



Summer Day Camp
Parent/Camper Guidebook

www.kpa2.org

Held at
Mayfair Academy of Fine Arts
8701 S. Bennett
Chicago, IL



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Welcome to KPA² Summer Day Camp! We believe that our program is awesome! It is our responsibility and top priority to provide a safe environment and rewarding experience for every child who attends our camp. KPA² Summer Day Camp strives to go beyond these expectations to include well-balanced performing arts opportunities that are full of excitement, spiritually rewarding and staffed with responsible staff who will build personal relationships with the campers.

The performing arts offer a conduit for a child's natural gifts of imagination and role playing. Through performing arts, campers sharpen their creativity, improve their communication skills, gain self-confidence, and learn the importance of teamwork. Above all, campers enjoy becoming a part of the delight that they create on the stage.

Our program is designed to offer campers an introduction to many aspects of performing arts through creative games, music, dance, art, and theatre. More experienced campers are additionally challenged through these same elements of the performing arts. Each of our three sessions has a specific theme and concludes with an evening performance for friends and family.

This summer, our program includes dance, music, art, creative games, theatre techniques, creative writing and more. Each session has its own theme, and campers are encouraged to contribute to the creation of the skits, choreography, sets, props, and design of our culminating activity - our showcase for friends and families at the end of each camp session. It is an exciting process of cooperation, creativity, discovery, practice and performance.

Our core camp staff will include Camp Leader(s), Specialty Instructors and Specialty Camp Assistants. All three positions are vital to the success of the program. Camp leaders help plan and organize the overall structure of KPA² Summer Camp and train and assist the staff. Specialty Instructors and Specialty Camp Assistants plan and organize the structure of their specific camp, implement activities and supervise the kids during camp.

We look forward to your camper's arrival and the beginning of an outstanding KPA² Summer Season!

Sherree Lee

Executive Director





MISSION STATEMENT

Since our inception in 2009, the mission of Kingdom Performing Arts Academy (KPA²) has been to educate and uplift communities through the creative expression of performing arts by producing quality, wholesome, family entertainment.

KPA² GOALS

1. Training children in the performing arts.
2. Building leadership skills.
3. Developing a sense of community and fellowship.
4. Providing positive role models for students.

KPA² is registered as a non-profit, 501(c)(3) Corporation. Funding for the organization is primarily through tuition, ticket sales, and outside contributions. Financial assistance or partial scholarships may be available for those in need.

VALUES & OBJECTIVES

We work to instill three main principles by way of all of our programs, workshops, and performances. **Discipline, Integrity, & Perseverance** are at the forefront of our teachings and efforts, concepts that we deem crucial to a performing arts career.

- Placing the maximum worth on people and treating each individual with respect and significance.
- Developing character values in individuals including commitment, discipline, confidence, integrity and perseverance.
- Supporting the family unit through the direct involvement of each family member's talents, interests, and abilities.
- Providing a quality product without compromising a wholesome environment.
- Being a role model promoting the awareness of a higher accountability.

KPA² FUNDAMENTALS

KPA² is based on the following fundamentals:

- 👉 Supports the Mission Statement, Values & Objectives, and statement of beliefs
- 👉 Is a non-profit, theater arts training program
- 👉 Is open to people of all backgrounds and beliefs, cross cultural and cross denominational
- 👉 Values people over product



- ☞ Employs instructors and directors who understand the Mission Statement, Values & Objectives and Statement of Beliefs and will promote and honor each
- ☞ Selects men and women of faith and strong character as Board of Directors members
- ☞ Produces musical theater productions suitable for campers and entertaining for all ages
- ☞ Provides a teacher to student ratio that will not exceed 1:20

KPA² Summer Day Camp is more than just a summer camp that your child will attend. It is a memory they will cherish forever. We are dedicated to providing an environment in which campers feel safe and cared for; help campers develop a positive self-image and good character traits; promote cooperation and respect for others; and provide an opportunity to meet new friends.

We are also dedicated to meeting the needs of the parents by providing peace of mind for the parent or guardian by knowing that their child is being cared for in a loving, safe, environment.

KPA² Summer Day Camp admits all children of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at large. It does not discriminate on the basis of race, color or national/ethnic origin.

KPA² Summer Day Camp also offers:

- ☺ Exciting Weekly themes
- ☺ Fun field trips
- ☺ Low staff to child ratio to assure your child receives the attention they deserve with supervising adult Specialty Instructors and Camp Assistants.
- ☺ Camp shirt included with registration.
- ☺ Nutritional lunch daily
- ☺ Professional Staff



DAY CAMP HOURS AND CAMPERS ARRIVAL AND DISMISSAL TIMES

KPA² Summer Day Camp hours are 9:00 a.m. – 4:00 p.m. All campers should arrive for camp no earlier than 8:45 a.m. but before 9:00 a.m. unless they are registered for the Extended Care program. Campers enrolled in the Extended Care program may arrive as early as 7:00 a.m. Parents will need to **bring** their camper in each day to sign their camper into camp and also come inside to pick up their child. Camps end at 4:00 p.m. sharp! If you have registered for Extended Care, the child care staff will assist campers in arrival to and departure from camp. It is vital that parents be on time when dropping off and picking up their campers during camp. If camper is picked up after 4:00 p.m. and are not enrolled in the Extended Care program or if camper is picked up after 6:00 p.m. and is enrolled in the Extended Care program a late pick-up fee will be assessed and **must** be paid upon child's first day back to camp. First offense will be assessed a \$25 fee, second offense \$50 fee, third time child will be removed from camp. Due to abuses of this in the past, **THIS POLICY WILL BE STRICTLY ENFORCED!**

EXTENDED CAMP CARE

KPA² Summer Day Camp will offer before and/or after camp care for an additional fee. Before care is available from 7:00 a.m. – 9:00 a.m. and after care is available from 4:00-6:00p.m. Space is limited.

ABSENCE POLICY

Please notify KPA² Summer Day Camp if you know in advance that a student will be absent from camp. Because each class builds on skills and activities from previous days, absences may affect a student's participation in the Showcase. There are no refunds or make-up sessions for missed classes. Students should plan to attend the entire camp session. Absences affect preparation for the final showcase. **There will be no deductions or pro-rating due to "extenuating circumstances" such as days missed, illness, personal emergencies, vacations, oversleeping, any other event that is beyond our control. No refunds will be given after June 1st.**

PICK-UP POLICY

Parents must notify the staff of arrangements to pick up campers early. When you pick up your campers for the day, allow time for them to finish what they are doing. Encourage them to put away materials.

Parents may give written authorization for another person to pick up their child at the end of the camp day however, phone calls will NOT be permitted as notification. Persons authorized to pick up campers must be able to show a **picture identification** before the child will be released into their custody. It is our responsibility to ask for an I.D. Parents should notify their emergency contacts regarding this policy.



MEALS & SNACKS

A nutritional lunch is provided for all campers who are enrolled in KPA² Summer Day Camp. Our lunch program meets all the nutritional requirements. Menus are available for all of our families. The camp Staff will supervise lunch and provide activities after mealtime. Campers may be encouraged but not forced to eat. We will keep you informed if your child is not eating well. Breakfast is provided for campers in extended care who arrive by 8:30am and afternoon snack is provided for campers in extended care who are still on campus by 4:00pm. Food and/or drink will only be allowed at break time or lunch with the exception of water. Drink, lunch and or snack are allowed from home but may only be consumed during designated break or lunch times.

FOOD ALLERGIES

If a child has a food allergy or is on a special diet, parents **MUST** specify it on the registration form. State licensing requirements dictate that if a child must be served a therapeutic or **special diet**, there must be **written approval** from a physician or a registered or licensed dietitian. **All food allergies must be brought to our attention in writing.**

HEALTH

Your child's health is a matter of importance to KPA² Summer Day Camp. Campers who have contagious diseases such a chicken pox or ringworm will not be allowed to attend camp until the condition clears. If a student becomes ill during camp, a parent will be contacted to pick up the student. If a parent cannot be reached, the staff will call the emergency contact listed on the registration form. In case of serious illness or accident, every effort will be made to reach the parent and the contacts listed on the registration form. If no one can be reached, we will take the necessary actions for the health of your child. In the event of a serious emergency, 911 will be called first. If it is necessary for you to pick up your child in the middle of the camp day at KPA², please go to the camp office. At Satellite locations, please coordinate with the camp instructor in advance if you need to remove your child during the camp day. If your child has allergies or special restrictions, please record it on the registration form.

MEDICATION/ SPECIAL NEEDS

In order to maintain the highest standard of health and safety, KPA² Summer Day Camp asks that you observe the following rules concerning dispensing medication. A written statement from the physician or parent must authorize all medication. All medication must be in its original container, including child's name, type, and date of prescribed medicine, amount and time of dosage. A medication sheet must be completed by the parent **each day** that medication is to be given. All medications are kept in locked boxes inaccessible to the campers. Please give the medication to the office staff upon arrival. The staff will note any medical conditions, allergies or special needs that were listed in the medical section of your registration form. For any additional circumstances, or if your child needs to take medication during the day, please contact the camp director.



NAP TIMES

All campers under first grade will take some form of nap/rest during the course of the day. This is required per "Minimum Standards" for child care centers.

INFORMATION

Special themes and developmental checklists enable the Staff to prepare lesson plans. This is another way we make sure all areas of a child's development are covered. Weekly lesson plans, calendars, and daily schedules are to be posted on the parent bulletin board in each classroom.

Tools such as daily forms (younger classes), weekly reports, and monthly calendars are posted on the KPA2 #Slack Board to help keep you informed. This is a good source of information for camp-wide activities.

All camp information is also posted on our website www.kpa2.org.

OBSERVATION POLICY/ SEPARATION ANXIETY/ PARENT PARTICIPATION

We provide an opportunity for parents to observe the camp experience during the Showcase held once during each session. Other than the Showcase, parents do not sit in on classes. Some of our youngest students may experience separation anxiety on the first day of camp. We find the most effective method for separation anxiety is a quick but loving goodbye from the parent. It is our policy that parents do not accompany students into the classroom, as we have found that this heightens the distress of the student. Once students begin camp activities, anxiety typically diminishes.

We do feel that parent participation is a valuable key to the success of a ministry involving campers. You, as a parent, are able to participate in a variety of ways at the camp. We love extra sets of hands during special projects, and field trips. We try to provide a variety of ways for parents to support the staff of KPA² Summer Day Camp, thereby enriching the lives of the campers. We encourage you to get involved in these activities with arrangements through your child's Specialty Instructor.

BIRTHDAYS

Parents may make arrangements with the camper's Specialty Instructor one week in advance if they wish to celebrate a child's birthday. The parents are responsible for all materials and preparations. The staff will be happy to supervise and take pictures if a camera is provided.

SECURITY

KPA² Summer Day Camp requires that every adult in the facility wear a security badge while on premises. KPA² has special security badges for all staff, parents, and visitors to wear when visiting during the day. This badge is required to be worn while on KPA² property. Employees will be able to identify if a person is authorized to pick up your child from this system.



FIRE, TORNADO & OTHER EMERGENCIES

We take pride in the fact that we prepare ourselves fully for the possibility of emergencies. Fire drills are held monthly. Such drills are scheduled during a variety of times during the day to ensure that we are prepared for all situations. Yes, drills are held during inclement weather. We do try to choose a day that has the best weather forecast. A tornado drill will be held once. In the case of total evacuation, we will take the campers to the closest police station or the closest elementary school.

If the weather turns inclement, we ask that our families are considerate and pick up their campers as soon as possible so that we can get our staff home safely. No tuition credit is available for days closed due to weather closings.

ELECTRONICS DEVICES

We have a rule at camp that there be no electronic devices used between the hours of 8:30 and 4:00. This is to ensure that campers are involved with activities rather than playing video games and/or listening to headphones. These may be used during Extended Care when allowed by lead staff. There have been problems with these belongings going missing, and while we will help the campers with their belongings, they are ultimately responsible for the whereabouts of their things.

High-end electronic items, such as iPods, iPads/Tablets, Laptops should **NOT** be sent to camp.

CELL PHONES

For the safety of all, campers should not bring their cell phones to camp. If a camper must have a cell phone, they may not use it to make calls, utilize social media or send text messages without staff's permission. A phone is always available for a camper to use in cases of emergency. If a cell phone/ electronic device rings, vibrates, is used for any reason or is visible anytime during class time or you are caught using it during class time while walking around on campus, camper will be asked to surrender it to a staff member and given to an administrator. Phone may only be picked up by a parent. Refusal to surrender the phone when asked is defiance. Defiance can result in suspension from KPA² and a parent will be contacted.

CAMP DRESS CODE

KPA² Summer Day Camp is an environment where boys and girls learn and play in close proximity to each other. In an effort to help parents, campers *and staff* select clothing which is "appropriate" for this environment; the following guidelines have been established. "Appropriate" means apparel which is casual, comfortable, age-suitable and correctly-sized and which is not provocative, distracting, offensive or unsafe.

All students are required to wear comfortable, loose fitting clothing to camp. Please consult specialist for specific uniform for class. Detailed information regarding uniforms and corresponding dance shoes (*if required*) will be distributed during registration. Any special clothing, costumes, dress or uniform is provided by the parents.



T-SHIRTS

Every child will receive one "KPA² Summer Day Camp" t-shirt. Campers are required to wear their t-shirt on ALL outings and as requested by staff. The t-shirt is included at no additional fee. Additional camp shirts are available for purchase.

What **IS** appropriate attire for camp includes:

- Tops: t-shirts, sweatshirts
- Bottoms: jeans, shorts, cut-offs must be an appropriate length
- Shoes: Solid toe shoes or sandals must be worn, no flip-flops. Footwear that has an open back such as clogs, flip-flops or thongs may be worn in the pool area only.

What **IS NOT** appropriate attire for camp includes:

Any item of apparel that depicts by statement or graphic -

- alcohol, tobacco or illegal drugs
- sexual activity or suggestion of same
- the promotion of violence vulgarity, profanity or obscenity
- racial, ethnic, religious or gender put-downs
- gang-related symbols or insignias
- Any item of apparel that inappropriately exposes the body or undergarments, such as:
- halter tops, half-shirts, midriff tops
- tube tops, spaghetti strap tops
- saggy pants, short shorts or tight shorts
- fishnet or other transparent garments

Campers may work with paint products and should wear clothing that can get messy.

SPECIAL EVENT DAYS

Each **week** will have its own special theme. Some of these fun events include: Pajama Party, Wild and Wacky Day, Scavenger Hunt, Super Soaker Day, Color Me Cool Run and Showcase Day. In addition, we will experience exciting field trips and professional entertainers are scheduled to perform throughout each session. Parents will receive a schedule ahead of time.

SHOWCASE CASTING & COSTUMES

- ALL campers participate in the end of the session showcase each session either onstage or backstage!
- All roles in the showcase are assigned to the campers by our staff. Campers are not required to do cold readings or prepare memorized audition pieces.
- We reserve the right to determine casting at our discretion.
- Any special clothing, costumes or dress is provided by the parents.
- Costume fees are determined by staff and when at all possible will not exceed \$30 per show.



VIDEO RECORDING & PHOTOGRAPHY

We request there be no flash photography, video recording or streaming live during the Showcases, however an opportunity for flash photos will follow each Showcase. Video downloads are available for purchase of each KPA² showcase. Photographs of students taken by staff may be used in KPA² promotional materials.

FUND-RAISING

Each session KPA² MUST raise additional funds through charitable gifts and fundraising activities to cover the costs of the program. Each enrolled family is required to participate in a fundraising event per session which usually consists of ticket sales/admission to the showcase/production.

Coins For Campers

You can help give the gift of KPA² Camp! Every July, our campers learn the importance of giving back to those in need by participating in our annual Coins for Campers fundraiser. Each child has the opportunity to fundraise for Camp scholarships by collecting as many coins, dollars, checks and online donations as possible, on behalf of their camp group. The group that raises the most money is rewarded with a party. Even the smallest members of our community can help make performing arts education available to all!

To learn more about KPA² fundraisers, including corporate partnership opportunities, please contact kpa2@ymail.com or call 708-713-KPA2

FIELD TRIP INFORMATION

KPA² Summer Day Camp offers field trips for the campers registered with our program. The majority of these trips will take place during Bonus Week. Campers must wear their KPA² Summer Day Camp T-shirt on **ALL** trips. No child will be permitted on a bus without one. In the event you do not wish to send your child on a scheduled trip, staff will **NOT** be available to remain with them at the camp so other arrangements **MUST** be made by parent. Any child who misbehaves, or does not follow the Camp rules and the directions of his/her staff, will not be permitted to attend any future trips. All trips must be pre-registered and if necessary, paid one week advance of the trip. Campers will **NOT** be permitted to sign up for a trip the day of the event. Some trips are open to family and friends but must be approved by the Camp Director one week in advance of the trip.



RULES FOR CAMPERS

Please review the following rules with your campers at the beginning of each week. Let your campers know that a) these rules are designed to help campers and staff function together safely and in harmony and b) that breaking these rules or failure to cooperate with staff could result in disciplinary action including being suspended from camp. If a child is suspended from camp for disciplinary reasons, no tuition credit will be given. A Specialty Instructor may decide to establish additional rules specific to their group.

1. All campers **must** participate in the camp program including all scheduled activities and event unless they have a written statement from a physician stating that they are unable to participate.
2. Campers are to respect the rights of the other campers, their privacy and their property.
3. Campers must use positive language at all times (no profanity or put-downs).
4. No inappropriate language or behavior will be tolerated. Disciplinary action will be taken.
5. Food and/or drink will only be allowed at break time or lunch. Drink & snack is allowed from home but may only be consumed during designated break or lunch times. Water bottles are allowed when specified by camp staff on excessively hot days.
6. Help make mealtime a relaxing time. Keep your voice low and be aware of the "signal" to be quiet.
7. Campers must stay with their assigned group at all times.
8. When outside, campers should always be in sight of the main building. **Campers are to never leave the grounds without permission.**
9. Cell phones must be used only in an emergency. Please see that your child has made arrangements.
10. Take care of camp equipment and any other camp items.

Behavioral Guidelines

- KPA² is a privilege and only cooperative behavior is allowed. Respect for the Director, Instructors, Coordinators, parents and facility representative is expected.
- Honoring language and actions will be used at ALL times. Name-calling, profanity, and/or inappropriate actions will NOT be tolerated.
- KPA² expects students' conduct to be respectful to property; therefore, any damage done to property intentionally will be expected to be replaced or repaired by the student.
- KPA² students cast in the show and those who serve on crew are expected to attend their KPA² classes.
- KPA² expects purity of self in relationships with others and one's own body; therefore, drugs, alcohol, and smoking are strictly prohibited. Overt physical contact of students is discouraged.
- KPA² students are expected to dress appropriately and modestly, in a way that promotes a healthy environment and eliminates distractions. Overly tight or revealing clothing is not acceptable. Midriffs must be covered. Undergarments are not to be visible or exposed at any time.
- KPA² wants all students to do their best and believe the Lord will do a good work in their lives.



Rehearsal and Performance Guidelines

- Avoid unnecessary noise and distractions during rehearsals and performances.
- Stay in designated areas. KPA² students may not leave the facilities at any time during rehearsals or performances. (This includes breaks between classes and rehearsal and lunchtime on school days).
- Complete clean up assignments on your designated day. Check in and out with the green room parent supervisor when you have clean up duty.
- Behave in a professional manner.
 - a. Attend all rehearsals and performances unless you are ill or have received the Director's permission.
 - b. Be on time for class, rehearsals, performances and other scheduled activities. (Parents: please pick up your campers on time as well).
 - c. Be prepared with costumes, makeup, props, and scripts.
- Have a great time learning and growing!

Discipline Procedures (Consequences)

- For the first incident, Artistic Team Member, Instructor, Coordinator, Staff, and/or individual in charge of a KPA² activity will talk with the student about his/her misbehavior.
- If misbehavior continues, the Coordinator will call the parent and explain the misbehavior of the student, and the consequences of continued misbehavior.
- If misbehavior continues, the Coordinator will meet with the parent and student to discuss possible dismissal from KPA² activities, i.e., class, show, etc.
- Continued misbehavior will result in dismissal from KPA² activities for the particular session.
- Parents and students should be aware that serious misbehavior will be documented and may effect participation in future KPA² activities. In certain cases, misbehavior that KPA² considers extreme and/or which threatens the well being of others will result in immediate suspension and/or permanent expulsion from all KPA² activities.

BEHAVIOR WILL BE DOCUMENTED AND MAY AFFECT FUTURE KPA² PARTICIPATION



PARENT NOTES

Campers must follow all rules and regulations as stated by the KPA² Summer Day Camp Staff. These rules are established in order for our staff to provide a safe and fun environment for your child. Any child who fails to comply with these rules or fails to cooperate with staff will face disciplinary action which could result in being suspended from camp. If a child is suspended from camp for disciplinary reasons, no tuition credit will be given. Please review the rules with your child so that he/she fully understands what is expected.

- ☞ All of the camper's belongings should be labeled. (jacket, backpack, etc.) **DO NOT ALLOW CAMPERS TO BRING TOYS OF ANY KIND TO CAMP** unless otherwise asked to do so in writing by a member of the KPA² Summer Day Camp Staff for a special activity or project. KPA² does not accept responsibility for lost or stolen items.
- ☞ All problems concerning your child should be brought to the attention of his/her Specialty Instructor. If the parent is not satisfied with the result obtained, he/she should address the Director.
- ☞ Staff hours are assigned for the primary purpose of supervising campers. Therefore, we ask parents to keep conversations with the staff brief. If a longer conversation is required, please arrange a conference or call back when campers are not present.
- ☞ All campers enrolled in KPA² Summer Day Camp **MUST BE** completely potty trained. If there are incidents of wetting child will be sent home and no refund will be given.
- ☞ Kingdom Performing Arts Academy Project –KPA² Tax ID number is 45-5242267.