

YORKTOWN STAGE

Summer 2009 Workshops

Camper:
Sessions:
Amount Paid:

Dear Parent:

We acknowledge receipt of your application for the Yorktown Stage Summer Theatre Workshops noted above. Below is **important information** relative to camp procedures and dates. Please **review** carefully, **note** all dates and necessities, and **print** out notice for convenience.

- **TAX RECORDS.** Our tax ID number is 13-4020538. *Please note for tax records.*
- **RECEIPT.** Use this letter as a receipt for camp fees. *Please note for tax records.*
- **COMMUNICATIONS BY EMAIL ONLY.** For non emergencies, we prefer to communicate by email. Please check all emails listed on the registration form on a daily basis and ensure that our emails will be *accepted* by your computer – not blocked. Email notices will come from *barrygenel@gmail.com* and *bliebman@yorktownstage.com*. You will receive a phone call for all emergencies.
- **HEALTH FORM.** *No child will be admitted to the camp without submitting a health form.* Required to be submitted before the 1st day of camp. It requires personal health information and doctor's records. If you do not have the form, please download the PDF file from our website, *www.yorktownstage.org*. You may also pick-up the form at our display outside the Yorktown Stage box office at 1974 Commerce Street, Yorktown Heights. If you wish to have the health form faxed, please reply (if this is email) or call us at 962-0606.
- **EXTENDED HOURS.** We offer extended activities for your child before and after scheduled camp hours at an additional cost of \$8.00/hour. Counselors will be available each camp day from 8:00 am - 9:00 am and 3:30 pm - 6:00 pm. If you are interested in this service, please contact us. By registering for camp with a credit card, you automatically authorize us to charge your credit card for any and all charges incurred by you for extended care of your child. If you do not use a credit card at registration, you will be required to leave a *deposit* or credit card *authorization* to utilize this service.

If you intend to use the Extended Care Program at the Yorktown Stage Summer Theatre Camp, please follow the instructions below:

- The Program is available from 8:00-9:00 a.m. and 3:30-6:00 p.m. daily.
- There is no need to make a reservation for the Program. You may drop off in the morning or leave your child in the afternoon for any amount of time, until closing.
- If you do not pick up your child between 3:00-3:30 p.m. at the end of the camp day, your child will remain in the Program until you arrive. While there is no need, you may call us during the day if you will be late or to inform us that your child will remain in camp until a certain time.

- No child will be able to participate in the Program, unless a credit card authorization is on file with Yorktown Stage. As an alternative, if you anticipate using the Program, you may deposit \$100 with Yorktown Stage. To use the Program in the morning, you may pay the fee to the Program Director at the time of dropping your child off.
- The charge for the Program for any camper dropped off prior to 9:00 a.m. will be a flat fee of \$8.00.
- The charge for the Program for any camper who remains after 3:30 p.m. will be \$8.00 if picked up before or at 4:30 p.m., \$16.00 if picked up before or at 5:30 p.m., or \$20.00 if picked up before or at 6:00 p.m.
- If a camper remains past 6:00 p.m. for any reason, you will be charged an additional \$25.00.
- Your credit card will be charged at the end of the session for the time your child has spent in aftercare. An email detailing the time and expense will be sent at the time of the charge.

- **DAILY CAMPER REQUIREMENTS.** Children are required to bring with them each day:

- Sneakers/Comfortable Shoes (No Sandals).
- Folder and 2 pencils (for papers, scripts, music, and notes).
- Lunch, 2 snacks, and 3 drinks (or cash for lunch truck).
- Water Bottle (essential for any child who needs to drink water during the day).
- Please NO CANDY OR GUM!
- Cash for ice cream from lunch truck (borrowing from counselors is not allowed)

- **LIP SYNC PERFORMANCES.** On the first Friday of each session, campers will present two (2) performances of a Dance Performance: *the first at 9:45 am* (just after drop off) and *the second at 2:00 pm* (just before pickup). There is no admission charge. Unlimited guests are welcome. ***Please do NOT park illegally (reserved or handicapped spots) when attending the performance – your car MAY be towed!***

- **MUSICAL PERFORMANCES.** On the last day of each session, campers will present two (2) performances of the Musical Production: *the first at 9:45 a.m.* (just after drop off) and *the second at 2:00 p.m.* (just before pickup). There is no admission charge. Unlimited guests are welcome. Check website for scheduled shows. ***Please do NOT park illegally (reserved or handicapped spots) when attending the performance – your car MAY be towed!***

- **DROP-OFF.** *Children dropped off before 9:00 will be subject to Extended Hours charges (see below).* You may drop off your child between 9:00 am and 9:25 am under the theatre marquee. You may do so without parking by driving around the circle. Your child will be met and escorted into the theatre. Please be aware that camp workshops begin promptly at 9:30 am. It is important that your child be here on time. If you do ***not arrive by 9:30 am***, you must park your vehicle and bring the child into the theatre.

- **PICK-UP.** Your child may be picked up between 3:00 pm and 3:30 pm. You may do so without parking by driving around the circle. The staff will get your child from the theatre. Counselors will make sure your child leaves with all his/her belongings. ***In an effort to avoid traffic, please do not arrive prior to 2:50 pm!***

- **PICK-UP DURING THE DAY.** Absent emergencies, ***you may not pick up your child during the day, except during lunch.*** If your child needs to leave early, you must get your child at lunchtime, so as not to disrupt the workshops.

- **EMERGENCY NUMBERS.** You may reach camp during the day by calling the theatre (914/962-0606). ***For emergencies, call Barry's cell, 914-497-4283.***

- **NO FOOD SHARING.** Children will not be allowed to share any food. Yorktown Stage must ensure the safety of all participants of our camp programs. In striving to meet the expectations of our camp and of our community, we request that parent/guardians avoid packing peanut products for lunch/snack as often as possible. Our camp will have multiple campers with peanuts allergies that are extremely severe and life threatening. Thank you in advance for your cooperation and assisting our camp program in meeting our safety goals. Should you have any questions, please call the office.

- **CAR POOLING.** Please send a note if your child is to be picked up by someone other than yourself or the names listed on the registration form. We will not release your child to any person the child does not know.

• **LABELS.** Please place your child's name on everything (clothes, lunch bags, etc.). A Lost & Found will be kept until the end of the camp season only, at which time all items will be discarded.

• **HANDOUTS.** *Please review child's folder daily!* Your child will receive various handouts during the camp session. Typical handouts include lyrics, scripts, counselor lists, costume and prop requests, schedule changes and notices about daily events, such as *pajama day, tee shirt day, etc.* You will receive a session calendar, detailing what events occur on which days of the session - invaluable for answers to all your questions.

• **MEDICATIONS.** If a child is required to take medication, discuss with head counselor on the 1st day of camp.

• **VIDEOS.** Professional DVDs of the Lip Sync and Musical performances will be available to you for a reasonable price. Forms will be available at all times through the camp director. Forms will be sent home with your child. Forms will also be distributed at the time of performance. *Since we must abide by all copyright laws, you will be **PROHIBITED** from taking any videos or pictures of performances by the campers. If necessary, your cameras and equipment will be confiscated.*

• **COSTUMES.** Your child will wear his/her own clothing for the Lip Sync and Musical performances. You will be notified as to style and color in advance of the performance.

• **TEE SHIRTS.** Distributed *free of charge* to the campers on first day of session.

• **COUNSELOR GRATUITIES.** Tips are welcomed and appreciated, split between all counselors in a group.

Thank you for your continued cooperation. Please contact me with questions or concerns.

Sincerely,
Barry Liebman
Camp Administrator