



## Summer Theatre Camp Policies and Procedures

**Please read the following policies and procedures carefully before the first day of camp.**

### General

- Your student will be assigned to a designated camp counselor, which will be communicated to you the Friday before camp begins (June 5, 2025). They will remain with this counselor for the duration of camp.
- Students will be assigned to a counselor group based on grade level. Unfortunately we cannot accommodate special requests.
- Students must wear closed-toe shoes at all times. No exceptions.
- Long hair should be tied back for safety reasons.
- **Please pack a snack and lunch daily for your child to enjoy during our break time.**
- All camp communication & information will be housed on Learn@VCS. Please click here and bookmark:  
[HS Theatre Production Home](#)

### Daily Drop-Off & Pick-Up Procedures

- **8:50am:** Camp Counselors will be ready in the outdoor quad area with bold signage so your student can quickly and easily find their group.
  - Students should be dropped off in the VCS drop-off/pick-up lane and walk by themselves or with a buddy to the quad area.
- **3:00pm:** Students will check out with their counselor and be released from camp. All students will walk to the pick-up lane. **Please do not meet your child in the theatre.**
  - If you will pick up your child in-person, please meet them in the quad, outside the building.

### Please Note

- Camp Counselors are on-duty and available from 8:50am-3:15pm. There is no direct supervision available outside of these times. Please do not drop your child off early, and be prompt to pick them up.
- VCS Security is on campus 24/7: [security@vcs.net](mailto:security@vcs.net), or (408) 639-6865.
- To maintain the safety and integrity of the rehearsal process, parents/guardians **are not allowed, at any time**, in the theatre during camp hours.
- If you would like to accompany your student to meet their counselor for the first day of camp, please do. We know there can be nerves when starting something new! In this case, please allow extra time for parking on the Skyway campus. However, after your child's first day they will be expected to come into the theatre on their own.
- In case of an emergency or absence, please call our Administrative Assistant Cristina Zepeda at: (408) 513-2438, or email [summertheatre@vcs.net](mailto:summertheatre@vcs.net).
- If you need assistance navigating the VCS drive loop, please contact the VCS Security team at (408) 639-6865.
- Still have questions? Email [summertheatre@vcs.net](mailto:summertheatre@vcs.net).