



Theatre Camp with Kick & Push Festival Information Letter

Welcome to Theatre Camp with the Kick and Push Festival **2019**. We are looking forward to spending quality time with your child and doing our utmost to ensure your child's experience at camp will be one of the highlights of his/her summer. This newsletter will give you some insight into the makeup of our program and answer some of the questions you may have.

Program Outline

We provide children with experience in various aspects of theatre production. We encourage children to experience life in the theatre by expressing their own unique talents, on stage and back of stage. We pave the way for children to gain a big boost of self-confidence while having fun.

Our program begins at 9 a.m. and ends at 4 p.m. The main focus of each session will be for participants to prepare, rehearse and perform a unique production. Other activities include swims at the Artillery Park Aquatic Centre, active games and crafts. Drop-off and pick-up is at the Grand Theatre (Baby Grand) located at 218 Princess Street.

Parents must sign children in and out daily with one of our camp staff. If more than one parent/guardian will be picking up or dropping off your child please provide the name(s) to the camp staff. Unless we are notified in advance we are unable to release children to any individuals other than the person who signed them in or the individual who registered the child without obtaining written permission from parent/guardian.

Children who are not registered with our extended hours service may be dropped-off no earlier than 5 minutes prior to camp starting (8:55 a.m.) and picked up no more than 5 minutes after the camp ends (4:05 p.m.). A \$5 late fee will be charged to parents who are late picking up their child and an additional \$5 will be charged for every 15 minutes thereafter.

Special arrangements must be made in advance for any parent wishing to have their child walk home from camp unescorted. Parents wishing to allow their children to sign themselves into or out of camp must provide this permission in writing to the camp staff.

Medical Conditions/Allergies/Medication

In order to ensure the health and safety of all campers, medical conditions, life-threatening allergies and medications your child is required to carry with them must be disclosed at time of registration.

If your child is required to carry medication with them, parent/guardian must complete a **Medication Administration Request Form**, confirming parental direction with regard to medication administration while

at the program. If your child has life-threatening allergies parent/guardian must complete an **Anaphylaxis Emergency Plan** detailing emergency response in the case of an allergic reaction. Both documents should be completed at the time of registration or a minimum of one week prior to the first day of the program to ensure all required accommodations are in place. Forms are available on-line, at recreation registration sites (INVISTA Centre and Artillery Park Aquatic Centre) or by contacting the Program Coordinator (contact information below).

Note: only **prescription medication** can be administered at camp. The Medication Administration Request Form must be submitted and medication must be signed in to staff each day in the original prescription container, with a single (1) day dose. Medication will be stored securely by the camp supervisor and provided to your child as per instructions on the Medication Administration Request Form. Refrigeration of medication is not available at our programs.

We are unable to administer or permit any non-prescription medications at our programs.

Extended Hours Service

Extended supervision is available, for your convenience, from 8-9 a.m. and 4-5:30 p.m. at a cost of \$50.40 for 9 day senior sessions, and \$37.50 for the 5 day junior sessions. Drop-off and pick-up for extended hours is also at the Baby Grand. **Please ensure that you always sign your child in and out with one of our staff.** During our extended hours, supervised activities will be provided.

A \$5 late fee will be charged to participants who have not picked up their children by 5:30 p.m. and an additional \$5 will be charged for every 15 minutes thereafter.

Theatre and so much more!

Over the course of each session campers will develop a theatre performance that will be performed for family and friends. In addition to preparing this performance campers will enjoy a variety of drama games, crafts, active games, walking trips and occasional swims at the Artillery Park Aquatic Centre.

Performance

Our performance will be held on the final Thursday *or* Friday of each session. Staff will send home a note each session confirming the exact performance time. Parents are more than welcome to take photos or videos during the performance but no flash photography please.

Lunch/Snacks/Drinks

This is a Nut Free program! For the safety of all of our campers and staff, no nut products can be brought to camp in lunches or snacks – please check labels. Parents ensure all life-threatening allergies are identified at time of registration. Parents may be asked to omit other products in their lunches if other camper food allergies are brought to our attention.

Please send a lunch, snacks and drinks with your child each day and help us reduce camp waste by packing a litterless lunch. Campers will have a snack break mid-morning, lunch at noon, and a snack during mid-afternoon. We recommend each camper **brings plenty of drinking water each day in refillable bottles!**

Pizza Days

Each session we will have a pizza day on Thursday *or* Friday. Information and order forms will be sent home on the first day with details and campers may order pizza slices for \$2 each and juice drinks for \$1 each for a designated day later in the session.

What else to Bring

Include a backpack, bathing suit, towel, hat, and sunscreen daily. A sweatshirt or jacket should be sent on cool days. Please label all clothing and foot wear.

Personal Belongings/ Sunscreen

Personal belonging not listed above and particularly valuable items such as toys/trading cards/electronics should be left at home.

Please label all belongings with your child's name. We have a tremendous amount of unidentified camper clothing left behind every year. All unclaimed camp clothing will be donated to a non-profit organization at the end of the summer.

We strongly suggest all campers wear hats whenever outdoors. To reduce sun exposure all campers are required to wear shirts while at camp, with the exception of swim time. When outdoors, supervised sunscreen application and water breaks will occur regularly (every 2-3 hours), and staff will monitor campers for ill effects of heat and sun. Unless requested during registration or in writing by a parent/guardian, **camp staff will not directly apply sunscreen to campers**. If you would like program staff to apply sunscreen to your child, you must provide a note requesting sunscreen application.

Head Lice Procedure

To limit the occurrence of head lice at camp, we encourage all parents to check their children for head lice prior to sending them to camp. We ask that any campers identified as having head lice be treated and lice free before returning to the program.

Special Events

Special events or activities may be planned during some sessions. Staff may send notes home asking parents to send specific items related to special events or activities i.e. white shirt or other clothing item for our tie dye days.

Staff

Our camp leaders have demonstrated leadership skills and experience working with children and working in a drama/theatre environment. All camp leaders are certified in First Aid and C.P.R. and High Five Principles of Healthy Childhood Development. All camp leaders also attend a pre-camp training program. Your on-site leadership staff consists of 1 supervisor and 2 counselors. Theatre Camp provides three staff for a maximum 20 children in the camp (1/7 ratio). Our maximum ratio of staff to children is 1/10. During swim times the ratio is lowered to 1/5 for all campers less than 10 years of age.

Questions? Talk to our camp staff

Please do not hesitate to approach our camp staff should you have any questions regarding the program. They will be more than happy to answer any of your questions and provide details about your child's day.

We are in the business of making **GREAT** memories! We look forward to meeting your children and thank-you for supporting our program. - **BRAVO, BRAVO**

Chris Paterson
Recreation & Leisure Services Department
The City of Kingston
613-546-4291 ext. 1712
cpaterson@cityofkingston.ca