



## **Parent Orientation Packet – Summer 2018**

**Spindrift School of Performing Arts  
MAIN OFFICE 650 738-8648**

*Dear Families,*

*Welcome to Spindrift's 21<sup>st</sup> summer of providing performing arts camps and opportunities to the children of Pacifica!*

*In this packet, you will find the following information:*

- **Dates, times, and locations of Camp**
- **What to do before the first day of camp**
- **What to bring the first day of camp**
- **Pick-up and Drop-off Procedure**
- **Extended Childcare Information**
- **Behavior Expectations for Camp**
- **Casting Information**
- **Costume Information**
- **Performance Information**
- **Ticket Information**
- **The Secret Pal Program (*Spotlight Stars, Teen Training, Center Stage Dance Camp only*)**
- **FAQs**
- **Instructor Contact Information**

**ADDITIONAL ATTACHMENTS: Special Camp Events Calendar, Date/Time/Location Calendar, Conflict Calendar, Extended Childcare Calendar (if applicable)**



## **DATES, TIMES, AND LOCATION OF CAMP**

Please see attached **Date/Time/Location Calendar**.

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## **BEFORE THE FIRST DAY OF CAMP**

Please visit our Parent Portal before the first day of camp to confirm your child's emergency contact information. This will save you time on the first day of camp!

### **To update your child's emergency contact information in our Parent Portal:**

- Go to: [www.SpindriftSchool.org](http://www.SpindriftSchool.org)
  - On our Home page, click the red PARENT PORTAL button.
  - Log in
  - Go to ACCOUNT where you may update your child's Emergency Information as well as Family Information and Payment Information
  - Go to CONTACTS and STUDENTS to confirm all fields are completed
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## **WHAT TO BRING THE FIRST DAY OF CAMP**

### **For ALL camps, please arrive 15 minutes early the first day to sign in and complete registration.**

- Completed Conflict Calendar
- Completed Extended Childcare Calendar, if purchasing and/or applicable for your camp location – form attached (more information on our Extended Childcare program below)
- A large cardboard box or plastic bin, labeled with your child's name (box or bin should be big enough to fit their backpack, jacket, shoes, etc. and later their costumes.) This ensures that students' belonging stay separated during the summer lice season (see FAQs regarding lice prevention)
- A pencil
- A folder with pockets for papers
- Loose fitting, casual clothes for moving, dancing, and possibly painting in
- Closed toe shoes that provide good support and/or Jazz shoes for dance class
- Lunch and a snack (snack only for Broadway Bound students leaving at 12pm.)  
For campers in Extended Childcare, please pack additional snack items.

**A note about camp scripts:** Once your child receives their camp script, they should bring it to camp daily. A \$10 replacement fee will be charged if their script is lost. Your child may highlight text and make notes within their script copy. It is theirs to keep.



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## PICK-UP AND DROP-OFF

### **Broadway Bound, Little Mermaid and A Midsummer Night's Dream one week**

**Campers:** On a daily basis, adults must accompany all Broadway Bound campers for sign in and sign out.

### **Spotlight Stars, Actor's Studio, Center Stage Dance Camp, and**

**Teen Training, and Harry Potter 2 Junkyard Puppet Theatre Campers:** Students in these camps may sign in and sign out by themselves **ONLY** if they have the **SELF CHECK OUT OK** marked in your child's account on our Parent Portal. If not marked, an authorized person must come into the building with them during sign in and sign out. Please Note: SELF CHECK OUT Campers will not be supervised after 3pm.

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## EXTENDED CHILDCARE

### **HOW TO SIGN UP**

Please fill out the **Extended Childcare Calendar** provided. Drop-in service is available with 24 hour notice. **No drop-in service available during Session I Friday Extended Childcare for Broadway Bound and Spotlight Stars campers.**

### **COST**

Extended Childcare fees are \$7.00 per hour. **Please Note:** Families will be charged the hourly rate if their child arrives earlier than 15 minutes before the start of camp or remains longer than 15 minutes after the close of camp.

### **WHERE**

Extended Childcare is available at our Cabrillo and Ocean Shore Sites for Broadway Bound and Spotlight Stars campers and at Spindrift School for One Week Performance "Mini Camps" (Little Mermaid, A Midsummer Night's Dream, and Harry Potter Junkyard Puppet Theatre)

### **HOURS**

8:00 – 9:00am and 12:00-6:00pm (**see information on specific camps and session below**)



### **Broadway Bound and Spotlight Stars**

**SESSION I (June 18-July 14):** Extended Childcare is offered during the days camp is in session (Monday – Thursday and Fridays: 7/6 & 7/13 ) during the hours listed above at both Cabrillo and Ocean Shore locations. **PLEASE NOTE:** Camp does not take place during the first two Fridays this session (6/22 & 6/29.) Contingent upon demand, Extended Childcare will be offered on these Fridays during Session 1 from 8:00am-6:00pm at the Cabrillo location only. Ocean Shore campers may also attend these Friday Extended Childcare days at Cabrillo.

**SESSION II (July 16-August 4):** Extended Childcare is offered during days camp is in session (Monday-Friday) during the hours listed above at both Cabrillo and Ocean Shore locations.

### **One Week Performance “Mini Camps”**

**(Little Mermaid, A Midsummer Night’s Dream, and Harry Potter 2 Junkyard Puppet Theatre)**

Extended Childcare is offered from 8:00-9:00am for campers attending the morning session (Little Mermaid.) If a camper is not enrolled in the afternoon camp (A Midsummer Night’s Dream,) pick-up is at 12:00pm. We do not offer afternoon Extended Childcare for this session. For campers enrolled in both the morning Little Mermaid and afternoon A Midsummer Night’s Dream camps, they will receive a supervised lunch between 12:00-1:00pm and may enroll in Extended Childcare from 3:00-6:00pm. Campers attending the Harry Potter 2 Junkyard Puppet Theatre may enroll in Extended Childcare from 8:00am-9:00am and 3:00pm-6:00pm.

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## **BEHAVIOR EXPECTATIONS**

**A Spindrift camper is expected to**

- Be responsible for their words and actions
- Be respectful of others
- Follow directions from Camp Instructors and Staff
- Arrive at camp prepared (with script, lines memorized, etc.)

### **Prohibited behaviors**

- Endangering the health and safety of themselves, other campers, and/or staff or volunteers
- Stealing, damaging, or failing to care for camp or site property
- Continually disrupting the program
- Refusal to follow the behavior guidelines set out by their instructors
- Using profanity or inappropriate language or displaying clothing or other personal items with offensive content. ~~AA~~
- Bullying or acts of aggression or violence.



**Any student who does not comply with expectations may lose their role in the camp production and/or be dismissed and will not be entitled to a refund.**

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## **CASTING**

During the first days of camp, campers have the opportunity to learn about the production to be performed and then state in writing on an audition form whether they wish to have a speaking part, a solo singing part, be in a group dance, etc. Campers will be given the opportunity to audition for any roles they wish, in a safe environment provided with preparation and gentle support. While we encourage every camper to participate in auditions, all campers will be cast in the camp production. Campers interested in larger roles in the production are highly encouraged to participate in auditions.

Camp Directors typically present their cast lists to the camp on either Tuesday or Wednesday of the first week. Spindrift directors work hard to ensure that the campers are assigned roles that make each child feel successful and an important part of the ensemble. Even with our thoughtful approach, sometimes a camper is initially disappointed with the casting decision. In this instance, we encourage you to reinforce with your child the importance of the unique talents they bring to the production and remind them that they will have the opportunity to make fun and exciting contributions both on stage and off throughout the course of camp.

### **Broadway Bound and Spotlight Stars**

Before auditions at these two camps, a voluntary *talents show* is held wherein students may showcase their performative talents. They may choose to sing, dance, tell jokes, perform acrobatics, recite a poem—whatever they are excited about sharing. Campers may choose whether or not to participate in the *talents show* and will be encouraged to take risks in a safe environment. The *talents show* helps our directors see what roles might suit each camper best, even if they have never performed in or auditioned for a musical before.



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## **COSTUMING INFORMATION**

While Spindrift provides most costumes, you may be requested to provide basic footwear and other basic items such as t-shirts or leotards for students to wear under costume pieces. Your Camp Director will send a list via email of needed basic costume items as they become determined.

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## **PERFORMANCE INFORMATION**

Please see attached **Date/Time/Location Calendar** for performances dates, times, and locations.

### **Camper Arrival times on Preview or Performance days**

**Spotlight Stars, Actor's Studio, Center Stage Dance Camp and Teen Training:** Performers must arrive ONE HOUR before preview or performance time.

**Broadway Bound:** Performers must arrive 45 MINUTES before preview or performance time.

**One Week "Mini Camps" (Little Mermaid, A Midsummer Night's Dream, and Harry Potter 2 Junkyard Puppet Theatre):** See Date/Time/Location Calendar for final show times.

**Spotlight Stars Potluck:** On the last day of Session I & II of Spotlight Stars camp, a potluck will be organized for campers between the two afternoon performances. This is considered a celebration for the campers' hard work and families are welcome to attend. You will receive additional information on the specific time, suggested items to bring, etc. closer to the last day of camp. For Spotlight Stars families with a sibling in Broadway Bound Camp, we invite the entire family to participate in the potluck celebration.

### **After the Last Performance**

#### **Strike!**

Strike is a theatrical term for cleaning up! This is the time after the last show where we dismantle the sets, hang up the costumes and clean up the space that we have been working in, leaving it better than we found it. **It is expected that all Spindrift campers will participate in Strike—many hands make light work!**

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## TICKET INFORMATION

Tickets are \$5.00 per camp performance and may be purchased directly before the performance at the camp location. Cash or check accepted.

Ticket sales help us keep the price of our camps affordable for area families and we appreciate your support!

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## SECRET PAL INFORMATION (Spotlight Stars, Center Stage & Teen Training only)

During the first week of camp, campers may become a “secret pal” to an assigned fellow camper. Secret pals will be given information about their camper, such as likes and dislikes, favorite color, etc. Each Thursday, secret pals may bring their camper a small, inexpensive (\$1 or under) or homemade gift with their camper’s name on it. Camp staff will distribute the gifts. During the final performance day, secret pals give a last, inexpensive or homemade gift to their camper at which time the secret pals are revealed! **The “secret pal” program is voluntary and campers are not required to participate.**

**Please see Special Events Calendar for other fun events and activities planned throughout each camp session.**

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## FAQs

### **How will I receive information from my child’s instructor(s)?**

Important information and notes from your child’s instructor(s) will be sent home via email. Please log into your account on our Parent Portal to be sure that your contact information is up to date and that you have “opted in” to receiving emails. The link to the Parent Portal can be found on the front page of the Spindrift website ([www.spindriftschool.org](http://www.spindriftschool.org).)

### **Will Spindrift make a video recording of the final performance for me to purchase?**

We will not be offering videos, DVDs, or digital copies of the final performances. You may, however, make your own recording of your child’s final performances. We will designate a “gallery” area during performances where tripods and recording devices may be set so as to not disrupt the performance.

### **Can my child bring a cell phone or iPad type device to camp?**

The benefits of a Spindrift Performing Arts Camp come from its socially interactive experience. Cell phones and iPad type devices can discourage this interaction which is why we do not allow their use during camp or extended childcare hours. If it is



necessary for your child to bring a cell phone to camp, please remind them that it may not be used during these times. We reserve the right to confiscate phones for the duration of the day if they are used during camp and childcare hours. Spindrift is not responsible for loss or damage of cell phones brought to camp. For emergencies, we will provide you with the contact information of an adult on-site during camp hours.

### **How do you choose which shows or musicals the campers perform?**

When we choose our material, we look for shows and musical that highlight the entire ensemble of actors versus those that highlight only a few leading characters. The ability to work as a member of a team or ensemble is an important part of the performing arts and nearly every creative endeavor. Additionally, ensemble focused plays and musicals allow students the opportunity to be on stage more, engaging with more of the material, as well as allow for beginner and experienced young performers alike to shine, regardless of the size of the role or number of lines.

### **What if I need to contact my child's Instructor(s)?**

In non-urgent situations, you may contact our main office at 650-783-8648. We will relay any message to the instructors in a timely manner. Please refrain from contacting your child's instructor(s) by cell phone unless in urgent or emergency situations.

### **School is out—do I still need to worry about Lice?**

Lice prevention is a year round task when working with school age children and we at Spindrift take additional steps to be vigilant. As in other environments, please discourage your child from sharing combs, hats, and clothing, including Spindrift costume pieces. We recommend that longer hair be pulled up or braided. If a case of Lice is reported to Spindrift, we notify affected families and begin ongoing Lice checks at that camp location.

### **Who can I talk to if I have feedback to share on Spindrift camps?**

We appreciate any and all feedback, whether before, during, or after our camp sessions. Please let us know as soon as possible if your experience is not optimal. You may speak directly to our Camp Directors and Instructors daily at the camp site about any concerns and families are always welcome to observe any part of the camp day. If you would like to speak with someone at the Spindrift office, please feel free to contact us by phone, email, or in person. Our contact information is listed below.





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## **CONTACT INFORMATION**

### **Main Contact Numbers**

Spindrift Main Office: 650-738-8648

Amy Cole-Farrell, Executive Director: amy@spindrifthschool.org

Keira Robalino, Office Manager: keira@spindrifthschool.org

### **Camp Directors Contact Info**

#### Spotlight Stars, Sessions I & II - Cabrillo

Lizzie Chapman, Camp Director, 650-892-4573

#### Spotlight Stars, Session I & II – Ocean Shore

Gary Schoenfeld, Camp Director, 408-309-7754

#### Broadway Bound, Session I - Cabrillo

Rachel Epling, Camp Director, 650-296-7747

#### Broadway Bound, Session II – Ocean Shore

Rachel Epling, Camp Director, 650-296-7747

#### Actor's Studio – Spindrift School

Matthew Keuter, Camp Director, 415-846-7635

#### Teen Training – Spindrift School

Matthew Keuter, Camp Director, 415-846-7635

#### Center Stage Dance Camp – Terra Nova High School

Erica Lopez, Camp Director, 650-392-4385

#### Theatre Tech – Terra Nova High School

Carson Duper, Camp Director, 415-726-9783

*Thank you for choosing Spindrift for your child's summer performing arts experience and welcome to our Spindrift Family!*



Spindrift School of Performing Arts  
EST. 1994 - PACIFICA, CALIFORNIA

# CONFLICT CALENDAR

PLEASE CIRCLE ANY DATES YOU KNOW YOUR CHILD WILL BE  
ABSENT AND RETURN.

STUDENT

NAME: \_\_\_\_\_ CAMP \_\_\_\_\_

## June 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	18	19	20	21	22	
	25	26	27	28	29	

## July 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	2	3	4 <i>HOLIDAY</i>	5	6 <i>MAKE</i>	7
	9	10	11	12	13	14
	16	17	18	19	20	21
	23	24	25	26	27	28

## August 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	30	31	1	2	3	4
	6	7	8	9	10	

# Extended Childcare Planner

Name of Child(ren) \_\_\_\_\_ Age \_\_\_\_\_ I will NOT need childcare \_\_\_\_\_  
 I WILL need childcare \_\_\_\_\_  
 Camp Attending \_\_\_\_\_ If you WILL need childcare, please complete planner below.

I understand if I use childcare I must have a valid credit card on my account and that all hours used will be charged at the end of camp at \$7.00 per hour used. \_\_\_\_\_ (Initial)

## SESSION I CAMPS AT CABRILLO & OCEAN SHORE IS MONDAY - THURSDAY.

### SESSION II CAMPS AT CABRILLO & OCEAN SHORE IS MONDAY - FRIDAY.

**NOTE: WEEK 3 OF SESSION I:** NO camp Wednesday, July 4 - MAKE UP DAY is Friday, July 6th.

Cabrillo and Ocean Shore each offer  
 extended care on site.

**THE LAST FRIDAY** of ALL camps is always a regular day. During Session I there will only be 2 Fridays where extended care is needed. If you need Friday care on weeks 1 & 2 you **MUST** sign up in advance.

### TIMES OFFERED

**FRIDAY extended care for the 2 Fridays camp is not in session during Session I is offered to**  
 Ocean Shore at the Cabrillo location. Morning= 8:00 am to 9:00 am  
 Afternoon= 12:00 pm up to 6:00 pm

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>WEEK ONE</b>	Morning <input type="checkbox"/> Check if needed Afternoon <input type="checkbox"/> My child will attend from _____ to _____	Morning <input type="checkbox"/> Check if needed Afternoon <input type="checkbox"/> My child will attend from _____ to _____	Morning <input type="checkbox"/> Check if needed Afternoon <input type="checkbox"/> My child will attend from _____ to _____	Morning <input type="checkbox"/> Check if needed Afternoon <input type="checkbox"/> My child will attend from _____ to _____	Morning <input type="checkbox"/> Check if needed Afternoon <input type="checkbox"/> My child will attend from _____ to _____
<b>WEEK TWO</b>	Morning <input type="checkbox"/> Check if needed Afternoon <input type="checkbox"/> My child will attend from _____ to _____	Morning <input type="checkbox"/> Check if needed Afternoon <input type="checkbox"/> My child will attend from _____ to _____	Morning <input type="checkbox"/> Check if needed Afternoon <input type="checkbox"/> My child will attend from _____ to _____	Morning <input type="checkbox"/> Check if needed Afternoon <input type="checkbox"/> My child will attend from _____ to _____	Morning <input type="checkbox"/> Check if needed Afternoon <input type="checkbox"/> My child will attend from _____ to _____
<b>WEEK THREE</b>	Morning <input type="checkbox"/> Check if needed Afternoon <input type="checkbox"/> My child will attend from _____ to _____	Morning <input type="checkbox"/> Check if needed Afternoon <input type="checkbox"/> My child will attend from _____ to _____	Morning <input type="checkbox"/> Check if needed Afternoon <input type="checkbox"/> My child will attend from _____ to _____	Morning <input type="checkbox"/> Check if needed Afternoon <input type="checkbox"/> My child will attend from _____ to _____	Morning <input type="checkbox"/> Check if needed Afternoon <input type="checkbox"/> My child will attend from _____ to _____
<b>WEEK FOUR (Session I only)</b>	Morning <input type="checkbox"/> Check if needed Afternoon <input type="checkbox"/> My child will attend from _____ to _____	Morning <input type="checkbox"/> Check if needed Afternoon <input type="checkbox"/> My child will attend from _____ to _____	Morning <input type="checkbox"/> Check if needed Afternoon <input type="checkbox"/> My child will attend from _____ to _____	Morning <input type="checkbox"/> Check if needed Afternoon <input type="checkbox"/> My child will attend from _____ to _____	Morning <input type="checkbox"/> Check if needed Afternoon <input type="checkbox"/> My child will attend from _____ to _____



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## 2018 SUMMER Date/Time/Location Calendar SPOTLIGHT STARS SESSION I & II

**CABRILLO: 601 Crespi Drive OCEAN SHORE 411 Oceana Blvd.**

### SESSION I Monday - Thursday 9:00 AM-3:00 PM June 18 to July 14

	MON	TUE	WED	THURS	FRI	SAT
WEEK 1	<b>FIRST DAY Registration</b>			Secret Pals Dress up Day Info E-Mail	No Camp Friday Extended Care 8:00 AM-6:00 PM at CABRILLO SCHOOL ONLY Must pre register	
WEEK 2				Secret Pals Dress up Day Info E-Mail	No Camp Friday Extended Care 8:00 AM-6:00 PM at CABRILLO SCHOOL ONLY Must pre register	
WEEK 3			<b>4th of July NO CAMP</b>	Secret Pals Dress up Day Info E-Mail Pizza Day	9:00 PM - 3:00 PM Make up Day	
WEEK 4				Info E-Mail	<b>Secret Pals</b> Regular camp schedule 9:00 AM-3:00 PM 1:00 PM PREVIEW 7:00 PM OPENING NIGHT	12:00 PM Call 1:00 PM SHOW Family Potluck 4:00 PM SHOW STRIKE

### SESSION II Monday - Friday 9:00 AM-3:00 PM July 16 to Aug 4

**CABRILLO: 601 Crespi Drive OCEAN SHORE 411 Oceana Blvd.**

	MON	TUE	WED	THURS	FRI	SAT
WEEK 1	<b>FIRST DAY Registration</b>			Secret Pals Dress up Day Info E-Mail		
WEEK 2				Secret Pals Dress up Day Pizza Day Info E-Mail		
WEEK 3				Info E-Mail	<b>Secret Pals</b> 1:00 PM PREVIEW 7:00 PM OPENING NIGHT	12:00 PM Call 1:00 PM SHOW Family Potluck 4:00 PM SHOW STRIKE

**Performance Call Time** for ALL PERFORMERS: is ONE HOUR before curtain. All Actors help with strike and must turn in costumes and check-out with the Director before leaving after the final show.



Spindrift School of Performing Arts

# Spotlight Stars Camp

## Session I - 4 weeks

### Special Camp Events Calendar

#### Week 1:

**Monday** - Intro, building safety, rules, short classes - teach "call-back" script read through, choose secret pals, audition prep

**Tuesday** - (Morning) talent show and audition, cast show, cast list announced  
Wed. at lunch

**Thursday** - Secret Pal gift, **ROCK STAR DAY!** Dress like your favorite Rock Star!  
Info e-mail sent.

**Friday** - No Camp

#### Week 2:

**Thursday** - Secret Pal gift. Info e-mail sent.

**CRAZY HAIR/SOCKS/CLOTHES DAY!!**

**Friday** - No Camp

#### Week 3:

**Monday** - Line through (all lines/dances/songs memorized)

**Wednesday, July 4 there is no camp. Make up day for this is Friday July 6.**

**Thursday** - Secret Pal gift, **HAWAIIAN DAY! & PIZZA PARTY DAY!**

Info e-mail sent.

**Friday** - Regular Camp Schedule.

#### Week 4:

**Friday** - **PJ'S DAY!**

**NOTE: All camps have a regular schedule the last Friday of camp.**

Theatre Olympics and Awards.

Preview Performance: 1:00 pm.

Friday Evening Performance \*Opening Night 7:00 pm - special Secret Pal gift.

**Saturday - Performances: 1:00 pm & 4:00pm**

Cast party/family potluck in between.

**Strike**-All cast helps with strike.