



Oklahoma Children's Theatre

30 YEARS OF INSPIRING YOUNG IMAGINATIONS

(405) 208 6200 2501 N Blackwelder, Oklahoma City, OK www.OklahomaChildrensTheatre.org



PARENT HANDBOOK

SPRING/SUMMER 2021



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 our website or otherwise feel free to call or email us and we'll be happy to assist you.

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.

Our Fall/Winter Program

Here's a quick overview of our upcoming camps and classes for the Fall/Winter period

OCT Learning Center

A full day program for home-schooled and children learning virtually, where students work on their own curriculums with the support of our experienced staff.

Creative Workshops

2 how-long workshops for home-schooled and children learning virtually in the performing and visual arts.

Young Company

Our student production program for highly motivated young actors, with workshop classes and full scale-productions.

School Break Camps

Day camps and week-long camps available throughout all of the regularly scheduled school breaks.

COVID-19 Health and Safety Policies

The health, well-being, and safety of our students has always been our first priority. We think that it is important to share all of the efforts that we are introducing prevent the spread of COVID-19 and help manage the health and safety of your children. Some of these changes are quite different from how we've operated in the past, so we encourage all parents to read through the following carefully.

CURBSIDE CHECK-IN AND CHECK-OUT

You'll be able to drop your child right at our front door and enjoy contactless check-in and out using our digital check in system.

LIMITING EXPOSURE

To promote social distancing, building access is limited to students and staff only.

LET'S CHECK THE TEMP

All students will have their temperature checked each morning using a touchless infrared thermometer. Students with a fever greater than 100.4° will not be admitted to class. We encourage parents to check your child's temperature daily before arriving.

KEEPING HANDS CLEAN

We've carved out plenty of time each day for students to wash their hands, including on arrival and before and after eating. In addition, hand sanitizer will be available in each classroom.

STAYING SEPARATE

We've reduced the number of students in each class and implemented practical measures that reduce high touch activities and games as well as shared supplies. Additionally, our students will be encouraged to spread out during class times.

MASK UP

All students, staff, or anybody entering our building is required to wear a mask that adequately covers their face. Masks are required to be worn anytime social distancing is not possible.

SNACKS AND LUNCH

Water fountains are a high-risk area, so we're requiring all students to bring their own labeled water bottle each day. Each classroom will have a designate area for lunchboxes and water bottles. Unless required for class, all other personal items and toys should be left at home.

CLEAN MACHINE

Strict cleaning and sanitizing protocols are being introduced, including frequent cleaning of any high touch surfaces as well as ongoing sanitizing of all classrooms and shared spaces.

DAILY CHECKS

Our staff will keep your children safe by adhering to many new protocols including enhanced sanitation, daily temperature checks, and commitment to social distancing.

STAYING VIGILANT

Our policies have been shaped by CDC guidelines as well as health policies developed for child care centers and camps. We're committed to remaining vigilant throughout camp and are ready to adjust how we do things when necessary.

GIVE ALL KIDS

EXPERIENCES TO REMEMBER



YOUR GIFT MATTERS!

Ensure no child misses out
Change a life and donate today

visit oklahomachildrenstheatre.org/donate

ENROLLMENT INFORMATION

HOW TO ENROLL

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

WAITLISTS

In the event a class is full you may place your child on our waitlist. 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 all classes are separated by age or grade level. 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 been placed 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.

TUITION PAYMENTS

Enrollment is on a first-come basis and payment is required to ensure your child's place.

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 tuition, including for illnesses, withdrawing mid-session, etc.

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.

EMAILS

We typically send out emails prior to the start of class that contain important and useful information. We encourage all parents to look out for the following emails and read them carefully. Emails are sent to the address provided during enrollment.

CHANGING AND CANCELING ENROLLMENTS

A refund will be issued if the student drops the camp **more than 14 days prior to the 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. Please allow up to 14 days for your refund check to arrive. To request a refund please visit oklahomachildrenstheatre.org/refund or call (405) 208-6200. Classes will not be prorated and no other refunds 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.

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.



COMING TO CLASS

CLASS HOURS

Class hours vary depending on the program. If you can't find the information on our website please contact us at (405) 208-6200 or at reception@oklahomachildrentheatre.org and we'll be happy to assist you.

To ensure we make the most of our class time please make sure your children have arrived by the start of class and are picked up promptly once class ends.

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 actions 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 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. All reported violations will be investigated, and violations of the code of conduct may result in dismissal from our programs, without exception. No refunds will be given.

DAILY 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.

COVID-19 Update: For the health and wellbeing of our students, we've adjusted our curriculums to remove all high touch games and activities.

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 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 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. 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 if they are violent or destructive to property, we may at our discretion dismiss the child from our program. There is no tuition refund for children who are dismissed due to behavior.

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 student'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, please contact a program director as soon as possible, by phone or email (if out of hours). As best as possible, include the time, location, activity taking place, 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 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. Cell phones that are being used during the day will be confiscated and will be returned at the end of the camp day. Oklahoma Children's Theatre accepts no responsibility for any lost, damaged, or stolen items.

ILLNESS

Oklahoma Children's Theatre is not equipped or designed to care for sick children. If your child becomes sick 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 class 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 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. 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 WAIVER

A completed Medical Waiver is required for each child before they can attend camp. Forms are valid for a calendar year.

MEDICATION AND ALLERGIES

If your child needs to take medication during class hours, the medication must be turned in by the parent during check-in. 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 the program or class. Medication will be kept in the office and will be 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. Epi-pens will be kept by the class instructor/ assistant. 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 and teachers in person during initial Check-In.

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

All students should bring a water bottle, clearly labelled with their name. For classes less than 2 hours, we typically don't take a snack break, however we encourage you to send snacks if needed.

For all day programs students 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. 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.

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.v

