



# SUMMER CAMP POLICIES AND PROCEDURES WITH COVID-19 GUIDELINES

- Camp Logistics:** Both camps meet 9:30am-3:00pm, Monday through Friday. Music Theatre camp also meets Saturday from 9:30am-12:00pm. Camp will be held indoor at the Xclaim! Center at 502 College Street, Bowling Green, KY 42101. Drop-off begins at 9:15am each day as detailed in number 5 below. Pick up begins at 3:00pm as detailed in number 13 below. Ages 7 and up may register. Acting Scene Stars final performance will be at 6:00pm on Friday; Camp Mulan final performance will be at 12:00pm on Saturday—both detailed in 21 below.
- Camp Capacity:** Camp participation will be limited to ensure complete social distancing during the entire camp. A maximum of 18 campers will be accepted each week. Staff will be limited to three (one administrative and two camp counselors). No other individuals will be allowed inside the building during camp hours.  
Parents/guardians/drivers must stay outside during camp.
- COVID Vaccination:** Staff are expected to be vaccinated for COVID-19.
- Stay Home Sick Policy:** Campers and staff agree to stay home if they have been diagnosed with COVID-19 or have been in close contact with someone who has been diagnosed or are experiencing COVID-19 symptoms: **fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion, runny nose, nausea, vomiting, and or diarrhea.**
- Drop Off:** Parents, guardians and/or drivers are not allowed in the building during camp hours. Campers should bring only one bag of belongings. **Drop-off will begin at 9:15am.** The one-at-a-time approach may require some to wait a few minutes until all 12 campers have been screened.
- Daily Screening:** Campers will undergo daily COVID-19 symptom screening about COVID symptoms and exposure risk as they enter the building.
- Physical Distancing:** ALL campers and staff members will observe current physical distancing guidelines, as determined by CDC and KY Dept. of Public Health, between themselves and others at all times. All interaction, games, curriculum and activities will require physical distancing. Each camper will be assigned a space in the building as a home spot to ensure safe distance. Activities will be carefully moderated and monitored to ensure campers have equal stage time while not violating distance standards. One-way paths will indicate directions to bathrooms or other areas as necessary. Colored floor markings will indicate safe distance in group areas or lines.
- Hand Hygiene and Respiratory Etiquette:** Campers will be asked to wash hands with soap and water for at least 20 seconds upon entry. FDA approved hand sanitizer will be available for campers at any time. Campers and staff are encouraged to cover coughs and sneezes with a tissue. Facial tissue will be available for campers. Used tissues will be immediately thrown into the trash and hands washed immediately with soap and water.
- Personal Protective Equipment (PPE):** Campers are required to wear cloth face coverings (masks) during the entire camp. Campers will be issued one clear face shield for camp performance and dress rehearsal. Campers are allowed to wear a mask instead of a shield for performance if they desire. Replacement masks are available for \$2.00 each, and replacement shields are \$3.00 each.
- Promotion of Healthy Behavior:** Staff will daily educate, monitor, address, encourage and model healthy behavior during camp to promote a “new normal” and ensure safety for all participants. Campers will be asked to decrease their daily contacts outside of camp during their week of camp and the week BEFORE they attend camp to help minimize their risk and the risk they bring to other campers and staff.
- Cleaning and Disinfection:** The facility will be cleaned between groups each day to ensure a safe environment. Staff will use only CDC approved cleaning products to clean the floor and all touchable surfaces. Staff will wear cloth face covering, face shield and gloves to clean and take out trash. Staff will clean door handles, bathroom, and any surfaces after each touch or use. Face shields will be daily cleaned according to proper instructions. Proper hand washing will be required after taking out trash, any cleaning and after removing any PPE.
- Food and Drink:** The water fountain at the Xclaim! Center will NOT be in use during camp. Campers should bring a bottled drink with a screw-on top or lid. NO straws – so “sippy cups” with built-in straws. Campers should bring a sack lunch for our 30-minute lunch break each day. A microwave and refrigerator are available. Campers are expected to clean up after themselves after every lunch.

- 13. Camper Supplies:** Each day campers must bring their mask, script(s)/paperwork, a pencil NOT a pen, and lunch & drink as described in number 12 above. Please keep all your things in ONE bag to minimize spread of items and contacts. Campers may choose to bring a large t-shirt to put on over their clothes for crafting.
- 14. Cell Phones:** Camper cell phones must be turned OFF and put away during camp but may be turned on at pick-up.
- 15. Dress Code:** Clothing must allow for free range of movement and MUST adequately cover the body, not exposing undergarments or midriffs. No short shorts or short skirts! **Flip-flops, boots, clogs, HIGH HEELS, and all loose shoes are not allowed!** Campers must wear shoes that cannot slide off when they kick! No bare feet!
- 16. Curriculum:** Both camps will include various acting games and exercises meant to challenge personal inhibitions and develop skills used by stage actors.
- **Acting Camp:** Acting campers will focus on various scenes and individual monologues. Primarily a scene camp, campers will perform a group scene (by dividing campers into two groups), a duo scene with another camper, and a second duo scene created with another partner through improvisation. Finally, campers will be assigned short monologues to rehearse and perform.
  - **Music Theatre Camp:** Music Theatre campers will focus on presenting **MULAN, a musical adventure**. This INTENSIVE production camp will present a short musical version of the story by providing vocal musical solos or solo acting lines for every camper! Each day will feature various workshops in vocal music, acting, dance and/or costuming.
- 17. Camper Expectations:**
- HAVE FUN!!!
  - All campers are expected to participate in all activities and performance material – no opting out!
  - All campers are expected to attend camp each day for the full day and attend their camp performance.
  - All campers are expected to focus on task at hand. Comments, questions & conversations should be relevant.
  - All campers are expected to show respect to the **Xclaim! Center**, the staff, and each other. Disrespect may result in expulsion from camp—with NO refund!
  - All campers are expected to memorize, rehearse and perform to the best of their ability. Campers will be given fairly equal-size parts in the show. Your camp cast members are your team, and they depend on you! Campers must study at home!
  - All campers are expected to keep up with personal belongings. **All campers must bring scripts/paperwork, PPE, lunch, drinks & supplies every day.**
  - All campers are expected to practice basic healthy habits: frequent hand-washing, proper diet, proper rest. Proper hygiene is required: bathing, anti-perspirant/deodorant, brushing teeth, clean clothes. Failure to observe proper hygiene may result in expulsion from camp—with NO refund!
  - All campers are expected to follow all guidelines listed in these Camp Policies and Procedures, the rules posted in the Xclaim! Center, and those established during camp.
  - Campers who need special attention to comply or complete camp tasks must have a chaperone to attend camp each day who can focus on providing necessary one-on-one assistance.
  - Campers unable to comply with expectations, guidelines and/or Policies and Procedures will not be able to attend camp and may be asked to go home—with NO refund.
- 18. Pick-up:** Daily pick-up begins at 3:00pm. Parent/guardian/drivers are not allowed inside the building at pick-up; they **must park in a parking space**. DO NOT BLOCK THE DRIVEWAY DURING PICK-UP. Camp staff will escort campers out to vehicles one at a time to prevent extra contact.
- 19. Attendance:** Campers agree to attend the full camp each day registered. Each day camp activities, scenes, songs, dances and monologues build on what was created the day before. Missing a day of camp could be devastating to your scene partner! Maintaining healthy behavior outside camp hours, including limiting outside contacts, will be important to ensuring attendance.
- 20. Camp Performance:** **Campers will present a short exhibition of their work at the end of camp. Acting Scene Stars camp performs Friday, June 11 at 6:00pm. Musical Theatre Camp Mulan performs Saturday, June 18 at 12:00pm.** According to current state capacity guidelines, each camper will be allowed up to 3 guests from their immediate household to attend. Each group will be separated from other groups by a minimum of 6'. All guests must wear a cloth face covering and/or a face shield in order to attend. Tickets for camp performance: \$5 each.

- 21. Payment:** To minimize contact, the total cost of registration and all other fees must be paid in full in advance for a camper to attend. A printed Registration Form, Parental Consent and Medical Release Form, COVID-19 Screening and Release Form and full payment by check payable to Xclaim, Inc. must be submitted at least 10 days before camp; no payments accepted during camp. Camp fees listed below include cost of registration, supplies, PPE and scripts.
- **ACTING SCENE STARS CAMP: \$135.00 each**
  - **MUSICAL THEATRE CAMP MULAN: \$165.00 each**
  - **Total amount due 10 before camp.** Send checks to: **Xclaim, Inc. 502 College St. Bowling Green, KY 42101**  
Credit card payments accepted online (with added vendor fees) at **XclaimCamp21.eventbrite.com**
- 22. Xclaim! has a no refund policy.** No refunds will be issued for any reason, including if a camper is dismissed due to illness or failure to comply with policies.
- 23. General Behavior:** This Xclaim! program provides positive youth development in an all-inclusive, family-friendly atmosphere. Language, conversation, dress, behavior, attitude and demeanor not conducive to a supportive, encouraging environment will NOT be tolerated! ***Bullying and other inappropriate behavior will result in immediate expulsion from camp—with NO refund!***
- 24. Camper Agreement:** By registering for camp, the camper(s) AND parent/guardian(s) agree to adhere to and abide by all policies and procedures detailed in this list as well as any applicable rules and requirements by state and local health authorities. The camper attests to be able to comply with all expectations and willing to adhere to the guidelines. Any camper needing special assistance will provide their own chaperone for camp.
- 25. Privacy Policy:** ALL participant information is held in complete privacy by staff. Personal information such as contact info or symptom screening will only be shared to appropriate health authorities as required or by request of the participant. When possible, any notifications will be made from Xclaim!
- 26. Contact Information:** Christopher H. Cherry, Executive Director
- **Website:** [www.xclaiminc.com](http://www.xclaiminc.com)
  - **Email:** [info@xclaiminc.com](mailto:info@xclaiminc.com)
  - **Phone:** 270-935-3497
- 27. Camp Staff:**
- Christopher H. Cherry, Executive Director
  - Nicole Bratcher, Camp Director
  - Debbie Hall, Company Manager
- 28. Forms and Paperwork:**
- Registration Form
  - Parental Consent and Medical Release Form
  - COVID-19 Screening and Release Form
  - Full Payment

*Xclaim, Inc. is a 501(c)3, non-profit organization whose mission is to educate, inspire, and recognize youth performance artists and their mentors in the South Central Kentucky region. Thank you for your support!*