



The Ross Ragland Theater's 2019 Spring Break Youth Day Camp

A Nightmare in Dreamland



PARENT INFORMATION HANDBOOK



THE ROSS RAGLAND THEATER'S 2019 SPRING BREAK YOUTH THEATER DAY CAMP

Pick Up/Drop Off Procedures:

Students attending youth spring break day camp must be dropped off at the Cultural Center entrance and signed in and out by a parent/guardian each day.

Camp 8:15am drop-off and 1:30pm pick-up

Please include the names of those authorized to pick up your camper on the “List of Authorized Persons Release of Liability.”

Your compliance with these procedures will ensure a quick/safe checkout for all the students.

Parents/Guardian/Authorized Designee who chooses not to comply with this policy agrees to release and hold harmless The Ross Ragland Theater and its staff of any liability.

Medical Policies

Medication:

State licensing regulations require that all medication be administered only with written orders from a physician, and daily written instructions from a parent. Parents must fill out the Ross Ragland medication administration form and sign off on it daily. The Ross Ragland staff must keep the medication in a separate locked box away from the children. The medication must be in its original container. Prescription medication must have the original prescription on it. Non-prescription medication must have the child’s name written on with permanent marker and the medication will only be given as specified on the container.

Allergies:

Please make our staff aware of any allergies including food your child may have. If your child has severe allergies, please make sure our staff has written instructions on what to do if your child has a severe allergic reaction. Precautions will be taken to provide a “peanut free” zone if a child in our care has a severe peanut allergy.

Illness:

The Ross Ragland Theater wants to make our program safe for all participants. Children who are ill can jeopardize the health of other children and our childcare staff. If your child exhibits any of the following signs or symptoms of illness, you will be called to pick up your child immediately:

- Vomiting
- Temperature of 101 * F
- Conjunctivitis (pink eye)
- Diarrhea
- Chicken Pox
- Evidence of lice, scabies, ringworm, or other parasitic infestation



Children with lice must use a doctor-approved treatment and be free of nits (unhatched eggs) for 24 hours before returning to the program. When a child has a communicable disease the Ross Ragland Theater must be notified immediately. **Children may return to the program after providing written permission from their doctor.** The Ross Ragland Theater appreciates your efforts to arrive at the program promptly to pick up your child in the event of illness.

Medical Care at Camp:

Should your child become ill or be injured during the day camp, a Ross Ragland Theater staff member will administer first aid. In the event of a serious injury or illness or other medical emergency, your child will be transported to Sky Lakes Medical Center emergency room, and The Ross Ragland Theater staff will make best efforts to get in touch with you. The Ross Ragland Theater request that you fill out the Emergency Contact and Medical Information form so it may be shared with medical professionals involved in the emergency treatment of your child. Staff members administering first aid to your child may also use this information, if relevant. **Make sure you let the camp staff know of any allergies and associated reactions, disabilities (physical and learning) and special needs or considerations.**

Emergency Situations:

When the lights go out in the theater we ask everyone not to move; sit down and wait for the emergency lights to come on. If they do not come on we will use flashlights and clear the house in an appropriate and orderly fashion.

In the event of a fire or earthquake we will use the Ross Ragland Theater's evacuation plan. Parents will pick up their children in the City Ross Ragland Parking Lot across from the front of the theater.

How to Contact Us

Samantha Burris

Camp Director
(541)884-0651 x13

Deborah Jones

Office Manager
(541) 884-0651 x10

Theresa Silver

Interim Executive Director
(541) 884-0651 x16

Discipline Policy

The Ross Ragland Theater's goal is to help children live comfortably with themselves and others. In order to achieve this, each individual needs to be responsible for his/her own actions: The Ross Ragland wants to assist children in recognizing alternatives and consequences, which will help guide them to a more mature and appropriate behavior.

Our first efforts will be toward preventive discipline:

- Planning the program to meet the needs of the children
- Keeping staff-to-child ratios at, or below state recommended guidelines
- Being consistent
- Offering problem-solving assistance
- Stating directions and rules in a positive way
- Encouraging feelings of self-confidence
- Redirecting children



Immediate action will be taken when behavior gets out of bounds:

- Discussing the behavior with the child
- Removing the child from the group
- Keeping parents updated
- Working with parents to solve conflicts

The Ross Ragland Theater expects that all children in our programs will have respect for others and their property. Should a child become a constant disruption, or a danger to him/herself or others, the Ross Ragland may have that child suspended or expelled from the program. Immediate suspension or expulsion may occur in the case of severe behavior problems. Disciplinary action(s) will be based on case-by-case. Children who have been expelled may not return to any future Ross Ragland child development programs. (In which case, the camp fee would be non-refundable.) Although avoidable when possible, and rarely utilized, the Ross Ragland does reserve the right to refuse registration into the Theater Camp.

Basic Ross Ragland Rules:

- BE RESPECTFUL! Respect yourself, your counselors, and other children in the program by treating others the way you like to be treated.
- BE RESPONSIBLE! Take care of The Ross Ragland Theater's toys, supplies, and property.
- BE CARING! Show you care about others by sharing toys and supplies. Be kind and do not call each other names.
- BE HONEST! Always play fair and tell the truth.

A student's person and/or personal belongings (purse, lunch bag, book bag, pack, etc,) may be searched whenever the Ross Ragland directors have reason to believe that the student is in possession of illegal or unauthorized materials. If a Ross Ragland staff member has reason to believe that a particular student has an item imminently dangerous to the student or others, a more intrusive search of a student's belongings may be conducted without the student's consent.

Parents are Liable for any damages, or defacing of property incurred by students while at camp and will be billed for any damages.

The Ross Ragland is not responsible for any lost or stolen personal articles.

About The Camp and Show

What to Bring/Wear at Camp:

Please ensure that your child is dressed for the weather and activities of the day (clothes that are easy to move in). Girls who choose to wear a dress must wear shorts underneath as they will be dancing and moving everyday.

(Note: flip flops or strapless sandals or open toe sandals/shoes and Heelies may NOT be worn during theater camp).

What to Leave at Home:

Cell phones, Fidget Spinners, iPods or MP3 players, Palm pilots, Game boys or handheld video games, matches or lighters, toys, jewelry, energy drinks, etc.



Costumes:

Costumes are provided and are the property of the theater. Costumes are not to leave the theater. If your child inadvertently brings home a costume or a costume piece, please return it to the Camp Director immediately. We want your child to have their costume for the performances. We will go over the costume policy with your child.

Important Date:

The **camp performances will start at 3:00 and 5:00 p.m.** on March 30th, 2019

How the Performance Day Works:

As we get closer to the performance date, a letter will be sent home regarding the check-in/check-out procedures for performances as well as the time that your child needs to be at the theater (call time) on those dates.

Performance Tickets:

Tickets are now on sale at the Box Office for the production. The price is \$5

Communications:

Once camp begins, important information will be distributed via notes during the check-in/check-out procedure.

Camp Staff

Professional artists teach the workshops with extensive experience in music, theater, dance and visual/technical arts. All offerings are age appropriate as we have worked with kindergarten children to high school seniors.

Memorizing:

Usually, children memorize lines, songs and dances easily. If they are struggling, here are some solutions:

- Encourage your child to review songs, dances, and scenes outside of rehearsal and in front of a small, supportive group. You can even do it at dinnertime and you'll have your own dinner theatre!
- Have your child read over scenes before going to sleep at night and first thing in the morning. This is a great way to memorize parts.
- It's helpful to practice dialogue, songs and dances out loud and in front of a mirror rather than "in your head." This enlists kinesthetic (muscle) memory as well as visual and aural memory to help learn the part.
- **Mixed Age Groups:**
- Outside of peer groups, some of the camp day is spent in mixed age groups (ages 5-13). We have found during our experience that when children are taken out of their exclusive peer group they often thrive and make huge creative leaps. When the age group is mixed the older students will often take on a mentoring role with many of the younger students and thus the group dynamic becomes balanced and thrives! However, we do make sure that we have several students within each age group to ensure camaraderie, play, and challenge!



**The following documents must be signed and returned the first day of camp.
FINAL PAYMENTS ARE DUE March 25th, 2019.**

*The Ross Ragland Theater's
2019 Youth Theater Day Camp
Parent Information Handbook
Acknowledgement Statement*

The Ross Ragland is not responsible for any lost or stolen personal articles.

I have read The Ross Ragland Theater's 2019 Youth Theater Day Camp Child Safety Policies and agree to follow these policies as written. I further acknowledge that I have read the Parent Information Handbook and agree to the policies and procedures outlined.

*** PARENT/GUARDIAN SIGNATURE:**

To be filed with registration/medical information.

Photo release

I agree that photographs of my child/children taken by RRT may be used for promotional purposes including brochures, advertising, and the RRT website by RRT, but will not be used by other organizations without additional written consent.

Signature _____ Date _____

Daily Lunch

Each child will be required to bring a sack lunch each day. No microwave items please!

Please disclose any allergies and associated reactions, disabilities (physical and learning) and special needs or considerations:



**The Ross Ragland Theater's
2019 Youth Theater Day Camp
LIST OF AUTHORIZED PERSONS
RELEASE OF LIABILITY**

(Please Print Student's Name)

(Please Print Parent/Guardian's Name)

(Parent/Guardian's Signature) _____
(Phone number during camp hours)

I hereby authorize the The Ross Ragland Theater's staff to release my child to the following individuals and I further agree to release and hold harmless The Ross Ragland Theater and its staff of any issues arising out of this authorized release:

_____	_____
_____	_____
_____	_____
_____	_____

* This is a back up document in the event that your Authorized Designee does not have your check-out card required to pick-up your child.