



Summer Camp 2020 Parent/Family Handbook

Welcome to summer camp at Raleigh Little Theatre (RLT)! Detailed camp information, including drop-off and pick-up procedures, is below. Please review the following information carefully, and do not hesitate to contact us with any questions. We look forward to seeing you this summer!

Education Staff Contact Information

Meredyth Pederson Cooper
Director of Education
meredyth@raleighlittletheatre.org
919-821-4579 x245

Kathleen Rudolph
Associate Education Director
kathleen@raleighlittletheatre.org
919-821-4579 x225

First-Day Parent Meetings

On the first day of camp, we invite parents to stay for the first 10 mins to review camp logistics and content, as well as meet the instructor and assistants. All first-day parent meetings are expected to finish no later than 9:15 AM. If you are unable to stay, please meet the camp instructor and assistants and make sure you get your questions answered before you head out.

Friday Sharings

All camps culminate in a sharing of class work on Fridays. All sharings are free and open to any family and friends you and your student would like to invite. A note will go home with your child on Wednesday afternoon to remind you of the sharing time and specify location.

<u>CAMP</u>	<u>FRIDAY SHARING TIME</u>
Playtime (Pk-K)	11:30 AM
Theatre Arts Camp (Gr 1-6)	3:00 PM
Stage Skills (Gr 7-9)	3:00 PM
Create a Play (Gr 1-3) FULL DAY	3:00 PM
Create a Play (Gr 1-3) PM HALF DAY	3:30 PM
Scriptworks (Gr 4-6)	3:30 PM
Original Scriptworks (Gr 7-9)	3:30 PM
Musical Theatre Revue (Gr 4-6, 7-9)	4:00 PM
HS Intensives (Gr 10-12)	4:30 PM
Kids on Stage (Gr 6-9)	5:00 PM

Snack/Lunch

For half-day programs, bring a snack and water bottle each day. For full-day programs, bring two snacks, bagged lunch and a water bottle each day. Refrigerators and vending machines are not available to students during camp.

Camp Clothing

Students should dress comfortably with shoes that will remain securely on their feet. Please no flip flops. Students who choose to purchase a camp t-shirt are invited to wear it on Friday for the sharing.

CAMP T SHIRTS - \$10

Celebrate your creativity with an RLT Camp t-shirt. Order when you register to take your t-shirt home on the first day of camp. Green shirt with RLT Education logo is available in youth sizes S-M and adult sizes S-2X.

Absences

Students should plan to attend the entire session of camp. If you know in advance that a student will be absent, notify RLT by calling 919-821-4579 x245. Because each class builds on skills and activities from the previous day, absences affect preparation for the Friday sharing. There are no refunds or make-up sessions for missed camp days.

Accessibility and Inclusion

RLT Education welcomes students with disabilities in its summer camp programming. Please note any specific accommodations your student needs when you register for camp. RLT staff will follow up to discuss your student's needs and our capacity for supports. RLT's facility is a historic property and some camps require frequent use of stairs. Other camps take place in spaces without use of stairs. Please contact us at 919-821-4579 x245 or x225 with any questions or concerns regarding physical access to camp spaces, or to discuss other ways we can ensure a positive, engaging experience for your young person.

Medication

The education department will note any medical conditions or allergies that were listed in the medical section of your registration form. If your child needs to take medication during the day, or to discuss your child's needs further, please contact Meredyth or Kathleen in advance of camp.

Illness and Emergencies

If a student becomes ill during camp, a parent will be contacted to pick up the student. If they cannot be reached, the staff will call the emergency contact listed on the registration form. If no one can be reached, we will take the necessary actions for the health and comfort of your child. In the event of a serious emergency, 911 will be called first. If it is necessary for you to pick up your child during the camp day at RLT, please enter around the back of the building through the Business Office entrance.

Late Arrival or Early Pick Up From Camp

If your student arrives more than 15 minutes past the listed start time of camp, please enter around the back of the building through the Business Office entrance. An education staff member will come meet you in the office to escort your student to the location of their camp. Please also use this entrance if you need to pick up your student early before the scheduled end of the camp day.

Extended Care

Extended care is available during the following times:

8:00-8:45 AM TUE-FRI

4:00-5:30 PM MON-THU

Cost: \$30/week for either AM or PM. \$50/week for both care options.

PLEASE NOTE: There is no morning care on Mondays and no afternoon care on Fridays.

Tax Information

Please contact Kathleen Rudolph at kathleen@raleighlittletheatre.org if you need documentation for tax purposes.

ARRIVAL AND PICK UP PROCEDURES FOR CAMPS AT RLT

CAMP ARRIVAL TIME: Your student may arrive to camp as early as 15 minutes before the start time.

ARRIVAL LOCATIONS:

All half day camps (for grades PK-3) arrive at the **Sutton Lobby** (across from Stafford Ave)

All full day camps arrive to the **Gaddy Lobby** (closest to Everett Ave)

On Mondays please walk your child into the arrival location to check in with camp staff and meet your child's instructor and teaching assistants.

All other days: between 8:45 and 9:00 you may pull your car up and drop your child off in front of the arrival location where staff will meet your child. Outside of this time frame, please walk your child to the door.

NOTE FOR PLAYTIME PARENTS (PK-K):

Please walk your child into the lobby each morning. At pick up, please park and wait outside the lobby doors for a teaching assistant to come out with the clipboard where you will sign your child out.

PICK UP TIMES:

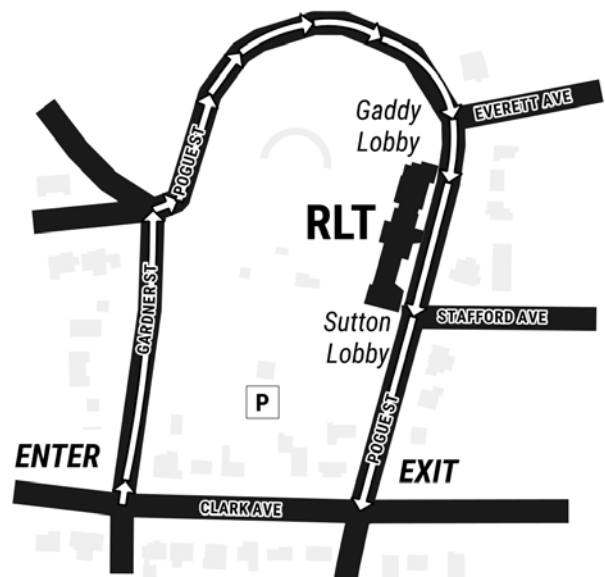
Half day morning camps for preK- grade 3	12:00 PM
Full or half day camps for grades 1-9	4:00 PM
High School Intensives for grades 10-12	4:30 PM

Pick Up Procedure

Students will gather in groups outside the Sutton Theatre entrance. Cars should line up along Pogue Street on the same side as the theatre. Place your RLT car sign (received when you check in on Monday morning) in your dashboard window, and staff will bring your child to your car. If you do NOT have your car sign with you, please park in our Pogue Street lot and walk over to sign out your child.

Guidelines for Drop Off and Pick Up

To pick up and/or drop off curbside, please make sure to pull up in front of the theatre so that your car is on the theatre side of the road. For easy access to the theatre side of the road, turn onto Gardner Street from Clark Ave and follow the road around the Rose Garden (see map).



PROCEDURES FOR OFF SITE CAMPS

Location Contact Information:

Apex

Halle Cultural Arts Center
237 N Salem St
Apex, NC 27502
(919) 249-1120

Wake Forest

Renaissance Centre
405 Brooks St
Wake Forest, NC 27587
(919) 435-9458

Wendell

Wendell Community Center
601 W 3rd St
Wendell, NC 27591
(919) 366-2266

Camp Drop Off

APEX: instructors will be ready to receive campers between 9:15 and 9:30 AM.

WAKE FOREST and WENDELL: instructors will be ready to receive campers between 8:45 and 9:00 AM.

Camp Pick Up

APEX and WAKE FOREST: please see registration information from partner sites for procedural information.

WENDELL: please park and come into the community center lobby to sign your student out on the camp roster.

Friday Sharings

Friday sharings will take place during the last half hour of camp on Friday. Please confirm the exact start time with camp instructors.