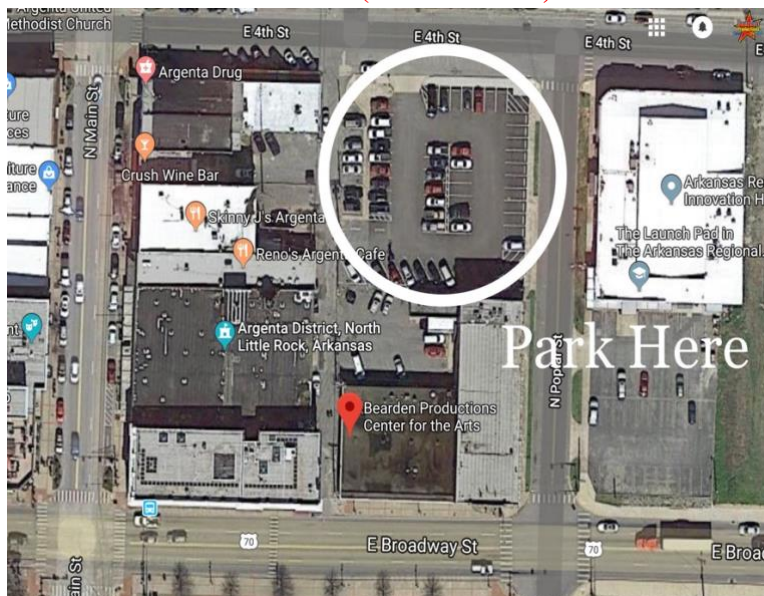


## Bearden Productions Summer Arts Camp 2023 Policies and Procedures

Students **MUST** be on their best behavior at all times. Failure to comply with Center rules may result in loss of participation at BP camps. Parents please understand refunds will **NOT** be issued if your child is suspended from BP camp and activities.

### For Parents

1. Parents/ Guardians you **MUST** sign your child in and out every day of camp. Do not drop your child off at the door.
2. Make sure you have completed the registration form to include everyone who is allowed to pick up your child. We will not release your child to anyone who is not listed on your registration form. Please understand that anyone other than yourself picking up your child will be asked to present a state issued ID.
3. You must provide lunch for your child each day of camp. Microwaves are available to warm up food. Each Friday we will have "Pizza Friday". Students can purchase pizza and a drink. Order forms for Pizza Friday are included in your summer camp package and on line at [beardenproductions.com](http://beardenproductions.com).
4. Please make sure your child has had a complete breakfast before dropping them off at camp. We will provide a mid-morning snack around 10:30 am each day; lunch will be at 12 noon and an afternoon snack at 3:30 pm. **If your child has any food allergies it is vital that you let us know on the first day of camp, also it may be helpful for you to provide your child's lunch throughout camp.**
5. Pick up time each day is 5:00 pm. Make sure you have made arrangements to have your child picked up on time. There will be a \$1 charge for every minute your child is picked up after 5:15 pm.
6. Make sure your child is dressed comfortably each day to camp. **NO SANDALS** allowed, tennis shoes must be worn each day of camp.
7. **All of your child's paper work must be completed before they can begin camp on June 5th. This includes the following:**
  - Assumption of Risk and Liability Waiver Form
  - Health & Transportation Form
  - Policies & Procedures Form (bottom portion of this form)
  - Automatic Payment Draft Form
8. Camp T-Shirts **MUST** be worn on all field trips. Please understand that if your child is not wearing his/ her camp T-Shirt on field trip day, a new one must be purchased or he/ she will not be allowed to attend the trip.
9. **Parking is located in the larger lot in the back of the building (see map below). DO NOT PARK IN THE SMALL LOT DIRECTLY BEHIND THE BUILDING (SEE BELOW)**



**Bearden Productions Summer Arts Camp 2023  
Policies and Procedures**

**Classroom/ Kitchen Rules**

1. Always come dressed in appropriate attire.
2. No chewing gum, food or drink in theater, dance studio or classrooms unless otherwise told.
3. Bad behavior and/ or language will not be tolerated.
4. Be respectful of others and their space.
5. Class & sessions are for learning; please refrain from excessive talking.
6. No horse play in the kitchen, theater or dance rooms.
7. All campers are responsible for helping clean the kitchen after their culinary session. Cleaning is a group effort and apart of class instruction.
8. Keep hands, feet etc., to yourself at all times.

**PLEASE SIGN, PRINT AND RETURN**

Review these rules with your child; then sign and return this portion of the form below by the 2<sup>nd</sup> day of camp.

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**Acknowledgement**

I have received and read the Policies and Procedures for BP Summer Arts Camp. I will honor the rules of the camp. I will explain the rules of BP to my child/ children and will ensure he/she/they will abide by them.

I also give BP permission to use any and all photos taken by them for promotional purposes now and in the future.

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Parent Signature

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Date