

Dear Parent:

We acknowledge receipt of your application for the Summer Theatre Workshops. Important information relative to camp procedures and dates appears below.

Camper: _____
 Week(s): _____
 Fee(s): _____

Please review carefully and print out notice for convenience.

• **Tax Records.** Our tax ID number is 13-4020538. Please save this letter as receipt for tax records.

• **Additional Weeks.** If you are adding a week, online registration is NOT necessary. Just email Barry at barryysproducer@gmail.com to make the request.

• **Communications By Email Only.** For non emergencies, we prefer to communicate by email. Please check all emails listed on the registration form on a daily basis and ensure that our emails will not go into spam folders. Email notices will come from barryysproducer@gmail.com and augustysdirector@gmail.com. You will receive a text of a phone call for all emergencies.

• **Health Form.** No child will be admitted to the camp without submitting a summary of vaccinations, which may be your doctor's form. Required to be submitted on or before the 1st day of camp. If you do not have the form, please download the PDF file from our website, www.yorktownstage.org.

• **Extended Hours.** We offer extended activities for your child before and after scheduled camp hours at an additional cost of \$8.00/hour. Counselors will be available each camp day from 8:00 am - 9:00 am and 3:30 pm - 6:00 pm. By registering for camp with a credit card, you automatically authorize us to charge your credit card for any and all charges incurred by you for extended care of your child. If you do not use a credit card at registration, you will be required to leave a deposit or credit card authorization to utilize this service.

- The Program is available from 8:00-9:00 a.m. and 3:30-6:00 p.m. daily.
- NOTE: There will be NO AFTERCARE ON FRIDAY afternoons.
- There is no need to make a reservation for the Program.

- If you do not pick up your child before 3:30 p.m. he/she will remain in the Program until you arrive.

- If a camper remains past 6:00 p.m. for any reason, you will be charged an additional \$25.00.

- Your credit card will be charged at the end of the week for the time your child has spent in aftercare.

- An email detailing the time and expense will be sent, upon request.

- **Emergency Numbers.** For same day messages, please send texts to our cell phones: Augie Abatecola (518-821-0389) or Barry Liebman (914-497-4283).

- **Daily Camper Requirements.** Campers should have a back pack large enough to hold the following:

- Sneakers or Comfortable Shoes (No Sandals)
- Folder and 2 pencils (for papers, scripts, music, and notes)
- Camper Materials (glue sticks, markers, pencils, crayons)
- Lunch, 2 snacks, and 3 drinks (or cash for lunch truck)
- Water Bottle (essential for all campers to drink water during the day)
- Please NO CANDY OR GUM!

- **Drop-off.** Children dropped off before 9:00 will be subject to Extended Hours charges. You may drop off between 9:00 am and 9:25 am under the theatre marquee. You may drive around the circle and drop off without parking. Please be aware that camp workshops begin promptly at 9:30 am. It is important that your child be here on time. If you do not arrive by 9:30 am, you must park your vehicle and bring the child into the theatre lobby.

- **Pick-Up.** Your child may be picked up between 3:10 pm and 3:30 pm. You may do so without parking by driving around the circle. You will give the child's name to the staff member as you drive in and your child will be brought to your vehicle. Your child will leave with his/her belongings. Please do not arrive prior to 3:10 pm!

- **Pick-Up or Late Drop Off During the Day.** Absent emergency, you may not pick up your child during the day, except during lunch. The theatre doors are always locked as a security measure.

If you must pick up early or drop off late:

- Text your camper's HEAD COUNSELOR (phone number is on the Weekly Staff Sheet) to alert them for the approximately pickup or drop off time.

- AFTER you arrive text the HEAD COUNSELOR again to tell them you are here.

- Your child will be brought to the drop off area for pick up or retrieved from that area.

• **Performances.** On each Friday, campers will present a musical performance at 2:00 p.m. (just before pickup). Each camper will be allowed 2 attendees free of charge. The doors will open at 1:30 followed by the performance at 2:00 which will end at approximately 2:50. Pick up will IMMEDIATELY follow the performance.

• **No Food Sharing.** Children will not be allowed to share any food. Yorktown Stage must ensure the safety of all participants of our camp programs. In striving to meet the expectations of our camp and of our community, parent/guardians should not pack peanut products for lunch/snack, including Nutella. Our camp will have multiple campers with peanuts allergies that are extremely severe and life threatening. Thank you in advance for your cooperation and assisting our camp program in meeting our safety goals. Should you have any questions, please call the office.

• **Behavior Problems.** The Camp Director and/or the Executive Director will dismiss any child as a result of behavioral problems. Examples include: acting up; not listening to directives; annoying, touching, hitting or bothering other campers; using foul language; and other. You will be notified after the 1st event. Thereafter, the camper will be dismissed from camp. Money will not be refunded for days missed due to dismissal or illness.

• **Car Pooling.** Please send an email if your child is to be picked up by someone other than yourself or the names listed on the registration form. We will not release your child to any person the child does not know.

• **Labels.** Please place your child's name on clothes, lunch bags, etc. A Lost & Found will only be kept for a short time after each camp week.

• **Handouts.** Please review child's folder daily! Your child will receive various handouts during the camp week. Typical handouts include lines/lyrics and costume sheets. You will also receive these documents by email. In addition, you will receive a calendar reminder by email, detailing what events occur on which days of the week - invaluable for answers to all your questions – so be sure to review your email daily.

• **Medications**. If a child is required to take medication, the medication must remain in their back pack. You may enter after drop off to discuss this with the head counselor on the 1st day of camp.

• **Costumes**. Your child will wear his/her own clothing for the performances. You will be notified as to style and color in advance of the performance.

• **Tee Shirts**. Will be distributed free of charge to campers on first day of week to new campers.

• **Counselor Gratuities**. Tips are welcomed and appreciated, split between all counselors in a group. These counselors will be with your children every minute of the day!

• **Refund Policy**. If a camper withdraws from a week prior to 14 days before the first date of the week, then the total fee, less \$25 processing fee, will be refunded. There will be no refunds for any reason within 14 days before the first date of the week.

Thank you for your continued cooperation. Please contact me with questions or concerns.

Barry Liebman
Producing Director
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