

**Story Theater Company**  
**Summer Workshop Parent Information Handbook**

Workshops will be held in our black box theater at 615 S. Dayton Ave.  
Suite 133 Ames, IA 50010.

**Registration Process**

Workshops are based on the grade that the child will enter in the Fall of the upcoming school year. Registration is through our website and ends one week before the workshop begins. Workshops fill up on a first- **paid** basis. You may pay online or send a check. If paying by check, payment must be received within two weeks, or the registration will be canceled. Please make checks payable to Story Theater Company and send to:

Story Theater Company Summer Workshops  
P.O. Box 436  
Ames, IA 50010

**Notifications**

Once registration is submitted, you will receive an email confirmation that includes a letter of introduction and the authorization form that you will need to sign and bring to the first day of the workshop.

Individual instructors will send out two emails during the workshops. The first will be an introduction and basic overview. The second will be an update halfway through the week.

**Refund Policy**

Full refunds are only given in the event that a workshop is canceled. Requests for refunds made at least two weeks prior to the start of workshop will be granted, minus a \$50 cancellation fee. Refund requests with less than two weeks' notice will not be granted.

## **Check In and Out Procedures**

- On Monday, bring the authorization form with your registration confirmation.
- A designated adult must physically enter the building to sign the camper in and out each day. Participants will not be allowed to leave the building after a session without their guardian (as designated on the authorization form) present. We understand that this seems inconvenient, but we are thinking of the safety of our participants.
- A participant may sign themselves out or leave with another adult, if it is specifically designated ahead of time by a parent on their authorization form.
- Our workshops begin promptly. Participants are expected to arrive on time.
- Participants may begin to arrive 15 minutes prior to the workshop start time. Due to the fact that there is no supervision, participants **SHOULD NOT** arrive any earlier than 15 minutes before the beginning of class.
- Our workshops end promptly. All participants must be picked up no later than 15 minutes after the workshop is over. If a child is not picked up within that time frame, there will be an additional \$5 fee for each 10 minutes the child is left beyond the conclusion of the workshop. This does not apply if you are delayed in the event of an emergency. Please contact the instructors as soon as possible if you have an emergency situation such as car trouble, medical incident, etc.

## **Absences or Late Arrivals**

Please inform the week's instructor in advance of any planned absences during the workshop. This is especially important if the participant will not be able to attend Friday's parent showcase. There are no refunds or make-up sessions for missed days. Participants should plan to attend the full week of the workshop.

If a student has not arrived 15 minutes after camp has begun, the parents will be called if staff has not been notified of an absence.

## Parent Showcase

Some workshops present a showcase for parents at the end of the week. The times vary depending on the workshop. Please see the online workshop descriptions for details.

## What to Wear

Participants should dress comfortably and casually. You will move a lot!

- Dresses should not be worn.
- Closed-toed shoes must be worn. Tennis shoes are preferred. Flip-flops, sandals, and crocs are not permitted.
- If your workshop includes crafts, they can get messy. Dress appropriately or bring a baggy t-shirt to wear over your shirt for craft time if you are concerned.

## Snacks/Lunch

- There are no refrigerators, microwaves, or vending machines available for student use. We do have a drinking fountain.
- Half-day workshops: Participants will not be stopping for snack time.
- Full-day camps: Participants will be given a lunch break and one or two breaks throughout the day. Pack a lunch, a drink, and a snack.
- A water bottle is always a good idea!

## DON'T BRING

**Students should not bring the following items:**

- Electronic devices (ipods, ipads, gaming devices, etc.)
- Cell phones. They are a distraction for participants and instructors. Participants who bring phones will be required to turn them off for the day. They may check for messages during their breaks. If a parent has a need for information to be immediately passed on to their child, they should speak with the instructor.
- ***Story Theater Company is not responsible for loss, damage, or theft of personal items.***

## **Medical Needs and Illness**

If a student becomes ill during camp, parents will be contacted to pick up the student. If neither parent can be reached, the staff will call the emergency contact listed on the registration form. In case of serious illness or accident, every attempt will be made to reach the parent and the contacts listed first. If no one can be reached, we will take the necessary actions for the health of the child. In the event of a serious emergency, 911 will be called first.

Medical conditions, medications, allergies or special needs should be clearly stated on the registration form. Open communication helps us create a successful environment for every student.

Staff may provide basic first aid but will not administer medication of any kind to campers. If your child requires medication dispensed during the camp day, or a special arrangement of any kind, please contact the camp director.

## **Disruptive Child Policy:**

For the safety and enjoyment of all children in our programs, appropriate behavior is required, consistent with what is expected in a school classroom atmosphere. Parents will be notified of disruptive behavior. If the behavior continues, your child may be asked to leave. No refund will be given for removals due to disruptive behavior. **Please note that physical violence or threats will not be tolerated and are reason for immediate dismissal from class.**