

STAGEDOODOR MANOR

PERFORMING ARTS TRAINING CENTER

PARENT/CAMPER HANDBOOK

Welcome to Summer 2010!

We hope this booklet contains all you need to know to insure a healthy, happy and exciting theater and camp experience!



WHAT'S INCLUDED?

- IMPORTANT CAMPER AND PARENT INFORMATION
- ALL TRAVEL, CANTEEN, ROOMMATE, and HEALTH FORMS
(Note: All forms must be filled out by May 21st)

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**BEFORE MAY 21, 2010, PLEASE SEND
ALL PAPERWORK TO:**

STAGEDOOR MANOR
3658 CHURCHVILLE AVE.
CHURCHVILLE, VA 24421

**AFTER MAY 21, 2010, PLEASE SEND
ALL PAPERWORK DIRECTLY TO CAMP:**

STAGEDOOR MANOR
116 KARMEL ROAD
LOCH SHELDRAKE, NY 12759

TRAVEL TO CAMP

INFORMATION FOR ALL CAMPERS

Your child can travel to camp by car or plane.

(For campers coming by plane, see pages 2-3)

Each session begins on a MONDAY – June 21, July 12, or August 2.

If your child is traveling by car, please arrive between 10:00 AM and 12:00 Noon. This will give you plenty of time to unpack your child, perhaps take a tour, meet your child's counselor, etc. Then we ask that you leave by 12:30 PM so that we can begin orientation for the campers. *If your child is not being picked up at Newark Airport, then we hope to meet you on opening day!*

Each session ends on a SUNDAY – July 11, August 1, or August 22.

We would appreciate it if you would come get your child BEFORE 9:00 AM on this morning. If your child is staying over until the next session, we will be taking him/her out to the movies and out to dinner. These stay-over campers are not permitted to go home with friends on this day.

TRANSPORTATION FORM

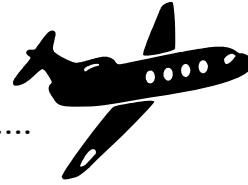
On Page 24 of this PDF is a transportation form asking for specific information about your child's transportation to camp, including flights and times (if applicable).

**EVERYONE MUST FILL OUT THE
TRANSPORTATION FORM AND RETURN IT
BY MAY 21ST, EVEN IF YOU ARE DRIVING.**

If your child will be an "unaccompanied minor," please call in June to get the name of the staff member who will be assigned to your child.

AIRPORT INFORMATION

HERE'S SOME IMPORTANT INFORMATION FOR
OUT-OF-STATE OR FOREIGN CAMPERS WHO
WILL BE ARRIVING BY AIRPLANE.....



Stagedoor campers come to us from most of the United States
and from many foreign countries.

**Please schedule your flights as follows so that we can arrange
to have your child picked up at the airport:**

ARRIVAL

**Newark Airport (EWR)
Between 10:00 AM and 12:00 Noon
June 21, July 12, or August 2**

DEPARTURE

**Newark Airport (EWR)
Between 12:30 PM and 2:30 PM
July 11, August 1, or August 22**

Stagedoor Manor staff members (wearing red Stagedoor Manor shirts and carrying signs) will meet all airline campers at security check points and accompany them to the baggage claim area and to the waiting bus or van. Since flights sometimes arrive at similar times, our counselors may experience brief pick-up delays. We suggest you request, at your end, that an airline flight attendant remain with your child until our counselor arrives.

**There is an \$80 charge for transportation to or from Newark Airport
There are no transportation refunds after June 1.**

If you must arrive or depart at a different time or a different airport, we can arrange private limousine service for you at an additional cost.

**If you cannot arrange flights to arrive between 10:00 AM and 12:00
Noon and to depart between 12:30 PM and 2:30 PM OR if you cannot
use Newark Airport...please call Barb Martin immediately at:**

**Inside the USA, please call: 1 – 888 – STAGE – 88
Outside the USA, please call: 1 – 540 – 337 – 7619**

DIRECTIONS TO STAGEDOOR MANOR

When traveling, it is always important to have the correct address and the phone number.

**Stagedoor Manor
116 Karmel Road
Loch Sheldrake, NY 12759
Phone: 845 – 434 - 4290**

Be advised that most routes to Stagedoor Manor from New York, New Jersey, and Massachusetts involve toll roads. Be prepared with cash to stop and pay these tolls. We have provided the best trip route; Mapquest frequently does not!

Please note: Route 17 is in the process of being renamed I-86. Almost all of the area signs point to Route 17, but please be aware of the dual signage as you travel.

From Manhattan:

Take the Henry Hudson Parkway NORTH towards the George Washington Bridge.

Take the UPPER LEVEL of the George Washington Bridge -- stay in the far RIGHT hand lane and, at the end of the bridge, follow signs for the Palisades Parkway NORTH.

Take the Palisades Parkway NORTH to Exit 9W (I-87 NORTH - New York State Thruway).

Take I-87 NORTH to Exit 16 (Catskills Region - Route 17 WEST).

Take Route 17 WEST for about 50 miles to Exit 100 (Liberty, NY).

Turn LEFT off the exit ramp, and drive ¼ mile to traffic light. Make a RIGHT onto Route 52 EAST.

Continue on Route 52 for 4 ½ miles to Karmel Road.

Make a LEFT on KARMEL ROAD. Stagedoor Manor is ¼ mile on the right.

Driving time from Manhattan is approximately 2 hours

LUGGAGE INFORMATION

If your child is travelling by air: Do not send duffels or large bags on the plane. The bus or van cannot accommodate large bags and the driver will refuse to take them.

For all campers: The easiest way to send luggage is to SHIP IT using a service that provides a tracking number!

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We have found that UPS and FedEx are the most efficient ways to send suitcases and duffel bags to and from camp, if you are not driving your child to camp. They will deliver to camp in about one week. Please make sure you have tracking numbers! The UPS phone number is 1-800-742-5877, FedEx is 1-800-463-3339. **PLEASE, DO NOT SEND TRUNKS!**

Our staff will be happy to help take your child's bags to his/her room. **PLEASE, NO BAGS OVER 50 LBS.**

When you arrange to have your child's luggage sent to camp, you should also arrange for it to be picked up at the end of the session and returned to you. You are able to schedule a return using the weights and measurements you used to ship to camp.

Please arrange the return pick-up for the first **Tuesday** after your child's session ends (July 13, August 3, or August 24).

If you are coming to production weekend and would like to make the shipping arrangements then, we will have a shipping station set up during production weekend to help you (labels, tape, scale, ruler, etc.). **You fill out the forms, call UPS or FedEx, and make the arrangements.**

If you are not coming to production weekend, and your child is traveling to the airport on the camp bus, he/she may take the luggage on the bus.

FREQUENTLY ASKED QUESTIONS

ARE THERE SPECIFIC DAYS AND PHONE HOURS WHEN MY CHILD CAN CALL? DO YOU HAVE A CELL PHONE POLICY?

We do have a phone schedule. Your child may call home **after the first week of camp** during afternoon rec period or during evening rec.

We have found that cell phones are enormously disruptive of camp. Children should come to camp for the independent experience where they can learn to communicate and relate to others. Therefore we have established a firm cell phone policy (see page 19).

HOW MUCH TIME WILL I BE ABLE TO SPEND WITH MY CHILD DURING PERFORMANCE WEEKEND?

Your child will be in two performances of the same production. Six of the shows perform Friday matinee and Saturday night. Six different shows perform Friday night and Saturday matinee. One show, a drama, performs Thursday night and Saturday morning. On Friday, all campers are required to be an audience member when they are not in a performance. You may spend time with your child on campus, but most likely, on Friday, will not have an opportunity to take him/her off camp. On Saturday, however, you may take your child off camp during his/her non performance slot.

CAN I SEND FAXES TO MY CHILD?

Yes, but PLEASE do not send more than one page at a time and no more than twice a week. We simply cannot handle daily faxes or multiple page faxes for 285 children. Remember: Children still cherish personal letters. Our fax number is: 845 – 434 – 1466

WHAT IS THE THURSDAY NIGHT SHOW?

During each performance weekend, one drama performs in our outdoor theater space (The Garden Theater) on Thursday night at 8:00 PM and Saturday morning at 10:00 AM. This is the only show that performs on Thursday – all others perform Friday and Saturday.

WHAT IF MY CHILD HAS A SPECIAL NEED OR A SPECIAL DIETARY NEED?

At Stagedoor, we are attentive to the individual child. All special needs should be discussed with Barb or our head nurse, prior to camp.

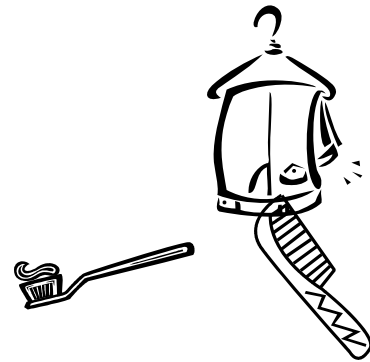
CLOTHING LIST

Each camper should have a 10 day supply of clothing. Clothing is worn during 1 week, sent to the laundry and returned the next week. This list is just a guideline.

Dancers should bring what they normally wear when they dance – they are not required to wear tights, leotards, etc. Being comfortable is a must. Bring only washable clothes, and LABEL EVERYTHING!! Please remember that camp and camp laundries can be hard on clothing and other possessions. Do not send delicate clothes. Remember, unwashed, new clothing can run!

GIRLS

White short sleeved t-shirt
Black short sleeved t-shirt
Black dress pants or skirt
Nude panty hose or tights
Black or tan character shoes
1 dressier outfit for trips or special occasions



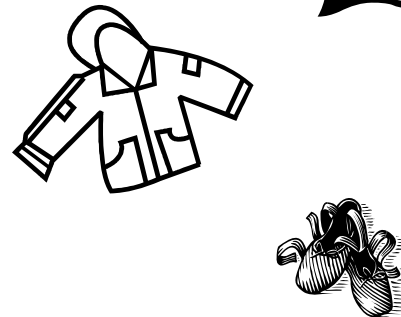
BOYS

White short sleeved t-shirt
Black short sleeved t-shirt
1 White button-down shirt
Black button down shirt
Black socks
Black dress pants
Black character (jazz) or dress shoes



BOYS AND GIRLS

Shirts for 2 weeks
Jeans, shorts and summer clothes
1 swim suit
Socks and underwear for 2 weeks
1 light and 1 warm jacket or sweater
2 pair pajamas
1 pair sneakers, 1 pair everyday shoes
1 robe
1 laundry bag with name on front
Raincoat, hat or folding umbrella
Toiletries-soap, shampoo, toothbrush, hair brush, etc



BEDDING

1 pillow, 2 pillow cases, 2 sets of twin sheets, 1 blanket or comforter
6 towels (for showers, pool, etc.), 2 wash cloths

CLOTHING LIST (cont'd)

OPTIONAL / ADDITIONAL ITEMS FOR BOYS AND GIRLS

Writing paper, envelopes, postage stamps, pencils, pens
Tennis Racquet and Balls (if taking tennis)
A small, inexpensive tape or digital recorder/tapes (to help learn lines/music)
Notebook and pencil
A Phone Card!

DANCE WEAR

Tap, ballet, jazz shoes (according to the styles your child dances)
Girls: Black leotard (sleeveless) or dance shirt
Boys: Black jazz pants and dance shirt or tank

OPTIONAL: BEN NYE STUDENT MAKE-UP KIT

If you are taking a make-up class and would like to order your own kit, we recommend the BEN NYE STUDENT KIT which can be ordered from the Alcone Company, Inc., 5-49 49th Ave., Long Island City, NY 11101. Their phone is: 718 – 361 – 8373. Alternatively, you may bring your own, non-oil, regular street make-up: natural color base coat, blush, etc.

Each child is given four drawers of a dresser and ample closet/storage space. Please keep this in mind when packing.

PLEASE LIMIT THE AMOUNT OF CLOTHING THAT YOUR CHILD BRINGS TO CAMP.

PLEASE, WE CANNOT STRESS THIS ENOUGH...

DO NOT SEND DELICATE CLOTHING.

DO NOT SEND EXPENSIVE JEWELRY.

DO NOT SEND VALUABLES.

ROOM REQUESTS

We do our best to honor each camper's room request, should they have one. New campers are placed with other new campers of similar ages. Please call if there are any special needs or concerns regarding your child's room assignment.



ROOM REQUEST FORM

You will find the Room Request Form on Page 25 of this PDF.

Make any notes on this form that you think may help us to room your child so that he/she is most comfortable.

For example:

"Room my child with students of the same grade, not students of the same age." - OR -

"He prefers a bottom bunk." - OR -

"Does well with older children," etc.

REMEMBER:

Nothing is a guarantee, but it can be most helpful.

AUDITIONS AT CAMP

The excitement and learning at Stagedoor begin with auditions that take place during the first two days of each session. The purpose of the audition is to help us get to know you (and you to know us), to place you, initially, in your correct level of classes, and to cast you in your first round of plays.

We strive to create an easy, comfortable audition atmosphere that is non-competitive. **We want you to feel comfortable and relaxed.** Remember that all the directors and teachers want to help you to develop your own artistic nature and latent abilities.

If you want to perform in a musical: Please be prepared with 16 bars of a song, preferably from a past or present Broadway musical. Avoid rock songs and opera. **Please bring the sheet music with you to camp.**

For intermediate and advanced dance students: You will be asked to participate in a dance workshop audition with the heads of our dance department to be sure you are placed in the correct dance level.

For all performers: You will be given a short and easy scene to study. You will then read this scene with another camper in an informal audition.

IMPORTANT:

Auditions enable us to begin to know you. Your subsequent work in classes and rehearsals will be even more important. If you are with us for more than three weeks, you will be given the opportunity to audition again before each new round of shows is cast.

The shows we have chosen for the coming season range from basic Broadway hits to more advanced and challenging productions. They have been selected to help with your training, to enrich your understanding and admiration of theater, and for your enjoyment.

We are extremely excited about this coming season, and we know that it is going to be the best ever!

CLASS SELECTION

CHOOSING YOUR CLASSES

At Stagedoor Manor, you choose the classes **YOU** want to take, and **YOU** choose the balance between classes and recreation time.

- There are three 60-minute class periods each day (Monday - Saturday)
- All classes are taken 3 times per week
- Dance classes may be elected 3 or 6 times per week
- Each camper chooses 6 different class subjects

In addition, there are 2 recreation periods, one in the afternoon and another after evening rehearsals, when you can choose from a variety of activities offered each day and evening.

For multi-session campers, you will have an opportunity to re-register and change your classes at the start of each 3 weeks.

The available class choices are listed and described on the next few pages. Please read through. Once you get to camp, you will register for the 6 classes of your choice.

The following are only our "core" classes, not all the class choices. Many more classes will be added once our final staff has been hired.

Please note: Campers selecting dance, swimming or tennis instruction will complete a placement process when they arrive at camp to assure their placement in classes at the correct level.

Certain classes are considered "age appropriate" and are available accordingly.

THE FIRST ACTUAL CLASS REGISTRATION PROCESS OCCURS ON THE FIRST DAY YOU ARRIVE AT CAMP.

Classes will commence on the 3rd day of camp.

CLASS DESCRIPTIONS

Scene Study: How do you approach a scene? How do you discover the shape? And more importantly, how to act it.

Theater Games: A variety of fun activities that help build and develop your theater skills; focus-ensemble teamwork – concentration – trust.

Tools of Acting: The nuts and bolts of acting. This class covers all the basic skills used by actors on stage, no matter what technique the actor chooses. Topics will include focus, concentration, trust and working within an ensemble.

Audition – Cold Reading: Learn to prepare & perform cold reading style auditions. Exercises will focus on relaxation, vocal & physical preparation, cold reading techniques & secrets, and text interpretation.

Audition – Monologue Prep: How to choose the best monologue for you – suitability, audience, building a history, “castability” & stereotyping, performance spaces, setting & staging a piece. Discover the information within a monologue that will help you land a role by working on the monologue in class.

Character Development: Learn improvisation techniques, movement exercises, text breakdown, observations and other tools designed to help the actor more fully develop a rich character life on stage.

Improv: Have a blast while you develop your skills of imagination, teamwork, and storytelling. Perform a scene without a stitch of rehearsal or one word of written dialogue & build a scene that communicates an idea using action & dialogue that you create on the spot, using the essential acting elements of trust, 100% suspension of belief, and total acceptance.

Shakespeare: Designed to expand the older students’ knowledge & understanding of Shakespeare, focusing on the requirements necessary for effective communication of Shakespeare to an audience. Topics include making sense of the text & discovering clues Shakespeare planted in his scripts. Students will work with monologues scenes and sonnets.

Comedy Acting (Level 1/2): Explore and develop techniques you’ll use when working on comedic text from a contemporary play. Finding the comedic moments and then how to mine those moments for the most laughs. Both improvisation and selected scene work from modern plays will be used.

Comedic Acting (Level 2/3): Explore and develop techniques you’ll use when working on comedic text from a classical play. We start with some improvisational exercises and then spend each day stressing a different period beginning with Aristophanes, then Moliere, Shakespeare and finally Oscar Wilde.

Physical Comedy Acting: Prat-falls, trips, double takes, and more. Learn how to properly use your body in a comedic way without injuring yourself.

Stage Combat: An introduction to basics of unarmed stage combat. A strong emphasis is placed on safety, measure, fight tempo, and pacing. You will learn a variety of punches, kicks, falls, chokes, what a “trigger” is and how to “sell” violence. This is a very active class requiring closed toe shoes and NO jewelry.

CLASS DESCRIPTIONS (cont'd)

Master Stage Combat: This class moves from unarmed combat into weaponry with a focus on quarterstaff, broadsword, rapier/dagger work, and found weapons. This is a very active class requiring closed toe shoes and NO jewelry. The class meets everyday and choreographs a fight scene that will be showcased in the Dance Show at the end of the second week of the session. Instructor's approval required to be admitted to the class.

TV Acting 1: An introduction to the basics of acting for the camera, with an on-camera audition being the primary focus, slating, working within a frame, and hitting your marks.

TV Acting II: Going to the next level of on-camera performance. You landed the job, now what? Topics covered will include out of sequence filming and keeping your character's focus with various technical activities around and over an extended down period.

Master Acting Class: An in depth self-exploration class where you will discover how to take all you have learned about acting and begin the process of developing your own style. Minimum age requirement of 15. This class meets everyday and admission is based on an audition at the first class meeting.

Directing (Level 1/2): Designed for the new director. We will look at staging basics with a focus on blocking and the creation of stage pictures. Students will direct their classmates in selected scenes using these new skills.

Directing (Level 2/3): Designed for a more in depth exploration of the art of the director. Students will discover how to approach a script, stage composition and collaboration with other theatrical artists.

Movie Making: This hands-on, time intensive course offers the advanced student the opportunity to participate (either in front of or behind the camera) in the making of a short film. This class meets period 3 & 4 everyday. Admission is conditional and is based on an audition and/or interview held the first day of class.

Playwriting: In the class you will write a 10-minute play. You cover such topics as anatomy of a play, writing character monologues, writing conflict scenes. The others in the class will read completed plays.

Video Workshop: An introduction and hands-on approach to video camera use. Topics will include the proper use of the camera, special features & functions, shot composition, and developing ideas for filming.

Make-up: A hands-on class covering all your basic make-up styles: dance, fashion, photographic, old age, fantasy, facial hair.

Make-up – F/X: A hands-on approach experimenting with scars, bruises, bumps, burns, slashes, stitches, tears, etc.

Make-up – Fashion: It's all about the world of glamour in this class. Learn how to accent your natural beauty and wear make-up of a high fashion model

Make-up – Horror: Turn yourself into the monster of your dreams. Explore the development of classic creatures to ghoulish creations of your own.

Costume Class: You'll learn elements involved in the costume design process; Take the journey from the designer's creative impulse through sketches to construction. You'll even get a chance to create your own costume from an unusual fabric!

CLASS DESCRIPTIONS (cont'd)

Singing Tech: The nuts and bolts of singing. Proper support and breathing, all the necessities that make up the foundation of proper singing. This class helps you get the most out of your voice.

Vocal Coach: Get more from your songs – more from the music, lyrics, & content. This class has more individualized focus helping you get the most out of a piece of music.

Master Voice: This is an advanced class for the student who demonstrates a high level of vocal technique and musical theater understanding. The material used will be of an advanced standard and students are expected to pick up the material quickly. The class may include intricate harmony, vocal improvisation, musical theater performance, script writing, composition, and possibly a performance. An audition is required and this class meets one period every day.

Musical Performance: This class is open to interpretation. The basis of the class is musical theater, the direction and focus are up to the teacher. Previous classes have included musical theater history, writing a script around 3 songs in groups and performing, learning and staging particular songs.

Audition-Musical: What song? What photo? What shoes? This class is usually taught by both a director and music director. The class is designed to take the student through the whole professional audition process from song selection to music preparation to actual audition. After a student has done a mock audition, other students may be asked for constructive criticism to keep them involved.

Song and Scene: This class is designed to deal with the transition from scene to song and back to scene again. Teachers will approach this topic differently. This may include group work on an established scene from a known show to writing a short monologue to be spoken before and after a song. Students will get to perform in this class.

Song and Dance: Designed to be like a mini “Our Time” Cabaret, this class focuses on the process of developing and staging some of your favorite musical numbers for large ensembles. This class meets one period every day.

Creating the Musical: The process of developing a musical from conception to performance. The class focuses on the areas of producing, composing, directing and marketing, with a chance to create your own musical to perform for the whole camp. This class meets one period everyday.

Stage Management: We’ll go through the rehearsal period into production and performance. We’ll compile a prompt book, cover rehearsal reports, cueing a show, & prop lists. You’ll get to “block” a scene from a video tape of a previous Stagedoor show.

Tech Theater: You explore & participate in every area of the technical side of theater. You’ll learn how to build a flat, hang a light, what goes into creating the props for a show, and more. This class is team taught by the Stagedoor Technical Staff. This is a hands-on class and requires closed toe shoes and appropriate clothing.

Modeling I & II: You will explore and practice how to properly carry yourself on a runway and display a variety of clothing. The class culminates in an all-camp event of a modeling fashion show. Modeling I is a prerequisite for Modeling II.

Aerobics & Pilates: These are exercise classes accompanied by music. They are specific conditioning classes designed to tone and trim students’ bodies. Aerobics classes feature a warm-up, cardio building and muscle conditioning. Pilates classes include a warm-up muscle conditioning and stretching exercises. Work out clothes required for both.

CLASS DESCRIPTIONS (cont'd)

Arts and Crafts: We will focus on getting you involved in theatrically related Arts & Crafts. Activities will include mask making, puppet construction, and projects based on your favorite plays or characters.

Tennis: Various levels of Tennis instruction are available as well as recreational play.

Swimming: Various levels of instruction are taught by our qualified swimming instructors.

DANCE INSTRUCTION

Ballet I: This class introduces the first time ballet student to ballet terminology along with the basics of ballet including the positions of the feet, the positions of the arms, barre warm-up, and exercises in the center and across the floor. This is a process oriented class, and does not perform in the showcase. Dance attire is required including ballet shoes.

Ballet II: The second of 3 levels is for the student who is able to demonstrate the basic terminology of ballet, both physically and verbally (ie. Tendu, degage, plie, releve, battement, rond de jambe, etc.). This class continues to focus on the student's alignment, flexibility, and understanding of established ballet steps and positions. This class is encouraged to perform in the showcase. Dance attire is required including ballet shoes. An audition is required.

Ballet III: The third of 3 levels is designed for the student who has studied ballet for several years and is able to demonstrate artistic accomplishments at an advanced level. The student is expected to have a thorough understanding of barre technique, center work (including petite allegro and adagio and grand allegro). The class is expected to participate in the showcase. Dance attire is required including ballet shoes (pointe shoes optional). An audition is required.

Tap 1: The first of 3 levels is for the student who is just beginning or has just begun the study of Tap dance. The class introduces the basic steps & terminology associated with tapping. Topics to be covered include alignment, technique, and execution of basic tap steps and combinations. This is a process oriented, participatory course that does not perform in the dance showcase. Tap shoes are required. An audition is not required.

Tap II: The second level of 3 is for the student who has had at least one year of tap dance and can verbally and physically articulate the primary steps. The class introduces the various time steps and affords the student an opportunity to expand their tap vocabulary and learn challenging dance/rhythmic combinations. Performance encouraged. Tap shoes are required. An audition is required.

Tap III: The third of 3 levels is for the students who demonstrate, both physically and verbally, a higher understanding of Tap dance. The student should be able to immediately articulate the steps and combinations presented by the instructor. The class is developed from the previous experiences of the students and builds upon their foundation. Performance is required. An audition is required.

Jazz I: The first of 3 levels is for the student who is beginning their study of Jazz dance. This class introduces jazz terminology along with alignment, execution, flexibility, and execution of basic jazz steps and combinations. This is a process oriented, participatory course that does not perform in the dance showcase. Jazz shoes are required. An audition is not required.

Jazz II: The second level of 3 is for the student who has previous jazz dance experience, preferably one year. The course builds upon the established technique and affords the student the opportunity to develop greater strength and flexibility. The class dances a short piece in the showcase. Dance attire is required, including jazz shoes. An audition is required.

CLASS DESCRIPTIONS (cont'd)

Jazz III: The third of 3 levels is designed for the student who has a superior understanding of jazz dancing. The student is required to be in excellent condition, able to articulate both physically and verbally the exercises and combinations presented by the instructor. This is a fast paced, high-energy, class. The class is required to perform in the showcase. Dance attire is required, including jazz shoes. An audition is required.

Modern I: This is the first of 3 levels and is designed to establish and instill technique of modern dance. Topics to be covered include space, time, gravity, structure, and how it relates to the art of modern dance. An established technique may be introduced. This is a process oriented, participatory course that does not perform in the dance showcase. Dance attire is required. An audition is not required.

Modern II: This is the second of 3 levels and builds upon the previous modern dance experiences of the students. Further studies may include movement qualities, fall and recovery, contractions, isolations, breathing, spiraling, and the use of opposition. This class is encouraged to perform in the showcase. Dance attire is required. An audition is required.

Modern III: This advanced level class is for the student who demonstrates knowledge and appreciation of modern dance. This fast paced class allows the student to further explore a defined technique from an established school, or build upon previously established steps and movement phrases. The class is required to perform in the showcase. Dance attire is required, including jazz shoes. An audition is required.

Master Dance: This class meets everyday and is designed for the physically fit advanced dance student who demonstrates a highly evolved understanding of more than one dance style. This course is developed by the instructor and is based upon the technique and talents of the class. The class is required to perform in the showcase. Dance attire is required, including shoes. An audition is required.

Fosse: The many works of great director/choreographer Robert Louis Fosse are explored through the use of books, videos, CD's, and physical participation. Clothes to move in are required. This class is encouraged to participate in the showcase.

Choreography: This is a dance composition class. The students learn the process of developing and staging a choreographed dance piece. Through the guidance of the instructor the students organize and create solo, duet and group dances. The students are encouraged to perform in the showcase.

Hip Hop: The class explores the contemporary dance style of Hip Hop. Through active participation the students learn terminology and steps based upon the latest styles from clubs and music videos. This class is encouraged to participate in the showcase.

Street Dance: This is a competitive, urban style of dance and may include break dancing and rhythmic play. This class is encouraged to participate in the showcase.

Musical Theater Dance: You learn a variety of dance combinations using popular musical show tunes. In some instances you will learn original Broadway choreography.

RECREATIONAL ACTIVITIES

During afternoon and evening recreation you can choose from a variety of recreational and workshop activities. These might include Arts & Crafts, non-competitive sports, comedy workshop, sight singing, street make-up, soap opera workshop, Dance routines, health & nutrition, Mime, Costuming, etc

2010 CAMP GUIDELINES

To facilitate communication and avoid misunderstanding, please read and discuss the following with your camper PRIOR to arrival at camp.

GROUP LIVING

For the well-being of all, we follow these standard camping practices:

1. Medications (including aspirin, acetaminophen, and ibuprofen) will be stored in the Camp Health Center for distribution by our team of nurses (as per state law).
2. EACH CAMPER WILL FULLY PARTICIPATE IN A DAILY CLEAN-UP OF ROOMS. This includes bed making, clothing storage, bathroom maintenance, and other work assigned by counselors.
3. Disturbances after evening curfew will not be tolerated.
4. Staff and nurses are available to campers 24 hours a day.
5. The following can result in dismissal from camp:
 - A. Leaving camp without camp director's approval.
 - B. Smoking, use or storing of alcohol, marijuana, or any non-prescribed drug or illegal substance.
 - C. Continuous disruptive or destructive behavior.
 - D. Leaving buildings after curfew without adult supervision.

MAIL

Please write frequently to your camper(s) – particularly during the first week of each camp session. Be cheerful and upbeat.

1. Food in rooms attracts bugs and rodents! Packages are opened by the counselors. Small amounts of non-perishable food that can be kept in your child's own airtight containers are permissible. Gum is prohibited. Any food related issues should be brought to Barb's attention so that together we can create a solution.
2. **NEVER MAIL CASH TO CAMPERS!**

2010 CAMP GUIDELINES (cont'd)

PHONES & CELL PHONES

We **CANNOT** call campers to the phone except on the camper's birthday. Your best communication is by cheerful letter (which campers cherish and save). Campers can call you at scheduled times during the 2nd and 3rd weeks of each session. You will receive a schedule in the mail.

There are **NO OUTGOING CALLS** the first week of each camp session to allow for adjustment to camp. After this, outgoing phones will be open to campers on a scheduled basis. You should discourage frequent phone calls and encourage your child to write.

If you have disturbing news to relate or you wish to discuss your child's adjustment to camp, please contact Barb first for assistance.

Upon registering at camp, we ask that you or your camper turn their cell phone in to us. Having no phone access for the first week of camp gives everyone time to make new friends and to adjust to a new schedule.

The first Sunday of each session, we open up our phone room so our campers may contact their family. It is on this day that your child may come to the office and retrieve their cell phone from us.

FAXES

We have installed a dedicated camper fax system. You can fax notes, photos, etc. to your child at camp. PLEASE limit your fax to one page, no more than twice a week. Faxes will be distributed to campers throughout the day via a fax bulletin board.

FAX #: 845 – 434 - 1466

CANTEEN

The camp canteen is open during recreation periods and after evening rehearsals. Canteen cards will be issued to your child and we will refund the unused monies at the end of camp.

We require that you send a separate check of \$150 per session for your child's canteen account (stayover campers, please add an additional \$50). Please see the Canteen Account Form on Page 26 of this packet and send it to us by May 21st.

VISITING

We know how beautiful the Catskill Mountains are and how tempting it is to come up for a weekend and visit your child. However, this disrupts our schedule, removes campers from their free time (and friends), and drastically reduces the independent experience. Therefore, there is NO VISITING outside the production weekend.

The **ONLY ORGANIZED TIME TO VISIT** is on production weekends. Each session ends on a Sunday – the Friday and Saturday before is our production weekend. **NO ONE** may take their child out after an evening performance on this weekend.

PLEASE NOTE THE FOLLOWING:

1. Only PARENTS can take their OWN CHILDREN off camp grounds during free time, and only if campers are signed out and in at the office or entry.
2. CAMPERS ARE NOT TO BE OFF CAMPUS AFTER 10:00 PM
3. Visitors under 21 are not allowed on camp grounds unless accompanied by camper's parents. Campers' friends are not allowed to visit without parents.
4. Former campers are welcome ONLY DURING THE FRIDAY PERFORMANCE AND MUST BE ACCOMPANIED BY A PARENT. They are not to enter housing areas.

2010 PERFORMANCE SCHEDULES

Stagedoor productions are presented in repertory style at the completion of each 3 week session. We will notify you of the exact dates and times of his/her show. All shows are presented twice each weekend.

1st SESSION SHOWS: FRIDAY & SATURDAY, JULY 9 & 10
2nd SESSION SHOWS: FRIDAY & SATURDAY, JULY 30 & JULY 31
3rd SESSION SHOWS: FRIDAY & SATURDAY, AUGUST 20 & 21

Note: One drama performs Thursday night & Saturday morning of each Performance Weekend

Production Weekend is the culmination of 3 weeks of hard work and dedication. We want our campers to perform in a safe and positive environment. Help us achieve this endeavor by NOT USING flash photography and maintaining proper theater etiquette.

For the comfort of all audience members, the use of video equipment is restricted to the side and rear of the theaters.

WEEKEND ACCOMMODATIONS

If you are planning to come for the weekend to see your child's productions, we advise you to **book your accommodations right now!** For more information, check out the Sullivan County Visitors Association website at www.scva.net or call the tourism department at 845-794-3000.

3+ Star Properties

For those unfamiliar with the Catskills, these hotels are the best in the area. They are approximately 45 minutes from camp, but the route is direct.

Courtyard by Marriot (Middletown, NY)	Phone: 845-695-0606
Hampton Inn (Middletown, NY)	Phone: 845-344-3400
Microtel Inn and Suites (Middletown, NY)	Phone: 845-692-0098
Holiday Inn (Middletown, NY)	Phone: 845-343-1474

Local "Spa" Hotel

New Age Health Spa (Neversink, NY)	Phone: 845-985-7600
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Motels

Days Inn of Liberty (Liberty, NY)	Phone: 845-292-7600
Howard Johnson (Liberty, NY)	Phone: 845-292-7171
Best Western (Monticello, NY)	Phone: 845-796-4000
The Lodge at Rock Hill (Rock Hill, NY)	Phone: 845-796-3100

Country Inns/Bed & Breakfasts

Some are Bed & Breakfast; some are rooms only. Call for more information.

The Roebling View (Barryville, NY)	Phone: 845-468-4340
ECCE Bed and Breakfast (Barryville, NY)	Phone: 845-557-8562
Reynold's House (Roscoe, NY)	Phone: 607-498-4422
The Guest House (Livingston Manor, NY)	Phone: 845-439-4000
Fox Mountain B&B (White Sulphur Springs, NY)	Phone: 845-292-0605
Lanza's Inn (Livingston Manor, NY)	Phone: 845-439-5070
Land of Oz B&B (Livingston Manor, NY)	Phone: 845-439-3418
De Bruce Country Inn (Livingston Manor, NY)	Phone: 845-439-3900
Eldred Preserve (Eldred, NY)	Phone: 845-557-8319
Lazy Pond B&B (Liberty, NY)	Phone: 845-292-3362
Huff House (Roscoe, NY)	Phone: 845-482-4579
Old House on a Hill (Ferndale, NY)	Phone: 845-292-3554
Inn at Lake Joseph (Forestburgh, NY)	Phone: 845-791-9506
Griffin House (Jeffersonville, NY)	Phone: 845-482-3371
Reflections (Forestburgh, NY)	Phone: 845-796-2554

HEALTH AND SAFETY AT CAMP

Health and safety are very important to us! We want all of our campers to feel comfortable and well. The best way for us to do this is to have information about each child. These forms are important on so many different levels. Please take time to fill them all in accurately.

HEALTH FORMS

We are required by law to have a current medical form on each camper, each year, PRIOR to their arrival at camp.

On the back page of the medical form you **MUST** have a doctor's signature. Your child **MUST** have had an exam within the last year.

It is **REQUIRED** that we have the immunization dates of your child and that we have a medical signature stating that your child is able to participate at camp. If your doctor has his/her own form, just attach it to our enclosed form.

Please fill out and sign ALL health related forms (see forms at the end of this PDF) and return them to us by May 21.

A child without this signed health history form cannot be accepted on opening day!

MEDICINE AT CAMP

If your child is on a daily medication, we **REQUIRE** that you contact CampMeds to have this medication pre-packaged. (See paperwork enclosed in packet.)

This company will take your prescription, and for a small fee, they will pre-package the pills into single doses. Each dose will be labeled with a day and a time. This insures that your child doesn't miss a dosage and it helps us to continue to run a safe, efficient health center.

WHY ARE THE HEALTH FORMS NEEDED?

MEDICAL RELEASE / INSURANCE FORMS

These insurance forms should be accompanied by a photo copy of your insurance card. This form is used should we have need to bring your child to the doctor.

HOSPITAL RELEASE FORM

The Hospital Release Form must be signed so that in the event of an emergency, there is no delay in medical attention. A staff member accompanies every child to the doctor and/or hospital.

MENINGITIS IMMUNIZATION FORM

Please let us be very clear. We have never had a case of Meningitis!

But, as a sleep away camp, we have fallen under the same category as Universities and Colleges, within the Board of Health regulations. As such, we have to inform you and receive confirmation of having informed you about Meningitis and its risks.

Please read the forms carefully and discuss with your physician any questions or concerns. Then, fill in the release form and get it back to us.

PLEASE CALL BARB MARTIN IF YOU HAVE ANY QUESTIONS OR CONCERNS THAT YOU WOULD LIKE TO ADDRESS.

INSIDE THE USA: 1 – 888 – STAGE – 88

OUTSIDE THE USA: 1 – 540 – 337 – 7619



2010 TRANSPORTATION FORM

EVERYONE MUST FILL OUT THIS FORM AND RETURN IT TO US BY MAY 21ST, EVEN IF YOU ARE DRIVING!

Camper's Name _____ Session(s) _____

Camper's Cell _____ Parent's Cell _____ Home Phone _____

HOW YOUR CHILD WILL BE TRAVELING TO CAMP AND FROM CAMP?

CAMPERS TRAVELING BY PLANE...

Monday June 21, Monday July 12, and Monday August 2 we will have a bus/van at NEWARK AIRPORT. **If you wish to take the bus or van, you must notify us NOW by sending us this completed form** and we will have a staff member meet your child when he/she gets off the plane. Due to FAA regulations, **we can no longer meet children at the gate of their arrival.** As they walk from their gate towards baggage claim, we will be waiting on the other side of security. Please be sure your child knows to look for RED STAGEDOOR T-shirts and signs! Each child will call home from the airport to let parents know they have arrived safely.

If your child is flying home by themselves, Sunday July 11, Sunday August 1, or Sunday August 22, we will send your child on a Stagedoor bus/van with a staff member to NEWARK AIRPORT to meet their flight.

If you will be a late arrival, or if you are arriving at another airport, please see Page 4 of the Handbook. If you need special travel arrangements, please contact Barb Martin.

FEES: There is a \$80 charge for transportation to or from Newark Airport. If you wish to have this service, please send a check payable to: Stagedoor Manor (mark check "Airport Transportation"). The fee is \$80 one way / \$160 round trip. There will be no transportation refunds after June 1.

INBOUND: Please schedule inbound flights to arrive between 10 AM and 12 Noon at Newark Airport

OUTBOUND: Please schedule outbound flights only between 12:30 PM and 2:30 PM at Newark Airport

TRANSPORTATION TO CAMP:

We will be driving our child to camp MONDAY 6/21 _____ 7/12 _____ 8/2 _____ (Please arrive between 10:00 AM & 12:00 Noon)

Please reserve a seat on the bus from NEWARK AIRPORT for my child, who will be arriving on MONDAY 6/21 _____ 7/12 _____ 8/2 _____

_____ My child will be dropped off at Newark Airport and will meet the Stagedoor Staff at 11:30 AM at Terminal C, Baggage Claim

_____ My child's flight info is listed below: (Please schedule inbound flights to arrive between 10 AM and 12 Noon at Newark Airport)

Date of ARRIVAL _____ AIRLINE _____ FLT# _____

FROM (CITY) _____ AIRPORT _____ ARRIVAL TIME _____

My child will be arriving as an unaccompanied minor: YES NO

TRANSPORTATION FROM CAMP:

Our child will leave camp with us on SUNDAY 7/11 _____ 8/1 _____ 8/22 _____ (Please arrive no later than 9:00 AM)

Please reserve a seat on the bus to NEWARK AIRPORT for my child, who will be flying by themselves on SUNDAY 7/11 _____ 8/1 _____ 8/22 _____

_____ My child's flight info is listed below: (Please schedule outbound flights to leave between 12:30 PM and 2:30 PM at Newark Airport)

Date of DEPARTURE _____ AIRLINE _____ FLT# _____

AIRPORT _____ DEPARTURE TIME _____ DESTINATION _____

My child will be traveling as an unaccompanied minor: YES NO



ROOMMATE REQUEST FORM

We do our best to honor all reasonable roommate requests. It is very important that ALL of the campers involved make the same requests and are of similar ages.

Even if you have previously made a roommate request, please send in this form by mail.

Groups of 2, 3, or 6 people will be accepted

WE CANNOT ACCOMMODATE GROUPS OF 4 or 5 FOR GIRLS

WE CANNOT ACCOMMODATE GROUPS OF 3 FOR BOYS

Please be sure to tell us if there is someone with whom you don't want to room.

Brand new to Stagedoor? Not to worry – new campers generally room with new campers, unless otherwise requested.

Call Barb at 1-888-STAGE-88 if you have any questions or preferences that you would like to discuss.

YOUR NAME

1. _____ AGE _____ SESSION _____

ROOMMATES REQUESTED – LIST BELOW

2. _____ AGE _____ SESSION _____

3. _____ AGE _____ SESSION _____

4. _____ AGE _____ SESSION _____

5. _____ AGE _____ SESSION _____

6. _____ AGE _____ SESSION _____



2010 CANTEEN ACCOUNT FORM

(Office Use Only)

Date:

Check #

Fill in the appropriate sections below and mail this entire page with **one check** made payable to: Stagedoor Manor (please indicate "Canteen Account" on the memo line)

PLEASE MAIL THIS FORM BY MAY 21st TO INSURE CORRECT T-SHIRT SIZE

PERMISSION SLIP

I hereby grant permission for my child to participate in the out-of-camp trips. These trips include, but are not limited, to: Movies/Mall Trip, Fast Food

Name of Camper (Print) _____ Session _____

Parent Name _____

Summer Contact Phone Number _____

Signature of Parent _____

T-SHIRT SIZE

_____ Child Large

_____ S _____ M _____ L _____ XL (Adult Sizes)

CANTEEN ACCOUNT

Canteen Account (All Campers) \$ _____

We require \$150.00 per session plus an additional \$150 if you are staying 2 or more sessions.

All local trips as well as canteen cards, cast photos, scripts and some medical prescriptions* will be drawn on this account. Unused balances will be refunded at the end of camp.

*If your child needs to have a prescription filled during the summer, we will contact you with the phone number of the pharmacy so that you can arrange payment directly with the pharmacy.

Full Name: _____ (Page 2)

HEALTH HISTORY: Please indicate YES or NO and give approximate dates

DISEASE	YES	NO	DATE	DISEASE	YES	NO	DATE	DISEASE	YES	NO	DATE
Asthma				Measles				Joint pain/condition			
Chicken Pox				Mumps				Immune system			
Diabetes				Meningitis							
Fainting				Mononucleosis							
Heart condition				Rheumatic Fever							
Hepatitis				Seizures							

Operations for serious injuries? _____

Chronic or recurring illnesses? _____

Other diseases or details related to the above: _____

Recent injury, illness, infectious disease? _____

Currently have a medical condition requiring the regular intake of medication? Yes No If yes, please list: _____

Any history of emotional or mental disturbances? Yes No If yes, explanation _____

Ever suffered from an eating disorder? Yes No If yes, explanation _____

Have a history of bed-wetting? Yes No _____

Have problems with sleepwalking? Yes No _____

(Female) Is menstrual history normal? Yes No If no, are there any special considerations to be made? _____

Any food restrictions or special diet? _____

SPECIAL NOTE TO PARENTS: As a theater camp, the most frequent health issue is vocal strain. The Health Center stocks two products that are recommended and used by professional singers and teachers. The products are listed below, please indicate if your child is allowed to use them.

Yes No **Slippery Elm Lozenges:** for temporary relief of irritated mouths and throats; contains elm bark 150mg in a base of mixed carbs (natural plant derived sweeteners), Rose Hips (20mg), Vitamin C (15mg Ascorbic Acid), Sodium and preservative free. Lozenges are slowly dissolved in mouth, may not repeat in less than two hours.

Yes No **Throat Coat Tea:** an herbal tea providing soothing, protective coating on the throat; contains licorice root, slippery elm bark, marshmallow root, blend of wild cherry bark, bitter fennel fruit, cinnamon bark, sweet orange peel. 3 to 4 tea bags may be sipped per day.

If there is a product that your child uses on a regular basis, please send it with your child with full instructions: _____

IMMUNIZATION HISTORY: Please record dates of basic immunizations

DTP	MMR	Varicella (chicken pox)
TD	Or Measles	Meningococcal
Tetanus	Or Mumps	TB test date:
Polio	Or Rubella	TB test result: [] Positive [] Negative
Haemophilus Influenza B	Hepatitis B	Other:

Meningococcal Disease and Vaccination Disclosure – Disclosure information enclosed with this health form in Parent/Camper Handbook.

New York State Public Health Law requires the operator of an overnight children’s camp to maintain a completed response form for every camper who attends a camp for seven (7) or more nights.

Please check one of the following choices:

[] My child has had the meningococcal meningitis immunization within the past 10 years. Date received: _____

[] I have read, or have had explained to me, the information regarding meningococcal meningitis disease. I understand the risks of not receiving the vaccine. I have decided that my child will NOT obtain immunization against meningococcal meningitis disease.

Signed: _____ Date: _____

PHYSICIAN’S EXAMINATION:

Weight: _____ Height: _____

ALLERGIES (please specify allergen and reaction): _____

EXAM: Please indicate whether the following are satisfactory (S), unsatisfactory (U) or not examined (NE):

Eyes	Lungs	Skin
Ears	Heart	Extremities
Nose	Hernia	Posture (Spine)
Throat	Abdomen	Genitalia

General appraisal: _____

Any restrictions on: Swimming ____ Tennis ____ Aerobics ____ Strenuous Activities ____ Other: _____

Additional information for the health care staff at the camp: _____

FOR PHYSICIAN: I have examined this person, have reviewed the health history and approved treatment with standard over-the-counter medications and prescribed medications as indicated. It is my opinion that this person is physically able to engage in camp activities, except as noted above.

 Signature of licensed examining physician Telephone Date

 Name of Physician (printed) Address

STAGED DOOR MANOR

PERFORMING ARTS TRAINING CENTER

THE CAMPMEDS PROGRAM

In our on-going commitment to meet the needs of our campers who require medication while at camp as well comply with strict state regulations regarding medication dispensing for summer camps, we will continue to work with CampMeds Inc., a pre-packaging medication program founded by a former camp nurse. CampMeds has been servicing the camping industry for the past 7 years providing the convenient service of dispensing, packaging and shipping medications directly to summer camps.

Our policy and procedure for dispensing and administering medicine REQUIRES camp families to have all of your child's medicine in PILL FORM to be dispensed by CampMeds and sent to camp prior to their arrival.

CampMeds will fill:

- Prescription medication in pill form (daily or "as needed")
- Non prescription medication in pill form such as allergy medication and vitamins (daily or "as needed")

Please remember that the CampMeds pharmacy can dispense all meds, (excluding Accutane, growth hormone, insulin and birth control pills) but you are only required to have them fill the above listed items.

Our camp stocks most over-the-counter items (such as Tylenol, Advil, Benadryl, etc.) so there is no need to have CampMeds dispense typical over-the-counter items.

Medications that are in pill form are individually packaged and sealed according to date and time of administration. Each individual packet may contain one or more pills prescribed to be given at the same time. This method of dispensing medicine during summer camp minimizes potential med errors, ensuring that every camper gets the correct medication and dosage, at the right time, on the right day. It also allows your children to return to their camp activities sooner, because administering meds that are pre-packaged and organized reduces their time spent in line waiting for meds! Our nurses now have more time to devote to your child's other healthcare needs.

Medication at camp is dispensed at mealtimes and bedtime. Only if medically necessary and a specific time is written on the prescription, will the meds be dispensed at a different time of day. You are responsible to check that your child's prescriptions are written exactly how and when the medication is to be given. For example, if the med is to be taken only as needed, the prescription must be written that way; if the med is to be the "brand drug", the prescription must specify "brand only" or the generic will be dispensed.

We want to be clear that we do expect 100% participation from families with campers who will need medication in pill form while at camp. The only exception to this procedure is if CampMeds notifies us that they are unable to accept your insurance. If your camper does not take medication in pill form, you do not need to register with CampMeds.

If your camper will be taking medication at camp this summer, please read the following detailed letter, important FAQ's and visit their website, www.campmeds.com, for additional information and to register your camper.

We are confident that this program continues to help us achieve our primary goal: the health, well-being and safety of your child.

This summer, Stagedoor Manor will continue work with CampMeds, Inc, a pre-packaged medication program to dispense and package your child's medication for camp. Camp families are required to register with CampMeds if your child takes medicine in pill form while at camp. The CampMeds pharmacy will dispense all of your child's prescription and non-prescription pills taken daily or as needed. This includes vitamins. All pills will be dispensed and individually packaged in sealed packets labeled with your child's name, medicine, dosage, date and time to be given. Medication not in pill form (liquids, inhalers, drops, etc), can be dispensed as well. Our system ensures that each camper receives their correct medicine at the correct time. All medicine will be shipped to camp prior to your child's arrival.

What you need to do:

1. Register on www.CampMeds.com (you may register prior to obtaining prescriptions)
2. Note the Camper ID # you will receive when registered. Print out receipt at the end registration.
3. Obtain original prescriptions written for 30 day increments. (Refer to FAQ #11)
4. Write Camper ID # on top corner of prescriptions. *Do not send us medication, only the written RX
5. Prescriptions are filled as written. It is your responsibility to confirm all prescriptions are written correctly; exactly how and when your child takes the medication (daily or PRN), that the correct med is prescribed and the dosing is correct. (Refer to FAQ #2 and #15).
6. If your child attends camp over 30 days, prescriptions must have a refill. Unused meds are sent home from camp.
7. **For Controlled Substances:** If your child is staying longer than 30 days, the law requires a new prescription for each 30 day supply. Two separate 30 day Rx's are required for Controlled Substances. No refills and only 30 days of meds should be written on the prescription. Send all prescriptions together
8. Non-prescription meds/vitamins; physician's authorization or written directions by parent required.
9. Include a copy of both sides of your insurance/prescription card.
10. Mail prescriptions, registration receipt and copy of insurance card directly to: CampMeds, PO Box 267037, Ft. Lauderdale, FL 33326-7037

Fees: There is a one-time registration fee for the entire summer which will be charged to your credit card immediately upon registration. Fees are per camper, not prescription, and do not include the cost of medicine. The fee for campers attending up to 30 days of camp is \$50 including shipping. The fee for campers attending over 30 days of camp is \$60 including shipping.

Deadlines: Children attending camp **June 21:** above items must be received no later than **May 21**.

Children attending camp **July 12:** above items must be received no later than **June 12**.

Children attending camp **August 2:** above items must be received no later than **July 2**.

A \$25 late fee will be charged to your credit card if any of the items above are received after deadlines. Please be aware that your credit card will be charged the shipping cost for any med change or if additional meds are ordered and sent to camp after your initial medication and/or refills has been sent.

Email Notification: You are notified by email when CampMeds receives your online registration, when your prescriptions are received and when meds are sent to camp. Contact us if you do not receive a confirming email within one week of sending prescriptions.

Insurance/Prescription Meds: The CampMed's licensed pharmacy partner accepts most insurance plans. They will verify your insurance upon registration and submit to your plan once camp begins. You are responsible for all co-payments, deductibles and meds not covered by your insurance. **All of your med charges will appear on your credit card statement from the Pharmacy usually after your child returns home. You are responsible to notify CampMeds of any changes to your credit card and/or insurance plan. If the pharmacy is not a provider for your plan, we will notify you to arrange alternative arrangements.

OTC Items/Meds not covered by insurance will be charged to your credit card by the Pharmacy.

Please refer to our website www.CampMeds.com for registration and important details. For questions contact CampMeds at 954 – 577 – 0025 or info@CampMeds.com. Please review the following FAQ's....

CampMeds

Pre-packaged

Medications for Campers

FREQUENTLY ASKED QUESTIONS

1. Exactly which medications am I required to have CampMeds dispense?

- All pills and vitamins except the following: dissolvable pills, Accutane, Lactaid (taken only as needed), birth control pills.
- CampMeds does NOT dispense insulin or growth hormone injection.
- Most camps stock drugs such as Tylenol, Advil, Benadryl, etc; you do not need to have CampMeds dispense those typical items if they are only taken “as needed.”
- If your camper takes herbal/specialty vitamins, please contact CampMeds to determine if they can be packaged.

2. How can I be sure the meds will be packaged exactly the way my child takes them?

It is your responsibility to check that the written prescription is written correctly. If the med is to be taken daily, the prescription should be written for every day with the time of day, such as morning, with lunch, etc. If the med is to be given at bedtime, the prescription must specify. **If a prescription is written as “once a day” with no specific time, the medication will be packaged for the morning.** If the med is taken only “as needed” (PRN), the prescription must be written to specify only “as needed.”

3. Do I need to register my child again if I registered last summer?

Yes, you need to register for this summer and your child will be assigned a new Camper ID.

4. Will the pharmacy accept my insurance?

Our pharmacy partner is contracted with most insurance plans however, until you submit your online registration form with complete insurance information, your plan cannot be verified for billing. We will contact you if the pharmacy is not on your plan. You will not be required to participate in the CampMeds program if your insurance will not pay for medicine dispensed by our pharmacy. It is CampMeds responsibility to verify the pharmacy is an in network provider for your insurance plan. You will be responsible for co-payments, deductibles and any over-the-counter requests not covered by insurance. If you have an insurance change, please email the updated insurance to CampMeds in order to avoid the credit card charges for the full cost of medication. Any credit card charges from the pharmacy will appear as a separate charge after your child returns from camp.

5. Will my co pay be the same from the CampMeds pharmacy?

Our pharmacy partner will confirm that they are a participating provider for your insurance plan once you have registered at www.campmeds.com. This will ensure that your co pays will be the same as you pay at your local pharmacy. You will be notified if we are NOT a provider for your plan. Since we will NOT submit to your insurance until your child arrives at camp (a courtesy that enables refills prior to camp if needed), there is no way for the pharmacy to determine in advance if the medication your child will be prescribed and/or the dose that is prescribed will be covered by your insurance, or if a prior authorization from the physician will be required for a particular medication prescribed. It is your responsibility to contact your insurance to confirm all medication and dosages will be covered. Please keep in mind that insurance plans change frequently, so it is a good idea to contact your prescription processor prior to mailing your child’s prescriptions to CampMeds.

6. What if I use a mail order pharmacy or have a 90-day prescription plan?

Usually our pharmacy can only dispense a 30-day supply of meds. You will be responsible for a 30 day co pay determined by your insurance plan. Please register at www.campmeds.com and follow instructions below:

- After registering, fax CampMeds a copy of both sides of your insurance card that covers the meds and note that you use a Mail Order pharmacy for your child’s medication. You must also reference the Camper ID you will receive at the end of registering.
- List the medications and dosages to be dispensed.
- We will confirm that our pharmacy is a participating provider for your insurance plan and that we can dispense a 30 day supply of meds.
- If medication is needed prior to camp, count the number of days your camper will need before camp and request only that number of days be filled for home use.
- CampMeds will contact you to discuss details. If we are unable to dispense meds for your child, your registration fee will be refunded.

7. What if my child's medication needs to be refilled while at camp?

Medication prescribed for "daily" use is automatically refilled by our pharmacy and sent to camp for campers attending over 30 days. Prescriptions must be written with refills. **PLEASE NOTE:** Refills will be billed 30 days after the initial billing. Do NOT refill your child's medicine while at camp. This will cause your insurance to reject our pharmacy submission of your child's medication claim, and you will be charged full price for meds dispensed. Once your camper finishes any unused meds brought home from camp, along with any meds left at home prior to camp, you may then refill your child's medication. You will fall right back in to your refill cycle!

8. How are "as needed" medicines packaged?

CampMeds will pre-package "as needed" (PRN) medicine separately from daily meds. Your child will go to the nurse for these medications when he/she needs them and they will be refilled only if necessary. The camp nurse will contact CampMeds if a PRN med needs to be refilled. Unused meds will be sent home at the end of camp.

9. What if I need to fill a prescription for my child before camp starts?

You may refill your child's medication anytime before camp, if necessary. In order to help ensure that medications for camp will be covered by your plan, please request only the amount of medication needed at home before camp begins. The pharmacy will not bill your insurance until camp begins.

10. I can only refill my child's medicine when he is down to his last pill. How can the pharmacy send the meds to camp before a refill is due?

The pharmacy will dispense the meds and send to camp prior to your child's arrival, but will not submit to your insurance until the day your child begins camp. If need be, the pharmacy will request a vacation override from your insurance company. On occasion, the pharmacy will to resubmit the claim form on the appropriate date for reimbursement. Med charges will not appear on your credit card until your child returns from camp.

11. Why don't you dispense meds for the exact days of camp, rather than in 30 day increments?

Most insurance plans only reimburse for 30 days of meds per month, and you the insured, usually pay a co pay for each 30 day supply. If the Rx is written for less than a 30 day supply, your co pay will be the same cost as a 30 day supply. If the Rx is written for a 40 day supply because your child attends camp for 40 days, we will dispense a 30 day supply. The refill will be dispensed for the remaining 10 days which will cost the same as a 30 day supply.

12. Will non-prescriptions cost the same as I pay at my pharmacy?

The pharmacy is competitive in pricing however, there is no way to know if you will pay a few dollars more, or a few dollars less.

13. Can a half of a pill be packaged?

Yes.

14. My child takes a different dose of the same medicine every other day. Can it be packaged that way?

Yes.

15. Will the pharmacy dispense generic or brand?

Unless the prescription specifies "Brand Only", "Brand Medically Necessary" or "Do Not Substitute", the pharmacy will dispense generic. It is your responsibility to confirm the prescription is written correctly.

16. What if my child takes a "Controlled Substance" such as Concerta or Adderall?

An original prescription is required. For campers staying more than 30 days, an additional prescription for a 30 day supply of meds is required. It is against the law for a "**controlled substance**" to be refilled. **Please send a separate prescription for every 30 day supply.** All prescriptions for the child's camp stay should be received by CampMeds at the same time. Please visit our website at www.campmeds.com for a detailed letter you may give your physician on controlled substance prescriptions to be dispensed by the CampMeds pharmacy. You may explain that we can accept two separate 30 day prescriptions written for the same date, but they will only be dispensed one month at a time. The physician may write both prescriptions each with a different date.

17. What if my child is placed on a prescription or non-prescription daily medication after the deadline date to register and submit prescriptions has passed?

CampMeds will always accommodate all campers at anytime. You may be asked to send your child with a small supply of meds as back up and the \$25 late fee will apply.

18. When will the pharmacy charge me for my camper's medications?

Since our pharmacy partner will not submit to your insurance until camp begins, you may not receive a charge on your credit card until AFTER your camper returns home. Please notify us if your credit card information changes during the summer.

**BEFORE MAY 21, 2010, PLEASE SEND ALL
PAPERWORK TO:**

STAGEDOOR MANOR
3658 CHURCHVILLE AVE.
CHURCHVILLE, VA 24421

**AFTER MAY 21, 2010, PLEASE SEND ALL
PAPERWORK DIRECTLY TO CAMP:**

STAGEDOOR MANOR
116 KARMEL ROAD
LOCH SHELDRAKE, NY 12759

(This is the address you will use to send mail to your child)

For additional information, please visit our website:

www.stagedoormanor.com

Click on "MORE INFO"

