



# **WDC Summer Dance Camp Handbook**

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*Winter D. McCray, Camp Director*

Dear Parent/Guardian,

Thank you for choosing Winter Dance Company's Summer Dance Camp for your child/children's' summer camp experience! We are looking forward to a safe and fun-filled summer that will instill confidence in your child, create friendships and wonderful memories from their summer break!

What will they do at camp?

- Ballet – Jazz – Hip Hop – Lyrical Classes
- Cheernastics – Health & Fitness Classes
- Field trips
- Motivational Speakers
- Girl Talk
- Hour Power (*Review Core Subjects*)
- Enhancement of Dance Techniques/Performance Quality
- Confidence Building
- Theme Days!

- I. Safety and strong supervision are essential components of this program. We have carefully selected instructors from a vigorously screened group and trained them extensively. All instructors will be fully vaccinated or show proof of a negative Covid-19 test no less than three days of their first day of instruction.
- II. A primary focus of all programs and services provided by WDC is to build communities where all people, especially the youth, are encouraged to develop to their fullest potential in spirit, mind, and body.
- III. We want you to know that we are available to answer your questions and listen to your needs, concerns, and comments at any time. Simply call us at 225-650-5841 or 225.231.2363 or send an email at [winterdanceco@gmail.com](mailto:winterdanceco@gmail.com).

We look forward to meeting your child/children this summer!

Dancingly Yours,

*Winter D. McCray*

Winter D. McCray, Camp Director

## **REQUIREMENTS**

Students participating in this Summer Dance Camp must be between the ages of five years to 13 years of age. There are no exceptions to this rule.

Students must show proof of a negative Covid-19 Test by a doctor or pharmacist (*no self-administered or home test*) dated no earlier than June 1<sup>st</sup> or dated no more than five days before their start date of camp.

## **DATES AND HOURS OF OPERATION**

**Camp will run for four consecutive weeks beginning June 6, 2022 and will end July 1, 2022.** Regular camp hours are 7:30am-4:30 pm. Extended hours are 7:00am – 5:00pm (*for an additional fee or \$25 per child or \$10 a day*). **Early drop off/late pick up must be paid with the weekly tuition or daily as needed. Camp fees are non-refundable and will not be pro-rated for students missing camp due to illness, family vacation or parental visitation schedules. Other students may not “sub-in” for days the enrolled student misses.**

## **FEES**

The \$60 Registration Fee and Registration Form are due upon registration. Each student receives a Camp Shirt, Camp Bag, and Camp Hair Bow which will be distributed on Thursday, June 9th. Parents will be required to fill out a *Waiver Form* and a *Covid-19 Pandemic Acknowledgement of Risk Form* on the first day of summer camp. **The weekly tuition (\$100) along with the field trip fee (\$20) is due the Monday of the attending week inside the studio (cash/check/money order/debit or credit card). Siblings receive a \$15 discount on tuition. Tuition may be paid in advance.**

There will be a \$45 NSF Fee for all returned checks. **There will be a \$20 late fee if the tuition is not paid by Tuesday at 8:00am of the week of camp.**

**The \$75 Showcase Fee (includes a costume, trophy, certificate of participation and two tickets to the WDC Recital) and is due Monday, June 20<sup>th</sup> with their tuition.** Students will participate in the annual Winter Dance Company Recital on Sunday, June 26<sup>th</sup> at 10:30am at The Dunham School. Additional tickets will be available at the studio June 13<sup>th</sup>-25<sup>th</sup> for \$10.00 for ages 3 & up. **Tickets WILL NOT be sold at the door. More information TBA. Camp students performing in the recital do not need a ticket to enter the recital.**

## **FIELD TRIPS**

**Students may need additional money for incidentals that may not be included in the field trip fee.** Field trip attendance is not mandatory; however, there will be no activities or supervision if your child does not attend the field trip. In the event of shared custody, it is assumed that both parents agree with the child(ren) attending the field trip.

We do not interpret or mediate any conflicts regarding custody or parenting time disputes. Parents must sign permission slips for students to attend the scheduled field trip. We believe that field trips enhance the camp experience and all students are encouraged to attend. Winter Dance Company will provide transportation for field trips.

## **DAILY PROCEDURES**

Any students showing signs of COVID-19 and/or respiratory illness (contagious illnesses *or living with someone with symptoms*), will not be allowed to enter the studio. Students will individually enter the facility and a staff member will take their temperature via a no-contact thermometer. During sign-in, students will be required to sanitize hands upon check-in. Students will also be required to sanitize hands before, during and after camp activities. The studio will be disinfected several times throughout the day – along with sanitation stations throughout the studio.

All students must be signed in and out by the authorized individual listed on their Registration Form. The individual who is signing the student out for the day must present a photo ID to verify identity. **Students will only be released to individuals listed on their Registration Form. Other changes will be allowed if received in writing or verbally from the parent/guardian.**

Our camp staff reserves the right to retain a student if the responsible parent or the third party has not provided proper notification of release or does not provide adequate photo identification. **Parents/guardian must plan for their children to be picked up no later than 4:30 pm, unless they are signed up for extended hours. If a child is picked up late, a fee of \$1 per minute may be assessed and must be paid upon picking up child. If a child is not picked up by 5:30pm, and we have not been able to reach you or an emergency contact person, the student will be released to the local authorities.**

Students arriving late for day camp will be expected to join their respective group activity. However, students arriving after departure for a field trip will not be allowed to participate. There will be no supervision available after the bus departs the studio for the fieldtrip.

## **WHAT TO BRING TO CAMP:**

Our students work up strong appetites! Breakfast and an afternoon snack will be provided by the camp. **Students will need to bring a bag lunch with the necessary eating utensils Mondays-Thursdays with at least one snack and a water bottle.** Refrigeration/Microwave is not available, so please plan accordingly. Please do not send lunches that need any major preparation. Drinking water will be available throughout the day to refill water bottles. **Please label all belongings. All belongings need to fit in a backpack that is easily carried by the student.**

**\*\*\*On Mondays, they need to bring mats & blankets or slumber bags for Movie Monday!**

**They need to wear (bring)to camp Monday-Thursday the following:**

- Black Short-Sleeve Leotard
- Black Footless Tights
- Black Bike Tight Shorts (*no more than three inches above the knee*)
- Tennis Shoes
- Socks
- In their backpack, they need to have their lunch with eating utensils, snack, water bottle, pink ballet shoes and black jazz shoes.

**They need to wear (bring) to camp Fridays the following:**

- Camp shirt
- Camp bag
- Camp hair bow
- Small bottle of sanitizer and/or anti-bacterial wipes
- Black bike tight shorts (*no more than three inches above the knee*)
- Socks & Tennis Shoes
- If they are bringing extra field trip money, place in a zip lock back with their name on it in their camp bag.
- No heavy jewelry or valuables!

**Extra camp shirts and camp bags may be purchased at the front desk. NO FLIP-FLOPS, CROCKS, SANDALS, OR BAREFEET. Students must adhere to the dress code.**

## **WHAT NOT TO BRING TO CAMP**

Please do not allow your child to bring any toys or valuables from home. If a child brings such items from home, it will be put away by camp staff. Additionally, the parent or guardian may be called to pick the item up. Cell phones are discouraged, but if you feel it is necessary, it must be kept away in your child's backpack and not taken out during camp hours. **WDC is not responsible for any lost, stolen, or damaged items.**

## **VISITORS**

Parents/guardians are welcomed to drop by the site to observe activities at any time. All visitors will be asked to sign the visitor log indicating date, time and nature of the visit.

## **COMMUNICATION**

Camp Staff is available for brief conversations with parents throughout the day. If you would like to set up a time for a longer conversation, please call the front desk and they will be happy to arrange a time. Weekly texts will have valuable information including dates, activities, field trips or any changes/additions to camp activities. Slight modifications may be necessary due to unforeseen events. If contact information has changed, please let us know IMMEDIATELY!

Important messages for parents will be sent via text, given to students, and/or posted on the day camp door and/or board.

## **FILING A COMPLAINT**

Providing a safe and caring atmosphere for campers and staff is our top priority in our Summer Dance Camp. We welcome all suggestions. If you have a concern, please free to call 225.650.5841 or email winterdanceco@gmail.com.

## **MEDICATION**

Staff cannot administer any medications, prescriptions, or over-the-counter meds. Please notify the director if your child is taking any type of medication if they require special medical attention or have specific allergies. If your child needs to take any medications during camp hours, they will be required to complete the *Summer Camp Medical Release Form* BEFORE any medicine can be administered. **This must be done before the first day of camp.** If the proper paperwork has not been completed, the parent/guardian will be asked to come to our premises to administer the medication. Parents should check with their health care provider to see if a dosage schedule can be arranged that does not involve the hours the student is in day camp. Students are not permitted to carry any medications, prescription or over-the-counter medications unless approved by the camp director.

## **EMERGENCY PROCEDURES**

In the event of an emergency, staff will respond accordingly. Staff will utilize the parent/guardian first and then the emergency contact information provided by parents/guardians. Every effort will be made to provide appropriate care.

## **ILLNESS**

If your child is exhibiting any sign or symptoms of illness, please be considerate to others by keeping your child at home. Consult a physician to determine if your child's symptoms are contagious and when they could return to camp. Ill children at camp will be separated from the other children and wait in the foyer area.

Parents will be notified to come pick their child up immediately. If your child tests positive for Covid-19 or a member of your household tests positive – please notify us immediately. Contagious illnesses will be reported to camp families via text. The identity of the child with the illness will be kept confidential.

### **INJURIES**

If a child is injured, first aid will be administered and if deemed necessary, 911 will be called (*upon arrival, emergency medical care will be deferred to these medical personnel*). The parent/guardian will be called and notified of any serious injuries. Staff will let the parent/guardian know if their child needs to be picked up or was transported by emergency vehicle to the hospital. Minor scrapes and bumps will be reported to the parent/guardian when they arrive to pick-up their child. Staff will complete an incident report for any accident or injury. Parents may review this report at their discretion.

### **LOST CHILD**

If a child becomes lost during our care, we will immediately begin a search. On field trips, we will be brought together to convene upon the pre-designated meeting place. We will notify the police as deemed necessary by local management and camp staff. You will be notified promptly if initial searches fail to secure your child.

### **NATURAL DISASTERS**

All staff members are trained in the established safety procedures. Drills are held to familiarize staff and children on procedures to follow in the event of an emergency such as fire, tornado, severe weather or lock down. The following steps will take place in such situation.

- A. Specific procedures for responding to the crisis will occur.
- B. The Director will notify police.
- C. Local authorities will begin work immediately.
- D. Children's parents or guardians must be notified promptly.

### **EVACUATION**

In the event of an evacuation of Winter Dance Company due to fire, earthquake, bomb threat or other unforeseen emergencies, parents will be notified to pick up their children as conditions dictate. WDC staff will provide interim care for children until their parent/guardian's arrival.

# First Day of Camp Checklist

7:30am-4:30pm (Regular Hours) - 7:00am-5:00pm (Extended Hours)

- **Weekly Tuition & Field Trip Fee**
- **Copy of Negative Covid-19 Test**
- **Signed *Waiver Form***
- **Signed *Covid-19 Pandemic Acknowledgement of Risk Form***
- **Signed Permission Slip**

- **Wear/Bring:**

Black Short-Sleeve Leotard

Black Footless Tights

Black Bike Tight Shorts (*no more than three inches above the knee*)

Tennis Shoes

Socks

In their backpack, they need to have their lunch with eating utensils, snack, water bottle, pink ballet shoes and black jazz shoes. They are allowed to bring drink with their lunch (*e.g., capri sun, hugs juice, etc.*)

Mat & blanket or slumber bag

**\*\*All Items need to be LABELED\*\***