



# SARATOGA CHILDREN'S THEATRE

Enriching. Educating. Inspiring.

[www.saratogachildrenstheatre.org](http://www.saratogachildrenstheatre.org)

## Parent Information Packet

Welcome to Saratoga Children's Theatre Summer Camp. We look forward to providing an exciting summer, filled with memorable moments that only SCT camp can offer. Each summer is especially designed to offer opportunities for children to try new things, learn, grow and make friendships that last forever. Additionally, SCT offers a healthy, safe and fun environment where positive interactions with peers and adults help build strong children. Whether you are new to SCT Summer Camp or a seasoned camper, we are pleased to welcome you to the 2025 camp program.

This handbook has been created as a reference guide for both parents and children. It contains vital information and policies about our summer program. Your child's safety is a top priority and we take this responsibility very seriously. Please take time with your child to read and review the entire packet. If you have any questions or comments, please contact [info@saratogachildrenstheatre.org](mailto:info@saratogachildrenstheatre.org)

### Goals of SCT Summer Camps

The goal of all SCT programs is to Educate, Enrich and Inspire all children through the arts. Our camp programs incorporate these values and are designed to help our campers grow within a fun camp environment. Professional camp staff will lead the campers in challenging activities that act as a catalyst for growth in your child.

The specific goals of the day camp program are:

- ◆ The achievement of personal growth.
- ◆ The practice of socially constructive habits and attitudes.
- ◆ The acquisition of knowledge about and the development of skills in theater.
- ◆ The development of an appreciation of theater and the arts.
- ◆ Gain confidence, public speaking skills and other life skills.
- ◆ Most important -- HAVE FUN

## General Information

### Summer Camp Staff

SCT summer camp staff consists of qualified professionals and caring individuals, including college students and professionals who choose to work during the summer.

### Lunch

Lunch will be outside weather permitting. Please be sure to see your child's camp director if you have any allergy concerns. Classrooms are NUT free zones; the Lunch area outside is not. Please do not provide your camper with food that will need to be refrigerated, heated or microwaved. Staff are not responsible for food preparation or pre-heating meals.

**RISING STARS** will have 2 or more snack periods daily. Please send extra food for these times as well as a water bottle.

### Refund/Cancellation/Exchange Policy

**After April 1st, 2025, No refunds will be given. No exceptions.**

**All pre-registration payments must be completed by March 1st**

**Regular Registration payments are due 2 weeks before the start of the camp**

Check payments written with non-sufficient funds will be subject to a \$35 fee.

To Request a Cancellation or Exchange: Contact [info@saratogachildrenstheatre.org](mailto:info@saratogachildrenstheatre.org)

The title of camp/class; Date and time of camp/class; Telephone contact information.

Behavior related dismissals may not be eligible for refund. Unusual situations do arise; please write to Sean Rossley to discuss situation.

### Attendance Policy

If your child is unable to attend camp for any reason, please call 518-886-8800 or email

[info@saratogachildrenstheatre.org](mailto:info@saratogachildrenstheatre.org) to notify staff. If your child does not arrive at camp, staff will call your home to make sure he/she/they are OK. If a child will not attend camp on a particular day, please send a note ahead of time, and remind the staff the day before, if possible.

### Sign-In/Sign-Out Procedures

A daily attendance sheet is kept on all campers. Upon arrival at camp, parents with children under 13 are required to sign in your child. We will come outside so please do not exit the car. Each camper will have their temperature taken and once cleared can exit the car. Once camp begins, a staff member will make sure everyone is accounted for and checked in.

If you need to pick up your child early, please send a note that morning and check in at camp upon arrival or call the camp emergency number to tell staff of early dismissal.

When picking up your child from the program, check him/her/they out by pulling your car up to the front and we will walk your child out. We are trying to eliminate congregating at Sign-In and Sign-Out.

You may be asked to show identification to staff if we do not know you.

### Walker's Release Policy (Must be 13 or older)

Saratoga Children's Theatre, Inc. requires children to wait inside the building for a parent/guardian to pick them up.

Children may be authorized to leave without a parent/guardian. To be eligible for the walker policy your child must be 13 years old.

### Extended Care Services

We are offering these services. Please note the times below for each camp. You need to register for these ahead of time.

Before Care begins at 8:00am and After Care ends at 5:00pm.

### **Late Pick-Up Policy**

SCT expects children to be picked up within 15 minutes of the end of the camp day. Any child remaining beyond that time should be enrolled in the extended care services. If your child is picked up past the designated departure time, a fee of \$10.00 for every 15 minutes beyond designated departure time will be charged.

### **Alternative Pick Up Policy**

For the safety of your child, in order for someone else to pick up your child, you must list that person's name on the camp sign/out form. You may also notify staff by calling the camp or by sending a note with your child. If staff is not notified prior to pickup, your child will not be allowed to leave the program until staff has communicated with you. Please note this procedure is imperative for the safety and security of your child. The person picking up your child must show a photo ID, preferably a driver's license, if we do not know them. If there is someone who is not allowed to pick up your child, please let staff know that information, too. SCT's Sign-Out Policy is unwavering. Only persons who have been pre-approved will be permitted to sign for your child.

### **Camper Well Being**

#### **Medication Policy**

Procedures for administering medication:

If your child has any allergies (i.e., food, medications, etc.) or dietary restrictions, please advise staff in writing immediately.

SCT staff are not permitted to give medicines. SCT will remind your child to take their medicines if needed. All medication should be administered at home whenever possible. EPI Pens are to be carried at all times on the child's body. They should know the warning signs and be able to inject if needed. SCT staff will do their utmost to keep your child safe from harm.

Over-the-counter drugs (Tylenol, Benadryl, cough medicines, sun block) will not be administered.

#### **Special Needs**

In order for the SCT staff to provide the best camp experience for your child we ask that prior to registration, you consult with the camp director regarding any special needs for your child.

We make every attempt to serve all children. Ongoing communication with staff helps to keep us informed of your child's special needs or any transitions in the home life. This helps the staff remain sensitive to your child's needs.

#### **Site Emergencies**

If a major or life threatening injury or accident occurs during scheduled program hours, it will be handled in the following manner:

- 911 will be called immediately.
- You will be notified.
- Your child may be transported to the closest medical facility.

In the event of an emergency or natural disaster, the following procedures will be in effect:

- Campers will remain on site until an authorized person picks them up.
- In the event of a site evacuation, campers will be taken to a local emergency shelter. The location will be posted on the site door. Efforts will be made to contact you should evacuation be necessary.
- Program staff will remain with the campers until an authorized person arrives.

## Camp Behavior

In order to maintain a friendly, fun and safe environment in our summer program, we have adopted the following behavior management policy of campers. These rules ensure that each camper will achieve the most positive experience possible from their time at summer camp.

Please review these rules with your child prior to his/her participation in the camp program.

### Camp Behavior Rules:

- Show respect and consideration for other campers and staff.
- Exhibit proper manners.
- Respect equipment, supplies and facilities.
- Communicate positively with other campers and with staff.
- Respect the belongings of others.
- Listen and follow directions.
- Participate in activities.
- Independently use the bathroom.

### Campers Will Not:

- Use violence, force, intimidation, or other negative behavior.
- Use inappropriate language or name calling.
- Destroy supplies.
- Bring inappropriate items to camp.
- These rules are not all inclusive but serve as guidelines for behavior.

## Dress Code at SCT

**Staff and Campers are prohibited from wearing clothing, jewelry, book bags or other articles of personal appearance which:**

- Depict profanity, vulgarity, obscenity, or violence;
- Promote use or abuse of tobacco, drugs, or alcohol;
- May create a threat to the health or safety of the student or others;
- Are associated with intimidation, violence or violent groups and about which students have been notified, or may create a significant risk of disruption to the educational process or to the operation of the camp.

**The following specific items are also NOT permitted by staff and campers.**

- Clothing worn in such a manner so as to reveal underwear, cleavage, or bare skin between the upper chest and mid-thigh
- Bare feet, bedroom slippers, flip flops, open toed shoes
- Strapless tops, halter tops
- See-through, mesh garments
- Trousers, slacks, shorts worn below waist level
- Clothing that is excessively baggy or tight
- Skirts and shorts shorter than mid-thigh
- Sunglasses worn inside the building
- And any other article of appearance that is physically revealing or provocative

If a camper's dress or appearance violates this dress code, the director may require the camper to change his/her/their dress or appearance.

Please label all of your child's belongings.

Please do not send personal items to the program such as cell phones, electronic games, iPods, money or toys. Staff is not responsible for any misplaced, damaged or stolen items.

Sandals, flip-flops, heeled shoes, or open-toed shoes are **not** permitted. Closed toe shoes must be worn at all times.

Your child may not be allowed to participate in activities without the proper footwear.

### Lost & Found

We do have a lost and found area at camp. It is highly recommended that you label all items (clothing, lunch boxes, water bottles, etc.) with your child's name. While we make every effort to keep all campers' belongings in their backpack or on their person, SCT will not be held responsible for lost or stolen items. Please make a quick check of your child's backpack at the end of the camp day before leaving. Lost items are much easier to recover on the same day they are lost.

### Weather

Outdoor play is an important part of our daily camp schedule. Parents are asked to dress their children appropriately for the weather conditions. A light sweater or jacket may be needed in the mornings.

### QUICK REFERENCE CHECKLIST

Did you remember to send?

- Backpack (labeled)
- A healthy lunch and minimum of 2 snacks that are labeled
- Water bottle (labeled)
- Sunscreen (labeled)
- Sneakers shoes are recommended. Please do not send your child to camp in their dance shoes; they will get ruined outside
- A complete change of clothes for younger campers (Rising Stars)
- Script
- Pencil