- Physical Bullying, including hitting, pinching, punching, repetitive behaviors intended to affect or annoy.

Oklahoma Children's Theatre has a zero tolerance policy pertaining to physical actions against others, stealing, bullying, and disrespect for staff and property. These actions are disruptive and result in negative experiences for fellow students. We reserve the right to suspend or terminate a camper's participation at any time for failure to adhere to the rules and values of our program. There will be no refunds given to children who are suspended or terminated for behavior issues.

If you believe your child has been bullied, or has witnessed or participated in bullying behavior, please contact a program director as soon as possible, by phone or email (if out of hours). As best as possible, please include information of the time, location, activity taking place, the bullying event, the names/descriptions of the bully or bullies, and any witnesses.

## Parent Partnerships

We aim to provide a positive learning environment for all children and we strongly encourage all parents to reach out to us regarding behavior patterns and strategies, especially prior to the program commencement. By providing us information about your child's needs and behaviors we can more effectively prepare for their camp experience, including providing class staff with additional strategies and resources to help ensure your child's time with us is successful.

## ELECTRONICS & TOYS POLICY

We strive to provide an engaging environment that encourages participation. Students may not bring cell phones, tablet devices, laptops, toys, trading cards, audio devices, or other non-essential objects, whether electronic or otherwise to camp. We strongly discourage students from bringing cell phones to camp and use of cell phones during camp hours is expressly forbidden. Cell phones that are being used during the day will be confiscated and must be picked up by a parent/guardian at the end of the camp day from the reception office, located in the Children's Center of the Arts building.

Oklahoma Children's Theatre accepts no responsibility for any lost or stolen items and parents and students are not permitted to return to OCT classrooms and facilities after camp hours.

## EXTENDED CARE

We offer Extended Care to provide additional fun for campers who need to arrive early or stay later than regular camp hours. Campers will participate in a variety of supervised, self-directed activities including movies, board games, group creative play, crafts, as well as a collection of special events.

### Before Care

Available from 8:00-8:45 am and takes place at each check-in location. All students should head straight to their designated check-in location. Please note, OCT facilities are unattended until Morning Care begins and children are not permitted to wait unaccompanied on any part of the campus.

### After Care

Available from 4:00-6:00 pm Monday - Thursday, and only takes place at the Children's Center for the Arts Building (our Main Building.) There is no after-care available on Friday afternoons.

### Signing Up For Extended Care

Extended Care is available for an additional \$10/day or \$35/week. **Campers must be pre-enrolled or signed up for Automatic Billing to participate.** Parents can pre-pay during enrollment, by phone on (405) 606-7003, or during any Check-In. Refunds are not given for unused Extended Care.

Parents can also sign up for Automatic Billing. We'll add your credit card to your account and charge you at the end of the session for the amount you use. This is a great option for parents that might need Extended Care, but don't want to pre-pay.

## FINAL PERFORMANCES

All week-long performance based camps will include a Friday showcase performance. Performances are generally held in the Burg Theatre. Performances are free of charge and all friends and family are invited to watch. Since the performances are devised by the campers and teachers, cameras are encouraged! Art and computer classes will have a separate end of session showcase, generally held in their classroom. Information about their final showcases will be given out at camp.

## ILLNESS

Oklahoma Children's Theatre is not equipped or designed to care for sick children. If your child becomes sick at camp they will be moved to an area away from the other students and our staff will contact parents on the provided emergency contact numbers to pick the child up. Sick children will not be returned to class. Children who have communicable diseases will be sent home and may not return to camp until the illness has been treated successfully and the child is symptom-free.

If your child is sick from camp please call or email our office. This allows us to inform the class teachers as well as take preventative measures to ensure the health and well-being of our other students.

## INCIDENT REPORTS

Sometimes things happen at camp and we work hard to make sure parents remain informed. Automatic incident reports are emailed to the primary email address on file for any medical, behavior, or injury events that we feel you should be told about. This communication may be followed up by other communication, including phone calls, additional emails, or disciplinary notes. While we make a best-faith effort to ensure parents remain informed, minor interactions or events may not be reported (for example a small cut, meltdown, etc.)

## LOST PROPERTY

Please ensure all of your child's belongings are clearly labeled with their name in permanent marker, including lunch boxes, drink bottles, bags, coats, jackets, and hats. All lost property is brought to the Lobby in the our Main Building. Lost property must be claimed within two weeks, or will be donated/disposed of. OCT does not accept any responsibility for lost property and students are not permitted to have toys or electronics at camp.

## MEDICAL AND PHOTO RELEASE FORMS

A completed Medical and Photo Release form is required for each child must be submitted before they can attend camp. Forms are valid for a calendar year, but if your

child's personal details, needs, or situation has changed please complete a new medical form. Forms can be completed online at [www.oklahomachildrenstheatre.org/medical-form](http://www.oklahomachildrenstheatre.org/medical-form). The link can be found in your confirmation email and spare forms are always available during Check-In.

## MEDICATION AND ALLERGIES

If your child needs to take medication during camp hours, the medication must be turned in by the parent during Check-In to a program administrator. It must be in its original container, be clearly marked with your child's name, best contact number, an appropriate label, clear instructions, and have the appropriate amount of medication needed for the duration of your child's stay at camp. Medication will be kept in the camp office and will be distributed by a camp administrator. Prior approval is required for campers to carry and dispense their own medication.

For campers that require an epi-pen please provide one. Epi-pens will be kept by the class instructor/ assistant. Unless specifically requested, medication and epi-pens will be available for pickup from the camp office at the end of the session, after any final performances have concluded. Please ensure all relevant allergies are listed on the child's medical form. If allergies are severe please remember to inform administrators and teachers in person during initial Check-In.



## **PAYMENTS**

Payments for Extended Care, T-Shirts, Camp Store, and Friday Lunch Party can be made online prior to camp (please see your confirmation email for link) or morning during Check-In. Payments can be made by cash, check, or credit cards. Payments can also be made over the phone by credit card, by calling (405) 606-7003 during regular business hours.

## **RESTROOM BREAKS**

All students attending our programs must be potty trained and able to use the restroom independently. Staff are not permitted to enter the restrooms while being used by students and will not aid students during this time. Students are expected to behave appropriately during restroom breaks.

## **SNACKS AND LUNCH**

### **What to bring**

Children will need to bring a sack lunch and two snacks each day. Please ensure all non-disposable lunch boxes and drink bottles are clearly labeled with your child's name. It is the responsibility of parents to ensure children are provided with adequate lunch and snacks daily, remember your child will be more physically active than during the school day. While an effort is made to contact parents and/or provide lunch for children who have forgotten, we do not guarantee our ability to do so. If emergency lunch is provided by us, parents will be charged \$5 due at Check Out.

Students are not permitted to use the vending machines. Other than the camp store, all food and drink should come from home. Parents are not permitted to join their child for lunch but may check out their child by following the proper Check-Out procedures.

### **Dropping off lunches**

Parents dropping lunch off must bring them to the Main Building, in a clearly labeled sack/ lunchbox.

### **Camp Store**

The Camp Store will be available for campers to purchase sweets, treats, and drinks during snack times. Camp Store credit can be pre-purchased for \$5.00 at any Check-In, alternately students can pay cash. There is no refund on unused camp store credit and it does not roll over to future camp sessions.

### **Friday Lunch**

Each Friday we have either a Hot Dog or Pizza Party for the whole camp. The cost is \$5/child and includes 2 hot dogs/pieces of pizza, cookies, fruit, and punch. Payment can be made at any check-in. Don't forget to still pack

two snacks! Participation is optional, students are always welcome to bring their own sack lunch and two snacks and join in the fun.

## **SUNSCREEN**

There are often opportunities for students to engage in outside play. Students are welcome to bring sunscreen with them to camp. Please keep the sunscreen in its original container and make sure that it is labeled with your child's name.

Staff members are not permitted to apply sunscreen to any student. All students must be able to apply sunscreen independently. This includes both lotion and spray sunscreen.

## **TERMINATION POLICY**

Oklahoma Children's Theatre reserves the right to terminate your child's enrollment in any of our programs with or without refund in the event a senior administrator deems in the best interest and/or safety of the child, other children, parents, other patrons, staff, or program. If a termination of an enrollment is deemed necessary by OCT, parents will be informed of reasons for termination of services.



[www.OklahomaChildrensTheatre.org](http://www.OklahomaChildrensTheatre.org)

