

# SUMMERSTAGE

## PROCEDURES AND POLICIES FOR STUDENTS

### WHAT IS SUMMERSTAGE?

AEGIS (**A**cademic **E**nrichment for **G**ifted/**T**alented in **S**ummer) programs are funded through the Arkansas Department of Education, at the approval of our state legislators. The SummerStage program is the AEGIS program that is run by TheatreSquared.

### WHAT IS THEATRESQUARED?

- A year-round professional theatre, founded in 2004.
- Recognized by the American Theatre Wing, founder of the Tony Awards, as one of the nation's ten most promising emerging theatres.
- Just moved into our brand-new facility at 477 West Spring Street – the corner of West and Spring in Downtown Fayetteville, Arkansas.

### WHAT ARE THE GOALS OF THE PROGRAM?

- Bring together a company of 20 talented rising 10<sup>th</sup>-12<sup>th</sup> grade students from all over the state of Arkansas to collaborate with one another.
- Explore non-traditional methodologies of creating theatrical performance, placing the student in the dual role of writer and performer.
- Give students the opportunity to work with professional artists.
- Create an end-of-session showcase of the week of work.

### COVID-19

- **Before Camp**
  - CDC recommends everyone 12 years and older should get a COVID-19 vaccine to help protect against COVID-19. People are considered fully vaccinated 2 weeks after the last dose. Thus, individuals eligible for vaccine should get vaccinated and receive their last dose at least 2 weeks before camp start date.
    - That means your second vaccine would need to be administered no later than **July 16**.
  - We strongly encourage all participants to be vaccinated before the program begins. If you have received any of the COVID-19 vaccines, **please include a copy of your vaccination card with your completed registration forms**. If you have elected to not vaccinate or provide us with the documentation, we will ask for you to sign a waiver and agreement that releases SummerStage from any liability.
  - Upon arrival at Mount Sequoyah, each student will have their temperature checked, complete a health screening, and receive a rapid COVID-19 test.
- **During Camp**
  - The health and safety of our campers and staff remain our highest priority. Below, you will find a summary of actions we are taking to help ensure we are lowering COVID-19 risk as much as possible. We are:
    - Intensifying cleaning and disinfection practices within our facilities and premises.
    - Promoting healthy hygiene practices.
    - Conducting daily temperature checks and health screenings.
    - If a child does get sick we have identified an area where they can rest, be watched after, and safely isolate from others. We will communicate with parents or caretakers directly and, if necessary, arrange for the child to be taken to a healthcare facility for care.
- We ask that you help us protect the health of campers this summer. **Anyone who is sick or was sick with COVID-19 or recently in contact with someone with COVID-19 in the last 14 days should not come to camp**. Be on the lookout for symptoms of COVID-19, which include fever, cough, shortness of breath, chills, muscle pain, sore throat, and loss of taste or smell. Call your doctor if you think you or a family member is sick.

**REGISTRATION:** Saturday, **July 30**. Please arrive between **2 and 3pm**. Upon arrival, go directly to **Parker Hall** (150 N Skyline Drive, Fayetteville, AR 72701) to complete registration, temperature check, health screening, and COVID-19 rapid test. There will be signs directing you from the entrance of the retreat center to the building. Students will move into their residence halls immediately after a negative COVID-19 test result.

**MANDATORY MEETING:** Saturday, **July 30 at 3pm**. We will outline the plan for the program and offer a question and answer session. Guardians/parents are invited, but not required to attend. All visitors will need to plan to leave the Mount Sequoyah campus no later than **4pm**.

**GPS ADDRESS:** Mount Sequoyah Retreat & Conference Center, 150 N Skyline Drive, Fayetteville, AR 72701

**CLOSING DAY:** The final day of the SummerStage program will include a public performance of the student showcase. Parents, family and friends are encouraged to attend the performance. The performance will begin at **2pm on Saturday, August 6th** and will take place at **THEATRESQUARED**, located at **477 West Spring Street**. Students will have a final meeting with faculty and then be ready to check out of the residence hall at **4pm**. Only individuals who have been authorized to check the student out by their parent or guardian will be allowed to leave the campus with a student. Dinner will not be served that day. The residence hall will close at **5pm**.

**VISITOR POLICY:** Because of the short duration of the program, visitors will not be permitted on campus except in emergency situations. In the case of an emergency that necessitates an in-person visit with a student, one of the Parent/Guardians or Emergency Contacts from the student's Agreement and Responsibility Form should contact the PROGRAM MANAGER, **Emily Tomlinson**, to make arrangements for the visit. Emily can be reached via email at **emily@theatresquared.org** or on her cell phone at **479-530-1369**.

**WHAT TO BRING:** Clothing, Sneakers or close-toed athletic shoes, Pajamas, Toiletries including water shoes/flip flops, Umbrella, Prescription Medications (only if issued in student's name)

**YOU CAN BRING:** Cell Phone, Tablets (e.g. iPad, Kindle, Zune, Nook, etc.), Computers, Swimsuit, Musical instruments and associated equipment (no amplifiers), Snacks that do not need to be refrigerated, Board games/Cards, Camera

\*The SummerStage program will NOT be responsible for lost or damaged items, students hold full responsibility for any item that they elect to bring with them to the program. Students are advised to lock their rooms to make sure that their personal effects are secure.

**WHAT NOT TO BRING:** Sheets, pillows and blankets (they will be furnished), Televisions/DVD/video players, Video game devices, Electric heaters, Hot plates or other food-warming appliances, Fireworks, Explosives, Cigarettes or smoking materials, Tobacco products, Matches or lighters, Halogen lamps, Quartz light bulbs/lamps, Candles, Incense, Fluid lamps/lanterns, Hoverboards, Skates (of any kind), Skateboards, Drones, Scooters (of any kind), Bicycles, Weapons (of any kind), Toys that look like weapons, Walkie-Talkies, Handcuffs (or other restraint devices), Alcohol, Illegal substances or illegal objects of any kind, Prescription medications not issued in the student's name

**DRESS CODE:** Attire for SummerStage is "casual but decent". Skimpy or extremely short clothing items are inappropriate attire for all students. Students should plan to attend "movement" classes daily, so comfortable clothes to move in are necessary. **For the showcase, students should bring one set of "performance" clothes that would include solid black tops, bottoms, socks and shoes with no logos.**

**ATTENDANCE/PARTICIPATION:** If for any reason a student is unable to participate in classes for more than one full day, they may be asked to leave the program. If the student is dismissed, an authorized individual must pick the student up from campus within a reasonable amount of time.

**KEYS:** Room keys must be kept secure at all times. For security reasons, lost keys *must be reported immediately*. **There is a \$50 charge for lost keys.** *Residence hall rooms must be kept locked when unoccupied.* **We will provide a lanyard with a name tag for students that can be used to securely carry their room key.**

**MAIL:** If you need to ship something to a student, you can mail it to:

TheatreSquared  
ATTN: SummerStage  
[Student Name]  
477 West Spring Street  
Fayetteville, AR 72701

**FINANCES:** It is not necessary for SummerStage students to bring any money with them to spend during the duration of the program.

**TELEPHONES:** Residence hall rooms do **NOT** have landlines available. Students may use personal cell phones **only** during non-class time or when they are invited to use them during classes. No calls - incoming or outgoing - are allowed between 11pm and 7am.

**VEHICLES:** Students may not have cars, motorcycles, bicycles, hoverboards, scooters, skateboards, or skates on campus. If a student has been authorized to drive a vehicle to/from the program, they will need to turn in their keys and **will not** have access to the vehicle during the duration of the program.

**ALCOHOLIC BEVERAGES/TOBACCO/ILLEGAL DRUGS:** Possession or use of alcoholic beverages, tobacco products, or other illegal drugs will result in immediate dismissal.

**CURFEW/ROOM CHECK/LIGHTS OUT POLICY:** Unless they are engaged in a program-sponsored activity, participants must be in their rooms by 10pm each night, with lights out at 11pm.

**DAMAGE TO PROPERTY:** Damage to property of SummerStage or Mount Sequoyah will be replaced or repaired at the participant's expense. Window screens must not be removed. Nothing should be tacked or glued to walls or windows. Students may not post notes, announcements, or pictures in public spaces without permission from the Director. Furniture in residence rooms must not be moved or altered in any way.

**FIRE SAFETY AND UNSAFE PRACTICES:** Fireworks, explosives, candles, incense, and items constituting an open flame, burning element hazard, or an unsupervised flammable object hazard are prohibited from campus. Unsafe usage of materials is also prohibited.

**NAME TAGS:** Official name tags must be worn at all times, unless instructed otherwise. Name tags are required for admittance into the student's residence hall and the dining hall.

**ELECTRONIC DEVICES:** Students are permitted to bring laptops or tablet devices, but are advised that any damage or loss of property is not the responsibility of the SummerStage program, and usage is limited to non-class time or when permitted by the instructors. Computers with internet access are provided in the computer lab. Participants must not use SummerStage computers to a) play or download games, music, movies, or other copyrighted material, b) view or download pornography, or c) engage in any sort of harmful or unauthorized programming.

**BEHAVIOR:** Students are expected to follow all instructions given to them by any member of the SummerStage faculty and staff, and to be respectful of their instructors and peers at all times. Stealing, bullying or harmful behavior under any circumstances will result in immediate dismissal.

**MEDICAL SERVICES:** There will be a first aid station on site in both the residence hall and the theatre with cold storage for medicine. Medical emergencies will be referred to the local walk-in clinic or hospital. **It is important that SummerStage receives complete insurance information, as well as ONE photocopy of both sides of each student's medical insurance card.** Students who take prescription medication must provide SummerStage with the medication information (storage and instructions) and a schedule. The student will transfer the medication to his/her hall director on the first day of the program. Please ensure that there is enough medication for all eight days of the program and that the containers are clearly labeled.

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**SummerStage Parent-Student Signatures Assurance Form**  
**(To be completed and signed by parent/guardian and student)**

Signing this form indicates that students fully understand their responsibilities while attending the 2022 SummerStage Program. Signatures of both the student and the parents/guardians are required.

This form must be completed, signed, and returned to TheatreSquared along with one copy (front and back) of the student's insurance card by Friday, July 1, 2022

Student Name (print): \_\_\_\_\_

**Medical Treatment Statement**

**IMPORTANT: please send one copy of the student's medical insurance card (the copies should show both the front and back of the card) and one copy of the student's COVID-19 vaccination card. The student's name must be on each copy.**

1. In the event the student named above suffers a minor illness or injury, I grant permission for treatment to be given by medical personnel designated by the Director of SummerStage.  yes  no
2. In the event of a medical emergency, if I cannot be contacted immediately, I grant permission for the Director to seek emergency treatment for the student named above and to sign all consent forms required for that treatment.  yes  no
3. I understand that I am responsible for all costs having to do with accidents or illness and which are not covered by my insurance.  yes  no

• Please check here if your child needs accommodation due to a disability or medical condition. Please explain the nature of the condition and list allergies or medications (prescription or over the counter) that we should be aware of.

• Please describe any food allergies or dietary restrictions

Printed Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Email Address: \_\_\_\_\_

Parent/Guardian Phone Number: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Emergency Contact Email Address: \_\_\_\_\_

Emergency Contact Phone Number: \_\_\_\_\_

## Agreement and Responsibility Statement

1. We have read and wholeheartedly agree to abide by the rules and regulations stated in the Summerstage Procedures and Policy handout, including the attendance policy.  yes  no
2. We understand that if students are dismissed from SummerStage for violating rules, policies, or instructions, **they must be picked up from campus immediately, no matter the time of day or night.**  
 yes  no
3. We accept responsibility for any damages caused by the above named student to the property of SummerStage, Mt. Sequoyah or TheatreSquared.  yes  no
3. We confirm that the student has no legal, disciplinary, or behavioral problems or conditions which will make it difficult for him/her or other students to participate fully in the SummerStage program. We understand that SummerStage is not equipped to deal with students who have significant psychological or emotional problems or conditions.  yes  no
4. We understand that alcohol or illegal substances or illegal objects of any kind (including prescription drugs not prescribed specifically for the student) are not allowed on the SummerStage campus, and possession of such articles will result in immediate dismissal from the program.  yes  no
5. I grant permission for the above named student to swim and participate in other physical activities, provided that authorized personnel supervise such activities.  
 yes  no
6. I grant permission for the above named student to participate in any field trips authorized by the Director of SummerStage.  yes  no
7. TheatreSquared and contracted photographers reserve the right to use photos and videos taken during SummerStage for promotional and archival purposes. By signing this document, you agree to the use of your students' photo in promotional materials.

**Printed Student Name:** \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Email Address: \_\_\_\_\_

Student Phone Number: \_\_\_\_\_

**Printed Parent/Guardian Name:** \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CHECK OUT AUTHORIZATION

Print Student Name:

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Students must be checked out of the SummerStage program on **Saturday, August 6th, 2022 between 4 and 5pm**. Only individuals who have been authorized to check the student out by their parent or guardian will be allowed to leave the campus with a student.

Please list legal names below of any person(s) approved to check this student out of SummerStage. Any person checking out a student must provide proper photo identification to the residential life staff. Do NOT use nicknames. Names on this form must match the person(s)' photo identification.

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Additional names may be added after the session begins. Proper identification of the custodial parent(s) or legal guardian(s) must be provided in order to add names. For example, a parent may show a driver's license if the request is made in person or a parent may scan/email his or her driver's license if the request is made from off-campus to **Emily@theatresquared.org**

Printed Parent/Guardian Name: 

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Parent/Guardian Signature: 

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 Date: 

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## ALTERNATE CHECK-OUT PROCEDURE:

Print Student Name:

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This student will be driving a personal vehicle to and from the program and will not need to be checked out on the final day. I understand that they will turn in their keys upon arrival and **will not** have access to the vehicle during the duration of the program.  yes  no

Printed Parent/Guardian Name: 

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Parent/Guardian Signature: 

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 Date: 

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Please select one of the following:

- I am providing a copy of Student's completed COVID-19 vaccination card.
- I will be providing a copy of Student's completed COVID-19 vaccination card at registration on July 30th.
- This student will NOT have received the COVID-19 vaccination before the recommended window of protection prior to the commencement of the SummerStage program (completing the vaccination prior to July 16, 2022). I understand that all reasonable risks of exposure will be attempted during the program, but as legal guardian, I assume the risk presented to the student as an unvaccinated individual in a communal residential setting.

### COVID-19 VACCINE DECLINATION WAIVER FORM

#### Student Information

First Name: \_\_\_\_\_ Last name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

I acknowledge that I have read, or had explained to me, the Center for Disease Control's recommendations regarding the Coronavirus Disease (COVID-19) and their recommendation that everyone over the age of 12 receive the COVID-19 vaccine for best protection against the transmission of the disease. I have had the opportunity to ask questions, which have been answered to my satisfaction and understand the benefits of the vaccination as described.

Parent/Legal Guardian Signature:

\_\_\_\_\_

Date \_\_\_\_\_

Print Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_