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*Hello Parents,*

Everyone at Rocky Mountain Conservatory Theatre is so excited that Summer Camp season is quickly approaching, and we have some amazing plans in store for your kids! We look forward to putting on seven productions, and to meeting all of the new students, as well as working with many of our previous students. RMCT is once again inspired by the response that we've received for our Camps during our 9<sup>th</sup> year, and thrilled that we are able to provide high-quality theatre arts education to the Denver-metro youth community.

This packet contains a lot of information, so please take the time to look it all over at your earliest convenience. Some of the information might not apply to you, but most of it probably will. **Included with this letter are: 1) a personalized Important Information Form and 2) a Statement of Account, 3) an audition sheet for each camp session you have children enrolled in, 4\*) a self-addressed envelope for those with a tuition balance or forms to return, and 5\*) the appropriate blank forms for those with unfinished paperwork.**

**CAMP HOURS** The camp day is from 9:00 am to 3:30 pm. Drop-off begins 10 minutes prior to that time. Please come *into* the building on the first day of camp to check-in your child and to meet our staff. Beginning on the second day (of each session), RMCT will have a staffer signing-in all students from our drop-off area outside of the building (from 8:50 to 9:10), for your convenience, as well as checking-out all students at the end of the day from the same area (3:30 to 3:40). Only parents and those persons listed on your permission form as authorized to pick your child/children up will be allowed to do so. It is very important that we have this information *before* the first day of camp. There is also a checkbox on the paper or online registration form where you can allow for your child to leave RMCT's supervision / camp property independently (walk, bike, drive, and / or walk to bus stop / Light Rail).

**LOCATION** Camp will take place at our Denver venue, Jewel Church. The street address is 1895 South Ogden Street, Denver, 80210. Our camp is just a few blocks from Downing & Evans, near Asbury Elementary School, and in the DU neighborhood very close to I-25 (exit Washington or Downing), and Santa-Fe/85 (at Evans). The daily drop-off and pick-up will take place in front of the building's main entrance (on the NW corner of Jewel & Ogden). Parking will take place in street spaces in the residential block surrounding camp. Parking there is simple and free, there are no meter sticker spaces in this area, just street sweeping once monthly. Please make sure and take care to not block any driveways or fire hydrants. We will have signs posted at the building entrance during the first days of camp. Please refer to the "Location/Map" page on our website for detailed map and parking information.

**EMAIL** We occasionally send out updates to parents by email. Please add us to your email address book, so that our mailings do not get mistakenly categorized as junk/spam: **Contact@RMCTonline.com**. Some of our camp families (especially with Yahoo email addresses) may have already missed our deposit confirmation emails for this very reason.



**REHEARSAL VIEWING** Family members are always welcome to watch during show rehearsals, except for during the first day's audition process.

**EXTENDED HOURS** In an effort to make camp practical for working parents, RMCT will provide extended camp hours for students. During this time, students will watch movies and help with set creation and other production crafts and other activities. You may use these services on an as-needed basis. From **8:00 am to 9:00 am**, the rate will be \$7 per day, and from **3:30 pm to 5:30 pm**, the rate is \$7 per hour, so \$14 until 5:30; *all extended hours are billed in half-hour increments (\$3.50)*. There will be a \$1.00 per minute charge for each minute after 5:30 pm that a child is left in PM extended hours. A bill for extended hours will be both sent home and emailed to parents who have used hours for the prior week (through Thursday) on each Friday, and should be paid on or before the following Monday by check, cash, or on the "Account Balance Payments" page of our website. For the last week of camp, we expect that payment for prior hours will be paid early, paid online, or sent by mail. If you have not already done so, please inform us of which days you will consistently need extended hours for, or as much as you know at this point – it helps us to staff appropriately during those times. If you will just need one-time or infrequent extended hours, just let us know that morning. Last minute needs that arise for 8am-5:30pm extended hours are not a problem for us to accommodate without notice!

**CAMP CLOTHING** Please send your kids to camp in lightweight, comfortable clothing. Dresses and skirts are not a great idea, and also please make sure they are wearing athletic-type sneakers with socks. All students will receive a camp t-shirt (not required to wear daily, but optional).

**COSTUMES** Most cast members will need to provide their own shoes. After parts are assigned, our costume director will begin relaying the specific shoe requirements to all parents. In most cases, all that will be needed is a simple black or white shoe, which most children probably already own. Occasionally, we will also ask for other labeled items as base costume pieces, such as a white t-shirt or black pants, but nothing that we don't expect you won't already own.

**LUNCH** Students may bring their lunch and any snacks or drinks that they would like to eat during break times. We will not have a refrigerator available, so please put the lunch into an insulated bag. We ask that you send your child into camp with no beverages that contain red dye if at all possible in order to best respectfully care for our venue. Snacks and beverages will be available for purchase during breaks.

**EXTRA RECCOMENDATIONS** It is a good idea to bring a large insulated bottle filled with ice water to camp. Also, we sometimes eat lunch outside on weather-permitting days, so sunscreen and a hat might be something you want to provide your child with. We recommend that each camper brings a backpack or tote bag so that they can keep in one place their lunchbox/cooler, thermos, script, and any extra items. Please also be advised that you should not send them to camp with any valuables.

**FORMS** For many reasons, it is **extremely important** that we have your completed registration and permission forms **prior to the first day of camp**. The enclosed Tuition Balance / Important Information Form will let you know if there is anything left to be completed (noted in red). For those who registered online, only a signed permission form is needed, if you have not already sent it in to us, or if we already have it on file from a previous year.

**FILM CAMP** We are beyond thrilled to be starting our inaugural session of Film Camp this year, during Session 2! If your child is currently enrolled in a stage camp during Session 1 and is interested in enrolling in this new program for the second three weeks, just contact us about registration. Any families already enrolled will have a **colored sheet included in this packet** with details about what devices are required, and apps for downloading onto the device, and also a company that has iPads available for short-term rentals. *We will be hosting a Red Carpet Premier Opening for the FILM students on Saturday, July 18 at 6:00pm.*

**AUDITIONS** Each child should present an age-appropriate audition piece on the first day of camp. Please refer to the **enclosed colored audition sheet** for details and instructions.

**ALTERNATE AUDITIONS** If for some reason your child will be unable to attend the first day of their camp session, we can arrange for an alternate or video audition. Auditions are for the Directors at RMCT to be able to cast each student in the most ideal role possible, so that they can be challenged and have fun, and everyone has the greatest camp experience. Alternate auditions are not intended for any students who will be attending the first day of camp. Please R.S.V.P. by email or phone if your child needs to arrange for an alternate audition.

**SHOW DAYS/PARTY** During the last week of each camp session, RMCT will be hosting our pizza party. This will take place on the last Thursday of camp at noon.

**CASTING GROUPS** The middle group (age 9-12: “The Wizard of Oz” & “Mulan”) shows will most likely be double cast, meaning that each session of camp will have two different casts of the productions for this age group. We will automatically place siblings in the same cast/show, and we will also place children in the cast as other children that were marked as their friends on their registration forms *as often as possible*. If you would like to inform us of additional friends or schoolmates who you are aware of, but did not mark on their registration forms, you can *email* us with that information. It will make it much easier for us to have the names of your child’s friends **prior to the first day of camp**, so that we can make sure to place them together (doing so after we’ve already cast the show is extremely challenging, at the very least!). The particular groups that each of the campers will be placed in will not be posted until after the first day’s casting process. Please refer to the sections below for Group A & B schedule breakdowns as a general reference.

**SESSION 1 (3 Shows, 4 Casts, 12 Performances)**

Thursday, 6/25	Friday, 6/26	Saturday, 6/27
11am – The Jungle Book		
Noon – <i>Pizza Party</i>	11am – Spamalot	11am – The Jungle Book
2pm – The Wizard of Oz, Cast A	2pm – The Wizard of Oz, Cast B	2pm – The Wizard of Oz, Cast A
5pm – The Wizard of Oz, Cast B	5pm – The Jungle Book	5pm – The Wizard of Oz, Cast B
7:30pm – Spamalot	7:30pm – The Wizard of Oz, Cast A	7:30pm – Spamalot

**SESSION 2 (4 Shows, 5 Casts, 13 Performances)**

Thursday, 7/16	Friday, 7/17	Saturday, 7/18
11am – Cinderella		10am – Cinderella
12pm – <i>Pizza Party</i>	11am – Shrek	12pm – Mulan, Cast A
2pm – Mulan, Cast A	2pm – Mulan, Cast B	3pm – Mulan, Cast B
5pm – Mulan, Cast B	5pm – Cinderella	6pm – <b>Short FILM Premiere</b>
7:30pm – Shrek	7:30pm – Mulan, Cast A	8:00pm – Shrek



**SHOWS/TICKETS** Each child will take part in **3** productions of their musical, on alternating days. Shows are on the last Thursday, Friday, and Saturday of camp. We will send home and post on our website detailed instructions for ticket purchasing. The show running times will vary by production. We will be sending home invitations with each camper during the first week of camp, so that they can invite friends, family, neighbors, etc. Also, a ticket order envelope will be available on the first day of camp, and after that with our staffers, for ticket sales by cash or check, or phone orders by credit card. Tickets will also be available for purchase on our website. Half of the seats for each show will be reserved for sale to cast members; in our experience, this will be more than enough tickets for the family/friends of all cast members in each production. Families of students in the younger and older groups, plus the Film Camp are welcome to purchase tickets online starting in mid-May. Because of the middle group's double cast situation, we reserve the half of the ticket sales intended for family members and friends of cast members until after camp begins, and we don't recommend families with students in "The Wizard of Oz" or "Mulan" purchase their tickets until the A & B cast lists are posted on the second day of camp. We do not send home the physical tickets for any of the shows; we have a will-call list at the door (45 minutes prior to each performance) for anyone who has purchased tickets in advance. Tickets are \$14 for adults (14+) and \$12 for kids (3-13) for all shows, with the exception of "The Jungle Book" & "Cinderella", which are \$12 for adults and \$10 for kids, and there are no additional fees on any tickets.

**TUITION PAYMENTS & PAYING ONLINE** All camp tuition payments are due in full by May 15<sup>th</sup>, 2015. RMCT has an option to pay for tuition balances by mailing a check or on our website. Online payments can be made using a credit or debit card, or a PayPal account on the 'Account Balance Payments' page. If you have a payment on the enclosed 'Statement of Account' page set for the date of 5/15/15, then you have already set-up an online registration account for Summer Camp, and arranged for a post-dated pre-authorized credit card payment, so there is nothing further to do to take care of camp tuition (it will be an auto-charge on 5/15), and your balance will show as \$0.00. If you make any future tuition or extended hours payments on the 'Account Balance Payments' page of the website, you can do so without a specific family account. We are able to link your name, email, and billing address to your family and credit your account appropriately.

**LATE REGISTRATION & REFERRAL REWARDS** Enrollment at this point is still available for all seven camp sessions. There is no way of guaranteeing that these spots will remain, some are slightly limited right now and a few are extremely limited, so keep that in mind if you are considering both sessions, or if you have thought of inviting a sibling or friend to join camp. If you want us to mail a brochure to anyone you know if, just let us know and we will put one out in the mail. Please remember that we give a \$25 Referral Reward for any new student that attends our camp because of your recommendation, along with many thanks for sharing the theatre magic of what we do with your friends! For anyone who has already referred new campers to us who have enrolled in the 2015 camp season, as long as they have marked your name during their enrollment process in the space asking how they heard about RMCT, you will see a \$25 credit per new student on your attached invoice.

**PARENT'S PAGE** There is a "Parent's Page" on our website, on which you will be able to find all information pertinent to camp, once it begins, as well as copies of the audition sheets (which are posted there now). We will post each of our paper send-home newsletters during camp and all of our updates there.

**QUESTIONS/CONCERNS** Always feel free to contact us with any questions or concerns that you might have. We have an open-door policy and your child's happiness is of the greatest importance to RMCT.

Sincerely,

*RMCT Directors & Staff*