



Oklahoma Children's Theatre

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

PARENT HANDBOOK

SUMMER CAMPS 2020



MAY 20

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.

Contact Us

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. If you have any problems or concerns, please call or email our program directors directly.



Main Office (405) 208-6200
Open Monday – Friday
9:00am – 5:00pm



For General Inquiries & Enrollments
reception@oklahomachildrenstheatre.org

Camp Director
campadmin@oklahomachildrenstheatre.org

WHAT TO BRING TO CAMP

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

Lunch box

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.

COVID-19 Changes

The health, well-being, and safety of our campers has always been our first priority.

We think that it is important to share all of the efforts that we are introducing to help prevent the spread of COVID-19 in our program 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.

LOCATION

We are excited to announce all summer camps will be held at the OKC Fairgrounds, at the former Oklahoma Contemporary Arts building. The camp address is 3000 General Pershing Blvd, Oklahoma City, OK 73107.

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 campers and staff only.

LET'S CHECK THE TEMP

All campers will have their temperature checked each morning using a touchless infrared thermometer. Campers with a fever greater than 100.4° will not be admitted to camp. We encourage parents to check their children's temperature daily before coming to camp.

KEEPING HANDS CLEAN

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

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 campers will be encouraged to spread out during class times.

SNACKS AND LUNCH

Water fountains are a high-risk area, so we're requiring all campers to bring their own labeled water bottle each day. Each classroom will have a designate area for lunchboxes and water bottles. Campers should only bring their sack lunch and water bottle each day, all other personal items including electronics must 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.

END OF SESSION SHOWCASES

In line with Social Distancing guidelines, we're temporarily canceling all end of session showcases. Instead, our performance classes will be filmed and made available online for families to enjoy together.

AFTERCARE

While our morning hours haven't changed After Care will now end at 5:15 pm daily. Because there are no end of session showcases, After Care will be available on Friday afternoons.

DAILY CHECKS

Our staff will keep your campers 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.

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) 208-6200, or in person at our Main Office.

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 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 will require immediate payment in full. Payments over \$500 may either be paid in full at the 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. Tuition balances \$500 and over can be paid over 2, 3, or 4 installments by credit card. A deposit is due immediately at the time of enrollment. Full payment must be completed 14 days before the start date of the first class, or any non-paid portion will be subject to cancellation. Regular class transfer and refund policies still apply.

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 send out emails prior to the start of camp that contains 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.

CHANGING AND CANCELING ENROLLMENTS

Refunds

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. Refund requests are only available by phone or in person. Please note we do not accept refund requests by email. 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 camper 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.**

COVID-19 Update: To allow families flexibility in this challenging time we're waiving our regular \$20 per class refund fee for this summer camp season. Other refund policies still apply.

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.

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.

COMING TO CAMP

CAMP OPERATING HOURS

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

- Camp Check-In: 8:00 - 9:00 am
- Camp hours: 9:00 am - 4:00 pm
- Extended Care hours: 4:00 - 5:15 pm

COVID-19 Update: Our After Care hours have changed.

Extended Care is available for an additional daily fee of \$10 per day or \$40 for the whole session. This fee can be paid at check in or over the phone by credit card.

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.

CHECK-IN

All children must be dropped off at the front entrance of the building and will be required to check in on our computer kiosks.

Late Check-In

Our facility will be locked during camp hours. Children checking in late will need to call the camp office for building access.

COVID-19 Update: Campers will have their temperature checked each morning. Campers with a temperature 100.4 or higher will not be permitted to stay at camp.

CHECK-OUT

Anyone checking a child out 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 your initial Check-In.

Early check-out

Children may be checked out early by calling our camp office at least 30 minutes prior to pick up time. A valid key fob or security code must be provided on check-out.

Late Pick-up Policy

Our camp day finishes at 5:15 pm. If you arrive after 5:20 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. If your child is not picked up after 30 minutes past closing time, we will call your emergency contacts.



CONTACTING YOUR CHILD AT CAMP

We believe that camp provides valuable opportunities for the development of independence, social skills, and self-esteem and discourage parents from contacting their child at camp.

Children are not permitted to have or use cell phones at camp. This includes answering phone calls or text messages from their parents. Children caught using their phones at camp will have them confiscated and the device must be checked out by a parent from the office. 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. Children and parents who consistently fail to comply with this policy may be suspended or removed from the program without a 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 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 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.

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 camp. There is no tuition refund for children who are dismissed from any program 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..

EXTENDED CARE

We offer Extended Care to provide additional fun for campers who need to 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.

Hours

Extended Care is available from 4:00-5:15 pm daily.

COVID-19 Update: Please note, our After Care hours have changed.

Fees and Signing Up For Extended Care

Extended Care is available for an additional \$10/day or \$40 for the whole session. **Campers must be pre-enrolled to participate.** Parents can pre-pay during enrollment or during any Check-In. Unused Extended Care is non-refundable.

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 only for the amount you use.

FINAL PERFORMANCES

To comply with social distancing guidelines, all end of session performances and gallery viewings have been suspended for this camp year. Performances for each class will be recorded and made available online for families to enjoy together. Please see our camp administrator at camp for more information.

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. 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. 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 can be made during Check-In or over the phone. Payments can be made by cash, check, or credit cards.

***COVID19 Update: To reduce contact cash payments must be made with exact change only.**

A group of diverse children of various ethnicities and ages are smiling and posing together. They are in front of a colorful, stylized background that looks like a tent or a large umbrella with yellow, orange, and pink sections. The children are wearing casual clothing, including a red t-shirt with a graphic, 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

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.

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

We're having a pizza party every Friday. The cost is \$10/child and includes lunch and all snacks. Payment can be made at any check-in Monday - Thursday. 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.

