

**EverLasting Talent (ELT)  
SUMMER & FALL CAMP  
Parent Handbook 2018**





## WELCOME LETTER Overview

Dear Parents,

Thank you for choosing EverLasting Talent (ELT) Performing Arts Camp. We are excited to be sharing our camp with you this year!! Our staff has prepared many fun and exciting classes and learning activities all centered around various art forms. We, the Director and Staff members, look forward to greeting every camper and making our EverLasting Talent family complete.

Our mission is to teach, enhance, and demonstrate creative expressions of talent that impacts generations now and everlasting.

Our core values of Love, Inspiration, Motivation, and Performing are integral parts of both our philosophy and program. ELT Camp is an opportunity not to just drop off your kids but an opportunity for your camper to “Begin an EverLasting Talent!”

We would like to assist you in preparing for your opening day of camp by providing this Parent Handbook. It contains ELT’s procedures and policies that have been designed to ensure a successful, safe, and fun time for all!

If you have any questions or concerns please do not hesitate to contact us.

Sincerely,

Urhonda Dakota  
Director/CEO

Contact info:

EverLasting Talent /ELT Entertainment  
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Conyers, Ga 30094  
(678) 607-5201

Email: [Info@EverLastingTalent.org](mailto:Info@EverLastingTalent.org)

Website: [www.EverLastingTalent.org](http://www.EverLastingTalent.org)

**Facebook:** EverLasting Talent

**Instagram:** @everlastingtalent

**Twitter:** @EverlastingTlt

**CAMP DATES & TIMES**

**Summer 2018:**

|        |                                               |        |                                               |                              |
|--------|-----------------------------------------------|--------|-----------------------------------------------|------------------------------|
| Week 1 | June 4 <sup>th</sup> - 8 <sup>th</sup>        | Week 5 | July 2 <sup>nd</sup> - July 6 <sup>th</sup>   | (closed on 4 <sup>th</sup> ) |
| Week 2 | June 11 <sup>th</sup> - 15 <sup>th</sup>      | Week 6 | July 9 <sup>th</sup> - July 13 <sup>th</sup>  |                              |
| Week 3 | June 18 <sup>th</sup> -22 <sup>nd</sup>       | Week 7 | July 16 <sup>th</sup> - July 20 <sup>th</sup> |                              |
| Week 4 | June 25 <sup>th</sup> – June 29 <sup>th</sup> |        |                                               |                              |

**Fall 2018:**

Week 8: October 1<sup>st</sup> – October 5<sup>th</sup>

**CAMP HOURS & PRICING**

- Camp Hours: 9:00 am – 6:00pm Monday - Friday
- Early Drop off: Dropoff as early as 8:00 am is additional \$10
- Late Pickup: Pickup after 6:00 pm is additional \$5 plus \$5 per 10 minutes
- Office Hours: Monday through Friday: 8:00am-6:00pm
- Registration Fee: \$20 Includes Summer & Fall Camps
- Tuition per week: \$75 per week

**TURN IN CAMP FORMS**

REGISTRATION & AGREEMENT FORM: Required prior to start of camp includes profile, emergency contacts, special instructions, and agreement policy.

MEDICAL FORM: It is required that all campers submit their medical forms prior to the beginning of camp. We must have all medical form on file before the first day of camp in order for camper to attend camp. This form is available to you in this handbook.

TRANSPORTATION FORM: Required to transport child in any case of outside activities.

**TRANSPORTATION**

Bus Transportation:

At this time ELT does not provide full time bus transportation for services. As we make future preparation to provide for this service we ask for your cooperation and patience. However, in the event of outside trips, we may provide short-term alternative modes of transportation.

Anyone picking up a camper is required to show proper photo Identification.

## HEALTH & SAFETY

At EverLasting Talent, we take the health of our campers very seriously. We do ask that you partner with us in keeping every camper healthy. Please do not send you camper to camp if they are not well enough to participate in camp activities. All campers must be fever free for 24 hours before they can return to camp. We will contact you when:

- A camper becomes ill with a fever and/or vomiting
- A camper has a significant bump, bruise, or cuts.
- A camper has any head related injury.
- A camper reports to us any health concern multiple times in one day. If we can't reach you we will call the emergency contact on file.

### Prescription Medications:

All medications to be taken or held at camp must be accompanied by a note from you and a prescription from the doctor. The note must include your child's name, name of the medication, dosage, time to be given, permission to administer and your signature.

All medications should be given directly to the office Director or Manager. Medications must be in the original prescription bottle with correct label. All medication will be kept by the Director or Manager.

### Non-Prescription Medications:

Over the counter medications can only be administered if you and the doctor both have signed our "Non Prescription Drug Authorization" form.

State law mandates that any medication, over the counter, or prescribed, epi-pens, or inhalers, etc., will be administered by our authorized staff, and/or Director or Manager.

## PROGRAM

At EverLasting Talent Camp each camper feels the warmth and comfort of home. The ELT experience provides a dynamic program in an environment which fosters growth in helping each child to “Begin an EverLasting Talent!”

The relationships that children form with each other and with our staff provide the foundation for the ELT Experience. It is through these relationships that our campers can learn about themselves and others.

Daily Activity Schedule: We have a daily schedule of fun classes and activities. Please view the activity schedule posted on ELT display board. Prices will be provided in advance. Group Classes and activities will consist of:

*Dance:* Class will learn various styles in Hip-Hop, Ballet, Majorette, Tap, Liturgical.

*Music:* Class will learn fundamentals of Piano Sight Reading & Voice Breathing & Toning

*Acting:* Class will Practice Monologues, Commercial Scripts, and Expressions while Filming.

*Modeling:* Class will learn Runway walks and Posing techniques.

*Photography Day* will also be scheduled. However, photography prices are separate and are not included in tuition.

Outside food is prohibited. If special diet is required please inform us on the medical form.

Breakfast Menu: A Healthy Breakfast will be provided on a daily basis. Please view our food menu schedule posted on ELT Display board.

Lunch Menu: A Healthy Lunch will be provided on a daily basis. Please view our food menu schedule posted on ELT display board.

Snacks: We will provide healthy snacks twice a day... morning and afternoon.

Extra snacks and extra juices are available for purchase.

Ice Cream Trucks are scheduled to visit on days TBA., available for purchase.

Trips outside of ELT Camp’s Facility: We will take fieldtrips outside of our facility such as Swimming, Local Parks, Skating, and Bowling, and more. Fieldtrip forms will be issued as scheduled. Fieldtrips prices are not included in tuition. Camp t-shirts must be worn on all trips out of camp. You will receive an email reminder the day before each trip with specific details.

## **POLICY & PRICING & PROCEDURES**

### HOLIDAY CLOSING & INCLEMENT WEATHER

All major holidays are honored and included in tuition. There are no make-up days for Holiday closings. In case of inclement weather please call or read class updates on the website's Class Calendar to confirm closing. Closing decisions are based on news reports, county schools closings, and road conditions at the studios and surrounding areas.

### PAYMENT & PRICING POLICY

Prices are subject to change. All Payments are pre-pay, paid prior to starting camp. Camp payments are due on, but preferably, before the first day of starting camp. After the 1st day of camp a \$10 late fee will apply. To avoid suspension please pay all applicable tuition and fees prior to starting camp. There is a \$20 Registration fee due, preferably, 14 days prior to the start of camp. A \$25 fee will be applied for any decline of payment by a bank or payment institution. We gladly accept online payments with major credit cards. Sorry, we do not accept checks. A \$5 Late pickup fee plus \$5 every 10 minutes will be charged. Early drop off is \$10.

Registration Fee: \$20 Includes Summer & Fall Camps

Tuition per week: \$75 per week

### WITHDRAWALS & REFUNDS

Withdrawals (no further participation) must be submitted in writing within 7 days without any start of Camp. Considerably, No Refunds are allowed, for payments are to help compensate instructors, facility, class fees, registration and events accordingly.

### LOST & FOUND

ELT is not responsible for any personal items lost, damaged, stolen, and/or any physical injuries. Our staff try hard to ensure that all belongings are properly cared for. If you find something is missing, please notify the office, giving any details that will be of help locating the missing item. Placing labels or writing your camper's name on EVERY article of clothing will make it easier for us to return lost items.

Discuss care of personal belongings with your camper before camp. The younger campers especially need to be familiarized with his/her belongings. Campers at ELT are encouraged to be independent and care for their personal items.

### ELECTRONICS & TECHNOLOGY

ELT is an electronics free environment. Please keep electronic devices, cell phones, and other internet accessible devices at home. These items are not permitted in camp and will be held in the office if found during the day. This includes all trips off ELT property.

## **POLICY & PROCEDURES (continued)**

### EXPECTATIONS OF CAMPERS

Campers should expect a fun and safe environment while at camp. We know that everyone is not always going to get along or agree about everything. However, we expect that these disagreements will be handled in a kind and respectful way. We want everyone at camp to feel that they are in a safe environment where they are valued.

### BULLYING POLICY

Bullying is when one or more people exclude, tease, taunt, gossip, hit or put down another person with the intent to hurt. At ELT, we have a firm policy against all types of bullying. Our policy includes but not limited to communication of amends, Suspension, expulsion, Police authorities. Every camper at ELT is accepted and we work together to ensure that campers gain self-confidence, make new friends and return home with great memories. Our leadership addresses any incident of bullying and trains staff to promote communication so that information is openly provided.

### LIABILITY/MEDIA RELEASE/DISCLAIMER

Everlasting Talent is not responsible for any lack of skill, achievement, and/or non-exposure of talent. Everlasting Talent is not a talent agency or agent company. I understand that all payments due are prepay and nonrefundable. I agree to waive all media rights including photos, videos, music, recordings, filming, productions, graphic edits, used during classes and or events, and release my rights for marketing and advertising purposes to EverLasting Talent. I understand that his or her identity will not be disclosed, I do not expect compensation and that all photos are the property of EverLasting Talent Inc. Everlasting Talent has the right to revise the policy, prices, schedules, calendars, and fees without notice.



## CAMP REGISTRATION & AGREEMENT FORM

Child First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Gender: Male \_\_ Female\_\_ Age \_\_\_\_\_

School Name \_\_\_\_\_ Grade \_\_\_\_\_ Birth date \_\_\_\_/\_\_\_\_/\_\_\_\_

Street Address \_\_\_\_\_

Town/City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_ Child's Home Phone \_\_\_\_\_

Parent/Guardian - Contact Information

Parent/Guardian #1. Is this party #1 responsible for payment? Yes \_\_\_ No \_\_\_

Ms. Mrs. Mr. Other \_\_\_ First \_\_\_\_\_ Last \_\_\_\_\_

Street Address \_\_\_\_\_

Town/City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell phone \_\_\_\_\_ E-mail \_\_\_\_\_

Occupation \_\_\_\_\_ Employer \_\_\_\_\_

Parent/Guardian #2. Is this party #2 responsible for payment? Yes \_\_\_ No \_\_\_

Ms. Mrs. Mr. Other \_\_\_ First \_\_\_\_\_ Last \_\_\_\_\_

Street Address \_\_\_\_\_

Town/City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell phone \_\_\_\_\_ E-mail \_\_\_\_\_

Occupation \_\_\_\_\_ Employer \_\_\_\_\_

Emergency Contact Information – Alternate Pickup/Release

Emergency Contact #1

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Relation to Child \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Emergency Contact #2

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Relation to Child \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Please list those people including in addition to parents/guardians who are permitted to pick up your child: 1: \_\_\_\_\_ 2: \_\_\_\_\_ 3: \_\_\_\_\_





Medical Release Information

Insurance Information

Policy Number \_\_\_\_\_ Name of Health Insurance Provider \_\_\_\_\_

Primary Physician \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Hospital Preference \_\_\_\_\_

Please list any medical problems, including any requiring maintenance medication (i.e. Diabetic, Asthma, Seizures).

| Medical Problem | Required treatment | Call Paramedic? |
|-----------------|--------------------|-----------------|
| _____           | _____              | Yes/No          |
| _____           | _____              | Yes/No          |
| _____           | _____              | Yes/No          |

Is your child presently being treated for an injury or sickness, or taking any form of medication for any reason?

Yes\_\_ No\_\_ If yes, explain: \_\_\_\_\_

Is your child allergic to any type of food or medication?

Yes\_\_ No\_\_ If yes, explain: \_\_\_\_\_

Does your child require a special diet?

Yes\_\_ No\_\_ If yes, explain: \_\_\_\_\_

The purpose of the above listed information is to ensure that medical personnel have details of any medical problem which may interfere with or alter treatment.

In case of medical emergency contact:

| Name       | Phone # | Relationship to Child |
|------------|---------|-----------------------|
| Contact #1 |         |                       |
| Contact #2 |         |                       |
| Contact #3 |         |                       |



\_\_\_\_\_ I understand that I will be notified in the case of a medical emergency involving my child. In the event that I cannot be reached, I authorize the calling of a doctor and the providing of necessary medical services in the event my child is injured or becomes ill.

\_\_\_\_\_ I understand that EverLasting Talent Inc. will not be responsible for the medical expenses incurred, but that such expenses will be my responsibility as parent/guardian.

PAYMENT & PRICING POLICY

\_\_\_\_\_ All Payments are pre-pay, paid prior to starting camp. Camp payments are due, preferably 2 weeks, no later than the first day of starting camp. After the 1st day of camp a \$10 late fee will apply. To avoid suspension please pay all applicable tuition and fees prior to starting camp. A \$25 fee will be applied for any decline of payment by a bank or payment institution. We gladly accept online payments with major credit cards. Sorry, we do not accept checks. A \$5 Late pickup fee plus \$5 every 10 minutes will be charged. Early drop off is \$10.

**Registration Fee: \$20** Includes Summer & Fall Camps      **Tuition per week: \$75** per week

WITHDRAWALS & REFUNDS

\_\_\_\_\_ Withdrawals (no further participation) must be submitted in writing within 7 days without any start of Camp. Considerably, No Refunds are allowed, for payments are to help compensate instructors, facility, class fees, registration and events accordingly.

TRANSPORTATION RELEASE

\_\_\_\_\_ I hereby give permission for the transportation of my child for EverLasting Talent Camp's activities by modes of transportation agreed to by the camp organizers.

LIABILITY/MEDIA RELEASE/DISCLAIMER

\_\_\_\_\_ Everlasting Talent is not responsible for any lack of skill, achievement, and/or non-exposure of talent. Everlasting Talent is not a talent agency or agent company. I agree to waive all media rights including photos, videos, music, recordings, filming, productions, graphic edits, used during classes and or events, and release my rights for marketing and advertising purposes to EverLasting Talent. I understand that his or her identity will not be disclosed, I do not expect compensation and that all photos are the property of EverLasting Talent Inc. Everlasting Talent has the right to revise the policy, prices, schedules, calendars, and fees without notice.

\_\_\_\_\_ EverLasting Talent Inc and its co-organizers, staff are not responsible for lost or damaged personal property. All scheduled events are subject to change. I understand that all fees are prepay and nonrefundable. I agree that I have received the current EverLasting Talent Camp Parent Handbook and agree to all guidelines within the Handbook. In case of an emergency, and if a family physician cannot be reached, I hereby authorize my child to be treated by Certified Emergency Personnel (i.e. EMT, First Responder, and/or Physician).

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**MEDICATION ADMINISTER FORM**

If medication is to be administered during this Trip/Event/Camp Day, please fill out and sign the release form as specified below.

I hereby give permission for \_\_\_\_\_ to be given the medications only as prescribed and listed below:

(Student's Name) \_\_\_\_\_

Name of medication: \_\_\_\_\_ Dosage: \_\_\_\_\_ Time(s): \_\_\_\_\_

Name of medication: \_\_\_\_\_ Dosage: \_\_\_\_\_ Time(s): \_\_\_\_\_

Name of medication: \_\_\_\_\_ Dosage: \_\_\_\_\_ Time(s): \_\_\_\_\_

I understand that the medication must be in the original container and properly labeled (including student's name) for the medication to be administered.

Authorized of parent/guardian listed above:

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

## DAILY ACTIVITY SCHEDULE

Please follow our daily Activity Schedule. This schedule is subject to change based on events.

Hours of Operation: 9:00 am-6:30pm

|                   |                      |
|-------------------|----------------------|
| 9:00am - 9:40am   | Breakfast            |
| 9:40am - 9:45am   | Transition to Class  |
| 9:45am - 10:30am  | Music Class          |
| 10:30am - 10:35am | Transition to Class  |
| 10:35am - 11:20am | Dance Class          |
| 11:20am - 12:05pm | Acting Class         |
| 12:05pm - 12:10pm | Wash Hands           |
| 12:10 pm - 1:00pm | Lunch                |
| 1:00 pm - 1:10pm  | Clean Up/ Transition |
| 1:10pm - 2:10pm   | Game Stations        |
| 2:10pm - 2:15pm   | Transition           |
| 2:15pm - 3:00pm   | Modeling Class       |
| 3:00pm - 3:05pm   | Wash Hands           |
| 3:05pm - 4:00pm   | Snack                |
| 4:00pm - 4:20pm   | Bath Room            |
| 4:25pm - 5:10pm   | karaoke              |
| 5:15pm - 6:00pm   | Pickup               |



**NOTICE OF EXEMPTION**

I, \_\_\_\_\_, have been informed and understand that this program offered by EverLasting Talent Inc, is not a licensed childcare facility. I acknowledge and understand that this program is not required to be licensed by the Georgia Department of Early Care and Learning. I acknowledge and understand that this program is exempt from state licensure requirements.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_