



Summer Camp Frequently Asked Questions

Children and Youth Arts Programs

Q: What should my student wear for camp?

Advised attire may vary a bit per camp, but in general: Either dance or athletic shoes are required. No restrictive attire, open-toed shoes, flip-flops/sandals, heels, or skirts/dresses without leggings or shorts beneath. If this requirement varies for your student's camp for any reason, you will be informed in advance.

Q: Are snacks or lunch provided? What should my student bring?

No food is provided to students in accordance with our safety procedures. For students who are only registered for a half-day (9 AM-12 PM) camp, students are asked to bring a nut-free, low-mess lunch snack that does not require refrigeration or microwaving.

For students in a full-day camp or who are attending Afternoon Arts Aftercare (PreK-2nd grade), students are required to bring a nut-free, low-mess lunch and snack that does not require refrigeration or microwaving.

If your student is present for a camp and/or aftercare program past 12 PM and does not have a lunch, and a parent or guardian cannot bring one in a timely manner, please note that your family may be charged the cost of a lunch and transportation for a staff member to go and purchase food for your student.

Q: What other things should my student bring to camp?

Students should bring a water bottle labeled with their name, to avoid mix-ups. Students may bring a change of shoes if they do not want to wear their dance or athletic shoes to camp. If students will be bringing a cell phone, they must bring a small personal bag to keep it in, turned off, during camp (please see below for cell phone policy.) For younger students who may be prone to "accidents", we recommend packing a change of clothes just in case!

Q: How many staff members and how many students are in each camp?

A minimum of two staff members are fully dedicated to each camp, with three or more administrative staff members available as needed, and volunteers serving in many camps as well (please see below for volunteering information.) Student numbers fluctuate per camp depending on the age of students, the size of the space, and the space needs of each camp's curriculum and activities. Generally speaking, camps may have as few as 5 or 6 students. For students in PreK-2nd grade, camps will not have more than 17 students enrolled. For students in grades 3-12, camps may have closer to 2 dozen students as the spaces are larger. For students in grades 3-12 registered in our auditioned production camps culminating in full-scale shows, the number may be anywhere from 4 to over 30 students depending on the show.

Q: Where are your camps? What is the distance between your campuses?

Our Downtown/College Park Campus (CFCArts Offices, 250 SW Ivanhoe Blvd, Orlando 32804) and our Winter Park Campus (First Congregational Church of Winter Park, 225 S Interlachen Ave, Winter Park 32789) are about 4 miles apart, or roughly 15 minutes. If you have a student on both campuses, we recommend dropping one student off at the earliest possible time of 8:45 AM so that the second student may arrive as close to 9 AM at the other campus as possible. Please also let us know which student you plan to drop off first and which you plan to drop off second so that our staff can be aware that the second student may be a bit late. Our performance venue for the auditioned musical performance camps culminating in a full-scale musical theatre show (Trinity Preparatory School, 5700 Trinity Prep Ln, Winter Park 32792) is just under 15 minutes from our Winter Park campus and just under 20 minutes from our Downtown/College Park Campus.

Our Lake Mary Campus (Acts Two Church, 45 Skyline Dr, Lake Mary 32746) is just under half an hour from the other three campuses. If you have a student registered on the Lake Mary Campus and another campus on the same week, please reach out in advance so that we can figure out the best option for your family in terms of attendance. Please note it may not be possible to have a student enrolled on the Lake Mary Campus and another campus on the same week due to the pick-up/drop-off times and distance.

Q: Can parents, family members, friends, or siblings watch my student in camp?

In accordance with our safety procedures, no children who are not fully registered for camp, and no adults who are not fully background checked and cleared by CFCArts, may be inside our camp space or attend camp, with the exception of the end of camp showcase for applicable camps. Most camps do culminate in a showcase on the final day prior to the camp's end time; further information about that will be sent in a pre-camp email about 1 week prior to the start of camp. Please note that some camps do not culminate in a showcase. If offered for your student's camp, any family or friends may attend the showcase (we may ask for an RSVP and estimated number of attendance so we can adequately prepare seating and ensure we are keeping to fire code and safety procedures on campus.)

Auditioned production camps culminating in a fully produced show will have tickets for sale open to the general public. There may or may not be opportunities for family members to volunteer in exchange for a complimentary ticket, depending on the needs of the show. Otherwise, anyone wishing to see the production will need to purchase tickets. Families receiving financial aid needing ticket assistance should reach out to youth@cfcarts.com.

Q: Can my student volunteer to help with camp?

Rising middle school students (rising grades 6th-8th) may volunteer for PreK-2nd grade camps. Rising high school students (rising grades 9th-12th) may volunteer for PreK-5th grade camps. Student volunteers must undergo an interview process and be selected to volunteer; volunteer opportunities are not guaranteed. Student volunteers are held to the same attendance and behavioral standard as our staff and volunteer opportunities may be removed if students are unable to fulfill the attendance and/or behavioral standards. Adults interested in volunteering should email youth@cfcarts.com with their summer availability and arts experience. Parents may not volunteer in a camp in which their child is enrolled.

Q: What are the payment methods and deadlines for camp?

- Complete the tuition payment in full via PayPal (Tuition links are above and posted on Summer Camp website), or by mailing a check (made out to CFCarts) to PO Box 720517 Orlando, FL 32872 (please email youth@cfcarts.com once check is posted, and write your student's name and CAMP in the memo line.) (If registering for an auditioned camp, please note that tuition links will be sent to accepted students after their audition as not all students may be selected for audition-based camps.)
- Reach out to youth@cfcarts.com to set up a monthly payment plan. Amounts and deadlines will vary depending on when your payment plan is set up. We cannot provide weekly payment plans or payment plans with custom amounts or due dates.
- Complete the Summer 2022 Financial Assistance Application to be considered for a scholarship for this program. (If registering for an auditioned camp, this can be done before the student's audition is completed/accepted.) The link for this application can be found online at cfcarts.com/summer-camps at the top of the page.
- Payment is due in full (whether full tuition paid all at once or by payment plan, or partial tuition subsidized by financial aid) no later than the Thursday prior to your student's chosen camp. Please note that camps may be full earlier than that Thursday!

Q: How do I apply for financial aid for camp?

Complete the Summer 2022 Financial Assistance Application to be considered for a scholarship for this program. (If registering for an auditioned camp, this can be done before the student's audition is completed/accepted.) The link for this application can be found online at cfcarts.com/summer-camps at the top of the page. Please be sure to follow instructions carefully when filling out your application or it may be invalid.

Q: What is your refund and cancellation policy for camps?

A family must notify us of a registration cancellation no later than one full week (7 days) prior to the start of their camp in order to receive a refund. Families must fill out a refund request form which will be provided upon request. If payment was made in the same calendar month as the cancellation and receipt of fully completed refund request form, a refund may be issued directly through PayPal. If payment was made in a different calendar month, please note that it may take up to 30 days plus mailing time for your refund to be mailed to you via check. Families may opt to transfer tuition payment to a school year program within the same calendar year instead. Tuition credits may not transfer to another calendar year. CFCarts very rarely needs to cancel a camp due to low enrollment. However, should this occur, we will notify families no later than one full week (7 days) prior to the start of their camp, and will honor requests for either a refund (upon completion of the refund request form) or tuition credit for the same calendar year.

Q: What are your check in and check out policies?

Students may be dropped off up to 15 minutes prior to their camp starting time (8:45 AM.) If a student is not present by 5 minutes past their camp starting time (9:05 AM) a parent will be called and we will mark the students as tardy (please see below for attendance policy.) Students may be picked up at the stated end time of their camp (12 PM or 5 PM), or if enrolled in aftercare, any time between the start and end time of aftercare (between 12-6 PM for Afternoon Arts for grades PreK-2; between 5-6 PM for Extended Day for applicable camps for

grades 3-12.) If a parent is not present by 5 minutes past the camp ending time (12:05 PM or 5:05 PM) and the student is not enrolled in aftercare, a parent will be called, the student will be sent to aftercare if applicable. If aftercare is available, the family may be charged for aftercare for the day (\$30 for grades PreK-2, Afternoon Arts; \$10 for grades 3-12, Extended Day when applicable.) If aftercare is not available, the family may be charged \$1 per minute after the five minute grace period, as our staff will need to be paid extra to wait with the student.

Please note that official photo identification must be shown at check out until you are well-known to our staff, and even then be sure to bring your ID in case a volunteer or sub who does not know you is running check out. The name on your photo ID must match a name listed on your student's pre-program paperwork. If it does not, we will need confirmation via phone from a legal parent or guardian before the student can be released, and this may result in late pickup charges as detailed above.

If you wish to add names to your student's paperwork after it has been submitted, email the name, phone number, and relationship to your student to youth@cfcarts.com and allow up to 2 business days for the change to take effect.

Q: What is your attendance policy for camps?

Please see above for check in and check out policies. Students are expected to arrive and leave camp promptly at the stated times. Due to our safety procedures, students may not "come and go" as you please. Prior conflicts must be disclosed at least 2 business days in advance for regular camps, and absences may affect a student's participation in the showcase if your student's camp has one. For auditioned camps culminating in a full production, absences are far more serious and any conflicts must be properly communicated before your student's audition or your student may not be able to take part in the production or camp. Refunds will not be issued if your student's attendance affects their ability to take part in the camp, showcase, or production. Please email youth@cfcarts.com to disclose conflicts as needed.

Q: What is your behavioral policy for camps?

Participants in any Central Florida Community Arts program will be held to a standard of appropriate behavior and responsibility throughout the camp process.

Consequences for violations of this standard of behavior and responsibility are as follows, and will be documented:

- First violation: The participant will receive a private verbal warning.
- Second violation: A parent/guardian of the participant will be notified in writing.
- Third violation: CFCArts will contact a parent/guardian in writing to set up a meeting between staff, the participant, and a parent/guardian to discuss further steps.
- Please note that if a participant commits an extreme violation (e.g. an extreme act of violence), one or more disciplinary steps may be skipped.

After the third violation, failure to comply with behavioral standards may result in reassignment and/or reduction of a student's role, or prohibit a student from participating in the camp. Refunds will not be issued.

Violations include, but are not limited to: Violence and/or bullying (physical, mental, or emotional); possession of an illegal item or substance; attendance while under the influence of an illegal substance; substantial and/or consistent lack of preparation or effort; highly and/or consistently disrespectful behavior towards program staff or other participants; vandalism; theft; and failure to follow the attendance or safety policies (please see above and below.)

Q: What are your safety procedures at camp?

Safety procedures are emailed to all families in full as a part of their registration confirmation and as a reminder roughly one week prior to their camp. Please read them in full, and please note that they may change as needed in response to external circumstances. Highlights include:

- Masks are optional for students, staff, and families of all ages.
- Social distancing is encouraged and implemented when possible at the 3 foot distance.
- High touch surfaces and shared materials continue to be sanitized regularly.
- Students, staff, and volunteers who present symptoms of Covid (such as a fever or cough) and/or have a confirmed Covid exposure are asked to notify CFCArts and not attend until symptoms have cleared and/or a negative Covid test has been received.
- Students, staff, and volunteers who test positive for Covid sign an agreement that they will notify CFCArts at the earliest possible time. While protecting the privacy of the individual and family, anyone who may have been exposed to this individual while positive will be notified, if applicable. Multiple positive cases within a camp may result in a single or multiple day camp shutdown.
- Absences related to Covid will be excused as long as communicated appropriately and prior to the absence.
- No children who are not fully registered for camp may be inside our camp space or attend camp, with the exception of the end of camp showcase for applicable camps (please see below for further information.)
- No adults who are not fully background checked and cleared by CFCArts may be inside our camp space or watch camp, with the exception of the end of camp showcase for applicable camps (please see below for further information.)
- All external doors that may lead to camp spaces are locked during camp hours, unless manned by a CFCArts or venue partner staff member.
- All adult staff members and volunteers are background checked and go through a rigorous youth policy training prior to being permitted on any campus.

Q: What is your cell phone policy at camp?

Students may bring phones, but they must be turned fully off and stored in a personal bag (not on their person) for the full duration of camp unless instructed otherwise. Phones may be confiscated by staff for the duration of the camp day if this policy is not followed.

Q: What is your bathroom policy at camp?

Students are permitted to use the bathroom whenever necessary. For grades PreK-2, bathroom breaks are always supervised and are incorporated into the camp day with regularity (but students may use the bathroom outside of those breaks as needed, still supervised.) For grades 3-5, group bathroom breaks are supervised but students may use the bathroom outside of those breaks using the buddy system as needed. For grades 6-12, students may use the bathroom independently as long as they let a staff member know when and where they are going so we can keep track of our students' whereabouts for safety purposes; they do not need to be supervised unless they prove themselves unable to responsibly use the bathroom unsupervised, in which case supervision and/or the buddy system may be implemented. If your student has a medical need to use the restroom frequently, please let us know. Students must be potty trained in order to attend camp.