



LTA Summer Camp Parent Handbook

General

The Little Theatre of Alexandria will conduct approximately 50 summer camps from May 27, 2020, thru August 21, 2020. Camp offerings target different age groups and skill levels and investigate the varied aspects of theatrical performance.

Registration is on a first come, first served basis. When a class is filled, LTA will start a waiting list. Those who opt to sign up for the waiting list first will be the first offered a spot if someone drops out. LTA cannot guarantee that those on the waiting list will get into a class.

LTA is a year-round working theater. Class spaces in the theater's main building and adjacent Academy building are clearly designated. Students are allowed in non-designated spaces (e.g., the LTA scene shop) *only when accompanied by a teacher of counselor*. Violations will be brought to the parent's attention; repeat violations will result in dismissal from camp.

Many camps require casting, and teachers make every effort to distribute roles equally among campers. A teacher's casting decisions are final. Previous participation in LTA Summer Camps does not guarantee a camper a role.

Showcase performances are often governed by strict contractual relationship between LTA and the theatrical rights holder(s). All audience members attending showcase performances must follow the announced rules for recording, filming, or taking photographs.

There is no formal dress code for campers. However, campers should come appropriately attired in comfortable clothes. Closed toe shoes are a must; no flip-flops or sandals permitted.

Communication

Email

Instructors will communicate with parents via email details and specific camp information as needed. When registering your child for camp, please make sure the email address you provide is correct and will be checked often. About a week before your child's camp starts, you will receive a welcome email with specific details on your camp. Questions can be directed to the Summer Camp Administrator at summercamps@thelittletheatre.com

In Person

The LTA Summer Camp Administrator and/or your child's instructor are available each day for *brief* conversations during drop off and pick up. Please remember to keep drop off and pick up

as timely as possible. If an additional meeting with an instructor is required, please contact LTA's Summer Camp Administrator for scheduling.

Online

LTA's website (www.thelittletheatre.com) and Summer Camp Facebook page (<https://www.facebook.com/LTASummerCamps>) are available 24/7. You can find regular updates and photos (for those who gave photo consent) weekly on the Facebook page.

Telephone

Instructors are not available to take telephone calls during the camp day. If you need to contact a teacher by telephone, please call the Summer Camp Administrator at 703-683-5778 ext.4. The Administrator will relay a message or, in the event of an emergency, get someone to cover the class while the instructor takes a call.

Sample Camp Schedule

8am - 9am Before Care **(additional fee)**

9am - Drop off

12pm - Lunch (please pack a lunch and snacks for your child)

3:30pm - Pick-up

3:30pm-6pm After Care **(additional fee)**

If your child's camp has an end of week showcase performance, it will be on Friday afternoon. Details will be sent to parents via email.

Drop Off and Pick Up / Before and After Care

Campers must be signed in and out each day by a parent or guardian. Please send in a written notice (this can be by email) when anyone other than yourself will pick up your child. Please give the Summer Camp Administrator a list of any regular carpool arrangements.

LTA's Summer Camp program offers before care beginning at 8am and an after care until 6pm. This is a mixed age program which allows campers to interact with various age groups in a well monitored setting. If a camper is dropped off before 8:45am there will be a before care fee will be due. If a camper is not picked up by 3:45pm, an aftercare fee will be due. There is no aftercare on Fridays.

Lost and Found

Lost and found items are stored in a bin in LTA's coat closet. At the end of each camp week we will set out all lost and found items in the front lobby/Green Room. Items not claimed after each camp week will be discarded.

Personal Belongings

We have many exciting things to keep your children entertained while at camp. Therefore, we ask that children leave any special personal items (e.g., pocket video games, toys, telephones) at home unless an instructor has specifically asked to use an item as a prop or costume. LTA is

not responsible for lost or damaged items brought from home. Any items brought to camp (e.g., props, costumes, lunchboxes, refillable bottles, backpacks etc.) should be labeled with your child's name.

Cancellations/Refunds/Transfers

Cancellations or transfers of camps must be made at least 3 days prior to the start of the camp your child is registered. Cancellations and transfers with less than 3 days notice will be subject to only a 50% refund. All cancellations will be charged a \$10 cancellation fee. Questions regarding registration can be directed to LTA's Summer Camp Administrator.

Safety and Health

Any medications (e.g., EpiPens) to be kept during camp should be given by the parent to the Summer Camp Administrator with any instructions. *LTA Summer Camp personnel will not administer any medicine, including over-the-counter medicines such as aspirin, that are not approved by a camper's parent.*

Any medication to be kept during camp should be given to the Summer Camp Administrator for safe keeping.

Parents should be aware that even minor injury (e.g., bumps and bruises) will result in an informational telephone call from the Summer Camp Administrator.

Camp teachers have received training in CPR, use of the automated external defibrillator (AED), and basic first aid.

Emergency procedures (such as exiting the building during a fire or sheltering during a tornado) are covered on the first day of class.

Food

LTA camps are nut free.

Campers attending all day camps must bring a lunch and two snacks.

Campers may bring refillable bottles.