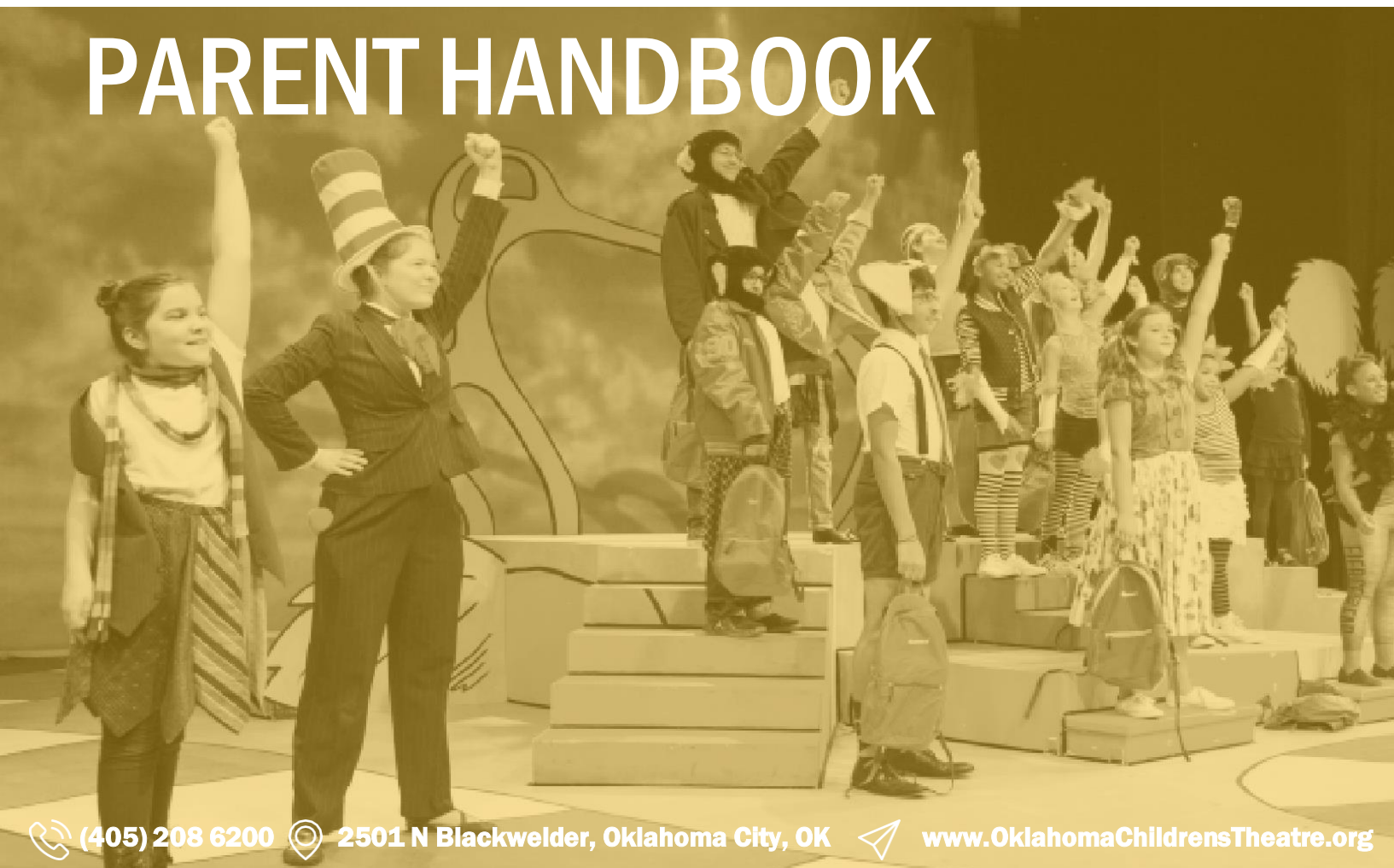


Oklahoma Children's Theatre

INSPIRING IMAGINATION SINCE 1986

PARENT HANDBOOK



BRIGHT LIGHTS! BIG STORIES!

Welcome to OCT Summer Camps!

Since 1986 we have offered summer experiences for young people that encourage creativity, foster social development and create memories that last a lifetime. We're so excited for you to join us as we embark on another summer adventure.

Our Summer Camp Parent Handbook is a reference guide for parents and children. It contains important information and policies you need to know to have a successful experience. Please take the time to read and review it carefully before your camp adventure starts. If you have any questions or comments, please feel free to get in touch with us, and we'll be happy to help.



GET IN TOUCH

Phone

(405) 208-6200

Open Tuesday - Friday

9:00 am - 5:00 pm

Email

For General Inquiries & Enrollments

reception@oklahomachildrenstheatre.org

Our Program Directors

Mollie Reid - mollie@oklahomachildrenstheatre.org

Miranda Wagner - miranda@oklahomachildrenstheatre.org

Our Location

All our Summer Camps will be held on the campus of Oklahoma City University, located along NW 23rd Street, between Pennsylvania Ave. and Classen Blvd. The Oklahoma Children's Theatre main building is located in the Children's Center for the Arts building on the corner of NW 25th and Blackwelder.



ABOUT US

Since 1986 Oklahoma Children's Theatre has provided extraordinary live theatre and visual art opportunities for young people across Oklahoma.

LIVE PRODUCTIONS

Each year we produce a season of professional productions suitable for children of all ages.

CAMPS

We hold week-long and day camps through all the school breaks.

CLASSES

Throughout the school year we offer homeschool and afterschool classes in performing and visual art disciplines

STUDENT PRODUCTIONS

Our Young Company student productions allow budding performers the opportunity to star in fully realized productions.

TOURING PRODUCTIONS

Every year we tour live theatre productions to schools and communities throughout Oklahoma.

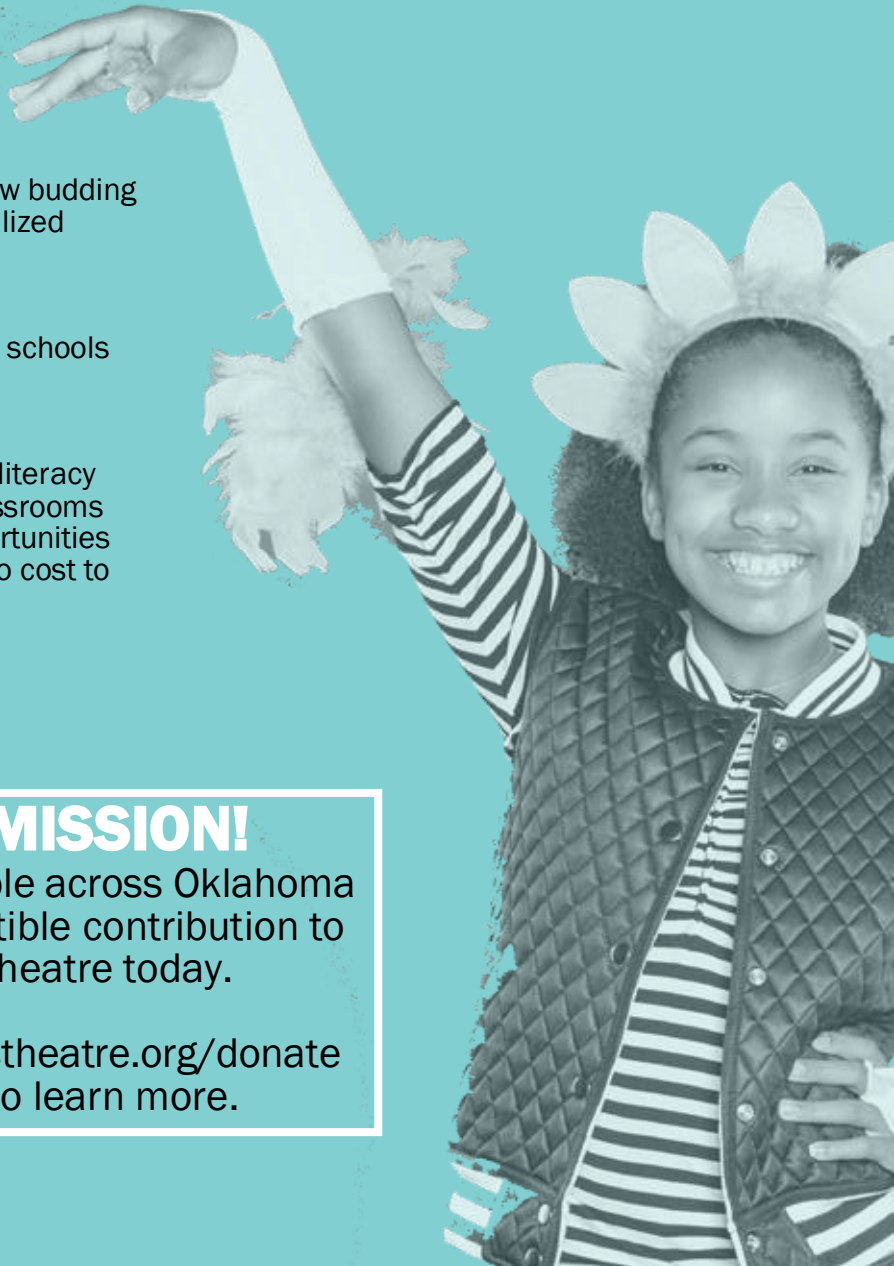
IN-SCHOOL EDUCATION

OCT expert teaching artists deliver engaging literacy and performing arts-based workshops in classrooms across Oklahoma. We are committed to opportunities for all and provide most of our programs at no cost to students or schools.

SUPPORT THE MISSION!

Enrich the lives of young people across Oklahoma today by making a tax-deductible contribution to Oklahoma Children's Theatre today.

Visit www.oklahomachildrenstheatre.org/donate or call 405-208-6200 to learn more.



ENROLLMENT INFORMATION

HOW TO ENROLL

Enrollment can be made anytime online or by phone at (405) 208-6200 during regular business hours. In-person enrollments can be made by appointment only.

WAITLISTS

Our classes have limits to how many students we can accept, typically 16 students. You may place your child on our waitlist if a class is full. Parents will be contacted if a place becomes available and will have 24 hours to enroll.

AGE POLICY

To ensure a high-quality learning environment, all classes are separated by age or grade level. For a child to enroll, they must meet the minimum age before the last day of class.

While discouraged, we generally allow older students to join younger classes. Where we have reasonable grounds to believe a student has been enrolled in a class they are ineligible for, parents will be asked to provide documentation, and failure to do so may result in their removal from the program without refund.

FINANCIAL ASSISTANCE

PAYMENT PLANS

You are welcome to split tuition payments over 2, 3, or 4 payments. The first payment is due at the time of registration, and the total balance is due 14 days before the first class starts, or cancellations may apply. Standard refund policies still apply.

FINANCIAL AID

Oklahoma Children's Theatre has limited financial aid available to children and families who may not have the financial means to attend otherwise. To apply, please visit www.oklahomachildrenstheatre.org.

EMAILS

We typically send out emails before the start of class that contains essential and helpful information. Emails are sent to the address provided during enrollment.

CANCELLATIONS & REFUNDS

Request a refund by calling (4405) 208-6200 or visiting www.oklahomachildrenstheatre.org/refund.

- If your enrollment is canceled at least 14 days before class starts, we will issue a refund, less a \$20 fee per class.
- If your registration is canceled less than 14 days before the class starts, no refund will be given.

Full refunds will only be issued if Oklahoma Children's Theatre cancels the class. Where possible, refunds will be via the original payment method or check. Please allow up to 14 days for your refund to arrive. Classes will not be prorated, and no other credits or tuition transfers will apply or be offered.

Refunds will not be given if:

- A child is sent home due to behavioral issues
- A student decides to drop out of the program or leaves early/before the end of camp
- Your child is sick and either stayed home or was sent home from camp
- Refunds were requested with less than 14 days notice
- Tuition will not be prorated for any reason. We also do not offer refunds for unused portions of tuition, including for illnesses, withdrawing mid-session, etc.

SWITCHING CLASSES

We are happy to accommodate switching classes as long as space is available and it is more than 14 days before the original class starts.

There is no fee for changing classes, but you may incur an additional cost 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 is non-transferable and considered forfeited. Class changes can be made by calling (405) 208-6200. v

MEDICAL WAIVERS

We require a completed medical waiver for every student. If you enroll, online waivers are part of the process. If you register by phone or in-person, please follow the link in your confirmation email.

YOUR TIME AT CAMP

HOURS

WEEK-LONG CAMPS

- Class runs 9 am - 3:45 pm
- Check-in from 8 am
- Check-out runs from 3:45 - 4:15 pm each day

To prevent traffic congestion, please do not arrive before 3:45 pm. We also ask that parents do not park and walk-up.

DROP-OFF/PICK-UP LOCATIONS

To help manage our program better, OCT uses several locations for drop-off and pick-up. You can find your location in your Reminder Email, sent out the Thursday before camp. Siblings may have different locations, and your child's drop-off and pick-up location may change week to week.

After Care is always held in the Children's Center for the Arts building.

SECURITY CODES

Anyone picking a camper will need to present a key tag or the child's four-digit security code. The security code is listed in your Reminder Email, sent the week before camp.

AFTER CARE

After Care is available Mon - Thurs from 4:15 - 6 pm and costs \$10 per day. You can pre-pay during enrollment or any morning before camp. After Care is not available on Fridays due to end-of-session showcases.

Campers still present at 4:15 pm will automatically be enrolled in After Care, and you will be responsible for the daily \$10 fee. A \$1 per minute fee is assessed for all campers not picked up by 6 pm.

EARLY CHECK-OUT

Please call (405) 208-6200 at least 30 minutes before pick-up for early check-out. For the safety of all campers and to ensure check-out is efficient for all parents, early Check-Out is not available after 3:00 pm.

END OF SESSION SHOWCASES

Campers love sharing their hard work with family and friends at our end-of-session showcases. Typically, theatre classes will have a live performance and our art classes will host a gallery-style showcase after camp on Fridays. To reduce the audience sizes and ensure the showcases run smoothly, we stagger performances by age. We'll provide you with more information about the showcase during the week of camp.

WHAT TO BRING

Campers will need to bring a sack lunch, two snacks, and a water bottle each day.

Non-disposable lunch boxes and drink bottles must be labeled. It is the responsibility of parents to ensure children are provided with adequate lunch and snacks daily. While we strive to contact parents and/or provide lunch for children who have forgotten, we do not guarantee our ability to do so.

Campers should also wear appropriate for their class. (e.g., loose clothes for dance camps, paint clothes for art camps, etc.)

WHAT NOT TO BRING

Campers should not bring cell phones, electronics, tablets, games, toys, or other non-necessary personal items.

CAMP STORE & FRIDAY PIZZA PARTY

The camp store is available during snack breaks and offers snacks and drinks for campers to purchase. Items in the camp store cost between 25c - \$1.50. Parents may buy up to \$10 Camp Store credit at any check-in, or campers may bring cash.

Every Friday, we also hold a Pizza Party with cheese or pepperoni pizza. The Pizza Party costs \$10 and also includes both snacks. Parents can sign up during any check-in Monday - Thursday. Campers are always welcome to bring their lunch and join in the fun.

DAILY ACTIVITIES

While daily activities vary based on the class subject, all classes 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.

YOUR TIME AT CAMP

ILLNESS

Oklahoma Children's Theatre is not equipped or designed to care for sick children. Campers who are unwell will be isolated, and we will contact parents via the provided emergency contact numbers to pick the child up. Children who are sick or unwell will not be returned to class until they are symptom-free.

If your child cannot attend due to illness, please call or email our office. This allows us to inform the class teachers and take preventative measures to ensure the health and well-being of our other students.

INCIDENT REPORTS

We work hard to make sure parents remain informed about their child's camp experience. We email incident reports to the primary email address on file for medical, behavior, or injury events. Other communication may follow incident reports, 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 your child's belongings are labeled clearly with their name in permanent marker, including lunch boxes, drink bottles, bags, coats, jackets, and hats. Lost property unclaimed after two weeks or will be donated/disposed of. OCT does not accept any responsibility for lost property, and we do not permit toys or electronics at camp.

MEDICATION AND ALLERGIES

If your child needs to take medication during class hours, the parent must turn in the medicine during check-in. It must be in its original container, be labeled with your child's name, best contact number, clear instructions, and have the appropriate amount of medication needed for the duration of the program or class. Medication will be kept in the office and distributed by an administrator. Prior approval is required for students to carry and dispense their own medication.

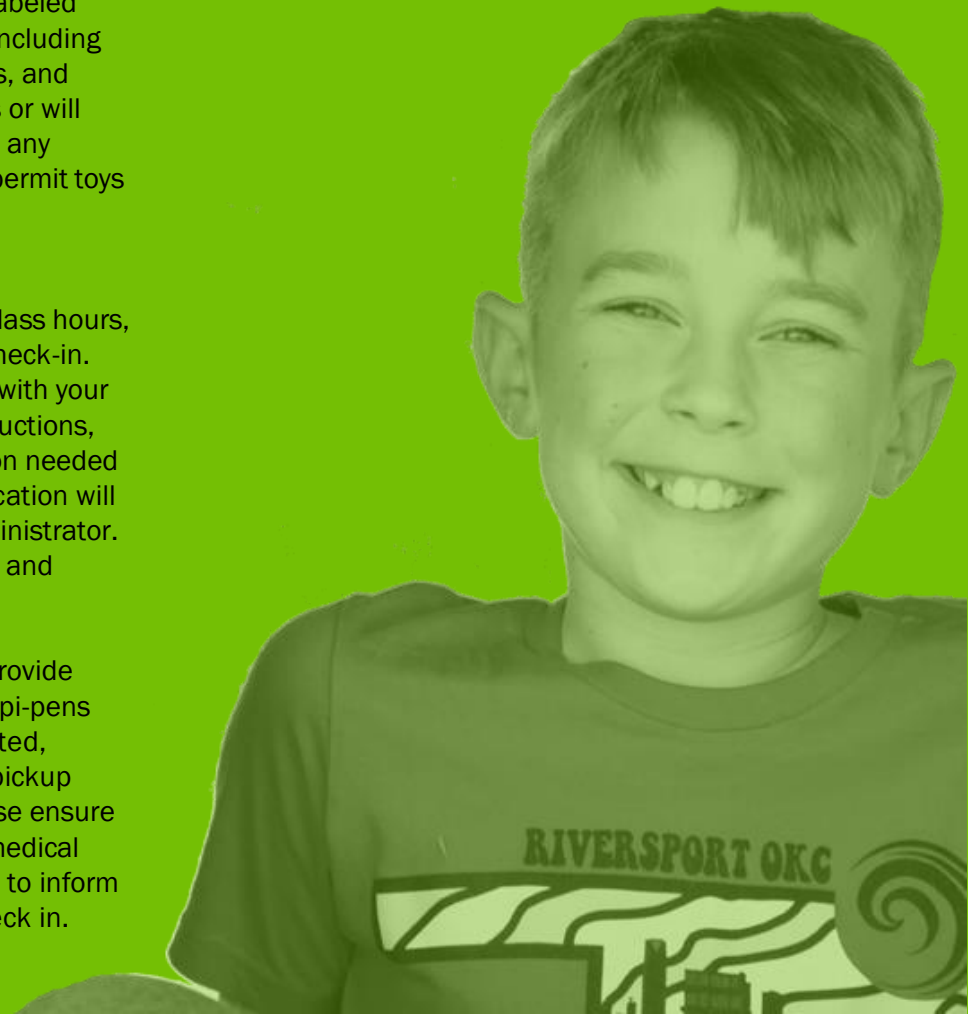
For students that require an epi-pen, please provide one. The class instructor/assistant will keep Epi-pens throughout the day. Unless specifically requested, medication and epi-pens will be available for pickup from the office at the end of the session. Please ensure all relevant allergies are listed on the child's medical form. If allergies are severe, please remember to inform administrators in person during your initial check in.

RESTROOM BREAKS

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

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 termination of enrollment is deemed necessary, OCT will inform parents of reasons for termination of services.



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 maturely and responsibly and respect the rights and dignity of others. This expectation applies to all staff, students, parents, family members, and guests.

Our code of conduct does not permit language or actions that can hurt or frighten another person or fall 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 that 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. Violations of the code of conduct may result in dismissal from our programs.

DISCIPLINE AND BEHAVIOR MANAGEMENT POLICY

Philosophy

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

Primary Guidelines

- 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 will not be tolerated, including kicking, hitting, spitting, biting, hair pulling, bullying, verbal "put-downs," and other inappropriate behaviors.
- 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 electronic cigarettes or vaporizer pens (whether nicotine-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 child 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 themselves or others or causes a disruption to other students' ability to participate in the program, our staff will take the following steps.

- 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 further persists, an in-class time-out will be given.
- If the behavior continues, the student will be referred to the Program Director. Parents will be informed of their child's behavior and may be contacted to pick their child up immediately, depending on the severity or nature of the behavioral issue.

A positive attitude and cooperation from students are vital for the success and happiness of the group as a whole. Therefore any disruptive or violent behavior will not be tolerated. Oklahoma Children's Theatre reserves the right to determine who is and is not suitable for our programs. If a child displays persistent inappropriate behavior or is violent or destructive to other persons or property, we may, at our discretion, dismiss the child from our program. There is no tuition refund for children dismissed due to behavior issues.

CODE OF CONDUCT

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. Bullying is defined as an unwanted, aggressive behavior that involves a real or perceived power imbalance.

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 student's participation at any time for failure to adhere to the rules and values of our program. No refunds will be given to children who are suspended or terminated for behavior issues.

If your child has been, witnessed, or participated in bullying, contact a program director by phone or email as soon as possible. As best as possible, include the time, location, activity, the bullying event, the names/descriptions of the bully or bullies, etc.

Parent Partnerships

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



YOUNG COMPANY

Young Company is our student production program. Each summer we present a range of shows that allow budding young actors the opportunity to develop critical performing arts skills in a safe and welcoming environment. Join us this summer as we perform three great shows.

YOUNG COMPANY

We believe that every child deserves the chance to experience the joy and reward of a production. There are no pre-requisites for any of our productions, and we welcome both new and experienced performers alike. Sign up is open to all students as long as space is available.

Audition requirements vary for each show. For more information about auditions please see your enrollment confirmation email, or contact us at reception@oklahomachildrenstheatre.org.

To accommodate demanding schedules, Young Company productions have an extended rehearsal day. Rehearsals are held 9 am - 4:45 pm each day. Actors can still be dropped off from 8 am, and check out runs from 4:45 - 5 pm.

Optional After Care is available until 6 pm, Mon - Thurs. After Care is not available on Fridays.

What's a show without an audience? Prior to enrolling, please visit us online at www.oklahomachildrenstheatre.org to see the performance dates and times for each production.

All of our productions are open to the public and tickets can be purchased from our website, or by calling (405) 208-6200.

There is a lot to a production and we're ready to answer any questions you have. For more information please call us at (405) 208-6200 or email reception@oklahomachildrenstheatre.org.

