

Dear Parents,

Welcome to **Upstage Theatre Schools 2022 Summer Camp!** We are delighted your child is joining us for **Encanto**. Our staff is planning a fantastic summer session in West LA. I know this email is long, but please read in its entirety, as it contains very important information and please, email me confirmation you received it!

We have an amazing Staff this summer Director - **Michael McClain**; Musical Director - **Erica Hanrahan**; Choreographer - **Bria Robinson**; and Production Manager - **Mel Schaffer**! You can read about us here: [Upstage Staff](#)

**Camp Location:** The Masonic Lodge; 2244 Westwood Blvd, Los Angeles, CA 90064

**Dates & Time:** Monday-Friday June 13th-June 17th from 9:00am to 3:30pm

**Parent Share Day/Time:** Friday, June 17th at 2:30 pm. Parents are invited for the last part of the last day of camp for a staged rehearsal so the students can share what they have worked on that week!

**Materials:** All students will receive a hard copy of the lyrics on the first day of camp and the music links will be emailed to you separately. Be on the lookout! Please note - Reading is not a requirement for our campers. Teachers will help with memorization!

**Everyday for camp please have your child bring:**

- Pencil or pen, Highlighter
- **Lunch/Snack:** Students will need to bring a lunch, at least 2 snacks and plenty of water and drinks. We will have a lunch break and 2 other short breaks. Please send 2 large bottles of water, minimum, as the kids get very thirsty during the day.

**Camp Dress Code:** Students need to wear comfortable clothing, such as soft t-shirt and shorts, sweatpants or leggings with tennis shoes and socks. No jeans, skirts, or other restrictive clothing. No hard soled tennis shoes, rigid "high tops," sandals, or any open toed shoes. Long hair should be worn up.

**Cell Phone Policy:** All electronic devices must be turned off and put away for the entire camp day (including lunch and snack times).

**Health and Safety Guidelines:** Please refer to our [Health and Safety Information](#)

**Masks:** It is highly recommended that all students wear a mask to camp, particularly with the level of infection rate in the area.

**Sign In/Out:** The sign-in and sign-out will be in the lobby of the Masonic. Each child will need to be signed in and out every day by a parent or other designated adult (if you would like your child to sign themselves in or out please email me written permission). You may drop your child off as early as 8:30am and pick up by 3:45pm latest. We ask that you do not park in the back lot as traffic can get chaotic. Please be patient during this process as it will take some time.

**Absences/Lateness/Health:** Please text me Mel Schaffer (720-618-3106) if you are going to be absent or are running late. Late Pick Up Policy: Regular Camp Day ends at 3:30pm. Please make every effort to be prompt for drop off and pick up. We understand that issues arise, if you are going to be more than 15 minutes late, we ask that you text Mel at (720-618-3106). Please understand that if you are later than 15 minutes, there will be a late fee of \$1 per minute payable at the time to the staff person on site. If your child has a fever, vomiting or diarrhea please do not send them to camp unless they have been symptom-free for 24 hours.

Please do not hesitate to call or email us with any questions or concerns. Your child's safety, happiness, and creative growth are top priority. We look forward to seeing you on the first day of camp! Thank you for reading this email.

Best regards,

Taylor Sherry