

Scheduling Policies and Procedures

The Camp(s):

- We understand you and your child are both busy individuals and have outside commitments; however, because of the very collaborative nature of the program, students are not excused from rehearsals or performances. Feel free to [contact us](#) with questions or concerns about scheduling conflicts.
- We ask that no student is dropped off any earlier than 8:45 am. Families who drop students off prior to 8:45 am will be charged a surcharge (details below) that will be due prior to the child being able to return to camp the next day.
- Please do not be late. Students should arrive absolutely no later than 9:00 am. We do our best to be respectful of all families' time and waiting on late arrivals delays the whole cast and hinders rehearsal.
- Students may not be dismissed prior to the conclusion of camp. Early departures are a disruption to the instructional day for the other students, cause your student to miss vital details of the day, create more work for the educators, and set an unfair precedent for other students & families.
- Please be sure to pick up your student promptly at the scheduled camp end time. We do everything in our power to begin and end on time and supervision beyond the scheduled end time is not provided. Families who pick up students beyond **10 minutes** after the scheduled camp end time will be incur surcharges that will be due prior to the child being able to return to camp the next day.
- If an unforeseeable event occurs that will cause you to be late dropping off or picking up your child please call us at [773-893-0535](tel:773-893-0535) and let us know.
- **Absence and/or excessive tardiness are cause to drop your child from the program with no refunds.**
- Drop-offs outside of the 15-minute window prior to camp start time and pick-ups beyond the 10-minute window after camp ends are strictly prohibited and will result in a \$25 surcharge per 5 minutes beyond those time frames. Partial increments will be rounded up (i.e. 3 minutes late will result in a \$25 charge, 7 minutes late will result in \$50 charge, etc). It is CCD policy that no student, regardless of age, may be left unsupervised or with CCD staff on campsite property beyond scheduled times. Dropping your student off more than 15 minutes prior to camp or picking them up 10 minutes beyond the end of camp will be considered implied consent to above charges.
- Due to the collaborative nature of the programming and the disruption to the educational environment caused by withdrawal from camp sessions in progress, if a family voluntarily withdraws their student(s) during a camp week in progress prior to the conclusion of the final performance, there will be a \$50 early withdrawal fee charged per child.

The Performance/last day of camp:

- Due to the scheduled performance, the final day schedule does vary slightly. Students are not dismissed until they have completed their end-of-week performance and end-of-show tasks following the performance.
- Families are welcome to begin arriving in the performance space 15 minutes prior to the performance.

- Student will be dismissed after taking part in post-show responsibilities (e.g. returning CCD-owned materials to the CCD actor/educators). Dismissal time may be earlier than the scheduled end time. However, care will be provided, if necessary, until the scheduled end time.

Sign here: _____ Date: _____

Photographic and Videographic Consent

I authorize that any photographic or videographic images of my child during camp may be used for publicity purposes without further notice or compensation. Questions or to opt out, please contact us. Because of the very collaborative nature of the program, students are not excused from rehearsals or performances. Students must be present for the entirety of camp. I have reviewed the Guardian and Camper Codes of Conduct and understand they must be followed to participate.

Sign here: _____ Date: _____

Release, Waiver of Liability, and Indemnity Agreement

We are committed to offering your child high quality theatrical instruction, including a safe environment. While the camp instructors and the Compass Creative Dramatics staff and will do everything within reason to protect your child against injury and illness, injuries or illness may occur.

By signing the form below, you are stating that your child is in good physical health and that you understand all of the information stated below.

I hereby agree with Compass Creative Dramatics to the following, by affixing my signature below on this date. In connection with my and my child's participation in the Compass Creative Dramatics Camp ("Camp"), I understand and acknowledge the nature and extent of the activities that will be involved in the Camp and assume the risk inherent in such activities on behalf of myself and any minor children. I voluntarily waive any and all claims, costs, liabilities, expenses (including attorney's fees), and judgments against Compass Creative Dramatics, North Lawrence Community Schools, their directors, officers, employees, servants, subcontractors and agents, and hereby release, excuse and discharge Compass Creative Dramatics, North Lawrence Community Schools, their directors, officers, employees, servants, subcontractors and agents from all claims, costs, liabilities, expenses (including attorney's fees), and judgments which may arise out of my or my child's participation in the Camp and all aspects attendant thereto. The undersigned further agrees to indemnify and hold Compass Creative Dramatics, North Lawrence Community Schools, their directors, officers, employees, servants, subcontractors and agents harmless from any and all claims, costs, liabilities, expenses (including attorney's fees), and judgments which may arise out of my or my child's participation in the Camp.

I, the undersigned, hereby release and forever discharge any and all rights and claims for the damages, including any claims, for loss, damages, injury, or illness to my child or my child's property arising out of participation in the Compass Creative Dramatics Camp, or the respective officers, agents, representatives, successors and/or assignees of the parties named above, from any and all claims, demands and liability of every kind and nature, legal or occasioned by or arising out of my child's participation in the Camp. I recognize the challenges of the materials, activities, and projects in which my child has chosen to participate and my child assumes all risks of personal injury, illness, or even death in connection therewith. I attest that my child is sufficiently physically fit to participate safely therein, and that a qualified medical person has not advised you otherwise. I have read the previous paragraph and I agree that I shall be bound by its terms and conditions. Furthermore, I hereby release instructors, staff, officers, employees, agents, and representative from any and all claims which may accrue to me arising out of or in connection with the participation of my child in the Camp. I, the undersigned, for ourselves, our heirs, executors and administrators waive, release and forever discharge the instructors and the affiliated staff, officers, employees, agents, representatives, successors and assigns of Compass Creative Dramatics and North Lawrence Community Schools of and from any and all rights and claims for damages to person or property while at the camp site. I release, waive, discharge, and covenant not to sue the instructors and Compass Creative Dramatics staff, its affiliated clubs, its staff, officers, employees, agents, and representatives (hereafter referred to as "releases") from demands, losses on account of injury or illness, including death or damage to property, caused or alleged to be caused in whole or part by the negligence of the releases or otherwise.

By signing below, I have read and understand the above information and hereby give permission for my child to participate in the Camp. Also, I hereby give permission, in the event of an accident or medical emergency, to

workshop directors and/or appropriate emergency medical and hospital staff to provide necessary first aid and medical treatment to my child in my absence including transportation to a medical facility.

My signature below authorizes that any photographic and/or videotaped images of my child may be used by Compass Creative Dramatics for marketing and publicity purposes without further notice from Compass Creative Dramatics and without financial or other compensation.

Sign here: _____ Date: _____

Camper and Guardian Codes of Conduct

In order to ensure a positive experience for all the students enrolled in Compass Creative Dramatics Camp, we ask that you review the code of conduct for campers and guardians before enrolling your child. If any of these guidelines raise questions that you may have about enrolling your camper, or you are concerned that your camper may have circumstances that will cause them to be unable to follow these rules, please do not hesitate to get in touch.

Sign here: _____ Date: _____

Camper Code of Conduct

We pride ourselves in offering a fun and safe environment where your child may stretch their bravery and creativity muscles through the art of theatre and develop teamwork, respect, responsibility, and empathy. To be able to provide the best environment possible for this we ask that the students follow these three rules:

1. **“The Forcefield Rule.”** Students may only have physical contact with one another if they have been directed to do so during rehearsal, a performance, or a class. This may include contact such as holding hands or touching one another on the shoulder and will always be done in a safe environment under the instruction of an educator. Otherwise, students are to refrain from physical contact with one another, whether friendly or unfriendly. This helps us protect our students’ personal space and safety. The forcefield rule also applies to personal belongings – no one is to touch belongings that are not their own, including, but not limited to, bags, jackets, lunches, and theatre or camp site property. If a student has been entrusted to handle theatre property such as scripts, props, and costumes s/he is expected to treat the property with the utmost respect and return it in the same condition that it was given. Failure to do so will cause the student to lose the privilege of using the theatre property.

2. **“The Food Rule.”** To minimize distraction and maximize safety, students are only to consume food and beverages at designated snack and meal times. Students are only allowed to consume non-water beverages at snack and meal times. They may, however, have a water bottle nearby at all times to help maintain the hydration that is important for this kind of activity. Snacks and meals need to be brought with the student at the beginning of each day. Meal drop-offs in the middle of the day disrupt the flow of instruction, distract campers, and may cause a student to miss a snack or meal because our break times fluctuate slightly day-to-day. Gum and hard candy are not permitted at any time during camp.

3. **“The Respect Rule.”** We expect that the students respect one another as well as any camp staff they encounter throughout the week. This includes:

- **Listening.** We ask that students are not only quiet, but also paying attention when it is someone else’s turn to be speaking as they may be missing important instructions or directions if they allow themselves to be distracted. This includes, but is not limited to, having side conversations during class, “zoning out” during instructions, and cell phone use. Cell phones are not permitted during camp and must be silenced and put away at all times.

- **Communication.** We ask students to be mindful of messages they are sending with their words, bodies, and attitudes. Unkind, disrespectful, or distracting communication to fellow students or educators will not be tolerated.

- **Following directions and being prepared.** Students will be asked to follow directions in-the-moment as well as commit directions to memory for future use. They will also be asked to complete “homework” assignments such as memorizing lines and reviewing previously taught material such as songs and dances so that they are best prepared

for the next day. Completing their daily “homework” is especially important to the collaborative nature of this camp because the educators as well as their fellow campers are relying on them to be fully prepared the following day and it hinders everyone’s progress if a student neglects their personal work.

Breaking the above rules will be handled as followed:

- First level will result in a verbal warning from an educator. It is at the educator’s discretion to offer several verbal warnings before moving on to the next level. A continued issue in a single day may result in a student being asked to sit out of activity for a short time in order to restore good behavior before rejoining the activity.
- Second level will result in an educator/guardian conference about the incident that will include asking the guardian for assistance in correcting the behavior.
- Third level will result in the student being removed from the program and asked not to return for the remainder of the sessions. No refunds will be given if a student is removed for behavioral misconduct.

Sign here: _____ Date: _____

Guardian Code of Conduct

Compass Creative Dramatics believes that the most effective educational environment is one that includes the families and the educators working together to ensure the best experience for the students. We pride ourselves in striving to have wonderful relationships with all of our campers’ guardians that allow for a positive camp experience for the entire family! To help ensure the collaboration needed between the educators and the families, we ask guardians to follow these four rules:

- 1. Uphold Camper Code of Conduct:** Your camper looks to you to set an example of following rules and instruction. Please be sure that your camper understands the expectations of the camp, help your student maintain these expectations, and let them know that failure to meet these expectations could result in the loss of privilege to attend camp. Please note that any guardian choosing to observe camp must also follow the Camper Code of Conduct to maintain instructional order in the educational environment.
- 2. Attendance:** Your camper relies on you to help maintain a timely schedule.
 - We understand you and your child are both busy individuals and have outside commitments; however, because of the very collaborative nature of the program, students are not excused from rehearsals or performances and are expected to be in attendance for the entirety of the scheduled time. The

educators follow a carefully planned schedule and need the entire scheduled time to successfully complete each day's tasks and prepare the students for a fantastic end-of-week performance.

- We ask that no student is dropped off any earlier than 15 minutes prior to the beginning of camp because supervision will not be available. Fees will incur if a student is dropped off outside the designated window of time.
- Please do not be late. Students should arrive absolutely no later than the designated start time. We do our best to be respectful of all families' time and waiting on late arrivals delays the whole cast, hinders rehearsal, and is disruptive for fellow castmates and instructors.
- Please be sure to pick up your student promptly at the conclusion of camp. We do everything in our power to begin and end on time, and supervision beyond the stated end time is not provided.
- If an unforeseeable event occurs that will cause you to be late dropping off or picking up your child please call us at 773-893-0535 and let us know as soon as possible.

3. Camper Dress: Your camper relies on you to help dress appropriately for events. We will be up moving and dancing a lot, and it is important that campers dress accordingly. We also request for campers' safety that they only wear shoes with a closed toe and closed heel. Athletic shoes or dance shoes are great! No flip flops or sandals of any kind—please bring a change of shoes if necessary. Additionally, on Friday students are asked to bring additional items to wear under their costume. Please note that without their additional items on Friday they will NOT be permitted to receive their costumes with the other campers.

4. Communication: Communication between CCD and families is key to the success of this program and the overall success of its campers.

- **Regularly check email:** Email is CCD's primary method of communication with its families and CCD provides important paperwork and instructions via email, so it is vital to communication that you regularly check the email address provided at registration. Please be sure to add leadtheway@ccdramatics.com and camps@ccdramatics.com to your email contact list to ensure our communications are delivered to your inbox. If you prefer another method for primary contact you MUST inform us immediately. If you have not been receiving emails after enrollment from CCD it is also important that you contact us immediately at 773-893-0535. However, urgent communication (information that needs to be received or responded to in 24 hours or less) with the CCD staff should be done via phone to allow CCD to have prompt response times.
- **Open camp policy:** We have an open camp policy to be a conduit of open communication between our camp and the families enrolled. You may stay and observe as much or as little of camp as you would like. We understand guardians' desire to be sure their camper is well-adjusted to a new environment and for guardians to get familiar and comfortable with the CCD staff. As long as your presence is not a distraction to the campers, your camper included, you are more than welcome to observe throughout the duration of camp. However, please note that if at any time a CCD staff member deems that your

presence may be hindering the campers' ability to learn or focus, you will be asked to wait outside of the rehearsal space in a common area.

- **Respect:** The educators selected for this camp are accountable for the outcome of the end-of-week performance, as well as the day-to-day instruction of all the campers. The rules and guidelines are in place to protect our educational mission, as well as the well-being of all the campers. Guardians may not attempt to influence role or line assignment, or other show-related decisions. We also ask that guardians respect that their presence at camp does not negate their camper's responsibility to follow any rules or instructions given by an educator. Interfering with camp instruction hinders the educator's ability to lead the entire group, sets an unfair precedent for the other campers, and reflects favoritism that CCD does not tolerate. CCD staff reserves the right to ask for you to wait outside the instructional space in a common area if an area of interference with rules or instruction arises.

As with the Student Code of Conduct, it is important that the Guardian Code of Conduct is followed and will be handled in the following manner if broken:

- 1st level: A brief discussion addressing the issue between a CCD staff member and guardian will take place to allow regular camp instruction to continue.
- 2nd level: A conference between a CCD staff member and guardian that is to take place outside the regularly scheduled instructional time. During this conference a plan to correct the issue will be discussed and implemented.
- 3rd level: If an agreement cannot be met between CCD staff and guardian, the guardian will lose camp observation privileges. In an extreme case, a family may be asked to withdraw student from camp for guardian misconduct. CCD will do everything in its power not to punish a student by camp removal due to guardian misconduct and will work diligently to resolve any issues to allow the camper to finish out the instructional week and performance. Please note, no refunds will be given if a family is removed for guardian misconduct or voluntarily withdraws from camp while camp is in session. If a family chooses to voluntarily withdraw, there will be a \$50 fee.

Sign here: _____ Date: _____

Cancellation Policy

I understand that no refunds for voluntary cancelations or withdraws will be issued after April 30, 2022. If Compass is unable to offer in-person programming due to COVID-19 or other similar infectious disease outbreak or Force Majeure, new purchases made in or after 2021 will be eligible to choose either a credit towards 2022 virtual programming or to receive a full refund.

If a family must withdraw from programming for COVID-19 related illness and can provide a recently dated positive-test for themselves or a member of their household, a full refund will be issued.

***New Refund Policy valid for new purchases made in or after October 2021 only. 2020 purchases maintain their credit-only status. 2022 Registrations made using 2020 registration credits remain ineligible for refunds.**

Voluntary withdraw from the camp once camp is in session will result in an additional \$50 charge in addition to registration fees paid.

We understand that accidents happen and unforeseeable circumstances arise and we do our best to be understanding of events outside of one's control. However, as a measure to ensure that the integrity of educational environment is upheld and supported by the families participating, there are a few instances that may result in an additional fee to be charged to the families. These include:

Early Withdrawal: Voluntarily withdrawing from the program prior to the end of camp will result in a \$50 charge per child. Our camp is highly collaborative and all students and instructors rely on everyone's participation for the entirety of the program. Having a family voluntarily withdraw is harmful to the educational environment of the program. **Fee does not apply to COVID withdrawal**

Unreturned CD or Script: Some students may receive scripts or rehearsal CDs to use throughout the week. These are property of CCD and must be returned at the conclusion of camp. Families may not make personal copies of scripts. If these are not returned at the conclusion of the camp session, there will be a \$25 charge.

Damaged property: Students are responsible for good conduct when handling theatre or camp site property. If a student willfully or carelessly damages theatre or camp site property, there will be a fee equal to the damages charged.

CCD does everything its power to help all families avoid any kind of additional fees through a clear outline of expectations, reminders of policies prior to incidents, and preventative communication if a possible incident is perceived. We do our best to be understanding of individual circumstances, so please be sure to communicate with us if you perceive a possible incident and we will do our best to work around it or problem solve with you to overcome it.

Sign here: _____ Date: _____

**Compass Creative Dramatics
Participant COVID
and Other Similar Infectious Disease Waiver**

I, _____, hereby acknowledge and agree to the following COVID (and other similar infectious disease) protocols put in place. Failure to adhere to these protocols may result in the immediate removal of the Participant from the program.

Vaccinated participants must be up-to-date on their COVID-19 vaccination(s) and booster(s) prior to the start of the program week. Proof of vaccination must be provided to the Sponsoring Organization at registration. The vaccination must have been administered and dated no later than 2 weeks prior to the first day of the program week. Parent or Guardian must provide proof of the Participant's vaccination and a signed COVID Waiver at registration in order to participate in the program. Copies of the proof of vaccination and COVID Waiver will be made by the Sponsoring Organization and provided to Compass Creative Dramatics. Compass Creative Dramatics agrees not to share this information with any person or organization outside of

Compass Creative Dramatics or the Sponsoring Organization. Vaccinated participants may be required to wear a mask when deemed necessary by Compass Creative Dramatics. Compass follows up-to-date guidelines for K-12 Schools as outlined by the CDC, as well as local, state, and national mandates.

Unvaccinated participants must provide a signed COVID waiver and will be required to wear a mask during all camp activities, rehearsals, and performances, except for food/water breaks. The unvaccinated participant must properly wear their mask over their mouth and nose. Should the participant forget their mask, Compass (or the Sponsoring Organization) will have masks available onsite for use. Should the participant wear their mask incorrectly or forget to wear their mask, Compass Educators will remind the Participant to wear the mask properly or to put the mask back on, as is in alignment with our protocol for camper behavioral expectation infractions outlined in our Code of Conduct.

All Participants will be required to follow all additional safety protocols as deemed necessary by Compass Creative Dramatics, Compass Educators, and the Sponsoring Organization. Additional safety protocols include, but are not limited to: wearing a mask, social distancing, rehearsing or taking breaks outside, performing outside, live streamed and/or recorded performances, foregoing costumes and make-up, and more.

All Parents or Guardians are also required to closely monitor the Participant for any COVID-19 or similar infectious disease symptoms. Should the Participant start showing any symptoms, they will be required to be quarantined from the program and may not return until they provide proof of a negative COVID test. This may result in the student being unable to finish the program week or being unable to perform.

Compass Creative Dramatics will not be held liable should the Participant or anyone in the Participant's household contract COVID-19 or any of its variants.

Protocol for not meeting behavioral expectations, including mask-wearing includes:

First infraction will result in a verbal warning from an educator. If the infraction is mild, it is at the educator's discretion to offer several verbal warnings before moving on the next step. A continued issue in a single day may result in a student being asked to sit out of activity for a short time in order to restore good behavior before rejoining the activity.

Second infraction will result in an educator/guardian conference about the incident that will include asking the guardian for assistance in correcting the behavior.

Third infraction will result in the student being removed from the program and asked not to return for the remainder of the sessions. Please note, no refunds will be given if a student is removed for behavioral misconduct.

Failure to comply with any of the above may result in the immediate removal of the Participant from the program. If any information provided to Compass is found to be falsified, legal action may be taken.

Participant name: _____

Parent/Guardian name: _____

Signature: _____ Date: _____