

# Matthews Playhouse Summer Camp Handbook

## **Orientation:**

Performance Camps, Production Camps: Please plan to accompany your child/teenager for the first 15 minutes on the first day of each camp session for orientation and staff introduction. Orientation sessions will take place in the classroom. We will NOT have orientation for any other camps.

## **Snack/Lunch:**

For half-day programs, bring a snack and a drink each day. For full-day programs, bring a snack, bagged lunch and plenty to drink each day. There are no refrigerators or vending machines available for campers. For the safety of our campers with allergies, please send nut free snacks and products.

## **Camp Clothing:**

Students should dress casually and comfortably with shoes that will remain securely on their feet. Dresses and flip flops are not recommended. Closed toe shoes are required for some camps. Please check individual camp descriptions for further information. Art projects are common at summer camp and students should dress appropriately. All campers are asked to wear their Matthews Playhouse T Shirt on Friday.

## **Absence Policy:**

Please notify Matthews Playhouse if you know in advance that a student will be absent from camp by calling 704-846-8343. Because each class builds on skills and activities from previous days, absences may affect a student's participation in the final sharing or final day of competition depending on the camp . There are no refunds or make-up sessions for missed classes. Students should plan to attend the entire week of camp. Absences affect preparation for the final showcase.

## **Special Needs:**

The office will note any medical conditions, allergies or special needs that were listed in the medical section of your registration form. Matthews Playhouse classes are inclusive. Open communication with families helps us create a successful environment for every student. For any additional circumstances, if your child needs to take medication during the day, or to discuss your child's needs, please contact Debbi Ballard, Education Director at (704) 846-8343.

## **Summer Camp Refund Policy:**

For Summer Camps, our policy allows for gift certificate credit or a tuition refund for requests that are made with a 3 week notice BEFORE camp start date. For example, if your camp begins June 5, you must request your refund online by May 15. Registration and handling fees are non-refundable. No refunds or credits will be granted after the 3 week prior to your camp beginning.

All refunds must be requested online in writing at: [mplayhouse@gmail.com](mailto:mplayhouse@gmail.com) . Please do not call the office to request a refund. Staff cannot authorize refunds by phone.

**Switching Camps:**

If families find that they have a scheduling conflict and need to switch their class day or time or camp, they may request the change online at [mplayhouse@gmail.com](mailto:mplayhouse@gmail.com). There will be a \$25 fee for each and every time you wish to switch your registration to another week. Please be aware that switching camp contingent upon space availability in the desired class.

**Matthews Playhouse reserves the right to cancel a camp due to low enrollment or other unforeseen circumstances.**

In this event, we will notify the families affected by a cancelled camp with a choice of suitable replacement camps and/or full refunds.

**Illness and Emergencies:**

If a student becomes ill during camp, a parent will be contacted to pick up the student. If a parent cannot be reached, the staff will call the emergency contact listed on the registration form. In case of serious illness or accident, every effort will be made to reach the parent and the contacts listed on the registration form. If no one can be reached, we will take the necessary actions for the health of your child. In the event of a serious emergency, 911 will be called first.