

## Performance Camp Scheduling Policies and Procedures

### The Camp:

- 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. Feel free to [contact us](#) with questions or concerns about scheduling conflicts.
- We ask that no student is dropped off any earlier than 8:45 am. Families who drop students off prior to 8:45 am will be charged a \$10 surcharge that will be due prior to the child being able to return to camp the next day.
- Please do not be late. Students should arrive absolutely no later than 9:00 am. We do our best to be respectful of all families' time and waiting on late arrivals delays the whole cast and hinders rehearsal.
- Students may not be dismissed prior to the conclusion of camp at 3:00 pm daily. Early departures are a disruption to the instructional day for the other students, cause your student to miss vital details of the day, create more work for the educators, and set an unfair precedent for other students & families.
- Please be sure to pick up your student promptly at 3:00 pm. We do everything in our power to begin and end on time and supervision beyond 3:00 pm is not provided unless prior arrangement has been made and additional fees have been paid. Families who pick up students beyond 3:10 pm will be charged a \$10 surcharge that will be due prior to the child being able to return to camp the next day.
- 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](tel:773-893-0535) and let us know.
- **Absence and/or excessive tardiness are cause to drop your child from the program with no refunds.**
- Drop-offs prior to 8:45 am and pick-ups beyond 3:10 pm are strictly prohibited and will result in a \$25 surcharge per 5 minutes prior to 8:45 am or beyond 3:10 pm. Partial increments will be rounded up (i.e. 3 minutes late will result in a \$25 charge, 7 minutes late will result in \$50 charge, etc). 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 3:10pm will be considered implied consent to above charges.
- **Chicago camps only:** We do offer extended care for one hour before and after the regular camp day for an additional fee. Drop-offs prior to 8:00 am and pick-ups beyond 4:00pm are strictly prohibited even with extended care purchase and will result in a \$25 surcharge per 5 minutes beyond extended care time. Partial increments will be rounded up (i.e. 3 minutes late will result in a \$25 charge, 7 minutes late will result in \$50 charge, etc). 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 8:00 am or picking them up beyond 4:00 pm will be considered implied consent to above charges.
- Due to the collaborative nature of the programming and the disruption to the educational environment caused by withdrawal from camp sessions in progress, if a family voluntarily withdraws their student(s) during a camp week in progress prior to the conclusion of the final performance, there will be a \$50 early withdrawal fee charged per child.

### The Performance/last day of camp:

- Due to the scheduled performance, the final day schedule does vary slightly. Students are not dismissed until they have completed their end-of-week performance and end-of-show tasks following the performance.
- Families are welcome to begin arriving in the performance space 15 minutes prior to the performance.

- Students will be dismissed after taking part in the group photo session and returning scripts and costumes to CCD. Dismissal time may be earlier than the scheduled end time of 7:30pm. However, care will be provided, if necessary, until the scheduled end time.