

Camper and Guardian Codes of Conduct

In order to ensure a positive experience for all the students enrolled in Compass Creative Dramatics Camp, we ask that you review the code of conduct for campers and parents before enrolling your child. If any of these guidelines raise questions that you may have about enrolling your camper, or you are concerned that your camper may have circumstances that will cause them to be unable to follow these rules, please be sure to get in touch!

Camper Code of Conduct

We pride ourselves in offering a fun, and safe environment where your child may stretch their bravery and creativity muscles through the art of theatre and develop teamwork, respect, responsibility, and empathy. To be able to provide the best environment possible for this we ask the students follow these three rules:

1. **“The Forcefield Rule.”** Students may only have physical contact with one another if they have been directed to during rehearsal, a performance, or a class. This may include contact such as holding hands or touching one another on the shoulder and will always be done in a safe environment under the instruction of an educator. Otherwise, students are to refrain from physical contact with one another, whether friendly or unfriendly. This helps us protect our students’ personal space and safety. The forcefield rule also applies to personal belongings – no one is to touch belongings that are not their own, including, but not limited to, bags, jackets, lunches, theatre or camp site property. If a student has been entrusted to handle theatre property such as scripts, props, and costumes they are expected to treat the property with the utmost respect and return in the same condition that it was given. Failure to do so will cause the student to lose the privilege of using the theatre property.

2. **“The Food Rule.”** To minimize distraction and maximize safety, students are only to consume food and beverages at designated snack and meal times. Students are only allowed to consume non-water beverages at snack and meal times. They may, however, have a water bottle nearby at all times to help maintain the hydration that is important for this kind of activity. Snacks and meals need to be brought with the student at the beginning of each day. Meal drop-offs in the middle of the day disrupt the flow of instruction, distract campers, and may cause a student to miss a snack or meal because our break times fluctuate slightly day-to-day. Gum at any time during camp is not permitted.

3. **“The Respect Rule.”** We expect that the students respect one another as well as any camp staff they encounter throughout the week. This includes:

- **Listening.** We ask that students are not only quiet, but also paying attention when it is someone else’s turn to be speaking as they may be missing important instructions or directions if they allow themselves to be distracted. This includes, but is not limited to, having side conversations during class, “zoning out” during instructions, and cell phone use. Cell phones are not permitted during camp and must be silenced and put away at all times.
- **Communication.** We ask students to be mindful of messages they are sending with their words, bodies, and attitudes. Unkind, disrespectful, or distracting communication to fellow students or educators will not be tolerated.
- **Following directions and being prepared.** Students will be asked to follow directions in-the-moment as well as commit directions to memory for future use. They will also be asked to complete “homework” assignments such as memorizing lines and reviewing previously taught material such as songs and dances

so that they are best prepared for the next day. Completing their daily “homework” is especially important to the collaborative nature of this camp because the educators as well as their fellow campers are relying on them to be fully prepared the following day and it hinders everyone’s progress if a student neglects their personal work.

Breaking the above rules will be handled as followed:

- First level will result in a verbal warning from an educator. It is at the educator’s discretion to offer several verbal warnings before moving on to the next level. A continued issue in a single day may result in a student being asked to sit out of activity for a short time in order to restore good behavior before rejoining the activity.
- Second level will result in an educator/guardian conference about the incident that will include asking the guardian for assistance in correcting the behavior.
- Third level will result in the student being removed from the program and asked not to return for the remainder of the sessions. No refunds will be given if a student is removed for behavioral misconduct.

Guardian Code of Conduct

Compass Creative Dramatics believes that the most effective educational environment is one that includes the families and the educators working together to ensure the best experience for the students. We pride ourselves in striving to have wonderful relationships with all of our campers’ guardians that allow for a positive camp experience for the entire family! To help ensure the collaboration needed between the educators and the families, we ask guardians to follow these four rules:

1. Uphold Camper Code of Conduct: Your camper looks to you to set an example of following rules and instruction. Please be sure that your camper understands the expectations of the camp, help your student maintain these expectations, and let them know that failure to meet these expectations could result in the loss of privilege to attend camp. Please note that any parent choosing to observe camp must also follow the Camper Code of Conduct to maintain instructional order in the educational environment.

2. Attendance: Your camper relies on you to help maintain a timely schedule.

- It is CCD policy that no student, regardless of age, may be left unsupervised or with CCD staff on campsite property beyond scheduled times. Dropping your student off prior to 8:45 am or picking them up beyond 3:10 pm will be considered implied consent to extended care charges outlined in our scheduling and attendance policies.
- We understand you and your child are both busy individuals and have outside commitments, however because of the very collaborative nature of the program, students are not excused from rehearsals or performances and are expected to be in attendance for the entirety of the scheduled time. The educators follow a carefully planned schedule and need the entire scheduled time to successfully complete each day’s tasks and prepare the students for a fantastic end-of-week performance.
- We ask that no student is dropped any earlier than 15 minutes prior to the beginning of camp because supervision will not be available without prior arrangement for extended care. **As of 2019, extended care is only available at Chicago camps.** Fees will incur if student is dropped off outside the designated window of time.
- Please do not be late. Students should arrive absolutely no later than the designated start time. We do our best to be respectful of all families' time and waiting on late arrivals delays the whole cast and hinders rehearsal and is disruptive for fellow castmates and instructors.

- Please be sure to pick up your student promptly at the conclusion of camp. We do everything in our power to begin and end on time, and supervision beyond stated end time is not provided without prior arrangement for extended care. **As of 2019, extended care is only available at Chicago camps.**
- If an unforeseeable event occurs that will cause you to be late dropping off or picking up your child please call us at 773-893-0535 and let us know as soon as possible.

3. **Camper Dress:** Your camper relies on you to help dress appropriately for events. We will be up moving and dancing a lot and it is important that campers dress accordingly. We also require for campers' safety that they only wear shoes with closed toes and heel. Athletic shoes or dance shoes are great! No flip flops or sandals of any kind - please bring a change of shoes if necessary. Additionally, on Friday they are asked to bring additional items for under their costume. Please note without their additional items on Friday they will NOT be permitted to receive their costumes with the other campers.

4. **Communication:** Communication between CCD and families is key to the success of this program and the overall success of its campers.

- **Regularly check email:** Email is CCD's primary method of communication with its families and CCD provides important paperwork and instructions via email so it is vital to communication that you regularly check the email address provided at registration. Please be sure to add camps@ccdramatics.com to your email contact list to ensure our communications are delivered to your inbox. If you prefer another method for primary contact you MUST inform us immediately. If you have not been receiving emails after enrollment from CCD it is also important that you contact us immediately at 773-893-0535. However, urgent communication (information that needs to be received or responded to in 24 hours or less) with the CCD staff should be done via phone to allow CCD to have prompt response times.
- **Open camp policy:** We have an open camp policy to be a conduit of open communication between our camp and the families enrolled. You may stay and observe as much or as little of camp as you would like. We understand guardian's desire to be sure their camper is well adjusted to a new environment and for parents to get familiar and comfortable with the CCD staff. As long as your presence is not a distraction to the campers, your camper included, you are more than welcome to observe throughout the duration of camp. However, please note that if at any time a CCD staff member deems your presence may be hindering the campers' ability to learn or focus you will be asked to wait outside of the rehearsal space in a common area.
- **Respect:** The educators selected for this camp are accountable for the outcome of the end-of-week performance, as well as the day-to-day instruction of all the campers. The rules and guidelines are in place to protect our educational mission, as well as the well-being of all the campers. Parents may not attempt to influence role or line assignment, or other show-related decisions. We also ask that parents respect that their presence at camp does not negate their camper's responsibility to follow any rules or instructions given by an educator. Interfering with camp instruction hinders the educator's ability to lead the entire group, sets unfair precedent for the other campers, and reflects favoritism that CCD does not tolerate. CCD staff reserves the right to ask for you to wait outside the instructional space in a common area if an area of interference with rules or instruction arises.

As with the Camper Code of Conduct, it is important that the Guardian Code of Conduct is followed and will be handled in the following manner if broken:

- 1st level: A brief discussion addressing the issue between a CCD staff member and guardian will take place to allow regular camp instruction to continue.

- 2nd level: A conference between a CCD staff member and guardian that is to take place outside the regularly scheduled instructional time. During this conference a plan to correct the issue will be discussed and implemented.
- 3rd level: If an agreement cannot be met between CCD staff and guardian, the guardian will lose camp observation privileges. In an extreme case, a family may be asked to withdraw student from camp for guardian misconduct. CCD will do everything in its power not to punish a student by camp removal due to guardian misconduct and will work diligently to resolve any issues to allow the camper to finish out the instructional week and performance. Please note, no refunds will be given if a family is removed for guardian misconduct or voluntarily withdraws from camp while camp is in session. If a family chooses to voluntarily withdraw, there will be a \$50 fee.