



**Camper / Parent Handbook
2017**

WELCOME!

Welcome to The Lyric's AWESOME! Summer Camp. We are in for an exciting, fun-filled summer! This handbook will fill you in about what you can expect during your time with us. It also lets us know a little more about you. So grab your folks and read through it together. Please make sure you have them fill out the required forms, which will help ensure an enjoyable and safe and AWESOME! experience for all of our Lyric's AWESOME! Summer Campers.

HOURS OF OPERATION

LASC camp runs from 9 am - 4pm

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TUITION

Tuition: \$395

\$25/ Registration Fee - one time per summer*

** Fee waived for returning campers*

10% Family Discount (for 2 or more children siblings)

Payment plan available. Contact Karin Leone: 772-220-1942, ext 205 or Karin@lyrictheatre.com

REGISTRATION

Just mail, scan & email the forms located at the end of this handbook to karin@lyrictheatre.com, fax (772-287-8693) or drop off the forms by our box office (hours are Monday - Saturday, 10am - 3pm). You can either include a check for the \$25 registration fee, or call Karin at 772-220-1942, ext 205 with a credit card.

REQUIRED PAPERWORK

Parental Consent/Photo Release/Behavior Policy
Camper Application
Child's Health Emergency Information/Authorization
Authorization for Administered Medication/Treatment (if applicable)

COMMUNICATING WITH US

Please keep us in the loop and we will do the same. Email is a fantastic way to keep in touch. Please be sure to furnish us with a working email that you check daily, as we will be communicating important information to you!

LASC Director: Karin Leone
Office - 772-220-1942, ext 205
Cell: 772-267-5946
Karin@lyrictheatre.com

AGE GROUPING

Our campers range from 1st to 8th graders. It is based on the grade you will be entering in the upcoming school year. Suitable activities are chosen for each specific age group and we want to keep you with your friends your own age. If we feel you would be more comfortable in a different group, we will discuss it with you and your parents. This is how we will be grouping our campers.

1st, 2nd & 3rd graders
4th, 5th & 6th graders
7th & 8th graders

subject to change based on enrollment

TEAMWORK

We must all work closely together to achieve our end goal of presenting an awesome "Sharing" for your friends and family. At LASC, all campers must be comfortable and able to work closely with other campers.



CELL PHONES

Cell phones must be turned off and put away during camp session. Texting is not permitted during camp. In case of an emergency, contact **Ms. Karin at 772-267-5946**, and we will have your camper contact you. Campers caught using phones will have the phone taken away and parents will be notified.

WHAT TO BRING / WEAR

- Movement Appropriate Clothing (Not Baggy)
 - Shorts (not too short!)
 - T-Shirts (no offensive logos)
 - Skirts/Dresses with shorts, leggings or bloomers ONLY - you will be dancing and playing
 - Closed Toe Shoes Only
 - Dancewear/Dance Shoes if desired -dance class only
- Deodorant
- IT'S MOSQUITO SEASON! - Bug Spray & Itch Eraser
- Sunscreen
- Hair Ties (for long hair)
- Bottled Water
- Brown Bag Lunch & 2 Snacks/Drinks
- A GREAT ATTITUDE!

WHAT **NOT** TO BRING

- Flip Flops/Sandals
- I-pods (or other mp3 players)
- Game Systems/Computers
- Electronic Devices
- Purses, Wallets, Money, Jewelry or other Valuables
- A BAD ATTITUDE

DROP OFF / PICK-UP PROCEDURE

**LASC is held at THE FLAGLER PLACE
201 SW Flagler Ave., Stuart**

Camp Hours 9am – 4pm

Morning Drop-Off begins at 8:45am

Afternoon Pick-up: Camp ends at 4:00pm. Your ride may arrive as early as 3:45pm to line up, but we usually are busy right to the very end; please remind your ride that **we will not be dismissing any campers before 4pm.**

Inside Pick Up: Parents may pick up and drop off in the Flagler Place lobby. A staff member will be there to assist you.

Car Loop Drop-Off / Pick Up: We will be utilizing the car loop at Flagler Place. Parents should enter at the south side of the building and follow the loop around. There you will be greeted by the LASC team member with an attendance sheet. For **pick-up**, Follow same procedure as drop-off. To expedite this process, we will have a staff member stationed with a walkie-talkie, who will ask for your camper's name. We will have them waiting for you the end of the loop. No camper may be released to anyone other than those listed on the form, without written consent from your parent - NO EXCEPTIONS!

Car Signs: Parents - please make a big, clearly written sign with your child's name and place on the dashboard of the car. This will help us get a head start getting you out to your ride as quickly as possible.

Carpoolers: If you will be carpooling, all parents involved need to be listed on the Transportation Authorization Form. No camper may be released to anyone other than those listed on the form, without written consent from your parent - NO EXCEPTIONS!

Walkers: Campers age 10 and over may sign themselves in and out of camp with written authorization from the parent (see Transportation Authorization Form).

Off-Hour Drop-off / Pick-up: If you need to sign in or out at any other time than regular camp arrival / dismissal times, then your authorized guardian will have to come in to office and do so with an LASC team member. There is NO extended day option for camp.

Changes: We know unexpected things happen - for us too! If you have a change in plans and need to go home with someone other than the authorized party, please have your parents notify **Ms. Karin at 772-267-5946 AND send an email to Karin@lyrictheatre.com** or fax at **772-287-8693**. No camper may be released to anyone other than those listed on the form, without written consent from your parent - NO EXCEPTIONS!

MEDICATIONS

No medication (prescription or non-prescription) will be accepted without a notarized **Authorization for Medication / Treatment Form**. This also includes campers with insulin pumps.

- All medications must be brought by an adult to Karin Leone, Director of Education, and will be stored in Director's office. They may only be administered by an LASC instructor; or with written consent of parents, self-administered by camper.
- Each **prescription** medication must be in original container labeled by the pharmacist. **Non-prescription** medication must be in the original sealed container.
- Medications bottles must be in a re-sealable plastic bag clearly marked with the camper's name.

Epi-Pens and/or an asthma rescue inhaler may be left in safe keeping with Karin Leone, Director of Education.

MEDICAL CONDITIONS

Your parents should notify us if they are aware of any medical condition that would prevent you from fully participating in camp activities. We do lots of active stuff, including dancing, jumping, bending, and calisthenics. Water breaks and rest periods are given throughout the day.

We want you safe! LASC may request a health care professional's written medical clearance to participate for campers with certain known medical conditions.

Sometimes, we all need a little extra TLC. Please let our team know if there are any behavioral, emotional or neurological conditions that may require a modified approach (Ex. Anxiety Disorders, Autism, Aspergers, etc.) Sharing this information with our staff will help ensure a positive, stress-free camp experience.

NUT ALLERGIES

Although we will take every precaution to minimize exposure, LASC cannot provide a peanut-free or tree-nut free environment.



LUNCH

You are given a supervised 45 min. lunch, usually outdoors, weather permitting of course. There are covered areas for campers who prefer to sit in the shade. Don't forget your sunscreen, since you will be outside during lunch, snacks and outdoor recreational activities.

Please bring a lunch and two snacks each day that do not require refrigeration or a microwave. There are no vending machines or other sources of food or drinks (*other than a water fountain*) on site. Campers who forget their lunch will need to call their parents and have one dropped off to them.

SNACKS

We have a morning and afternoon snack. Bring 2 healthy snacks and drinks each day, in addition to lunch. **Please - NO Soda or Candy.**



A TYPICAL DAY...

A typical day at LASC is anything but typical. Each day campers will rotate to drama, dance and music groups where they learn new skills, materials and work on their presentations for the grand finale - The Sharing!

Some of the things campers can expect to learn in Drama include basic acting principles, creative writing, staging, improvisation and stage presence. In Music, campers will learn the fundamentals of singing, rhythms, terminology and vocal performance. In Dance, instructors will introduce campers to various styles of dance - including music theatre dance, jazz, ballet, tumbling and hip-hop.

Don't want to be on stage? We've got an important role for you too! Join our Stage Crew and build props, scenery and help run the show.

We will also have regularly scheduled recreations such as movie days, game show fun, arts & crafts and special guest instructors.

Most importantly all campers will learn how to work as a TEAM!

AUDITIONS

RISING STARS / SUPER NOVAS ONLY

For those campers who LOVE the spotlight or want to have a bigger challenge, we will have auditions. Some of the presentations will have opportunities for featured performers. **Those who wish to be considered will have to audition.** Campers will be given a material to perform in front of the instructors and other auditionees. This gives us an opportunity to see if your camper is up for challenge of being showcased in front of an audience.

Auditioning is a necessary part of the theater experience and although it can be scary, rest assured that they are conducted in a very supportive environment. Not every performer can have the part they wish for, but there is an important lesson in learning to be a team player even when things don't go as we would like and it is an important role, as parents, to help.



SHOW TIME (THE SHARING)



Each session culminates in the main event - the LASC Sharing! Campers get to show off their new skills in a live theatrical presentation. Each session has a different theme and materials are chosen to support the theme.

BEHIND THE SCENES

LASC is a camp for all kinds of kids and although this is a theater camp, we are aware that not every kid wants to be in the spotlight. There are plenty of behind the scenes roles or perhaps your camper wants to share in the fun on stage but not be singled out. That's ok by us. Everyone is welcome and important.

ABSENCES

While it is understandable that circumstances arise which will prevent a camper from attending camp, when attendance for rehearsals begin to affect a camper's ability to maintain his or her role, parts may be reassigned. Campers who miss choreography or staging during a rehearsal may not be included in that particular number during The Sharing production.



REWARDS & INCENTIVES

We know your camper wants to be the best they can be and we want to help keep them on the right track. Each week a Camper of the Week will be chosen from each class and will be acknowledged in front of his peers and rewarded. We will also choose a Class of the Week. Campers & classes are chosen based on participation, following instruction and going the extra mile with things like garbage clean-up, assisting the teachers, being helpful and supportive to peers, teachers, etc.



DISCIPLINE POLICY

Lyric's AWESOME! Summer Camp strives to create a safe environment for all involved. We establish this environment through mutual respect for each other and placing value on the need to be able to take risks without fear of failure. In order to help create this environment, we have established a code of conduct. Violations of the code of conduct will result in the disciplinary actions outlined below. Please review the following with your child:

- **Respect of Others:** Camp participants will respect the rights and feelings of the other participants. **Fighting, bullying, name calling, intimidation, bigotry of any kind, inappropriate language or any other form of emotional or physical abuse will not be tolerated.**



- **Cooperation with Counselors:** Campers are expected to pay attention to and follow the instructions of the Camp Counselors. For the safety and well being of other participants, disruptive and distracting behavior that affects the general order of the camp, whether intentional or not, will not be tolerated.
- **Cell Phone Use:** Participants will not use cell phones during instructional periods, rehearsals, or performances. Cell phones must remain off during these periods.

DISCIPLINE POLICY (CONT.)

- **Self Destructive Behavior/Dangerous Behavior:** Participants who verbalize or demonstrate self destructive or dangerous behavior to others will be immediately dismissed from the camp.
- **Destruction of Property:** Participants will respect the building, grounds, trees, bushes, flowers and other planted or natural foliage, costumes, props, sets, and all other playhouse property including the property of other participants. Vandalism, stealing, defacing of any property while on the grounds is prohibited.



- **Dismissal:** Drugs, alcohol, tobacco and weapons will not be tolerated.
- **Parental Conduct:** Parents are to conduct themselves in a respectful manner towards all campers, counselors, and artistic staff. They are also expected to notify the Camp Director of any situation which they feel needs to be addressed and allow the Camp Director to take necessary action to remedy any complaint. At no time should a parent address another camper or another parent about a disciplinary issue. Parents who fail to conduct themselves respectfully will be asked to remove their child from the camp.
- **No Refund Policy:** There is NO REFUND for a participant who is removed from the program for violating the Code of Conduct. The NO REFUND policy also applies to participants who withdraw voluntarily with or without notice.

RETURN FORMS TO: THE LYRIC THEATRE, 59 SW FLAGLER AVE, STUART, FL 34994
ATTN: KARIN OR KARIN@LYRICTHEATRE.COM FAX: 772-287-8693

CAMPER APPLICATION - PLEASE PRINT CLEARLY

Child's Last Name _____ First _____ Age _____ Gender (M/F) _____

Grade entering in Fall _____ Address _____

City _____ State _____ Zip _____ Email Address: _____

Guardian Name: _____	Guardian Name: _____
Guardian Cell #: _____	Guardian Cell #: _____
Alt. #: _____	Alt. #: _____

Does your child have any physical, mental, neurological (Ex. Autism) or medical (including allergies) conditions of which we should be aware? _____ Yes _____ No If yes, please identify: _____

T-SHIRT SIZE: Youth XS Youth S Youth Med Youth L Adult S Adult Med Adult L Adult XL

PLEASE CIRCLE WHICH SESSION YOUR CAMPER WILL BE ATTENDING: Session 1: June 12-30 Session 2: July 10-28

Attendance Conflicts: Campers who miss a rehearsal may not be included in that particular number during the Sharing Production

TRANSPORTATION INFORMATION: PLEASE MARK ONE

I will be picking up my child Inside My child will be a walker and is permitted to sign themselves out at the end of the day

My child will be picked up by one or more of the following **Authorized Pick-up People (Including Parents):**

_____/_____/_____
_____/_____/_____

PAYMENT INFO

If registering more than one child, please complete a separate application for each child. Checks should be addressed to Lyric Theatre. Payments can also be made with a credit card by calling Karin Leone, Director of Education at: (772) 220-1942 ext. 205.

Registration Fee: \$25* **Tuition: \$395 ****
**Reg. waived for returning campers **10% discount for two or more children in same family*

Agreement: 1) I understand that, upon confirmation of payment and application, a place is being held for my child(ren) in camp. Therefore, should he or she not attend, there will be no refund. 2) Tuition is non-transferable/non-refundable. 3) The undersigned hereby saves and holds harmless Lyric AWESOME! Summer Camp and it's instructors, counselors, and volunteers jointly, severally, or personally and each and every one of them from any act or acts and any and all claims and liabilities arising from participation in instructed classes and class performances inclusive of staged public performances.

PARENT SIGNATURE _____ DATE _____

HOW DID YOU HEAR ABOUT US?

____ We are returning campers _____ Newspaper _____ Advertisements _____ FaceBook _____ Flyer

Word of Mouth (Please Tell Us Who) _____ Other: _____

OFFICE USE ONLY

SESSION 1: JUNE 12- 30, 2017 Reg. Fee \$25 rec'd _____ Tuition Paid: _____ Payment Plan _____

CC INFO for payment plan _____

SESSION 2: JULY 10- 28, 2017 Reg. Fee \$25 rec'd _____ Tuition Paid: _____ Payment Plan _____

CC INFO for payment plan _____

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PARENTAL CONSENT / PHOTO RELEASE / BEHAVIOR POLICY NOTIFICATION FORM

I, (parent name) _____, the undersigned parent or legal guardian of (child's name) _____ hereby consent to his or her full participation in the activities of The Lyric's AWESOME! Summer Camp 2017. I agree to release, indemnify, protect, defend and hold harmless the Friends of the Lyric Inc., the City of Stuart and The Lyric's AWESOME! Summer Camp, it's teachers, volunteers, counselors, agents, administrators, and staff members to supervise my Child while participating in the Summer Camp activities, from any claim or liability of whatsoever kind or nature, including but not limited to personal injury, as the result of my child's participation in the camp activities, absent of gross negligence or willful misconduct of the Lyric's AWESOME! Summer Camp.

Signature of Parent/Guardian: _____ **Date:** _____

I, (parent name) _____, the undersigned parent/guardian of (child's name) _____ hereby consent that any audio recordings, videotapes and/or photographs of above named child may be used by The Lyric's AWESOME! Summer Camp 2017 in whatever way they desire, including newspaper, television and website; furthermore, I hereby consent that such photographs, films and recordings, and the negatives or tapes from which they are made shall be the property of that organization, and it shall have the right to sell, duplicate, reproduce and make other uses of such photographs, films, tapes, negatives and/or recordings as it may desire free and clear of any claims on the part of that child whatsoever on my part.

Signature of Parent/Guardian: _____ **Date:** _____

The Lyric's AWESOME! Summer Camp 2017 strives to create a safe environment for all involved. We establish this environment through mutual respect for each other and placing value on the need to be able to take risks without fear of failure. In order to help create this environment, we have established a code of conduct. Violations of the code of conduct may result in disciplinary actions ranging from verbal warnings and parental notification to dismissal from camp. Please review the following with your child:

- **Respect of Others:** Camp participants will respect the rights and feelings of the other participants. Fighting, bullying, name calling, intimidation, bigotry of any kind, inappropriate language or any other form of emotional or physical abuse will not be tolerated.
- **Cooperation with Counselors:** Participants are expected to pay attention to and follow the instructions of the Camp Counselors. For the safety and well being of other participants, disruptive and distracting behavior that affects the general order of the camp, whether intentional or not, will not be tolerated.
- **Cell Phone Use:** Participants will not use cell phones during instructional periods, rehearsals, or performances. Cell phones must remain off during these periods.
- **Self Destructive Behavior/Dangerous Behavior:** Participants who verbalize or demonstrate self destructive or dangerous behavior to others will be immediately dismissed from the camp.
- **Destruction of Property:** Participants will respect the building, grounds, trees, bushes, flowers and other planted or natural foliage, costumes, props, sets, and all other playhouse property including the property of other participants. Vandalism, stealing, defacing of any property while on the grounds is prohibited.
- **Dismissal:** Drugs, alcohol, tobacco and weapons will not be tolerated.
- **Parental Conduct:** Parents are to conduct themselves in a professional manner towards all campers, counselors, and artistic staff. They are also expected to notify the camp director of any situation which they feel needs to be addressed and allow the camp director to take necessary action to remedy any complaint. At no time should a parent address another camper or another parent about a disciplinary issue. Parents who fail to conduct themselves professionally will be asked to remove their child from the camp.
- **No Refund Policy:** There is NO REFUND for a participant who is removed from the program for violating the Code of Conduct. The NO REFUND policy also applies to participants who withdraw voluntarily with or without notice.

I have reviewed the above code of conduct with my child and understand that, at the discretion of Karin Leone, Director of Education, violations of the code of conduct may result in disciplinary action, including dismissal from camp.

Parent Signature _____ **Date** _____

Camper Signature _____ **Date** _____

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OR KARIN@LYRICTHEATRE.COM FAX: 772-287-8693

CHILD'S HEALTH/EMERGENCY INFORMATION AND AUTHORIZATION FORM

(To be completed by the parent or guardian – Please Print Clearly)

Health/Emergency Information

Child's Name: _____

Other Name Child Responds to (nickname): _____ Birth Date: _____

Parent's/Guardian's Name: _____

Address: _____

Primary Phone: (_____) _____ Alt. Phone: (_____) _____

EMERGENCY CONTACTS

In case of emergency and if the parent(s)/guardian(s) cannot be reached, please contact one of the following persons:

1. Name: _____ 2. Name: _____

Phone: (_____) _____ Phone: (_____) _____

Relationship: _____ Relationship: _____

Are your child's activities restricted in any way? ___Yes ___ No If yes, please explain: _____

Please list any significant medical conditions or allergies your child has as well as any medication(s) taken:

Other important information about your child: _____

***Children who require any medications (both prescription and over the counter) to be given during camp hours must have a completed/notarized Authorization For Medication/Treatment form on file. Please submit with application.**

Authorization for Emergency Medical Care In case of accident or illness requiring medical attention, the undersigned authorize The Lyric's AWESOME! Summer Camp 2017 to call a health care provider or to take my child _____ (child's name) to the nearest hospital or doctor, and it is understood that if possible, their services will be obtained. If neither parents nor preferred health care provider can be contacted, The Lyric's AWESOME! Summer Camp 2017 is authorized to contact another health care provider. It is also understood that this agreement covers only those situations, which in the best judgment of The Lyric's AWESOME! Summer Camp 2017 are true emergencies.

PREFERRED PHYSICIAN INFORMATION

PREFERRED HOSPITAL INFORMATION

Name: _____ Name: _____

Address: _____ Address: _____

Phone: (_____) _____ Phone: (_____) _____

Insurance Carrier: _____ Policy #: _____ Group: _____

I authorize emergency treatment deemed necessary by a physician in the event that I cannot be reached for permission. I agree to be responsible for the cost of such emergency medical care.

Signature of Parent/Guardian: _____ Date: _____

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AUTHORIZATION FOR ADMINISTERED MEDICATION/TREATMENT

Only required for campers who will be receiving medication, both prescription & non-prescription

Camper Name: _____ Date of Birth: _____

Parent/Guardian Name: _____ Home Phone () _____

Cell Phone () _____ Work Phone () _____

Allergies: _____

Reasons for Medication: _____

MEDICATION	DOSAGE & ROUTE	FREQUENCY	SPECIFIC TIMES	SPECIAL INSTRUCTIONS/ SIDE EFFECTS

Campers who need assistance with the administration of their medication will receive assistance from the Camp Staff. However, ONLY medications listed on this form will be administered and ONLY per guidelines provided by the parent. There will not be a medical professional on site.

NOTE:

- **Medications must be supplied in the original container.** Ask the pharmacist to divide the medication into two completely labeled containers, providing one for home and one for camp.
- Only medications authorized by a physician may be administered by Karin Leone, Director of Education.
- It is your responsibility to notify Karin Leone, Director of Education when there is a change in medication or treatment regimen.
- Medications bottles must be in a re-sealable plastic bag clearly marked with the camper's name.

I grant the Camp Staff the permission to assist or perform the administration of each medication to my child during camp hours.

Parent/Guardian Name (Printed)

Signature of Parent/Guardian

Date Signed

Home Phone Number

Work Phone Number

Cell Phone Number

Notary Name (Print)

Notary Signature

Date