

# Parent Packet

Dear Camp Families,

Welcome to Lifeline Theatre's 2017 Summer Drama Camps! We are thrilled that you will be joining us this summer and want to ensure that your child has a top-notch experience. Enclosed in this packet you will find information about the camp, as well as forms to complete and return:

- Daily camp schedule
- List of items your child needs to bring to camp
- Frequently Asked Questions
- Release and emergency contact information form

We will be open to welcome campers by 8:45am each morning and camp will start promptly at 9:00am. We ask that you stay a few minutes after 9:00am on the first day for a brief welcome and to complete any necessary paperwork. Please complete and return the enclosed emergency contact form to [julie@lifelinetheatre.com](mailto:julie@lifelinetheatre.com), one week prior to your child's first day of camp.

Please mark your calendars for start dates and show dates. At the end of each session, we invite parents and families to watch the final performance of our plays onstage at Lifeline, on the following dates:

Drama Kids Session 1	START DATE: June 19	SHOW: June 23 at 11:30am
Drama Kids Session 2	START DATE: June 26	SHOW: June 30 at 11:30am
Drama Stars	START DATE: July 10	SHOW: July 21 at 2:30pm

In addition to the show, you will be able to observe a bit of class in process and enjoy a post-show reception.

Please do not hesitate to contact me if you have any questions about the program. We look forward to seeing you this summer!

Sincerely,

Julie Ganey  
Education Director, Lifeline Theatre

# Parent Packet

## General Daily Schedule

**Drama Kids (Ages 5-7):** June 19 - 23 (Session 1), June 26 - June 30 (Session 2)

**Drama Stars (Ages 7-12):** July 10 - 21

Time	Activity
8:45- 9:00 am	Camper drop off
9:00- 10:00 am	Warm ups and ensemble building
10:00- 11:00 am	Adaptation or script writing
11:00 am- 12:00 pm	Craft projects or rehearsal
12:00 pm	Drama Kids/Half Day campers sign out
12:00- 1:00 pm	Lunch and the park
1:00- 2:00 pm	Props and costume design
2:00- 3:00 pm	More games and Closing

## PICK-UP AND DROP-OFF PROCEDURES

The doors of the theatre will open at 8:45am and class will start promptly at 9:00am.

On the morning of the first day, we ask that parents park in the neighborhood and come inside to meet the staff and complete any remaining paperwork. For all following drop-offs, parents may either park and walk their child to Lifeline, or just pull up in front of the driveway where they can sign their child in with one of our teacher's assistants. Our staff member will walk the kids inside one-by-one where they will be supervised in the lobby by another teacher's assistant until the camp day starts.

Pick-up will be the same; a staff member will wait outside to greet parents and call campers out as parents arrive to sign out for the day.

For security reasons, theater doors may be locked during class but will open promptly at 12:00pm when the morning session is over. We must ask that parents who pick up campers after 12:15pm, or need coverage before 8:45am please pay for an hour of before/after care (see below).

Please bring the enclosed emergency contact form to the first session, or send it back in advance to [julie@lifelinetheatre.com](mailto:julie@lifelinetheatre.com).

## Parent Information Sheet and Frequently Asked Questions

### CHECKLIST: WHAT YOUR CHILD SHOULD BRING TO CAMP

- Comfortable clothes that s/he can move in
- A long-sleeved shirt if your child gets cool easily (the room is comfortably air conditioned)
- Shoes other than flip-flops
- Bottle of water
- Sack lunch (Full-day camp)

### LUNCHES FOR FULL DAY CAMP

Full-day campers eat lunch at the theatre and then walk with their teachers two blocks north to the Louis Goldberg Park on Greenleaf and Glenwood, for some free playtime before the afternoon session begins. We ask that campers bring their own lunch, or as a lunch option, we can provide a lunch from Subway at a cost of \$70 for the full two weeks, or \$7/day; please let us know if you want to arrange ordering lunch through us.

### SICK DAYS

Please call us in the morning if your child is sick or has to miss part or all of a day; the best number is the box office at (773) 761-4477. It is fine to miss a day - it will not impact your child's participation in the final performance. However, we are not able to refund you for that day.

## Frequently Asked Questions

### **What is the difference between the Drama Stars full-day and half-day camp? Do half-day campers still get to be involved in the play?**

Everyone gets to be involved in the play whether they are part of half-day or full-day camp. Kids who stay for the afternoon take more leadership in the design components of the play (making costumes, props, set), and participate in more advanced theatre exercises based on their interest—it could be physical work, or writing, or scene work. One area we don't generally delve deeply into is singing and dancing, but everything else is possible!

### **Do the campers ever go outside?**

We go outside with full-day campers to the Goldberg Park playground at Greenleaf and Glenwood after lunch.

### **If my child cannot attend the final performance, can they still participate in camp?**

Yes, if your child cannot attend the final performance, he/she can participate as either a special designer, or assistant director, or stage manager, or other roles behind the scenes. Or, they can have a chorus role in the play with lines that someone else can take during the performance.

### **Does everyone get an equal part in the play? How are roles assigned?**

Roles are assigned by the teacher based on age, interest, and reading ability, but everybody gets an equal part—we are an ensemble based company and we believe in ensemble work!

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## **Do you offer any extended care before or after regular camp hours?**

Lifeline offers pre-camp and post-camp childcare to parents who need some flexibility. Before camp, parents can arrange to drop off early, but no earlier than 8:00am. Campers whose programs normally end at 12 can stay one additional hour, until 1:00pm (note that this is lunchtime, so please send food with your child). Campers whose programs end at 3:00pm can arrange to stay for two additional hours until 5:00pm. For all extended care, the additional cost is \$7/per hour. Please let us know if you anticipate using the extended care option so we can staff accordingly. Once camp is underway, arrangements for extended care must be made in advance, with no less than two days' notice. One of our camp assistants will supervise extended care time with an activity box of games and books.

## **Where should I go if I would like to wait for my child during camp?**

If you will be staying in the neighborhood during camp, we recommend The Heartland Café (Glenwood & Lunt) or The Common Cup (Morse and Glenview). For security reasons, theater doors may be locked during class but will open promptly at 12:00pm when the camp day is over. Parents are welcome to watch a little on the first day if it is right for your family.

## **Other Important Information**

### **Payment Options**

Payment is required at the time of registration. For your convenience, Lifeline offers payment plans. All programs must be paid in full by the program start date. Please contact [Erica@lifelinetheatre.com](mailto:Erica@lifelinetheatre.com) for more information about payment plans.

### **Cancellation Policy**

If you need to cancel a camp registration, you will receive a partial refund (amount of camp less a \$100 non-refundable deposit) if we are able to fill your spot. Camp refunds after June 15 are not guaranteed and are granted at the discretion of the education department.

### **Scholarships and financial aid for camps and classes**

We are sometimes able to provide a few full scholarships annually to students in the local Rogers Park public schools that we work with during the year. Occasionally we are also able to offer partial scholarships to other community members in exchange for volunteer service at the theatre. Please contact [julie@lifelinetheatre.com](mailto:julie@lifelinetheatre.com) for more information.

### **Discount Options**

**Returning Camper:** Sign up by February 26, 2017 to receive 15% off initial registration

**Season Subscribers:** Receive 20% off registration.

**Siblings:** Receive 15% off registration for each additional registration.

### **Discount Policies**

Discounts are issued at the time of registration and cannot be changed retroactively or combined.



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## LIFELINE THEATRE CONTACT AND RELEASE FORM

*Please return this form one week before your camp starts.*

I hereby release Lifeline Theatre and its employees, contractors, successors and assigns of any liability resulting from the enrollment of my child, \_\_\_\_\_(NAME), in classes at Lifeline Theatre or any liability going to or from the theater or while on the premises, for summer camp (Check which apply) DRAMA KIDS SESSION 1: JUNE 19-23 , DRAMA KIDS SESSION 2: JUNE 26-JUNE 30 , DRAMA STARS, JULY 10 - 21 . I am aware that documentation photos/video will be taken during class activities that may be used for class promotion. I also give permission to take the children outside for short supervised breaks during camp hours.

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
date

### **Camper information**

Child's name \_\_\_\_\_ Birth date \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Who will be taking your child to and from camp? Please provide names, relationships, and phone numbers.

NAME \_\_\_\_\_ REL \_\_\_\_\_ PHONE \_\_\_\_\_

NAME \_\_\_\_\_ REL \_\_\_\_\_ PHONE \_\_\_\_\_

NAME \_\_\_\_\_ REL \_\_\_\_\_ PHONE \_\_\_\_\_

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Does your child take any medications or have any allergies that we should know about?

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We want to ensure that we can provide the best support to every child. Is there anything you would like to share about his or her likes, dislikes, needs, or past camp experiences that will help us provide the best experience for your child? We are happy to have a longer discussion if you would like, by phone or in-person.

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**Snack break question**

\_\_\_ Yes, my child can eat goldfish crackers, dried fruit, apples, pretzels, and 100% juice

\_\_\_ No, my child will bring his/her own snack to class for snack-break

**Emergency Info: Parents/Guardians**

1) \_\_\_\_\_ phone(s): \_\_\_\_\_ cell \_\_\_\_\_ work/home

2) \_\_\_\_\_ phone(s): \_\_\_\_\_ cell \_\_\_\_\_ work/home

Preferred email \_\_\_\_\_ whose is it? \_\_\_\_\_

**Emergency Alternative: Relative or Friend**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ phone \_\_\_\_\_