

next stop BROADWAY

SUMMER CAMP
2020

FAMILY INFORMATION PACKET

Welcome and all aboard for a non-stop summertime adventure in the world of the performing arts! This packet has been designed to inform you about all of the activities each camper will be participating in this summer.

If you have any questions or concerns, please call our office at **954-344-5991** and we will promptly assist you.

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#1. TWO DIFFERENT CAMPS

There are two separate camps designed specifically for each group.

- **Youth Camp: Grades 1 – 8** (6-13 years of age)
 - Red Group** (Grades 1 & 2)
 - Orange Group** (Grade 3)
 - Yellow Group** (Grade 4)
 - Green Group** (Grade 5)
 - Blue Group** (Grades 6-8)
 - Violet Group** (Grades 6-8)
- **Teen Theatre Project: Grades 9 & up**
(14 years of age & up)

#2. LOCATION

Located at the **Coral Springs Center for the Arts**. 2855 Coral Springs Drive, Coral Springs, FL 33065

***Directions:** Easily accessible from the Sample Road exits of the Sawgrass, I-95 and the Florida Turnpike. Coral Springs Drive is located west of University Drive and the Center is just one block south of West Sample.

#3. COMMUNICATION

Summer Camp Office Phone: 954-344-5991

Box Office Phone: 954-344-5990

Center for the Arts Main Phone: 954-344-5999

Fax: 954-344-5980

Email: NextStopBroadwayCS@gmail.com

We want to be sure that all our families are kept up-to-date with the most important information. **Please be sure to provide us with a frequently checked E-mail address so you can stay informed of all current bulletins.**

Visit online for the latest Information:

www.NextStopBroadwayCS.com

FOLLOW US!



Facebook.com/NextStopBroadwayCS - Twitter.com/NextStopBrdway - Instagram.com/NextStopBroadway

#4. CAMP HOURS

YOUTH CAMP: Monday – Friday 9:00am – 4:00pm

TEEN THEATRE PROJECT:

Weeks 1 – 4: Monday-Friday 1:00pm – 6:00pm

Week 5: Monday-Friday 10:00am – 6:00pm

Week 6: Monday-Friday TBA/Show-Call

BOX OFFICE SUMMER HOURS:

Monday – Thursday 9am – 2pm // Fridays 1pm – 6pm

#5. EXTENDED CARE

Extended Care is a well-supervised independent playtime for our campers; it is not an extension of our day's curriculum. Please have participating campers bring an after-camp snack or money to purchase one.

Extend your camper's day to 7:30am – 6pm.

Pre-Care: 7:30-9:00am **After Care:** 4:00-6:00pm

\$15. Per day without prior reservation

Pre-reserved Discount: \$40.00 per week / \$10.00 per day

Extended Care Sign up Forms are available ONLINE and in the NSB camp Office, Security Desk & Box Office. Payment for Extended Care should be paid by 6:00pm the day prior to reserve your spot. Payments are to be made at the Box Office. Daily rate for Extended Care is non-transferable.

PLEASE NOTE:

- **All Campers are signed in and out with the NSB Security Staff. For safety, the only place children can be released is at the security desk and parents/guardians may not go directly to the classroom. Parents/guardians should have a Picture ID with them as the release paperwork will be checked until visual identification can be established.**

- Any camper who arrives at camp 15 minutes prior to the start of camp or stays longer than 15 minutes after the end of camp will be placed in the Extended Care system and is charged for that day's rate. For their safety, campers are not allowed on campus early or left behind later than 4:10pm without being escorted directly to the Extended Care classroom.
- Extended Care Camper pick up must be after 4:10pm otherwise parents/guardians should call the NSB office prior to have the child released thru the Drive Thru pick up system and not attend aftercare that day.
- After regular camping hours the NSB Office phone will be transferred directly to the Security Staff member on duty.
- Our Program closes at 6:00pm – if your child is not picked up by 6:10pm there will be additional fee of \$25.00 for every 15 minutes thereafter.

#6. SESSIONS

YOUTH CAMP:

Session 1	3 weeks Tarzan	June 8 – June 26, 2020
Session 2	4 weeks Frozen	June 29 – July 24, 2020* <i>*(no camp 7/3)</i>
Session 3	3 weeks The Little Mermaid	July 27 - August 14, 2020

TEEN THEATRE PROJECT:

One 6-week session Frozen	June 8 – July 17 <i>*(no camp 7/3)</i>
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#7. TUITION

All Tuitions are paid directly to the Box Office. Call the Box-office at 954-344-5990. Tuition MUST be paid in full prior to camp. \$99.00 of your payment (per session) is NON-REFUNDABLE and will not be returned for any reason. If you need to switch to a different session, we will transfer money from one session to another session with a \$25.00 fee and possible additional tuition needed. **There are NO Refunds for Summer**

Camp. Registration and Tuition payments are done thru the Box Office.

YOUTH CAMP:

SESSION 1 - Full Tuition \$750. (3 weeks) // **SESSION 2** – Full Tuition \$1000. (4 weeks) // **SESSION 3** – Full Tuition \$750. (3 weeks)

TEEN SUMMER THEATRE PROJECT:

Full Tuition \$1050. for the 6-week session

10% Early Discount (*deadline 2/28*) / **20% Sibling Discount** either Teen or Youth Camp – **no deadline.** (*not combined with any other offer*)

Pro-rating is acceptable for Youth Camp only:

- 1st week: Auditions - if the camper is going to be absent they may submit an Audition Video (the camper performing a one-minute monologue of their choice as well as singing a one-minute song of their choice) to the NSB office prior to the session.
- If a camper is missing more than a week they cannot be considered for a leading role but will be in the show with their group as an ensemble member.
- Last week: Show week. The Youth Camp show is the last Friday of each session (at 6:30pm) with important technical rehearsals every morning from 9am – 12pm. No one enjoys going to camp if they can't participate in the production. All camp activities and class curriculums are centered on this performance(s). **No discounts or complimentary show tickets apply for weekly tuition(s).**

#8. MEDICAL RELEASE & SIGN OUT AUTHORIZATION FORMS

The two forms are a two-sided Medical form and a Sign Out Authorization form. These forms are **extremely** important and must be completed and returned to us at your earliest convenience. Due to safety issues campers may **not** attend camp until these forms are completed and on file here at the center. If you are a returning camper, please note for accurate records we need a new front page of the medical form each year.

SPECIAL NEEDS; – NSB requires the parents to include on the Medical Form any emotional or physical special needs their child may have. This information allows NSB to be sure the camper is getting the type of direction the child needs to have a successful time while at camp. NSB has the right to require a specially assigned attendant to those campers that may need appropriate support to be assured that all environments are accessible, and all activities are appropriate for the camper to accomplish. This special attendant is usually a NSB staff member hired exclusively for the camper at their family's expense.

DISTRIBUTION OF MEDICINE: – There must be a signed authorization form in the NSB office prior to any camper being given any medication during our campers' day. These forms are available online (www.NextStopBroadwayCS.com) and in the NSB office.

SICK CHILD POLICY: We request under no circumstance that a parent bring a sick child to camp, if the child shows any signs of illness. Symptoms may include: fever, vomiting, diarrhea, sore throat, hacking or continuous coughing, consistent runny nose, swollen glands, rash, lice or any other spots that resemble childhood diseases. These sick children will expose all children and staff members who they come in contact with which in turn makes everyone vulnerable to the illness. In the event a child complains about not feeling well during the camp day, and if it seems warranted – the child will be sent to the office to be picked up, the parent(s) will be called and are expected to come pick the child up within one hour (60 minutes). If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to come pick the child up. The parent is requested to keep the child home until full recovery is apparent.

#9. NSB JAMBOREE

Wednesday, June 3, 2020 at 6:30pm

All campers and their families are invited to attend this informative celebration to familiarize themselves with the environment, classes, staff, color groups and all additional services here at South Florida's finest performing arts summer camp, **Next Stop Broadway**. No matter what session you are attending this festivity will help answer all your questions or concerns.

#10. LUNCH PROGRAM

Complete Details available at NextStopBroadwayCS.com

Our lunch program offers high quality food at reasonable prices. These meal fees include a friendly staff to order and serve the campers as well as cleanup the lunch area. The campers' color group rotate to the lunch room where they comfortably sit at large tables. Each lunch period is about 30 minutes long, allowing enough time to eat and clean up.

Every camp day, lunch forms are collected in the Theater Lobby. You must turn in the form by 9:15am to order from the full menu.

To Pre-Order: Lunch forms must be turned in by the Friday *prior* to the week you are ordering for to qualify for orders from the full menu. After 9:15am - same day orders are subject to a limited menu.

All payments and lunch forms must be handed ONLY to the Lunch Supervisor who will be in the Theater Lobby from 8:30am-9:15am every morning beginning on **June 8th**.

In order to avoid late or lost forms, please do not give money or lunch forms to any counselor, the NSB Office, or the Box Office. If you give your child a form to bring in, please make sure they go directly to the lobby as soon as they arrive. If you have any questions or concerns the Lunch Supervisor can be reached daily in the Catering Department office at 954-340-5006 between 9:45am and 11:00am and between 2:00pm and 3:00pm.

SNACK INTERMISSION:

Campers have two snack intermission times per day. Either bring snacks from home or Campers visit the Concession Stand that stocks a variety of items. Snack items are also available for purchase before camp & at lunchtime.

AM SNACK TIME:

Parent Friendly Nutritious Choices (*muffins, juices, fruits, cereal bars*)

PM SNACK TIME:

Child Chosen Delicious Choices (*chips, candies, sodas, etc. are added*)

#11. SHOWS & SHOWTIME ACTIVITIES

All campers participate in full scale Broadway style shows at the end of each session they are registered for. All Shows are on the beautiful main stage theatre. The youth shows are on the evening of the last Friday of each session

YOUTH CAMP SHOWS

Session 1: *Tarzan*
Friday, June 26 at 6:30pm

Session 2: *Frozen*
Friday, July 24 at 6:30pm

Session 3: *The Little Mermaid*
Friday, August 14 at 6:30pm

TEEN SUMMER THEATRE PROJECT'S SHOW

One Session: *Frozen*
Multiple matinee productions for outside camps/field trips
Tuesday-Thursday, July 14-16
Family & friends evening performance
Friday, July 17 at 7:00pm

SHOW TICKETS:

***Two tickets are included with each paid tuition.**

Additional Tickets may be purchased: \$18.00 per person for the evening performance. Any camper may purchase an \$8.00 ticket to attend each other's shows thru the box office. Student Rush for Teen production @\$9. tickets sold day of production. Box Office will be open on show nights until show curtain.

Tickets for each production are sold in the Box Office.

***Tickets are not pre-arranged – you must contact the Box-Office to reserve your seats after your tuition is paid in full. Any camper may purchase an \$8.00 ticket to attend each other's shows thru the box office.**

CAMPERS' COSTUMES:

Costumes and art class supplies are supplied here at youth camp. There are certain items each student must supply – stockings, socks, certain undergarments and other additional common stock items such as certain color pants and/or t-shirts. All our youth campers need rubber-soled shoes-preferably sneakers. All our teen campers are asked to have sneakers and jazz shoes. All campers must have their OWN MAKEUP & HAIR CARE SUPPLIES.

SHOWTIME PIZZA CAST PARTIES: Only \$5.00 per camper

On Fridays: June 26, July 24, and August 14 the Youth campers are invited to stay behind on our premises until Showtime and attend the Pizza Cast Party for only **\$5 per camper**.

Showtime Cast Parties are available on show days where our excited campers enjoy a supervised pizza dinner, games, and music until Showtime activities begin. Please be sure all our campers have all their show items (makeup, shoes, hair supplies, additional costume pieces) they need, when they arrive to camp the morning of the Show – parents will not see the campers until **after** the Show.

If your youth camper does not stay for their party they must leave camp by 3:30pm and return ready with hair and make-up done by 5:30pm.

SHOW DVDs & DIGITAL SHOW FILES:

A videographer will be on site to record each individual show. DVD's and Digital Show Files will be available to purchase online, throughout the session, and on show night and will be available for pick-up *only* approx. 3-4 weeks after the production date.

Production DVDs - \$20/each.

Bring home your Session memories with our DIGITAL SHOW FILES!

This NSB exclusive USB will not only include that sessions production, it will also include your group's Spirit Rally & Dress Up Day videos, Professional shots of the sessions show, and other group-specific content.

Digital Show Files - \$40

(50% off each additional USB)

PHOTOGRAPHY PERMISSION:

All campers' families grant, with payment of their camp tuition, permission for their child's photographs to be used in any and all marketing materials (including social media). If you are not in agreement with this, please contact the NSB Office immediately.

#12. STAFF

Next Stop Broadway is proud that every person on staff has a love for the arts...and most importantly, a love for children! All staff is fingerprinted, backgrounds checked thru DCF and go thru CPR & First Aid Certification. Every summer our counselors and CITs undergo an extensive training program.

Our Instructors who are working professionals and/or certified teachers teach our daily classes. Each staff member is hand picked for their talent, experience in their craft, and their ability to teach with compassion and patience.

Our Assistants are aspiring professionals in their field, commonly studying at a university and/or conservatory with information and excitement to share.

Our Counselors are fun loving, kindhearted young people who are considered our campers' big brother or sister. These staff members are responsible to accompany the campers throughout their day keeping them happy and safe.

Our CITs (counselors in training) are NSB students who are enthusiastic assistants to our program, helping in a plethora of ways.

Camper To Staff Ratio: 10 campers to one attendant ratio (*above state requirements*)

#13. NSB SECURITY

The NSB Security Staff are positioned out front daily to keep our facility safe by greeting people and identifying visitors, giving directions, and redirecting individuals who are present in an unauthorized area. Working with NSB families is an important part of the security staff duties as they are there to help in a plethora of ways. These procedures are designed to protect our campers. Your cooperation & understanding is appreciated.

Late Arrival

If campers arrives on campus later than 9:10am parents/guardians must come to the Security Desk to sign in their children. Their color group will then be requested to come to the desk to escort the camper to their current classroom. For safety, parents/guardians may not go directly to the classroom.

Early Dismissal

Please note: For the safety of campers & pick up procedures, no child will be released later

than 3:30pm. If campers have to leave campus before the end of the day parents/guardians must report to the Security Desk to sign their children out. For safety, the only place children can be met is at the security Desk. ANYONE PICKING UP A CAMPER MUST HAVE A PICTURE ID WITH THEM AS THE RELEASE PAPERWORK WILL BE CHECKED UNTIL VISUAL IDENTIFICATION CAN BE ESTABLISHED. Students will be released only to those persons listed on the Sign-Out Authorization Form. If your child is to be released to another adult, permission must be given by the parent beforehand.

#14. OVERVIEW OF A YOUTH CAMPERS DAY

What All Campers Need:

Attire:

Campers should come to camp *every day* dressed in comfortable clothes suitable for dancing with closed rubber-soled shoes (**NO flip flops, sandals or Heelies please**). Teen students must have an adequate pair of jazz shoes. Nothing should be worn that is too tight, too revealing or too short. There can be no suggestive or drug, violence related topics on clothing. Campers will be asked to call home to replace the non-acceptable items.

Gear:

All campers should bring bottled water with them daily. FYI: NSB souvenir water bottles are available for purchase online and through the NSB office. They should bring a lunch if they have not purchased the lunch program. Snacks or money to buy snacks is also recommended. **Art projects require a Painting Shirt or Apron (something oversized that will protect their clothing).** The Center cannot be responsible for any damage done to our campers' clothing. A backpack or bag is also necessary to hold their personal belongings and class work.

Show day:

Campers should come dressed in light-colored clothing able to easily dress over (gym shorts, tank top) so they feel comfortable changing in and out of their costumes. They should keep all their valuable items (electronics, cash, jewelry, etc.) at home. Please be sure all our campers have all their show items (makeup, shoes, hair supplies, needed costume pieces, and proper undergarments) with them when they arrive at camp the morning of the Show. **All our youth campers should be wearing their needed rubber-soled shoes. All campers must have their OWN MAKEUP & HAIR CARE SUPPLIES.**

What the Camper Does at the Youth Camp:

The Youth Camp is divided into age-appropriate &/or grade groups, which are labeled by color codes. This color-coding will be used throughout their camp experience. The groups begin a daily rotation schedule, which includes seven classes, a lunch break and snack times. We understand how important friends are during camp so we try to be sure everyone is grouped with whom they would like. Please understand because our activities are all age- appropriate when one friend is younger the older friend will be placed in the younger group as to be sure there is no inappropriate material taught.

The campers attend a variety of FUN classes. These classes focus on preparing the campers to perform in their full-scale Broadway style show. Each session the campers focus on a new show, which means the style of technique changes in each class. The teachers use the shows as a vehicle to teach the campers a variety of performing styles. The campers' day is jam packed with specific curriculum that is appropriate for their particular age/grade in each class. The campers are extremely active learning and participating in every class. Kind of like a Cool School – with rules that are necessary to keep us all safe, happy and productive.

Youth Camp Classes:

Acting:

No show goes on without rehearsals. This period will focus on the staging of the show. Campers discover their characters and many other techniques of acting.

Music:

Each group will practice the basic elements of singing, rhythm, some simple music reading as well as ear training. Each color group in the youth camp rehearses their two songs.

Dance:

The style of the particular dance technique taught is dependent on the style of each specific show. Talented dance instructors choreograph each group's part individually. Each group rehearses their parts until they are confident on stage. Each color group in the youth camp prepares the dances for their two songs.

Production Arts:

This class is where the campers take a hands-on approach to their own production. The youth campers are responsible for decoration of most of their costumes and minor construction of their props. Age-appropriate activities for each color group bring their shows to life. Please be sure our campers have a painting shirt or art apron (something oversized that will protect their clothes). Our Production Arts department gratefully accepts all donations (such as paper towel rolls, plastic grocery bags, etc).

Activities:

This is a time for promoting team togetherness. An ever-popular ***Spirit Rally*** activity is rehearsed, developed and coordinated during this time. Each week has certain ***Spirit Rally*** Activities scheduled which allow the color groups to gather points all week; the group that wins with the most points gets a VIP party just for them. ***NSB Idol*** and ***NSB's Got Talent*** competitions are also held within this class time. The winners of these competitions perform as our pre-show talent. **Dress up Days on Wednesdays** are also an awesome part of this class!

For more specific information visit the NSB website

Acting & Improv:

A cooperative learning environment where campers are taught the important skills which every performer needs to learn; how to stay in the moment on stage and in character at all times. Life skills acquired are cooperation, quick thinking, creative imagination skills, and lessening fear of rejection.

Other Youth Camp Rotations:

(R&R) Rest & Relaxation:

An important part of the camper's busy schedule. This time allows them to watch age-appropriate videos, play board and card games, get to know each other and relax. They can also spend time playing video games including WII, X-box, and Playstation. All games are non-violent in nature with an E (*for everyone*) rating.

Lunch:

The color groups rotate to lunch with their individual groups in an area where they comfortably sit at tables. This rotation is about 30 minutes long allowing just enough time to eat and clean up. We ask for help from our families to talk to the campers and their counselors about any particular eating concerns. Many of our younger campers tend to talk excessively when they should be eating and run out of time or they hide those things they do not wish to eat even though the families have diligently packed it.

For more specific information visit the NSB website

Snack Intermission:

2 times per day / once mid morning and one in the afternoon depending on groups' lunch schedule.

Be sure to bring a daily snack(s) or money to purchase them here at the center. NO GUM, lollipops, powdered or gooey snacks or anything that requires special attention.

There is no microwave at The Center so do not plan to send anything that must be heated.

#15. SHOW PARTICIPATION

- **Every Camper Participates!!!** The Youth Camp show is divided into different color groups responsible for different sections of the story. Lead characters and narrators control the show's sequence. Each color group is responsible for certain characters with two songs complete with choreography and connected scenes. I.e.: *Tarzan*— one group is the humans, another jungle animals, gorillas, etc.
- **Auditioning for the lead roles:** Each and every camper has the chance to audition for a lead role in every play. The first week of each session is focused on the campers learning how to audition with the appropriate selections in each genre (dancing, acting, singing) for each age group and then auditioning. From this audition process, those participating campers' current level of understanding and ability is assessed and the lead and supporting roles are cast. **These lead roles require a higher level of commitment and abilities and are only available to a small minority of our campers with the necessary skills already acquired.** Remember that if our campers do not get cast in the leading role they are hoping for it doesn't mean

they are not important, talented or incapable. There are many variables to the casting of these coveted parts. They may feel sad and rejected but please help them understand that it is just part of the business of theatre. Not everyone can be cast in these roles and EVERYONE is an important part of their production and having FUN is the most important part! Group involvement is for all our campers to be sure that they will learn, progress, succeed and have fun!

- The **Teen Summer Theatre Project** is responsible for the entire production with multiple performances. Casting into lead, supporting and ensemble roles.

Dealing with Not Getting Cast as A Lead: Every young performer, who is making the effort to succeed, will eventually encounter obstacles and competition. Parents can help their children not only handle these setbacks graciously but to learn and grow from them. Your child may feel sad and rejected, but please understand that is part of any performance-based activity; be it sports, academics or performing. Not everyone can be cast in leading roles, yet EVERYONE is an important part of the production. Developing their skills and having fun is the most valuable lesson obtained from being part of a production. At any level, being cut or not selected makes individuals feel hurt, but ***Joel H. Fish, PhD***, offers this advice on how parents can support and encourage their young performers in their home.

- **Help your child see the big picture.** There's much more to being successful in life than simply getting that particular part, however important it may seem at the time. Fish suggests that, before an audition, parents make a list together with their child of multiple goals that reflect what the experience is really about. One of those goals can be getting a lead role, but include others as well, such as having fun, participating in the *Spirit Rallies*, performing a special talent or skill in *NSB's Got Talent*, always doing your best, and learning more about something you enjoying doing. Fish says, "It is important that all the eggs are not in the outcome basket, which is helpful for a child who doesn't get the lead part because he's going in with multiple definitions of success."
- **Give your child a chance to feel.** Parents can help their child cope by giving him/her 'permission' to have a normal response. Fish says, "There's a tendency for parents to rush in there before they even know the results and say "What did you get?" this sets up the child to feel inadequate and a failure. Sometimes we need to not say anything and just wait for them to tell you how they feel then just say something like 'that must hurt,' or give them a hug. Parents who respond to their

child not getting the part by saying "Well, they don't know what they're doing!" invalidates the child's feelings, as well as dismissing something that may be important to him/her.

- **Be self-aware parents.** Parents need to be aware of their own attitudes toward winning and losing because inevitably their children will pick up these attitudes. Fish cautions, "I believe parents are extremely well intentioned, but often have their own emotional response to their child not getting the "part". Parents who display anger or immediately want to challenge the director's decision are adding an extra dimension to their child's burden. The most powerful thing is to not display displeasure with the casting results.
- **Help your child improve their skills:** Performing arts, like any talent, must be nurtured and practiced consistently to ensure the best possible results. Parents should support their child continually participating in any school or community program available, such as drama, dance, chorus and band.

#16. TEEN THEATRE PROJECT

Their time is spent very similar to that of a repertory theatre's rehearsal schedule or a University's Summer Stock Program.

The teen ensemble begins right from the first day preparing for their full-scale Broadway style show with multiple performances.

This summer's production is...



TEEN THEATRE PROJECT AUDITIONS:

To begin the audition process all members are expected to prepare to perform any song (1 -2 minutes) and a monologue (1-2 minutes).

There is one full week focusing on technique, play's style and auditioning in each genre (acting, singing, dancing). Each ensemble member is given the tools necessary to do their best at the audition. From this audition every one's level of understanding and ability is assessed and they are placed in an adequate role to be sure that they will learn, progress and succeed. The members of the Teen Summer Theatre Project are responsible for the entire production with everyone taking part in either lead, supporting or ensemble roles.

Attendance and dedication is extremely important and is required from every one.

Remember their day will usually begin at 1:00pm and continue to 6:00pm allowing for more on stage time.

During the fifth week their Tech days will begin at 10am and continue to around 6:00pm

During Show Days their day will begin according to show(s) call.

All members should be sure to dress in comfortable clothing they can dance in, and bring bottled water, a light snack, pencils, tape recorder (or any device you can use to record your parts in music), dance shoes, and any other things you may need.

Counselor In Training (CIT) Program: Our Teens are welcome to apply to participate in our CIT program. The applications can be found on our website. These coveted positions are available to anyone over 16 years of age (grades 10+). Qualified younger applicants (grade 9) will only be considered with consistent NSB participation in the Teen Theatre Project. The CIT comes to the center at 8:15am and works as a volunteer counselor or department assistant until 12:15pm when they are released for lunch. The time spent as a CIT volunteer may be used as High School required service hours. If interested each applicant must fill out a CIT application including a recommendation letter and go through an interview process. Then if accepted, they must attend mandatory training sessions, staff and orientation meetings.

#17. CAMPER ETIQUETTE

Etiquette = Expected Behavior:

- Be respectful to the facility and the people. The Center for the Arts is a professional facility and must be recognized as such. Never touch anyone or anything with intent to do harm.
- Be kind to your fellow campers. Keep your negative attitudes to yourself. Avoid a display of temperament. Be patient and pleasant. Don't criticize others.
- NSB is committed to enforcing a NO BULLYING ENVIRONMENT. Bullying, harassment, or discrimination will not be tolerated and will be just cause for disciplinary action.
- Bullying, including "cyberbullying" means systematically & chronically inflicting physical hurt or psychological distress on one or more campers. It is further defined as; unwanted purposeful, written, verbal, nonverbal, or physical behavior, including but not limited to any

threatening, insulting, dehumanizing gesture by an adult or child, that has the potential to create an intimidating, hostile, or offensive environment.

- Bullying may include but is not limited to: teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, radical, religious or sexual harassment, public or private humiliation, and destruction of property.
- Always be prepared to work. Be sure to be wearing the proper clothes and footwear. Absolutely **NO FLIP FLOPS, SANDALS OR HEELIES** are allowed at this facility; they do not protect your feet and can result in injuries. Campers will be asked to call home to get the required footwear if this rule is not followed.
- Have all your needed work (pencils, scripts, painting shirts, tape recorders, bottle of water, etc.)
- Never leave your group alone. When you are changing classes always stay together in your group. Never dawdle behind so your group unintentionally leaves you. At dismissal exit the building with your counselors and stay together as you travel outside.
- If you are injured tell your counselor, assistant, and/or instructor immediately.
- Help yourself stay safe. Do not run, climb or fool around which could result in injuring yourself or anyone else.
- Never throw anything unless instructed by your teacher to do so.
- Absolutely **NO GUM** is allowed at this facility. **THIS IS A NO GUM ZONE!!**
- Clean up after yourself. If you are done with it, throw it away. If you dropped it, pick it up. If it is yours, it is your responsibility.
- **Do not bring valuables with you (small electronics, excess amounts of money, expensive jewelry, mp3 players, game boys, psp, etc.) The Center is not responsible for lost items.**
- **Camper's cell phones should not be used during valuable class time – if they are used continuously the phones will be confiscated and put in the NSB office for retrieval at the end of the day.**
- If it's not yours don't touch it. Leave equipment, props, costumes and materials alone and where it is. If you break it you are responsible for it.

DISCIPLINE:

Our policy is in the belief that the majority of campers can be redirected into a more appropriate behavior in each situation. Our staff is instructed in positive reinforcement and redirection techniques. When a camper seems not to be responding to redirection and disruptive behavior continues it can result in that camper being asked to sit out for the class and not participate until behavior improves. If the improper attitude continues the camper will be escorted out of the class and sent to the NSB Office for an appropriate period of isolation time. If this continues to happen the parent will be notified. The third **major** infraction can lead to the camper being expelled from the program with no refund of tuition given.

Harmful behavior to himself, herself or any other individual will not be tolerated and can lead to immediate dismissal with no refund for tuition given.

#18. DROP OFF & PICK UP

TEEN THEATRE PROJECT: All teens will be dropped off & released from the circular drive. Campers who drive themselves can park in the front parking lot.

YOUTH CAMP: *Please refer to the map on the next page.*
Each color group has a designated pick up area.

In order to avoid difficulty in dropping off and picking up children we are asking for your help, assistance and cooperation. Our common goal is to ensure your child's safety. By following the guidelines and procedures listed below, you will be helping us tremendously in achieving this goal. These are the same goals and procedures of the Broward County Schools.

FOR THE SAFETY OF OUR CAMPERS AND STAFF, CELL PHONES ARE NOT ALLOWED TO BE USED IN THE CAR LINE!

Only allow your children to exit and enter your vehicle on the curb side. Please do this as quickly as possible so that we can keep the flow of traffic moving.

Never leave your vehicle while in the car pick-up / drop off area. If you need to park, please pull into a parking space.

Never ask your children to walk in front of vehicles while in the car pick-up area.

For your child's safety and to maintain the flow of traffic, a sign with your child's name and color group should be prominently displayed on the front dash of the pick-up vehicle.

AM DROP OFF:

- Please note: The Center opens the doors at 8:50am. All arrivals earlier than that time must be placed in the Pre-care System and follow their procedures.
- **Please drive through the loop slowly as people are continually crossing the street from the parking lot to the facility**
- Upon arrival, please pull to the end of the drive, or up to the car in front of you.
- **PLEASE REFRAIN FROM USING YOUR CELL PHONE / TEXTING WHILE IN THE CAR LOOP**
- DO NOT EXIT the car; your child should be the only one exiting. There are attendants out front to assist each child.
- Your child should exit the car from the passenger side of the automobile
- Please refrain from conversations as this is the time to drop off only; if you have a concern, or need to assist your child with something (i.e. lunch money, carry large items, visit Box Office, etc), please park in the lot – DO NOT remain in the car loop as this stops traffic
- Do not weave in and out of the lanes unless directed to do so – this will eventually end up in a collision
- After your child exits, please exit the car loop in a safe fashion and have an excellent day.

PM PICK UP:

- **Please drive through the loop slowly and have your Camper's Name & Color Group Sign displayed to expedite your child's pickup**
- If you are picking up more than one camper, pick up all your campers where the youngest camper is stationed – have the older camper(s) wait with the younger camper(s).

- Upon arrival, please pull up to the end of the drive, or up to the car in front of you.
- **PLEASE REFRAIN FROM USING YOUR CELL PHONE / TEXTING WHILE IN THE CAR LOOP**
- Do not exit your car; we will assist your child when you pull up to the loading zone
- Please refrain from conversations as this is the time to pick up only; if you need to speak with a staff member, please park in the lot – DO NOT remain in the car loop as this stops traffic
- DO NOT PARK IN THE CIRCULAR DRIVE OR IN THE FIRE LANES - VIOLATORS MAY BE TICKETED. Please understand this creates an unsafe situation for everyone.
- Please be courteous to all other drivers – follow the signs, use caution and drive safely.
- After your child enters the car, please make sure they put on their seatbelts.
- Exit the car loop in a safe fashion and have an excellent day.
- **If your camper is registered in the Aftercare system** . You must either call the NSB Office before 3:30pm to request your child be brought out to the Pick-Up Line or wait until after 4:10pm to pick up your child thru the security department.

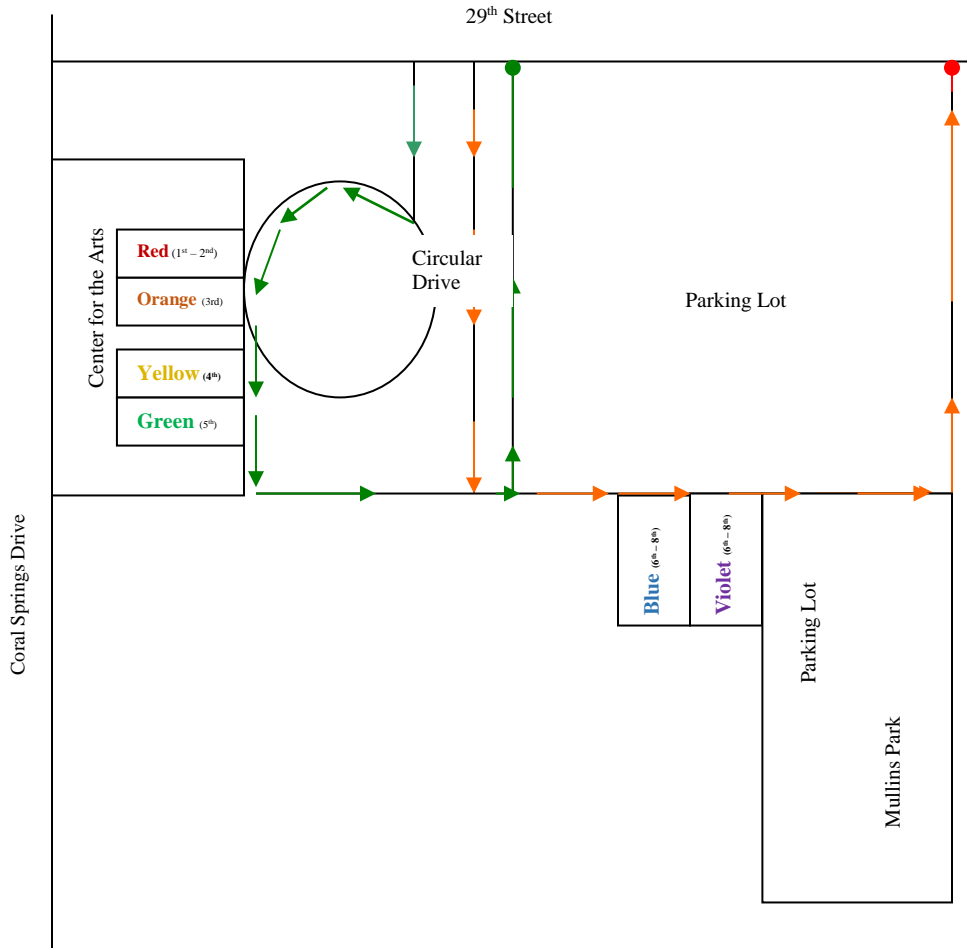
PEDESTRIAN PICK UP:

- All Campers whose parents/guardians need to leave their vehicle and walk up to the facility will fall under this category.
- Parents / Guardians will park at in the lot and walk to the DESIGNATED AREA FOR WALKUPS on the sidewalk to pick up their child. For the safety of the children this is the only walk up designated pick-up area.
- BE SURE TO HAVE A PHOTO ID as the Release paperwork will be checked until visual identification can be established. No Camper will be released with anyone not listed on the Release Form. If your child is to be picked up by someone not listed prior permission by the Parent/Guardian is required. After ID is checked your child will be escorted to the Designated Area.
- Trust us when we say the fastest and safest way to pick up your child is to drive thru the pick-up line. After the first few days of Driver training the line moves quickly and effectively.

ALTERNATE RAIN PICK UP:

If it is raining during pick up time, all of our youth campers will be released from the circular drive under protection only.

#19. DESIGNATED YOUTH CAMP PICK UP AREAS



2855 CORAL SPRINGS DR.
CORAL SPRINGS, FL. 33065

NSB OFFICE: 954.344.5991

BOX OFFICE: 954.344.5990

THECENTERCS.COM

NEXTSTOPBROADWAYCS.COM