

## Message from Act Too

Thank you for your unwavering support and patience as we navigate this return to normal operating procedures. As you know, for the past year we have been busy following the TN Pledge and CDC guidelines to determine what our best options are in keeping our families safe.

The health and safety of our staff, students, and their families is our number one priority. We have implemented several measures to help keep everyone safe in the coming weeks and months. We have opted to follow the best practice guidelines from the CDC and recommendations from the American Camp Association.

In response to current COVID-19 safety guidelines we have made the ***following changes to our summer camp programming:***

### Student and Consumer Protection

1. **Screen customers for illness upon entry to studio or during check-in**
  - a. Staff to take student temperatures onsite with a no-touch thermometer each day upon arrival at camp.
  - b. Temperatures will be logged at the beginning and end of each shift
  - c. Normal temperature should not exceed 100.4 degrees Fahrenheit. Temperatures that exceed 100.4 will not be permitted on premise.
  - d. Question parents at start of camp week regarding COVID-19 symptoms
    - i. Has your child been in close contact with a confirmed case of COVID-19?
    - ii. Is your child or anyone in your immediate family experiencing a cough, shortness of breath, or sore throat?
    - iii. Has your child or anyone in your immediate family had a fever in the last 48 hours?
    - iv. If the answer to any of these questions is "Yes", the student will not be allowed to participate and no refund will be offered.
2. **Students and Customers will be required to sanitize their hands** upon entering and leaving the facility. Students will also be asked to sanitize their hands before and after snack breaks and lunch (day camp only).

3. **The use of face coverings when in close proximity with others** is encouraged but not required.
  - a. **Our staff is fully vaccinated, and plans to wear masks around the studio.**
4. **Recommend that persons more vulnerable or at-risk** for COVID-19 as identified by the CDC—including those who are over the age of 65 or those who have chronic medical conditions—take extra precaution or refrain from use of the facility.
5. **Stay home if feeling ill.** All staff should stay home if feeling ill, report any symptoms of illness to Sondra and Megan and require notification of COVID-19 positive case in the student's household.
6. **Arrive with minimal belongings.** To limit the risk of exposure, students will be expected to arrive with minimal belongings. Ideally, they should arrive with their lunch (day camp only), pencil, cell phone, water, and script.

## Business Process Adaptations

1. **Modify check-in and check-out procedures** to limit exposure and implement sanitization measures:
  - a. Check in and check out students outside of the facility
  - b. Staff to wear masks during check in and check out
  - c. Students have their hands sanitized upon entry to the facility
2. **Disinfecting of high-touch surfaces:** Staff to conduct regular (i.e., every 2 hours) disinfecting of high-touch surfaces, equipment and common areas of the facility using disinfectant cleaning supplies according to [CDC guidelines](#)
3. **Removal of shared lobby items:** temporarily removing toys, books, and magazines from the lobby
4. **Temporarily close water fountains, common areas, break rooms, check-in counters, where customers or employees may congregate.** Students are encouraged to bring their own water.

5. **Post extensive signage on health policies**, including the following documents, in the workplace to help educate building occupants on COVID-19 best practices:
6. **Provide a sanitizing station** with hand sanitizer, Clorox wipes, and Lysol.

*These policies and procedures are subject to change based upon changes in applicable law at the Federal, State or Local level or changes in best practices according to CDC or other public health authorities.*

All other regular facility rules still apply.

# Regular Summer Camp Policies and Procedures

## Welcome to Act Too Players Summer Camps!

Over the past two decades, we have worked to create a prestigious summer program to meet the creative needs of youths ages 3 to 18, while providing practical hours for easy parent scheduling.

Each summer, Act Too Players offers a combination of weeklong performance camps and our full production Summer Intensives taught by some the best working professionals in Nashville theatre. Every student gets the opportunity to rehearse with the best directors, musical directors, and technical staff. Our goal is to instruct your child in the art of theatre while providing a fun, safe, environment. We pride ourselves on our well-respected premier training program, and look forward to giving your young star the best theatrical experience in Middle Tennessee!

### CONTACT INFORMATION

Theatre Office: 615-294-0667

Address: 1113 Murfreesboro Road Suite 119, Franklin TN 37067

Website: [www.ActTooPlayers.com](http://www.ActTooPlayers.com)

Email: [info@acttooplayers.com](mailto:info@acttooplayers.com)

Facebook: [facebook.com/ActTooPlayers](https://facebook.com/ActTooPlayers)

Instagram: [instagram.com/ActTooPlayers](https://instagram.com/ActTooPlayers)

Twitter: [twitter.com/ActTooPlayers](https://twitter.com/ActTooPlayers)

### ACT TOO CAMP POLICIES

*These policies and procedures are subject to change based upon changes in applicable law at the Federal, State or Local level. Changes in policies and procedures will either be posted or sent electronically.*

## Cancellations & Refunds

A refund is granted if a program session is canceled. No reduction in fees is given for late arrival, early departure, vacations, special events, short-term illness or expulsion for disciplinary reasons. Cancellation requests must be submitted via email to [info@acttooplayers.com](mailto:info@acttooplayers.com) twelve (12) working days prior to the first day of the scheduled session. The registration fee is nonrefundable.

## Communications

If anything important comes up throughout the week, we will either contact a family individually, or send a group email to the class. It is imperative that you add the following emails to your contact list to ensure delivery of emails: [info@acttooplayers.com](mailto:info@acttooplayers.com) AND [sondra@acttooplayers.com](mailto:sondra@acttooplayers.com)

For Summer Intensives Only: We will be utilizing the Remind App to send quick updates, reminders, and notifications. Signup information for Remind will be sent home with your child after the first class.

## Parking Lot Safety

The school is home to children of all ages. Please enter and exit our parking lot with extreme caution. Never park your vehicle in any area that is not a designated parking space. Please do not allow siblings to play in the parking lot.

### ***Parking and Check in Procedures for Camps:***

- **Day Camps:** Check-In and Check Out will happen outside the facility. One parent or legal guardian is expected to escort their child to the door for check-in. If the child is found to have a temperature, the adult in charge of drop off will be expected to leave with the child. Pick up will be outside of the facility. Parents will be expected to arrive at the door and wait while their child is retrieved from inside the facility.
- **Summer Intensive:** Drop off for Sound of Music or Something Rotten will be in the front of the studio. For students who do not drive, one parent or legal guardian is expected to escort their child to the door for check-in. If the child is found to have a temperature, the adult in charge of drop off will be expected to leave with the child. Pick up will be outside of the facility. Parents will be expected to arrive at the door and wait while their child is retrieved from inside the facility.

## Before Camp Check in Procedure

In response to Covid, we are updating our check-in procedure as follows:

- For week-long campers, on Monday morning, please arrive at the studio 10 – 15 minutes before camp starts and check in your performer with an instructor. Check-in will occur at the front door, and all campers will have their temperature taken before they're let into class. If your camper's temperature is 100.4 or above, they must be taken home.
- Students/accompanying parents will be asked a short series of questions, which are detailed in the attached Covid document.
- Students must sanitize their hands upon entering and leaving the studio.
- Parents will not be permitted to congregate inside the lobby before, during, or after camp.
- If you prefer that your camper wear a mask during camp, please let us know upon check-in and on the signed policy agreement. Masks are encouraged for all campers, but not required. Our staff is fully vaccinated, and we plan to be masked around the studio.
- Please do your best to arrive on time or a few minutes early each day. Late arrivals can be very distracting. Your instructor may not be available to answer questions after camp has started, so if you have questions or concerns, please let us know through email as soon as possible.
- Adherence to our Covid policy is required at all times, and violation of these policies will result in removal from the camp with no refund.

## Bad Weather/Studio Closings Policy

In the case of inclement weather, please check the website, email, and Facebook for information regarding classes being canceled or postponed. We will also utilize the Remind app in this situation (summer intensives only).

## Observation

With very few special exceptions, observers are not permitted in the studio during a class period or technical rehearsals. This year in particular, we will not permit parents, friends or siblings to congregate in the lobby area of the studio at any time.

## **Class Attire**

Please wear tennis shoes or dance shoes and clothes that you can move in. Please no skirts, crocs, or flip flops. If you do wear a skirt, please wear leggings or shorts underneath.

## **Ticket Policy (SOMETHING ROTTEN and SOUND OF MUSIC only)**

Tickets for the Summer Intensive will go on sale approximately one month prior to the opening of the show. You can order tickets by either calling the Franklin Theatre at 615-538-2076 or by ordering tickets online at <https://www.franklintheatre.com/tickets/live-theatre/>

## **Performances (SOMETHING ROTTEN and SOUND OF MUSIC only)**

All performances and technical rehearsals will be held at the Franklin Theatre. Both performances and technical rehearsals are mandatory. Students will need to arrive one hour and fifteen minutes before show times on performance dates.

## **CAMP PHOTOS AND VIDEOS**

### **For Summer Intensives:**

Personal video taping of our performances is not permitted due to contractual agreements with licensing companies and the Franklin Theatre. A professional videographer will be present to video the show, and you may order a copy via the form sent to you by email, or in the lobby of the theatre the day of the show. No photography is permitted during the show. We will have a professional photographer take photos of the dress rehearsal, which we will share with you via Facebook.

### **For Weeklong Camps:**

Videotaping and photography of the weeklong day camp showcase is allowed and encouraged!

## **Lost and Found**

All items are put in a box in the lobby and are kept for two weeks after the camp session.

Check the lost and found box before leaving camp to be sure there are no items belonging to your camper. You may also call the office to schedule a time to pick up items left behind.

## T-Shirts

***For Day Camp and Mini-Session Camps Only:*** Each camper will be given a Summer Camp shirt to be worn at the Friday showcases. Please update your student's shirt size in the customer portal.

## Camper Medical Information

You may update your camper's medical information at any time by logging into your online registration account. Make sure you update

- Camper's Medications
- Camper's Health History

This information will print out on the instructor's information sheet. It is very important that this information is up to date and correct.

If you need to provide medication for your child, please supply enough to last the entire time your camper is at camp, or for however long the medication should be taken. Place all medications in a Ziploc bag and print the camper's FIRST & LAST name on the bag.

Prescribed Medications: MUST be in the original container with a pharmacy label that has the camper name, prescribing doctor name, and directions for use. Do not place medication in medication organizers. Act Too Players staff needs to be sure of the medication he or she is administering to your child.

Over-the-counter Medications: MUST be in the original containers and clearly labeled with the camper's name.

At Camp Check-in: Give the medications in the Ziploc bag to the Instructor.

The Camp Director will contact a parent or guardian if she has questions.

If your child does require medication, please make every effort to be reachable by cell phone or home phone while your camper is at camp in case of emergency.



## F.A.Q.s

### What should I wear?

Comfortable clothing that you can easily move in. Tennis shoes or dance shoes.

### Do I bring a lunch?

Yes, if you are part of the weeklong, full day camps. Please bring your own lunch. We will provide a snack for your child during the weeklong camps. **Please no peanut products due to allergies.**

Musical Theatre Intensives will not have a scheduled dinner break. Your child may come with a snack. **Please no peanut products due to allergies.**

### Do you have before/after care? (Weeklong Day Camps Only)

We do not have before or after care, so your child may arrive no more than 15 minutes before class begins and be picked up no more than 15 minutes after class is over. For weeklong, full day camps, this means you may drop off your child at the Act Too Players facility Monday-Thursday starting at 8:45am and pick up between 2:50-3:15pm.

### What should I bring to class?

A water bottle, a pencil, a 3-ring binder (for Summer Intensives), and a great attitude!

### When and where are the showcases? (Weeklong Day Camps Only)

All Showcases and performances are usually at the Franklin Theatre. Showcases are at 11:00am on the Friday of the Camp. We'll send additional details out to each class early in the week of their camp. You do not need to buy tickets for the Friday Showcases.

### When I miss... what do I do about catching up?

Please "buddy" with someone to get the blocking missed.

### How do we get tickets to the show (SOMETHING ROTTEN and SOUND OF MUSIC Only)?

Tickets will go on sale about a month before the show. You will need to call the Franklin Theatre 615.538.2076 and order your tickets. You can also order online <https://www.franklintheatre.com/tickets/live-theatre/>

To avoid the convenience fee on each ticket, call the Box Office instead of purchasing online.

**What if I have a conflict the week before the show? (SOMETHING ROTTEN and SOUND OF MUSIC Only)**

Please note that the week before the show is MANDATORY! We need absolutely everyone to make the show as successful as possible. Everyone counts!

**I have lost my calendar/my children have not given me ANY information... where do I go to find out what they may not have given to me?**

For Weeklong Day Campers: We will also send out end-of-week instructional communications via email prior to the Friday showcase.

For Summer Intensive Participants: Important updates are usually emailed out or sent using the Remind App. Detailed instructions regarding the technical rehearsal and show days will be sent out via email a week prior to the technical rehearsal.

If you have specific concerns or questions, please call or email us at the office anytime!

**What if a parent wants to help out? (SOMETHING ROTTEN and SOUND OF MUSIC Only)**

We welcome your help! Painting, Sewing, organizing, shopping, errands, hot gluing (my favorite), typing, and many many other tasks are available to parent stagers. We also have a section on the website for that! There is a form attached to this email that you can send with your child if you would like to volunteer. This also earns you additional Comp Tickets!

**When is the audition, and what should my child expect? (SOMETHING ROTTEN and SOUND OF MUSIC Only)**

The Good News: EVERYONE IS IN THE SHOW. Auditioning is probably the most stressful part of being a performer. Because we are a teaching program, each student will go through the experience of an audition. Prior to auditions we will learn required music and choreography!

For Weeklong Day Camps: Auditions are not used during the weeklong camps.

For our Summer Intensives: Auditions will most likely be held during normal class time during either the second or third class (this may change, we will keep you apprised if so). It is very low pressure, and we often invite outside auditors to come to keep everyone on the same playing field. It is perfectly natural for a new performer to be nervous, but this is a great time for them to conquer their fears and go beyond themselves. We will post the cast lists on the website only.

**What if I am not going to be in class on the audition day? (SOMETHING ROTTEN and SOUND OF MUSIC Only)**

Please let us know *prior* to that day. We will ask that a video submission be turned in via email, dropbox, youtube, etc by the end of the class time on audition day. We will show these audition videos to our panel to be used in making casting decisions.

**Will rehearsals be at the Franklin Theatre? (SOMETHING ROTTEN and SOUND OF MUSIC Only)**

Only your technical rehearsal and the performances will be at the Franklin Theatre. More information about this will be sent via our tech packet about a month before the show.

**Will there ever be extra rehearsals scheduled? (SOMETHING ROTTEN and SOUND OF MUSIC Only)**

Yes. We almost always schedule additional rehearsals about a week before the show. We may also add additional work days. While the work days are not mandatory, we strongly suggest you attend if at all possible. The Technical/Dress rehearsals are mandatory as it allows the students an opportunity to perform on the stage with lights, props, sound cues, microphones, and lighting. Students may be asked to attend a special costuming session if we are unable to make time during class.



## Signed Policy Agreement for Summer 2021

Please sign and return to office (via email, mail, or in person) after registering for camps.

I, \_\_\_\_\_, have read the school policies, payment procedures, and conditions of the Act Too Players and hereby agree to the terms and conditions within. I have read the policies regarding health and safety with COVID-19. I have spoken with my child about proper behavior for this camp.

Parents/Legal Guardians please indicate your preference:

\_\_\_\_ My child DOES need to wear a mask during camp. (Excluding snack and/or meal times)

\_\_\_\_ My child DOES NOT need to wear a mask during camp.

If you do not require your child to wear a mask please initial to acknowledge and agree to the following:

\_\_\_\_ I am fully and personally responsible for my child's safety and actions while and during participation and I recognize that my child may be at risk of contracting COVID-19.

\_\_\_\_ With full knowledge of the risks involved, I hereby release, waive, discharge Act Too Players, Inc, its officers, independent contractors, affiliates, employees, representatives, successors, and assigns from any and all liabilities, claims, demands, actions, and causes of action whatsoever, directly or indirectly arising out of or related to any loss, damage, injury, or death, that may be sustained by me related to COVID-19 while participating in any activity while in, on, or around the premises or while using the facilities that may lead to unintentional exposure or harm due to COVID-19.

\_\_\_\_ I agree to indemnify, defend, and hold harmless the Organization from and against any and all costs, expenses, damages, lawsuits, and/or liabilities or claims arising whether directly or indirectly from or related to any and all claims made by or against any of the released party due to injury, loss, or death from or related to COVID-19.

Student Name(s): \_\_\_\_\_

Parent or Guardian Name & Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Sondra Morton, Theatre Arts Director: \_\_\_\_\_

Date Signed: \_\_\_\_\_