



American Dance Training Camp

The ULTIMATE Overnight Dance Camp!

www.AmericanDanceTrainingCamp.com

Phone/Fax: (866) 383-ADTC Email: ADTC@ASDance.com

SECTION 2

ADTC CAMP POLICIES



GENERAL POLICIES

Parents: Please review the General Policies with your camper

All campers are responsible to the camp's staff and Program Director. Each camper must agree to abide by the rules, which are in place for the benefit of all and mainly revolve around safety, common sense and respect. Those campers who do not comply with the rules may be sent home without refund at the sole discretion of the Program Director.

Behavior Policies

- Respect the camp, the facility, all ADTC faculty and all fellow campers
- ADTC is a positive place – teasing, making fun, discriminating, bullying or putting down ANYONE will NOT be accepted - under ANY circumstances
- Disrespect, rudeness and profanity are NOT tolerated
- All campers will respect the property of fellow campers. Stealing is NEVER tolerated.
- Tobacco products, alcohol, drugs, or weapons are NEVER allowed at ADTC
- Cellular phones, computers or similar devices are NOT allowed at ADTC
- NO visitors are allowed during the camp session (the Friday Night Show excepted), unless a special arrangements are made in advance through the Program Director.
- Campers are never allowed to leave the camp area unsupervised (includes those campers who may have driven themselves to camp)
- Campers will be held responsible for any intentional property damage, including damage caused by reckless or irresponsible behavior.
- 10:00 p.m. – all campers must report to their rooms at this time.

Dismissal From Camp

It is never our intention to exclude any girl. However, that need may unfortunately arise. Campers who choose to disobey the rules of our camp and/or who are negatively affecting the experiences of other campers or our staff will be dismissed immediately and without refund. In such cases, the parents are responsible to make arrangements for immediate pick-up. **ADTC has a zero-tolerance policy for inappropriate behavior.**

ADTC does not tolerate: violent behavior, possession of weapons, repeated profanity, disrespect, bigotry, sexual behavior, stealing, drug/alcohol/tobacco use, or any other unsafe behaviors. Campers must understand that such behaviors WILL result in immediate dismissal from camp.

A Special Note about Bullying:

Most young people today are familiar with what bullying is. We at ADTC define bullying as when an individual purposely hurts or scares another person. Sometimes bullying behavior is obvious to spot. Other times, it's harder to recognize. There are many ways that young people bully each other, even if they don't realize it at the time.

Bullying is ...

- Punching, shoving and other physical acts meant to hurt a person physically
- Spreading negative and/or false rumors about another person
- Purposely excluding a person from being part of a "group"
- Teasing a person with the intent of hurting feelings
- Creating a scenario that "sets up" a person to be in trouble for something they did not do
- Encouraging friends to "gang up" on another person

At ADTC, our staff will be on the lookout for bullying. We teach our campers to always be sensitive to the feelings of others, and to be careful with their words and actions. Bullying will NOT be tolerated. Purposeful bullying will result in immediate dismissal from camp without refund.

Safety Policies

- No camper is to leave the designated ADTC camp area for *any* reason without a counselor.
- The buddy system is in place for everywhere a camper goes outside of our dorm.
- Always stay with the group. Campers must get permission to go with their buddies away from the group.
- If you ever get lost, stay together and stay put – we will come and find you!
- Campers must abide by all rules of activity vendors during field trips. Stay with the group
- No swimming, gymnastics or trampoline allowed without a counselor present.
- No campers are allowed near a lake, pool, or horses without a staff member present.
- If you need to get up at night for any reason other than the bathroom, a buddy is required. Go directly to the Counselor room on your floor for assistance.
- No campers are allowed outside after dark without direct counselor supervision OR express permission from a counselor AND with at least one buddy. If outside after dark, flashlights are required .
- For the safety of all, campers must walk inside and between buildings and activities.
- Wear sunscreen daily at camp, even on cloudy days. We also recommend wearing a hat.
- Wear supportive shoes with socks to prevent blisters, sore feet, etc. Thong-style sandals are not recommended. Shoes with heels are not allowed at camp.
- Drink lots of water (8 cups/day). Headaches & stomachaches often result from dehydration.
- Be aware of poison oak/ivy at camp. If contact occurs, touch nothing and report directly to a counselor.
- If at anytime you need a band-aid or don't feel well, please inform a staff member ASAP.
- Medicines are distributed by ADTC staff during mealtime. All campers are to see the Program Director for obtaining meds. See the "*Health Policies*" section for more information.

Common-Sense & Respect Policies

- At night, typical outside noises can include: frogs, insects, owls, crickets, etc. A "white-noise" machine or earplugs are recommended if you think night noises will be bothersome.
- Quiet time in the dorm is from 10:00 p.m. to 7:00 a.m.
- Appropriate dress is expected at all times. Campers wearing revealing or otherwise inappropriate clothing will be notified and told to change by ADTC staff. Swimming suits / bikini tops are not appropriate dress, except when at the pool.
- A raised hand means silence for an announcement. Everyone, including staff, observes this signal.
- Keep our camp clean! Put trash in cans, and pick up litter.
- Dorm rooms are to be cleaned and beds made by campers daily before the first dance class.
- Keep living areas neat. Belongings should be kept in suitcases. Don't leave personal items in the bathroom areas. Do NOT leave food or food wrappers lying around in rooms – this can attract ants.

Emergency Policies

- In the event of an emergency (fire, severe storm, etc.) it is important that campers report to their team leaders right away. Fire drills are usually conducted during each camp session.
- For medical emergency information, please see "*Health Policies*" below, and also the Nuts & Bolts page/s of the Preparing For Camp section..
- In the event of a national emergency in which parents are unable to contact the camp, we will stay together as a group and care for each and every child until we can safely reunite her with her family.

HEALTH POLICIES

Each camper is required to submit the completed health forms from our [2010 Camper Forms](#) webpage. The deadline for submitting all forms is June 15. We thank you in advance for your appreciate of and attention to this deadline.

Camper Physical Examination

A physical examination is necessary to attend camp. The physical must be within two years of camper's attendance.

FORM 2: Health Care Recommendations by Licensed Medical Professional MUST be completed by a licensed physician. Any special directions from the child's physician should be listed on this form.

Remember to sign ALL areas requiring a signature. Your child will not be able to participate if any health form is incomplete. ADTC is not responsible (and no refunds will be given) if a camper is unable to participate due to an incomplete health form.

Health Insurance

All campers MUST have medical insurance. Your personal medical policy is your child's primary coverage. If a camper sustains an injury at camp, parents are required to pay for any out-of-pocket expenses and then submit the claim to their insurance company. Parents are responsible for paying all physician's fees and prescription costs incurred by their child.

Camper Wellness

Parents must make clear any psychiatric problem or other serious medical problem on their child's health forms. In fairness to our counselors, staff and campers, we need to make informed decisions regarding the care of every child. Therefore, the camp directors also need to know if a camper is experiencing traumatic reactions to family issues such as parental separation, divorce or death. Our purpose in having pertinent health information, both physical and emotional, is to be able to better take care of each child. We expect that parents or guardians of any child sent to ADTC have provided us with all the necessary information for a positive camp experience.

The directors of ADTC must reserve the right to ask that a child potentially at risk to herself or the camp community be picked up and removed from camp immediately. There may be a circumstance where we have agreed to accept a child with full knowledge of her problems and have attempted to take all the necessary steps to make the experience successful, but find that it is not possible to do so. For the good of this child and/or the camp community, the child may have to leave.

Health and First Aid Staffing

ADTC's Health Care Manager shall be a Registered Nurse (RN), Licensed Practical Nurse (LPN), or Emergency Medical Technician (EMT) with a valid license as well as CPR certification. The Health Care Manager will remain on-call throughout each session. In the Health Care Manager's absence, all health related issues will be covered by the Program Director or other ADTC staff as assigned by the Program Director. ADTC staffers are trained in basic first aid and CPR, and our counselors are well-versed in handling dance-related injuries.

Emergency Care

In the event that a camper needs immediate medical attention, she will be taken by the HCM or director, or via ambulance (with an ADTC escort whenever possible), to the nearest medical facility or hospital, as listed on the Nuts & Bolts page in the Preparing for Camp section of the Registered Camper Handbook. **Should we feel your child requires off-camp medical care, we will attempt to contact you first.**

Health Screening

All campers will be screened for general health by the Health Care Manager upon their arrival at camp. The Health Care Manager shall look for signs of physical abuse, head lice and illness. Observations shall be recorded in the Health Log and noted on the camper's medical form. Camper showing signs of physical illness may be unable to check into camp.

Storage of Medications and Prescription Drugs

All meds (prescription and non-prescription) for campers must be turned in to the Health Care Manager. Bring all medications in a zipper-locked bag clearly marked with the camper's name. Meds must be in the original container with dosage and frequency clearly marked. The Health Care Manager or Program Director is responsible for keeping all medications secure, including medications that must be refrigerated. The Health Care Manager or Program Director may make specific exceptions to this policy as required. Campers with inhalers should bring two, one to keep in their room and one to leave with the nurse. Don't forget your anaphylactic kit if you have severe allergies.

Administration of Medications and Prescription Drugs

Medications must be administered by an ADTC staff member while your camper is at ADTC. We will have "Medical Administration" forms available to be completed at check-in. The Health Care Manager or Program Director will bring medications to meals and dispense them; counselors will send their campers to the Health Care Manager or Program Director for bedtime medications. Any medications not picked up when your child checks out of camp will be disposed of the week after your child's departure.

Managing Food Allergies &/or Dietary Restrictions

Parents of campers with serious food allergies or dietary restrictions should plan to speak with the cook &/or nurse during check-in for their session. Please note that you are encouraged to purchase and bring to camp any desired or necessary food items for your camper during her stay with us. Special dietary items will be stored appropriately in the kitchen and served to your camper based on the schedule you discuss with the kitchen staff. Under no circumstances should food be stored in a camper's room without prior consent from the ADTC Program Director. Should you wish to speak with the kitchen staff and/or nurse prior to arriving for check-in, we can arrange this approximately 3-4 weeks prior to your camper's check-in date. Please contact the ADTC office at 866-383-2382, ext. 0 or email ADTC@ASDance.com to arrange this.

Travel Off Camp Property

Accompanying staff is required to carry copies of the Camper Health Forms. A First-Aid certified staff member will review contents of a First Aid Kit with the Health Care Manager or Program Director, as well as any necessary medications. Any treatments or medication dispensed on the trip will be recorded by the counselor in charge of the activity. The Health Care Manager will review the treatment log for any follow up that should be done.

ADTC'S POLICY REGARDING THE INTERNET & OTHER TECHNOLOGIES

ADTC takes the safety and well-being of our campers very seriously. We strive in every way to earn and keep this trust. With the growing pervasiveness of the Internet and other technologies, we must ask for the partnership of our campers' parents to ensure their safety – before, during and after camp.

The information in this section is designed to help you understand the challenges some technologies pose to the synchronicity and safety of our camp community. Please review this information yourself, then share the information you learn with your child. Also please review the following “For Campers” section regarding the Internet, social networking sites and exchanging contact information with counselors. As always, please call if you have any questions or concerns about any of these issues.

Cameras at Camp / Digital Photographs

We understand that campers love to take pictures of their own while at camp. We welcome your camper to bring her own camera. However, please know that ADTC is not responsible for any camera that is lost, broken, stolen or otherwise harmed while at camp.

Also, any camper that takes a compromising photograph of another camper or staff member and uploads it on the Internet or makes it public in any way may be subject to dismissal from camp or may not be allowed to return. If the law is broken, the appropriate authorities will be notified. ADTC is not responsible for any inappropriate pictures taken by campers. Please help us maintain a safe environment by explaining the difference between an appropriate and inappropriate photograph to your child (see our accompanying “Policies for Campers”).

Cyber-Bullying and Harassment

Cyber-bullying and harassment are not tolerated at ADTC. Rude, demeaning, intimidating or vulgar emails, texts, Facebook posts, instant messages or other such notes, sent to or about other ADTC campers are absolutely unacceptable. Likewise, creating false screen names or accounts to harass members of our camp community, or to spread false and damaging information about them, is unacceptable.

Please see “Keeping In Touch Outside of Camp” on the following page for more information.

Your Kids, Our Staff - After Camp

Our pledge is to hire only trustworthy, capable staff members. The intense effort we put into our hiring process helps us live up to this pledge. Our staff works with your children in the context of a visible, well scrutinized environment that has many built-in policies regarding behavior.

In general we discourage our staff from having social contact with ADTC campers outside of the camp environment. But in this technological age, this policy is not always realistic.

If you would like to allow your child to communicate with her counselors outside of camp, we will need you to fill out and submit a “*Camper/Staff Contact Permission Form*.” This form will be available at check-out.

Keep in mind that despite our best efforts, we at ADTC cannot control what happens after camp concludes. Campers may seek out their ADTC counselors via online searches, Facebook searches, etc., without their parents' or ADTC's specific awareness or permission. We recommend that parents closely and continually supervise their children's online activities.

The bottom line is, regarding a camper's potential interactions with ADTC staff outside of camp – either electronically or otherwise – parents are fully responsible for monitoring and supervising their own children.

POLICIES REGARDING KEEPING IN TOUCH OUTSIDE OF CAMP

Parents: Please review this page with your camper!

Keeping in Touch with Fellow ADTC Campers

ADTC views social networking sites and other Internet communication as a positive way for you to keep in touch with your friends and express yourself. Providing you have the permission of your parents, you may exchange emails or IMs with other ADTC campers and invite them to be on your “friends” list in any way that you see fit.

In your communications outside of camp with other ADTC campers, our rules are as follows:

1. Keep them positive and respectful of staff and campers alike;
2. Do NOT use obscenities, vulgar or sexual language;
3. Do NOT say mean, mocking or threatening things to or about other campers or staff;
4. NEVER pose as another camper online and use any false screen name, blog or website to spread rumors or to say damaging, disparaging or threatening things about anyone;
5. Do NOT use a website or blog or email to talk about things that are against camp policy, like drugs, alcohol or tobacco, bullying or sexual things.

Keeping in Touch with your ADTC Counselors

When it comes to exchanging contact information with your ADTC counselors, your parents must give us written permission to allow this. This includes giving or getting an email or IM address, cell phone number, social networking profile, weblog or any other Internet contact.

It's not that we don't think your relationships with your counselors are important. They are! It's just that your parents need to be aware of and approving of ANY social relationship you have with an adult.

At check-out, we will offer an “*After-Camp Communication*” permission form which your parents must sign and give to us BEFORE you exchange contact information with any of our counselors. Thanks in advance for following the rules.

Cyber-Bullying and Harassment

In the rare case where a camper may choose to send/post negative, hurtful information as outlined by our communication rules above, our policies are as follows:

1. We will call the parents of the campers accused of sending inappropriate communication/s to discuss the matter and to share the content of the message/s.
2. We will support the use of whatever legal means available to track and persecute those who send offending or threatening communications and victimize our campers or staff.
3. Anyone who bullies or harasses an ADTC camper or staffer will no longer be welcome at ADTC.

If you receive a threatening email, IM or message on your personal website, here is what to do:

1. Do not respond to the message. This might encourage the sender to get you into trouble;
2. If you feel embarrassed or ashamed – remember, this is not your fault!! You are a victim of a malicious, hurtful act and you do NOT deserve this.
3. Tell your parents about what is going on. Show them the message/s.
4. Record the message/s onto your hard drive. Print out a copy of the message/s, Do not delete it.
5. Have your parents call the local police and/or contact your Internet service provider to trace the message/s.
6. If you suspect that the sender is from camp, call ADTC immediately: 866-383-2382.
7. You or your parents can also contact Pedowatch (www.pedowatch.com) or the National Center for Missing and Exploited Children (www.nemec.org).

We want your ADTC experience to be safe and fun year-round. Thank you for supporting these policies!