

2014 Summer Camp Policy and Procedures for Parents

Registration

Students are not registered until receipt of full payment, which is due at least three weeks before the start of the session. All returned checks and denied credit cards will incur a \$50 service charge. Refunds will only be issued in the event that a session is cancelled. No other refunds will be granted. Please be sure to inform the teaching or administrative staff if you know your child will be absent from class by calling 954-921-3274. We do not offer pro-rated fees or credits for missed or partially attended classes.

Hours of Operation

Camp days/hours are Monday-Friday, 9-4 pm. Only students registered in Before-Care will be admitted prior to 8:50 am. Late parents will be charged \$1 per minute. Students not picked up within 15 minutes, will automatically be placed in After-Care (if available), and charged \$15 as well as their \$15 of accrued late fees. **There is no camp on Friday, July 4th.**

Fees (per session for Members/Non-members):

- Hip Musicians: \$225 Members/ \$250 Non-Members
- Young Actors and Young Artists: Half Day: \$300 Members/\$325 Non-Members, Full Day: \$400 Members/ \$425 Non-Members
- Littlest Actors and Littlest Artists: Half Day: \$300 Members/\$325 Non-Members, Full Day: \$400 Members/ \$425 Non-Members
- Young Artists Advanced: \$400 Members/ \$425 Non-Members
- Broadway Actors: \$750 Members/\$800 Non-Members

Before-Care and After-Care

Before-Care is from 8-9 am, and costs \$25 per week. After-Care is from 4-6 pm, and costs \$50 per week. Before/After-Care must reach a minimum number of students to commence, and if not met, will be cancelled and all payments reimbursed. Students in Broadway Actors, Young Artists Advanced, Littlest Actors/Littlest Artists, or Hip Musicians will be walked by a staff member (driven if raining or too hot), to/from the Arts School and their exact camp location.

Camp Locations:

- Before-Care and After-Care are held at the Arts School at 1626 Harrison Street
- Young Actors and Young Artists are held at the Arts School at 1626 Harrison Street
- Littlest Actors and Littlest Artists is held at the ArtsPark at 1 Young Circle
- Young Artists Advanced is held at the ArtsPark at 1 Young Circle
- Broadway Actors is held at the Hollywood Central Performing Arts Center at 1770 Monroe Street
- Hip Musicians is held at the Hollywood Central Performing Arts Center at 1770 Monroe Street

Pick-Up/Drop-Off

Children must be escorted directly to/from their classes and signed both in and out. Broadway Actors and Hip Musicians students must enter through the side door of theater. Parents of students in Littlest Actors and Littlest Artists and Young Artists Advanced should pull up to the ArtsPark via the drive way to drop students off. Parents must complete a form authorizing any other adults to pick their child up (with proper identification). Students will NOT be released to unauthorized persons. Safety is of highest priority to us. The first few days of every session or anytime a new person is picking a child up, we always check photo identification with authorized pick-up lists. You must bring identification with you every day. Please be prepared to present a valid form of photo identification if requested by staff at anytime. No exceptions.

Show and Exhibition Schedule

At the end of each session campers will participate in a show and/or exhibition, depending on which camp session they are enrolled in. The schedule is as follows:

Young Actors session 1: June 20th at 11:30 - Hollywood Central Performing Arts Center
Young Artists session 1: June 20th at 3:00 - Student Gallery at main center
Littlest Actors session 1: June 20th at 10:30 - ArtsPark
Littlest Artists session 1: June 20th at 2:30 - ArtsPark
Broadway Actors session 1: July 3rd at 5:00 - Hollywood Central Performing Arts Center
Young Actors session 2: July 3rd at 11:30 - Hollywood Central Performing Arts Center
Young Artists session 2: July 3rd at 3:00 - Student Gallery at main center
Littlest Actors session 2: July 3rd at 10:30 - ArtsPark
Littlest Artists session 2: July 3rd at 2:30 - ArtsPark
Hip Musicians: July 11th at 4:00 – Hollywood Central Performing Arts Center
Young Artists Advanced session 1: July 16th at 3:00 - Student Gallery at main center
Young Actors session 3: July 18th at 11:30 - Hollywood Central Performing Arts Center
Young Artists session 3: July 18th at 3:00 - Student Gallery at main center
Young Artists Advanced session 2: July 30th at 3:00 - Student Gallery at main center
Young Actors session 4: August 1st at 11:30 - Hollywood Central Performing Arts Center
Young Artists session 4: August 1st at 3:00 - Student Gallery at main center
Broadway Actors session 2: August 8th at 5:00 - Hollywood Central Performing Arts Center
Young Actors session 5: August 15th at 11:30 - Hollywood Central Performing Arts Center
Young Artists session 5: August 15th at 3:00 - Student Gallery at main center

Lunch Hour

Students enrolled in full day sessions are required to bring their own non-perishable lunch, as well as two snacks. Only water in a bottle or sealed container will be permitted in the theater, no other food or drink. Snacks and lunch will be consumed in the lobby or outside areas.

For the Littlest Actors Littlest Artists camp, there will be a daily relaxation time during the lunch break. If your child attends the camp for the full day, please ensure they have a rest mat to relax on during this quiet time.

Restroom Policies for Younger Campers

Any child attending summer camp must be fully potty trained. Students must be able to use the restroom without assistance in order to register and attend.

Food Allergy Precautions

Parents who would like to supply food or deserts of any kind to share with other campers, please notify administration staff in writing at least 3 business days in advance, detailing specifically what you will be bringing in. This ensures staff can send letters home informing the other parents. Food brought in without proper notification will have to be turned away or stored by staff until a letter is sent home with students.

Dress Code

Students must wear comfortable clothes they can get messy in. Please no skirts, sandals, flip flops, or high heels. Please don't wear anything that wouldn't be appropriate to wear to school.

Visual art students can also bring a smock or large t-shirt to wear over clothes. Broadway Actors students may want to bring additional layers, as the theater is cool.

Summer Camp T-Shirts

Each student will get one T-shirt per summer included in the registration fee. Additional Art and Culture Center of Hollywood summer camp T-shirts will be available at a cost of \$10.

Health and Emergencies

- Any allergy or medical condition must be noted on the Emergency Information form.
- Staff will NOT administer any medication to students.
- Any student who becomes too ill to participate in class will be sent home. For students who become **seriously** ill or injured, the Art and Culture Center of Hollywood staff will call 911 and immediately contact the parent or emergency contact person.
- The Art and Culture Center is not liable for injuries that may occur on site.

Student Code of Conduct

Students are expected to behave in a responsible and respectful manner while participating in classes. Disruptive behavior will not be tolerated. Parents of disruptive students will be given a verbal or written warning prior to program dismissal. The Art and Culture Center of Hollywood reserves the right to dismiss any student for violent or verbally abusive behavior without prior notice. Parents of students who are dismissed will not be given a refund.

Please sign and return this form

Summer Camp Policy Acknowledgement Receipt

I acknowledge that I have received and read the “Summer Camp Policy and Procedures for Parents.”

I am aware of the cancellation/refund policy for summer camp programs. No refunds or prorations are permitted.

I hereby allow the Art and Culture Center of Hollywood to take photographs or videotape of me or my child during participation in its programs. Photographs or video may be used for promotional purposes (i.e. – news releases, advertisements, camp brochures, etc.)

I further certify that I hold harmless and release the Art and Culture Center of Hollywood, its employees, and agents from any liability, claim, and right of action, of any kind of nature which my child or legal representative may have as a result of injury, illness, or damage.

I authorize the Art and Culture Center of Hollywood to seek urgent medical care for my child in the event of an emergency.

Name of Child:

Name of Guardian:

Parent/Guardian Signature:

Date: