Welcome to **Upstage Theatre Schools 2022 Summer Camp**! We are delighted your child is joining us for ***HAMILTON!!!*** **Please read this email in its entirety as it contains very important information. Please email me back to confirm you received it!** We have an amazing Staff this summer…Director: **Angelica Smith,** Musical Director: **Erica Hanrahan,** Choreographer: **Tiffany Phillips**, and Camp Counselor: **Grace Wilkerson.** You can read about our staff here: Upstage Staff

Location: Conejo Valley Masonic Lodge, 2786 Crescent Way, Thousand Oaks, CA 91362.

Dates & Time: Monday-Friday (July 11th-July 15th) from 9:00 am to 3:30 pm (drop-off begins @ 8:30 AM).

Parent Share Day & Time: Friday, July 15th at 2:30 pm. Parents are invited for the last day of camp for a presentation so the students can share what they have worked on all week!

EVERY DAY FOR CAMP PLEASE HAVE YOUR CHILD BRING:

- A Mask to Wear (not mandated but appreciated) and an Extra Mask
- Pencil or Pen & Highlighter
- A Beach Towel & Sunscreen (we will be outside for lunch)
- **Snacks & Lunch: 2 Snacks / Lunch / Water**
  We will have a lunch break and two other short breaks in the morning and afternoon. Please bring 2 large bottles of water (minimum) to avoid dehydration.

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!

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.

Health and Safety Guidelines: Please refer to our Health and Safety Information

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

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

Check In / Sign Out: Check in and sign out will be held outside the front door of the Masonic Lodge. Each child will need to be signed out every day by a parent or other designated adult. If you would like your child to sign themselves out please email me written permission. Please do not park in the lot behind the Lodge. Also, please avoid exiting the vehicle, as this holds up the carpool line. Staff is happy to help your child out of the vehicle and safely into the Lodge. **Drop-off starts at 8:30 am and camp begins promptly at 9:00 am.**

Absences / Lateness: Please email me if your child is going to be absent or you are running late. The Camp Day ends at 3:30 pm. Please make every effort to be prompt for pick up. We understand that issues arise, however, please understand that if you are later than 15 minutes, there will be a late fee of $1 per minute payable to the staff member who must remain late due to tardiness.

Please do not hesitate to email me 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!!!

Warmest Regards,

Mary Cavaliere
Conejo Valley Program Director
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