



## **The BlackTop Circus goes to Camp 2014!!**

### Schedule and Hours of Operation

Early drop-off and Late pick-up are available for students enrolled in summer program. Students may be dropped off as early as 7:00am, and picked up no later than 6:00pm.

Late fees are applied for students picked up after 6:00pm.

Daily Training Schedule: Monday – Friday 9:00am – 4:00pm

Lunch (approx.) 12 noon

Field Trip days may vary dependent upon location of venue and activity.

### Lunch & Snack Time

Breakfast is scheduled between 8 and 9am. Lunch is scheduled between 12 and 12:30, and water and snack breaks are given frequently throughout the day. Healthy breakfasts and lunches are provided by The BlackTop Circus, BUT students are permitted to bring their own nourishment should they choose. NO FOOD/BEVERAGE permitted during training sessions. A microwave may not be available, so please try to bring items that will not require heating. Snacks are provided at a cost for those who would like to purchase, i.e. chips, sodas, ices, hot dogs, etc.

### Supply and Attire List / Rules Regulations

- Please be on time. Punctuality is key for scheduling, discipline and flow of classes.
- Students are encouraged to wear comfortable breathable attire that is easy to move and play in. Students take dance and calisthenics daily.
- Sneakers/Tennis shoes are BEST. Flip flops are DISCOURAGED, as the minimal coverage does not provide adequate coverage and protection. The ONLY exception is during the field trips to swimming pools.
- Students that bring electronics, hand-held devices, etc. may ONLY use them during designated times. Electronics will be confiscated, if student is found using them outside of designated times, returned to guardian at the closing of business day; may also be restricted from bringing item on premises. The BlackTop Circus is not responsible for lost/damaged items.

- **POOL RULES:** GIRLS should have a labeled ONE PIECE bathing suit, no bikinis or variation allowed. BOYS should have labeled swim trunks, no basketball shorts, boxers, etc permitted.
- Students are responsible for keeping classrooms and surroundings clean. Vandalism and damage to site property and property of others is PROHIBITED.
- **WRITERS:** Must bring composition notebook and pen/pencil for script production sessions.
- T-Shirts must be worn during FIELD TRIPS. T-Shirts are available for \$12.00. **It is NOT NECESSARY TO PURCHASE A SHIRT IF ONE WAS PURCHASED for the 2013 summer session.**

### Production

Students MUST audition for parts within show. The end of the summer production will be performed at **The Porter Sanford Performing Arts Center, 3181 Rainbow Drive, Decatur, GA 30034. It is TENTATIVELY scheduled for August 9, 2014 @ 8:00pm.** Final date and time will be determined prior to the start of summer programming. Parents are required to sell tickets for show performance, average cost per ticket is (\$12.00-\$15.00). All final information (date, time, costume, etc.) for show will be provided by June 20, 2014.

### Payments

- Registration fees are NON-REFUNDABLE.
- Field trips costs are NOT INCLUDED IN SESSION FEES.
- Discounts provided for siblings and occasional promotions.

Payment Options:

Entire Summer	Full 11 weeks <b>DEADLINE: May 19, 2014</b>	\$ 770.00
Monthly	May 27 – July 3 & July 7 – August 8 <b>DEADLINE: 1<sup>st</sup> session – May 19, 2014</b> <b>DEADLINE: 2<sup>nd</sup> session – June 30, 2014</b>	\$ 440.00 / session
Bi-weekly	Due Friday prior to session	\$ 170.00 / session
Weekly	Due Friday prior to session	\$ 90.00

\*\$15.00 late fee must be paid for Weekly or Bi-weekly payments made after close of business day Monday, during week of attendance.

\*\*No refunds of session fees will be given if students are withdrawn.



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Name of Student: \_\_\_\_\_ Age: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State, Zip: \_\_\_\_\_

School Name: \_\_\_\_\_

Shirt Size (circle) **Child - S M L XL / Adult - S M L XL XXL**

Parent/Guardian: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_ PH (cell): \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_ PH (cell): \_\_\_\_\_

Phone(circle) Home / Work: \_\_\_\_\_

Living Arrangement: (circle) Both Parents Mother Father Other: \_\_\_\_\_

SIBLINGS IN PROGRAM: Name(s) \_\_\_\_\_

Email address (Please print clearly): \_\_\_\_\_

### Emergency Daytime Contact:

Name \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_ Phone: \_\_\_\_\_

The child(ren) may be released to the following person(s):

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship to child \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship to child \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship to child \_\_\_\_\_

**Non-Refundable Registration Fee: \$ \_\_\_\_\_**

Payment Option: ( ) Entire Session ( ) Monthly ( ) Bi-Weekly ( ) Weekly

My signature confirms that I have read and understand all parental policies and procedures for The BlackTop Circus.

Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Parental Permission & Release

Student Name:(last,first)\_\_\_\_\_

Initial\_\_\_\_\_ MEDICAL RELEASE & INFO: The registrant herein described has permission to engage in The BlackTop Circus (BTC) listed at the top of this form. I hereby give permission to the medical professional(s) selected by BTC to order X-rays, routine tests and treatment for the health of my child, and in the event I cannot be reached in an emergency, I hereby give permission to the medical professional(s) selected by BTC to hospitalize, secure proper treatment for, and order injection and/or anesthesia and/or surgery for my child as named above. I will be financially responsible for all charges incurred in the rendering of emergency treatment, regardless of my medical insurance coverage.

Initial\_\_\_\_\_ REFUND POLICY:I understand that deposits and/or fees are non-refundable and non-transferable unless a program is canceled. If a program is canceled, I request that all refunds be mailed to the primary household address on file with the BlackTop Circus.

Initial\_\_\_\_\_ LATE PICK-UP POLICY: I understand that my child must be picked-up by the appointed time or a late fee will be imposed. Excessive tardiness may result in dismissal from the program.

Initial\_\_\_\_\_ CONDUCT POLICY:I understand that my child, while participating in a BlackTop Circus program, will be expected to adhere to a code of conduct requiring respect for rules, staff, volunteers, other persons, and property.

Initial\_\_\_\_\_ HOUSEHOLD and EMERGENCY INFORMATION: I certify that my household information on file with the BlackTop Circus is current and up-to-date. This includes all emergency and medical information as listed on the Health History.

Initial\_\_\_\_\_ PHOTO RELEASE: I grant permission The BlackTop Circus to use any photographs, video or audio recording of my child in connection with promotion or publicity, in any manner and in any and all media.

Initial\_\_\_\_\_ TRANSPORTATION: I, the undersigned grant the The BlackTop Circus permission to take my child to offsite locations under the discretion of the The BlackTop Circus staff, in connection with the summer program.

Initial\_\_\_\_\_ I, the undersigned am aware that once my child leaves the camp site or any location in connection with the summer programs, rehearsal, meeting, or performance, The BlackTop Circus, the venue, nor any staff members, will be held responsible for any accident or injury, which may occur to my child.

Initial\_\_\_\_\_ I am aware that I am required to participate in the fund-raising efforts for the end-of-summer program, put on by my and other students of The BlackTop Circus. I acknowledge that I must sell between 6-10 tickets minimum (exact number TBA 06/20/14).

Initial\_\_\_\_\_ In consideration of The BlackTop Circus,permitting the above named registrant, a minor, to enter and participate in the above identified program(s), class(es),or event(s) given by The BlackTop Circus, I hereby authorize and permit said minor to participate in the above identified program(s), class(es) or event(s) and hereby waive and release all claims for damage and loss to person or property of said minor and/or the undersigned which may be caused by any act or failure to act, of The BlackTop Circus, its, volunteers or employees, and assume all risk of possible injury and damage which may result on account of such participation.

Parent/Guardian (print name): \_\_\_\_\_

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

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## Student Medical Release Form

Name  
(LAST)

(FIRST)

(MIDDLE)

Sex ( ) Female ( ) Male

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

Address  
(STREET, CITY, STATE, ZIP)

Telephone

Email

### Parent/Guardian Information

Name  
(LAST)

(FIRST)

(MIDDLE)

Telephone  
(Home)

(Work)

(Cell)

Email  
(Home)

### Health Insurance Information

Health Insurance Carrier

Policy Number

Carrier Telephone

Fax Number

Has the student had a physical exam in the past 12 months? Yes No

Family Doctor: \_\_\_\_\_ Medical Facility: \_\_\_\_\_  
Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Please list physical injuries or chronic health problems that we should be aware of, e.g. asthma, epilepsy, knee injury, etc.: Yes No  
If yes, please list:

**Student Name** \_\_\_\_\_

Please list any mental / emotional disorders, Attention deficit disorder, hyperactive or learning disorders, etc.: Yes No

If yes, please list: \_\_\_\_\_

Does student take any medication? Yes No

If yes, please list: \_\_\_\_\_

Does student wear glasses and/or contact lenses? Yes No

Does student have any medical allergies or restrictions? Yes No

If yes, please list: \_\_\_\_\_

Does student have any food allergies or dietary restrictions? Yes No

If yes, please list: \_\_\_\_\_

Are there any other medical conditions we should be made aware of?

If yes, please list: \_\_\_\_\_

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## FOR YOUR RECORDS

### Parent Policy and Procedures

- The Black Top Circus' camp time of operation is Mon-Fri 7am-6pm, beginning May 27, 2014 – August 8, 2014. Facility will be closed on recognized federal holidays; May, 27, 2014 (Memorial day), July, 4, 2014 (Independence day). All holidays may be posted, as a reminder.
- The BlackTop Circus goes to Camp weekly fees can be paid monthly, bi-weekly or weekly (by arrangements only from the Camp Directors). Payments are due based upon payment option, and must be done prior to the week of attendance. Payments received on Tuesday after due date must include a \$15.00 late fee with weekly payment.
- Parents picking up their children after 6 pm will be charged a fee of **\$1.00** a minute (payable upon pick up—**NON-NEGOTIABLE FEE**)
- Registration fees are NON-REFUNDABLE.
- We do not pro-rate payments on days of attendance. We cannot accept your child in our facility on Tuesday, without the payment including the late fee.
- Payments accepted include Checks, Cash and Money Orders. Receipts will be provided for cash, all others, upon request.
- Bounced check fee is **\$25.00**.
- Field trips will require additional fees. Parents will have a listing of all trips that require additional fees. If additional field trip fees are needed, all payments must be made before your child(ren) is allowed on a field trip. Transportation is provided for students participating in field trips.
- Parent has permission to view camp classroom activities and facilities that all students have access; without it interfering with the performance of class/rehearsal activities.
- Parent/Guardian must ensure all contact information is current.
- The BlackTop Circus is required by law to report any sign of child abuse.
- The BlackTop Circus does not discriminate against any family based on race, creed, sexual orientation, etc.
- The BlackTop Circus agrees to keep parent/guardian informed of any incidents, including illnesses, injuries, adverse reactions to medications, etc., which includes child.
- Before any medication is dispensed to child, parent will provide a written authorization, which includes: dates; name of child; name of medication; prescription number, if any; dosage; date and time of day medication is to be given. Medicine will be in the original container with child's full name marked on it.
- If payments are overdue and collection activities are required by **The BlackTop Circus**, all attorney, court fees and camp fees are parent's responsibility and must be paid before your child can participate in any training program.
- **TWO WEEK WRITTEN NOTICE must be given for withdrawal from any BlackTop Circus program.**

### Disciplinary Action

- Instructors will talk with students and try to resolve the problem. If this does not prove effective, the instructor will take away time at a desired activity. If this fails, the teacher will send a letter about the incident to the parent for a meeting. After a meeting with the parent (if the incident continues), the student will be suspended 3 days and review for expulsion from the summer program will be considered.
- Students will not be subjected to discipline that is severe, humiliating or frightening. Discipline shall not be associated with rest, food, bathroom usage. We do not spank or commit any other form of physical punishment.
- We reserve the right to withdraw any child from our summer camp program at any time if a behavioral and or emotional problem with a child disrupts the instructional operation or if another student's safety is jeopardized.