

CAMP CASA JR²⁰₂₅

Student and Parent Handbook

www.casamanana.org/education

education@casamanana.org

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First in Fort Worth Theatre Education

WELCOME TO CAMP CASA JR. 2025!

Included in this packet we have provided a checklist of paperwork to return on or prior to the first day as well as a checklist of what to bring on your first day. Please note, other than the final performance on Friday, parents are not invited to stay for any portion of camp.

Session Dates and Times:

Session 1: Best of the Mouse (June 2-6, 2025)

- AM Session 9:00am-12:30pm
- PM Session 1:30-5pm

Session 2: Safari Adventures (August 4-8, 2025)

- AM Session 9:00am-12:30pm
- PM Session 1:30-5pm

Schedule

- **MORNING SESSION:**
 - Monday-Friday- drop-off begins at 8:45 a.m.
- **AFTERNOON SESSION:**
 - Monday-Friday – drop-off begins at 1:15 p.m.
- **MORNING SESSION:**
 - Pick-up begins promptly at 12:20 p.m. Late pick-up fees will apply after 12:40 p.m.
- **AFTERNOON SESSION:**
 - Pick-up begins promptly at 4:50 p.m. Late pick-up fees will apply after 5:10 p.m.

Final Showcase

- **MORNING SESSION:** In the last half hour on the Friday of your session in Studio A at Casa Mañana Studios.
 - Seating begins at 11:50 am and performances will begin at 12:00 pm. **Please limit your guests to no more than 2 per camper, as seating is limited.**
- **AFTERNOON SESSION:** In the last half hour on the Friday of your session in Studio A at Casa Manana Studios.
 - Seating begins at 4:20 pm and performance will begin at 4:30 pm. **Please limit your guests to no more than 2 per camper, as seating is limited.**
- Parents can record the performance.

Snacks/Food Allergies:

Casa volunteers will be providing snacks for 1 snack period each day. Campers are welcome to bring their own snack from home if you prefer. **Please alert us to any food allergies your camper may have.**

IMPORTANT: No NUTS of any kind allowed at Camp.

What to Bring:

- All campers must bring a **CLEARLY LABELED** reusable water bottle (and snack items, if desired). We do not have any extra cups for water.
- Campers will be given scripts on the second day of camp, please make sure your student brings it to camp every day.
- **Please make sure that all your items are clearly LABELED with your camper's NAME.**

CAMP CASA JR. RULES & EXPECTATIONS

At Casa Mañana School for Musical Theatre, students can expect:

- To be respected and give respect to others.
- To be a good team player.
- To be safe.
- To take ownership of their own educational process.
- To be actively engaged in all areas of the theatre.

At Casa Mañana School for Musical Theatre, our education team can expect:

- To be respected and give respect to others.
- To be safe.
- To be given full focus and engagement by their students while in class.
- To be fully supported by Casa Mañana and studio families.

Camp Expectations

- Students may attend Camp Jr. starting at 4 years of age by **March 1, 2025**. However, all campers must be fully potty-trained and capable of using the restroom independently. Camp staff are not permitted to enter the restroom with any child at any time. If a child does not meet this requirement, they may be removed from the program, and no refund will be provided.
- There will be **no cell phones or any other electronic distractions** while at the studio.
- There will be no inappropriate language, hate speech, or gestures in the studio.
- There will be no eating or **chewing gum** during class.
- **IMPORTANT: No NUTS of any kind allowed at Camp.**
- Only waters bottles or cups with a lid are permitted in the studio.
- All personal items are personal responsibility and should be stored safely away during class time. Casa Mañana is not responsible for any lost or misplaced items. **CMSMT reserves the right to have our Teaching Artists confiscate all items which cause class disruptions.** These objects will be returned to **PARENTS ONLY** at the end of class.

Class Dress Expectations

Students should come to every class *“dressed to move.”*

- **Closed-toe shoes** are required.
- Students need to have clothes that are comfortable to move in, while not prohibitive for stretching.
- Hair to be pulled back away from face.
- No jewelry.

Behavior Expectations

The well-being of our staff, students, and families is the heart of Casa Mañana School for Musical Theatre. All of us have the right to feel secure in a learning environment. It is expected that those in the studio will engage with others in a safe and respectful manner. With that in mind, Casa Mañana reserves the right to remove students who violate studio expectations from class at any time. In extreme cases, parents will be contacted immediately to retrieve their child. If the behavior continues, the student will not be permitted to return to camp and no refund will be issued.

PICK UP/DROP OFF ROUTE & PROCEDURES



Pick-up /
Drop-off

Parking is **NOT** permitted anywhere except for the main parking lot. **Please do not block traffic by waiting in the fire lanes of the driveway.**

Drop-Off

- Please ignore Google Maps. Always enter from W. Lancaster Avenue into the parking lot.
- Drive through the main parking lot for drop off at the Rehearsal Studios behind the dome.
- Exit from Casa Mañana onto University Dr.
- You can return to the parking lot by exiting onto University and then turning back on Lancaster.
- Staff will be outside the studio/theater to direct students. You may park in the main parking lot and walk your student to the studio doors.
- **DO NOT PARK IN ANY NAMED SPOTS, FIRE LINES OR IN FRONT OF THE STUDIOS** or on the left side of the street between the dome and rehearsal studio, as these are reserved for staff, or are fire lanes.

Pick-Up

- As we have many cars picking up at one time, we ask for your patience and that you please use caution. The pickup line is usually completed in 10-15 minutes.
- **Enter from W Lancaster Ave.** Turn immediately towards the **left side** of the parking lot and make two lines to enter the circle drive from the left side of the parking lot.
- You will receive dashboard name tags when you check in on Day 1. Please have them on your car every day.
- **Please exit onto University Drive.** Exiting cars should form 2 Lanes of traffic to turn LEFT or RIGHT onto University Dr.
- Parents and/or guardians are asked **to remain by their vehicles at all times** to help campers in/out of their car. A staff member will be waiting to receive campers as they are dropped off.
- If you would prefer not to use our carpool lane, we ask that you please park in the main parking lot to accompany your camper(s) to and from the door. This prevents us from blocking traffic and slowing down our carpool lane.

Thank you for your cooperation in helping to keep our campers SAFE!

CASA MAÑANA SAFETY PROCEDURES

We take the safety of staff, students, and families very seriously at Casa Mañana School for Musical Theatre. All of us have the right to feel confident and secure under the dome. With that in mind, we request that everyone honors the policies set forth by our theatre and education department. Our goal is to keep everyone as safe as possible.

CASA MAÑANA SCHOOL FOR MUSICAL THEATRE SAFETY POLICY

- All CMSMT instructors and staff have been subject to a background check and training.
- **CM Studio doors will be locked during camp and class time.** The studio door will only be unlocked during pick up and drop off.
- Campers will only be released to authorized adults, designated at registration.
- No unauthorized persons will be in the studios at any time.

How You Can Help:

- Please adhere to all policies and make sure we have correct information for your camper and family.
- Please alert us to any changes to your camper requirements as soon as able.

CASA MAÑANA SCHOOL FOR MUSICAL THEATRE POLICIES

Payments & Payment Plans

- We accept Master Card, Visa, American Express, Discover, or Check (made out to Casa Mañana Inc.). There is a \$25.00 fee for returned checks.
- For your convenience, we also offer payment plans by calling the Education Office at 817-321-5040. Payment plans are not available online.
- Tuition is due in full at the time of registration or can be divided into payment. The payment plan includes the \$25.00 non-refundable registration fee and is only available for those paying with a credit/debit card.
- All tuition must be paid in full by **June 9, 2025** for High School Camp, *Footloose* and by **June 23, 2025** for Camp Casa, *Newsies* and paid in full by **the first day of camp** for Camp Jr.

Refunds

- **Camp Casa Jr.:** You may cancel your registration and receive a refund (less a \$25 cancellation charge) up until 5pm 30 days prior to your first day of camp. If you cancel after 5pm on that day, you agree to pay your remaining balance unless we are able to register someone from the waitlist to fill your spot. You will still be charged a \$25 cancellation fee even if that spot is filled with another registrant.
- If you enroll in a payment plan and choose to cancel, **your remaining balance is still due according to your payment plan and the refund policy.**

Absences

- No child will be penalized for missing class due to illness. For the health and safety of our staff and students, please do not come to class if you are unwell. If you have a camp conflict, please notify the Education Office as soon as possible by emailing them at education@casamanana.org. For the performance, numerous absences may result in diminished participation in the performance.

CAMP CASA JR. 2025

Liability Release and Medical Form

IF YOU DID NOT REGISTER ONLINE, PLEASE FILL OUT AND RETURN THIS FORM TO THE EDUCATION OFFICE ON/BEFORE THE FIRST DAY OF CAMP.

Name _____ Date of Birth _____

Street Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Insurance Information:

Carrier _____ Insured _____

Insured's Place of Employment _____

Group Name/Number _____ ID# _____

Insurance Company Phone # _____

Doctor Information:

Name _____ Phone _____

Hospital Affiliation (if known) _____

Emergency Contact:

Name _____ Phone _____

Relationship _____

Allergies and/or medications: _____

Release for Medical Treatment (as previously agreed to when you registered online):

In the event that my child, _____, should become ill or injured at Casa Mañana I hereby give a representative of Casa Mañana permission to pursue and obtain medical treatment for my child. I also hereby release Casa Mañana, Inc. and the staff of Casa Mañana from any liability pertaining to above illness or injury related to camp.

Parent Signature _____ Date _____

YOU DO NOT NEED TO PRINT THIS FORM IF YOU REGISTERED ONLINE.

CAMP CASA JR. 2025

Authorization to use Written Materials/Photographs/Video

IF YOU DID NOT REGISTER ONLINE, PLEASE FILL OUT AND RETURN THIS FORM TO THE EDUCATION OFFICE ON/BEFORE THE FIRST DAY OF CAMP.

I hereby authorize Casa Mañana to use, reproduce, and/or publish all written and/or visual materials, including photographs and video that may pertain to me. I understand that this material may be used in various publications, public affairs releases, recruitment materials, or for other related endeavors. This material may also appear on Casa Mañana's Internet Web Page and social media platforms.

This authorization is continuous and may only be withdrawn by my specific rescission of this authorization. Consequently, Casa Mañana may publish materials, use my name, photograph, video and/or make reference to me in any manner that Casa Mañana deems appropriate in order to promote/publicize any endeavors deemed appropriate.

Parent Signature_____

Date_____

YOU DO **NOT** NEED TO PRINT THIS FORM IF YOU REGISTERED ONLINE.

CAMP CASA JR. 2025

Assumption of Risk and Release of Liability

IF YOU DID NOT REGISTER ONLINE, PLEASE FILL OUT AND RETURN THIS FORM TO THE EDUCATION OFFICE ON/BEFORE THE FIRST DAY OF CAMP.

Casa Mañana Inc. ("Casa") Assumption of Risk and Release of Liability. By signing this Assumption of Risk and Release of Liability, I acknowledge the contagious nature of diseases and voluntarily assume the risk that my child(ren) and I may be exposed to, or infected with, a contagious disease while attending Camp Casa JR. and that such exposure or infection may result in personal injury, illness, permanent disability and/or death. I understand that the risk of becoming exposed to or infected at Camp Casa JR. may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Casa employees, volunteers, and program participants and their families. I further consent to allowing Casa to monitor my child(ren)'s health during his/her/their camp enrollment.

In consideration of Casa considering allowing, or allowing, my child(ren) to participate in Camp Casa JR., I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself including, but not limited to, personal injury, disability, death, illness, damage, loss, claim, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)'s attendance at Casa or participation in Casa programming (the "Claims"). On my behalf, and on behalf of my children, based on Casa considering allowing, or allowing, my child(ren) to participate in Camp Casa JR., I hereby release, covenant not to sue, discharge, and hold harmless Casa and its employees, directors, agents, and representatives (the "Released Parties"), of and from all Claims, including all liabilities, actions, damages, costs or expenses of any kind arising out of or relating to any Claims, specifically including, without limitation, any Claims resulting from, or caused (in whole or in part) by the negligence of the Released Parties.

It is my express intent to release the Released Parties from the consequence of their own negligence, whether that negligence is the sole or a contributory cause of any Claim including, but not limited to, a Claim related to other contagious disease infection, whether the contagious disease infection occurs before, during, or after participating in any Casa program.

Signature of Parent/Guardian

Date

Print Name of Parent/Guardian

Camp Casa JR. Participant(s)

YOU DO NOT NEED TO PRINT THIS FORM IF YOU REGISTERED ONLINE.

DON'T FORGET!

- ☐ Water bottle (and snack, if desired) clearly labeled with your name.
- ☐ Come dressed ready to move and wearing **closed-toe shoes**. No flip-flops or sandals!
- ☐ A SMILE! 😊

FORMS TO COMPLETE

- ☐ Liability Release and Medical Form
- ☐ Photo/Media Release
- ☐ Assumption of Risk and Release of Liability

Forms may be scanned and emailed: education@casamanana.org (Single PDF files only, please. Please no Jpeg or other image files.)

You may also return these forms at drop-off on the first day of camp.

We look forward to seeing you at Camp Casa JR. 2025!

Please do not hesitate to contact us with any questions or concerns you may have. We want camp to be as positive and valuable an experience for you and your camper as possible.

Sincerely,

Katelyn Weatherford
Education Manager
817-321-5040

katelyn.weatherford@casamanana.org



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IMPORTANT CONTACTS

(Please add us to your contact list.)

The Education Department
education@casamanana.org
817-321-5040

Katelyn Weatherford - Education Manager
katelyn.weatherford@casamanana.org

Kelsey Dahlke, Director of the School for Musical Theatre
kelsey.dahlke@casamanana.org



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