



# Act One Theatre Camp

Online at

[www.actonetheatrecamp.com](http://www.actonetheatrecamp.com)

Camp Director: Joshua Evans

Assistant Camp Director: Chloe Sherwood

## 2020 Summer Camp Handbook

### CAMP PHONE

*During* Camp Hours (9a-2p PST): Assistant Director Chloe Sherwood, (323) 528-7405

*After* Camp Hours: Camp Director Joshua Evans, (818) 749-0103

### CAMP EMAIL

[info@actonetheatrecamp.com](mailto:info@actonetheatrecamp.com)

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# Welcome!

Welcome to the Act One Theater Camp! We're excited to offer a fun, dynamic, entertaining, and interactive theater experience for children and teens online at [www.actonetheatrecamp.com](http://www.actonetheatrecamp.com). Our camp is staffed by energetic theater industry professionals, with years and years of experience working with kids. All students will enjoy the opportunity to spend each and every day working on the fundamentals of theatre including acting, singing, dancing, and so much more! Watch their creativity come to life within a camp day that runs from 9am-2pm, with bonus extended hours available for late pick-up. And be sure not to miss our Final Performance, a spectacular variety show where the students will showcase their recorded performances in imaginative scenes, songs, and dances. All to be enjoyed in the safety and comfort of you own home.

Please take a moment to read through this informative Summer Camp Handbook, where we hope to answer all your questions about the basics of how our camp operates. If you have any questions that are not addressed here, please feel free to Contact Us.

## 2020 Camp Dates

**Session One: June 15 – July 3**

*Final Performance on Sunday, July 5<sup>th</sup>*

**Session Two: July 6 – July 24**

*Final Performance on Friday, July 26<sup>th</sup>*

**Session Three: July 27 – August 14**

*Final Performance on Friday, August 16<sup>th</sup>*

## Camp Hours

Regular Camp Hours: **9:00a – 2:00p**

Late Pick-Up (Wrap Party): **2:10p – 4:00p**

Our extended hours, the Wrap Party, is available for an additional \$100/student/session.

## Groups

Campers will be placed in groups before the first day of camp. These groups will be determined based upon age and/or grade. We try to avoid tears!! So if your student really really really wants to be in a group with their friend(s), let us know beforehand! There is a spot on the Online Registration to note this, or you can Contact Us. Groups will have a cap of 10 students.

## Dress-Up Days

All Fridays will be Dress-up Days! Based upon the theme of the session, Dress-Up Days will be announced at the beginning of each week. Students are encouraged (but not required) to attend camp in costume and join in on the fun! Please make sure that campers are still able to perform for their various classes (dancing, on-camera, etc.) in their costumes, or that they can easily change out of them.

# Final Performance

At the end of every three week session, we will offer a Final Performance for all the campers to participate in. This performance will be an edited video of performances that the students have recorded during and/or outside of the classroom.

Much of what is taught and rehearsed on a daily basis at camp is geared towards this Final Performance. Because of this, it's very important that your camper miss as little class time as possible. If excessive tardiness and/or absences become too much, students will run the risk of not being able to participate in the Final Performance due to their lack of knowledge or preparation of the performance's material.

# What Should I Wear to Camp?

Wear clothing that they'll feel comfortable moving around in. Whether it be dancing on stage or rolling around on the ground in improv class, our campers move!

# Parent Emails

We will be using the parent emails that you provided on your Registration to inform you of up-to-date camp news throughout the session. This will be 99% of our communication to you, and it's important that you receive it! If you'd like a different or additional email to be used, please let Assistant Director Chloe know. And if you haven't received an email from us by the end of the first week of the session, then we have the wrong email for you, or our emails to you are being auto-filtered to your Spam Folder.

# Discipline

Every student wants to have a good time at summer camp. Help us to make this happen! Take a moment to make sure that your student understands the expectations that you and we at Act One Theatre Camp have of them. Students may not share the same beliefs or opinions on a wide variety of topics, however they are required to be respectful of everyone's differences. Disrespectful behavior or comments are not welcome in our camp.

If problems arise, our staff will do all that we can to help address it in an appropriate and positive manner. If continued warnings and/or actions become ineffective with offending campers, then contact with parents might be needed, with the possibility of expulsion from the camp. Refunds are not available for campers who are dismissed from camp due to discipline issues.

# Credit Card Charges

All credit card charges and receipts for Act One Theatre Camp will show as a charge to Glendale Arts, the non-profit organization that Act One Theatre Camp is financially partnering with. They use a payment/donation program called Kindful. If you have any questions about your credit card charges, you can contact Hilary Sbei at Glendale Arts at [hsbei@glendalearts.org](mailto:hsbei@glendalearts.org).

# Refund Policy

The first \$100 paid for the enrollment and registration of your camper is non-refundable. If you decide to remove your camper from Act One Theatre Camp within the first three (3) days of camp, a prorated refund will be issued to you, based upon your registration paid (minus the non-refundable \$100) and the number of days passed, regardless of the student's attendance during those first three days. No refunds are available after the first three (3) days. No refunds are available for any camper dismissed due to misconduct or discipline issues. Act One Theatre Camp will not issue a full refund, under any circumstances. By registering your child for Act One Theatre Camp, you understand and agree to this Refund Policy.

# Disclosure, Liability, and Photo Release

Parents, Guardians, and/or Campers are required to inform Camp Director Joshua Evans and Assistant Camp Director Chloe Sherwood of any and all physical or behavioral accommodations that may be required for that camper, so that we help them to have the best camp experience possible. It is the responsibility of the Parent/Guardian to ensure that this information is fully received by the Camp Director and Assistant Camp Director.

By registering their child with Act One Theatre Camp, Parents and Guardians hereby release and agree to indemnify and hold harmless Act One Theatre Camp and Glendale Arts and all their officers, directors, employees, agents, and representatives whatsoever from any and all losses, claim, damages, liabilities, cost and expense (including, but not limited to attorney's fees) which they, or any of them, or student/camper may sustain or incur in any way arising out of or in conjunction with the student's/camper's participation in any Act One Theatre Camp activities. It is also understood that such conditions and terms also relate to acts of nature.

Upon registering your young actor for Act One Theatre Camp, both a Photo Release and a Liability Release will need to be signed by a parent or guardian and submitted to our office. The Photo Release will also give us to permission to record and/or use any camper-recorded material for our Final Performance. Campers will not be allowed to participate in Act One Theatre Camp until we have these signed documents. Signed forms can be emailed to [info@actonetheatrecamp.com](mailto:info@actonetheatrecamp.com) or mailed to Act One Theatre Camp, c/o Glendale Arts, 116 West California Ave., Glendale, CA 91203.

# Contact Us

**PHONE:**

During Camp Hours (9a-2p): Assistant Director Chloe Sherwood, (323) 528-7405

After Camp Hours: Camp Director Joshua Evans, (818) 749-0103

**EMAIL:**

[info@actonetheatrecamp.com](mailto:info@actonetheatrecamp.com)

**WEBSITE:**

[www.actonetheatrecamp.com](http://www.actonetheatrecamp.com)

**ONLINE REGISTRATION QUESTIONS:**

Hilary Sbei at Glendale Arts

[hsbei@glendalearts.org](mailto:hsbei@glendalearts.org)

# Frequently Asked Questions

- ***Where is the webpage for Session One?***

You can find links to the webpage for Session One on our homepage on [www.actonetheatrecamp.com](http://www.actonetheatrecamp.com). There is a link at the top of the page labeled "Session One", or you can click on the large image of the mall a little further down. We'll add the links to the next session once the previous session wraps up.

- ***Is my internet speed fast enough for these Zoom classes?***

All of our classes will be online and you'll need fairly reliable internet access to attend them. And while everyone's internet speed capabilities are unique to their location, most homes will be well equipped to handle these classes. If you would like further specifics, you can check out Zoom's answers here: <https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux>

- ***What kind of online protections are there for these classes?***

Access to the session web pages is password protected. Without access to these pages, no one will be able to gain access to the Zoom classes. Additionally, every Zoom class is also password protected through their website.

- ***Is Snack and Lunch supervised?***

No, Snack and Lunch are not supervised. There is no online location created or sponsored by Act One Theatre Camp for the campers to hang out in during Snack or Lunch. We feel that these times are an important opportunity to give the students a break not only from the curriculum, but also from Zoom (and sitting in front of their screen for so long).

- ***It's the first day of camp... what do I do?***

Hooray! Welcome to camp! Log on to our website, then click on Session One in the top banner to access the camp (or click on the picture of the mall). Once prompted, enter the password that was emailed to you, and BOOM! you've arrived at camp. Have your camper click on the Daily Welcome to join us for our camp-wide daily meeting. If you already have Zoom downloaded on your computer (which you'll need to do beforehand), then a Zoom meeting window should pop up. That's about it! You can take a tour of the Session One webpage on our website [www.actonetheatrecamp.com](http://www.actonetheatrecamp.com).

- ***What if I don't have, or I lost, the password?***

If it's during camp hours, contact our Assistant Director Chloe at (323) 528-7405 or [info@actonetheatrecamp.com](mailto:info@actonetheatrecamp.com), and she'll get it to you asap. If it's after camp hours, email us and we'll get it to you right away.

• ***How will this new online format work? How will they attend class?***

Once your camper has logged onto the session's webpage, they'll be in charge of entering and exiting their different classes, based upon their group's schedule. For quick reference, both the groups' schedules and the group lists are super easy to find on the session's webpage. (So hopefully nobody will ever *not* know what group their in, or what class they're supposed to go to next!) The teachers will not travel with the campers from class to class, but will instead be waiting for them in their own specialized classroom. It's rather similar to high school in this respect. You can take a tour of the Session One webpage, as well watch a video of an example class on our website [www.actonetheatrecamp.com](http://www.actonetheatrecamp.com).

• ***Where are the Zoom links for my child to attend classes?***

All of the links can be found on the session's webpage. They are embedded into the names of the classes, as well as the black and red pictures that are associated with each one. All you have to do is click on the name or picture and you're good to go! You can take a tour of the Session One webpage on our website [www.actonetheatrecamp.com](http://www.actonetheatrecamp.com).

• ***Will they need to switch from class to class themselves, or will the teacher do it?***

The campers will need to enter and exit the virtual classrooms themselves.

• ***Will there be passwords that they'll need to enter for every class?***

Yes, there will be passwords, but the campers won't need to input them. The passwords are embedded into the Zoom links for added security. All they'll need to do is click on the class and they're in!

• ***What kind of space inside my home will my child need for these classes?***

They'll need a space that can accommodate three main factors:

1. A place where they can sit comfortably for an extended period of time
2. An environment that is relatively quiet. Not only for them to hear the classroom, but also so that they're not distracting other students with a large amount of background noise.
3. A space that they can get out of their seat and dance! Dance and other classes will need some space to move, and still see the virtual classroom. You can see an example of the Dance Class on our website [www.actonetheatrecamp.com](http://www.actonetheatrecamp.com).

*\*It would be a good idea to take some time before the first day of camp to find the best space for them, and give it a test run on Zoom.*

• ***What if my child only wants to do one or two classes per day?***

Our program is geared towards creating fun and exciting content for the final performance. If campers don't attend all their classes, then it becomes impossible for the teachers to write, choreograph, or plan for scenes/songs/dances/movies that incorporate all of the students on their class list. We ask that all students attend all their classes, just as they would if they were dropped off at a physical camp site.

• ***How big will each class/group be?***

In an effort to make the camp experience more enjoyable for all of our students, we're limiting the size of the classes/groups to 10 campers per group. We will hold true to this enrollment cap.

• ***Will I need art supplies for Design Class?***

Some, but nothing too crazy. We understand that things are tough right now, so we're trying to make it easy on everyone. The Design Class is going to try to utilize supplies and materials that are very common in most households. Although we don't have a definitive list yet, it will probably include: the ability to download and print emailed worksheets, pencils, pens, blank paper, crayons/markers/colored pencils, grocery store paper bags, eyeliner pencil, and definitely a raid or two on some family members' closets!

• ***One of the teachers told my child that he/she needs to download and print off something for their class. Where is this document?***

All documents needed for classes can be found via a link on the Session One page. This button is located underneath the teacher's pictures on the Session One page, where it lists who is in what group. Campers will need to print out these documents for class the day/night before.

• ***What happens if my child is late to a class?***

It's okay! We understand that things might pop up here and there, and that campers might be late. All we ask is that you join the class as soon as you can and keep the fun rolling!

• ***Why are there 5 minute breaks between classes?***

We built in these 5 minute breaks for a few reasons:

1. Instead of using valuable class time, these breaks would be the perfect opportunity for campers to use the bathroom or grab a snack.
2. A quick little moment for the campers' eyes, brains, and body to take a break from the computer.
3. It's a chance to stand up and move their body! Get up and wiggle around and use that awesome energy of theirs!

• ***When is Snack and Lunch?***

Snack is 10:25-10:40 PST, and lunch is 12:35-1:05 PST. You can see an example of the full schedule on the Session One Tour on our website [www.actonetheatrecamp.com](http://www.actonetheatrecamp.com).

• ***What kind of equipment does my child need?***

In order to attend camp, they'll need a computer/laptop/tablet/phone that has a camera and a microphone. Steady internet access is also needed. And although it's not required, headphones can be a big bonus, and ear buds with a built-in microphone (that ones that you would use for your phone, cord or no cord) are awesome! Whatever combination of these you decide is best for your camper, a trial run with Zoom is highly recommended.

• ***Can they attend classes on their phone?***

Yes, you can definitely use a smart phone for camp, but it's not recommended. The screen is very small, so viewing the teacher can sometimes be difficult. Also, for the class sizes that we'll have, you might not be able to see all of the other campers at the same time, as you would on a computer, laptop, or tablet.

• ***Will they need a special microphone and/or headphones?***

No, they won't need anything special, as long as their device (computer/laptop/tablet/cell phone) has a built-in camera and microphone, which the vast majority of the devices out there do nowadays. Headphones or ear buds can be a great addition to their camp experience though. And headphones or ear buds with a built-in microphone (that ones that you would use for your phone, cord or no cord) are awesome! Whatever combination of these you decide is best for your camper, a trial run with Zoom is highly recommended.

• ***What happens if I have more than one child signed up for camp? Can they share a computer for this new online format?***

No, this is not recommended. It would be better for their overall camp experience if they each had their own dedicated device, even if they're in the same group/class.

• ***How does the Final Performance work, now that all classes are online?***

We are still going to offer a free Final Performance for all the campers to participate in, which will be made available for a live viewing on the Sunday evening after the last day of camp. Many of the classes they'll take during the three week run of the camp will be geared towards creating the content for this performance. Similar to final performances that they may have participated in in the past, each camper will perform in a song, a dance, and an acting scene. For many of them, the song and dance will be combined. All of the campers will, at some point in the three weeks of camp, record themselves at home, or have their performances recorded in class. The teachers will then take that footage and edit it all together into a large variety show. This show will then be aired live on Sunday night for the campers, their family, and their friends to watch! You can watch an original piece that Mr. Josh wrote and edited (using his Saturday Improv Class students as the actors) on our website ([www.actonetheatrecamp.com](http://www.actonetheatrecamp.com)) to give you an idea of what one of the scenes might look like.

• ***How can we watch the Final Performance?***

On the Sunday after the last day of camp, we will air the pre-recorded Final Performance live from an online platform yet to be determined. This way, everyone will be able to watch the show for free and all at the same time! The link to watch the Final Performance is at the very bottom of the session's webpage, which you can tour on our website. You can also view a sample of one of the acting scenes on our website ([www.actonetheatrecamp.com](http://www.actonetheatrecamp.com)).



- ***What is The Wrap Party?***

The Wrap Party is the aftercare program that we're providing for weekday afternoons, after the camp day has ended at 2:00pm PST. It will be a separate Zoom experience that will be taught and supervised by our Assistant Camp Director Chloe Sherwood. A link to the Wrap Party can be found on the session's webpage. This aftercare will be available from 2:10pm-4:00pm PST, but campers do not need to stay for the entire time. Much like a late-pick up at a physical camp location, parents can decide how long they would like the campers to remain in The Wrap Party. You can check out our Wrap Party Video on our website ([www.actonetheatrecamp.com](http://www.actonetheatrecamp.com)).

- ***What will they do in The Wrap Party?***

Assistant Director Chloe will be running this fun and crazy aftercare experience, and she's been planning many many exciting activities for weeks now. As an after-school program director during the school year, she was forced to adapt her curriculum to an online format once the schools were closed due to Covid-19. She'll be bringing this experience and game plan to our very own summer camp. Utilizing a plethora of online tools, she'll be offering activities like one-on-one competitions, group games, themed days of the week (Winter Olympics Wednesdays, anyone?), and much more! You can check out our Wrap Party Video on our website ([www.actonetheatrecamp.com](http://www.actonetheatrecamp.com)).

- ***Does The Wrap Party still cost \$300 for three weeks?***

No, we won't be charging the normal rate for this online experience. Instead, we'll be offering this aftercare for only \$100 for three weeks! That breaks down to a little over \$3 per hour!! Chloe would love to have the entire camp join her, but alas, she is but one woman. So there will be an enrollment cap for the Wrap Party. And because of this cap, campers will need to be enrolled beforehand. Contact us at [info@actonetheatrecamp.com](mailto:info@actonetheatrecamp.com) to enroll your camper. You can check out our Wrap Party Video on our website ([www.actonetheatrecamp.com](http://www.actonetheatrecamp.com)).

- ***Why is there no longer any extended care in the mornings?***

We honestly just figured that, in this current lockdown lifestyle, there wouldn't be a need for it anymore. However, if the demand is there, we can work on figuring something out to accommodate this need in your schedule. We would more than likely just add it onto The Wrap Party fee. If this is the case, please let us know at [info@actonetheatrecamp.com](mailto:info@actonetheatrecamp.com).

- ***What if I already paid for camp, but I don't have reliable enough internet for Zoom to work? Can I still get a refund?***

Yes! It's disappointing that we won't be able to include your camper on this new adventure, but we understand. As long as it is before or within the first three days of the camp starting, we can refund your enrollment fee, minus the \$100 non-refundable deposit. If this request is made within the first three days of camp, the refund will be prorated to reflect the time they spent at camp. Contact Hilary Sbei at Glendale Arts ([hsbei@glendalearts.org](mailto:hsbei@glendalearts.org)) to start the refund process. Further questions about refunds are addressed in the Refund Policy section of our Camp Handbook above.

**• *What happens if we start camp, but my child doesn't like it and wants to quit? Can I still get a refund?***

Yes! We're sorry that your camper is not happy with this new format, but we completely understand and realize that it's just not for everyone. As long as it is before or within the first three days of the camp starting, we can refund your enrollment fee, minus the \$100 non-refundable deposit. If this request is made within the first three days of camp, the refund will be prorated to reflect the time they spent at camp. Contact Hilary Sbei at Glendale Arts ([hsbei@glendalearts.org](mailto:hsbei@glendalearts.org)) to start the refund process. Further questions about refunds are addressed in the Refund Policy section of our Camp Handbook above.

**• *What if my child misses a class (or an entire day), due to technical difficulties? Will I be refunded for this?***

No. It will be up to the camper (and parents) to make sure that they attend classes. And if they aren't in class, the teachers don't have the time to try and track them down (they need to teach the other nine kids!). Further questions about refunds are addressed in the Refund Policy section of our Camp Handbook above.

**• *I signed up for The Wrap Party aftercare before you moved the camp online, and we don't need it anymore. Can I get a refund?***

Yes! Things change, and we understand that you might not be interested in this add-on anymore. Contact Hilary Sbei at Glendale Arts ([hsbei@glendalearts.org](mailto:hsbei@glendalearts.org)) to start the refund process. If it's before the start of your session, we can offer a full refund for this add-on (\$300). If it's within the first three days of camp, we can offer a prorated refund, based upon the new \$100 rate. Refunds are not available after the first three days of camp. Further questions about refunds are addressed in the Refund Policy section of our Camp Handbook above.

**• *I signed up for The Wrap Party aftercare before you moved the camp online, and we paid the \$300 rate. Will I be refunded the difference?***

Yes! Contact us at [info@actonetheatrecamp.com](mailto:info@actonetheatrecamp.com) for this particular refund.

**• *What happens if the statewide lockdown is lifted before the session is over? Will we move camp into the Alex Theatre?***

No. Because we are completely changing the format of the camp, the content will also change with it. That means that the teachers are writing, choreographing, and creating lesson plans that are specific to this online format. Just as a script that was written for the stage simply will not work for a Zoom recorded project, we wouldn't be able to transfer these original Zoom scripts to a large stage. Additionally, because we are offering the class online, we've been able to open up enrollment to students outside Los Angeles. We are hoping to gain new campers from around the country! So moving the camp to the Alex Theatre wouldn't make any sense for these students.

**• *Are all three sessions going to be online, or just Session One?***

At this time, all three sessions will be moved online. This is for the safety of our campers. We just don't see a realistic timeline between now and the last day of summer camp that would 100% protect these kids and their families from Covid-19.

• ***Will the online camp cost the same as regular camp?***

Yes and no. Instead of the regular registration rate of \$700 per camper, we've decided to extend the Early Bird Rate for all campers, regardless of when you sign up! This rate of \$650 includes the \$100 non-refundable deposit, with the remaining balance due anytime before the first day of your session. Even though we've had to change the camp to an online program, we feel that this price of approximately \$217/week is still a phenomenal deal, and very much in line with other online programs in the area of the same nature:

- The Second City (\$250/wk)
- Young Actor's Studio (\$333/wk)
- A Noise Within (\$425/wk)

• ***Will we still get camp t-shirts?***

We hope so! We're still working with our t-shirt vendor to try to make this happen, but at this time we can't guarantee it. Additionally, we're also still trying to figure out a safe and efficient way to get these shirts to our campers. Stay tuned for more info on this one.