

# 2020 THEATER CAMP GUIDE



## Welcome to Theater Camp

*St. Olaf College (STO) wants to welcome you to the hill and the St. Olaf Theater Camp. We hope your camp experience will be great – and knowing what to expect and the rules for St. Olaf Summer Camps will help you get off to a good start. Please review the information below. It is designed to answer your questions about what to expect at camp, what to bring for the week and what you need to know once you're on the hill.*

*If you have questions, please contact us by phone or email – 507-786-3031 / [summer@stolaf.edu](mailto:summer@stolaf.edu).*

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| <b>CAMP CHECK-IN</b>            | <ul style="list-style-type: none"><li>♦ Camp fees must be paid in full by May 1.</li><li>♦ Camp check-in is between 2:00 pm and 3:00 pm in the assigned residence hall. At check-in campers will get their room assignment and have some time to unpack.</li><li>♦ Campers who need to arrive after check-in should notify the camp office in advance.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>CAMP CHECK-OUT</b>           | <ul style="list-style-type: none"><li>♦ Throughout the morning campers will pack, clean, check-out of their room, and get prepared for the final showcase.</li><li>♦ After packing, campers must empty the trash and leave the room exactly as they found it upon check-in; with the pillow and folded blanket left on the bed. Bed linens and towels should be left inside the pillow case outside the door.</li><li>♦ Damage to the room will be assessed to the camper(s).</li><li>♦ Final performance in Kelsey Theater will begin at 1:00 pm and last about 90 minutes.</li><li>♦ At the conclusion of the showcase, campers can collect their belongings and depart from camp.</li></ul>                                                               |
| <b>TRANSPORTATION</b>           | <ul style="list-style-type: none"><li>♦ Campers needing shuttle service to and from campus can email the camp office for local transportation options.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>COMMUTERS</b>                | <ul style="list-style-type: none"><li>♦ Some of the information contained in this guide applies only to residential campers, but we hope it will answer commuters' questions as well.</li><li>♦ Commuters should follow the same check-in procedures and go to the assigned residence hall.</li><li>♦ Daily arrival and departure must be arranged with the camp staff.</li><li>♦ Commuters are expected to be at the pool during their assigned times. They are encouraged and welcome to participate in the evening, special activities.</li><li>♦ If for some reason campers are going to arrive late or must leave early, it is very important they notify the camp office in advance.</li><li>♦ Commuter fees include daily lunch and dinner.</li></ul> |
| <b>IF CAMPERS DRIVE TO CAMP</b> | <ul style="list-style-type: none"><li>♦ If campers drive to camp and plan to park their car on campus for the week, they need a temporary parking permit and must leave their car keys with the coach. Failure to display a parking permit could result in towing at campers' expense. If they must leave camp for any reason, an email from the parent/guardian must be submitted to the camp office.</li></ul>                                                                                                                                                                                                                                                                                                                                             |

**LEAVING CAMPUS** ♦ If a camper must leave campus during camp, an email from the parent/guardian must be submitted to the camp office. The email must state the reason for departure, identify the person who will be responsible for the camper during their absence, and state the estimated time of return to camp.

**DAILY SCHEDULE** ♦ The official, daily schedule will be available at check-in. Any changes will be discussed accordingly.

**WHAT TO EXPECT**

**-RESIDENCE HALL** ♦ Residence hall rooms are accessed by key, which will be issued at check-in. Campers will also be given an access/meal card to be presented at the dining hall before each meal and which will give them access into their assigned hall. They are responsible for keeping track of their room key and access/meal card at all times. A lost key will result in a \$100 replacement fee, a lost or damaged card will result in a \$10 replacement fee. All fees must be paid prior to check-out or departing campus.

♦ Residence hall rooms will be equipped with two single beds.

♦ Campers, unless they request a roommate, can expect placement with another camper of similar age and same gender.

♦ Campers must sleep in the room to which they are assigned. Campers found outside of their assigned rooms after lights out may be sent home.

♦ All campers are expected to follow camp rules and room curfew for lights out (quiet hours). For the comfort of all, quiet hours are between 11:00 pm and 7:00 am.

♦ Outside of check-in and check-out time, the only individuals that may be present in a residential hall are the campers, camp counselors, and camp administrators.

♦ Each residential camper will receive a linen packet with sheets, pillow case, bath towel, and washcloth, along with a blanket and pillow on the bed.

♦ All residence hall rooms have a small refrigerator and microwave unit. Campers may use these if they are cleaned after use and returned to their initial state upon check-out.

♦ Campers, as guests, are responsible for keeping their room neat and orderly. All guests and visitors of St. Olaf College are expected to respect the buildings and furniture – and will be responsible for the cost of any damage or excessive custodial cleaning.

**-TELEPHONES** ♦ Campers bringing cell phones or other electronic devices are required to silence and put them away during camp activities.

**-INTERNET ACCESS** ♦ Free Wi-Fi access is available throughout campus.

♦ Public computers are available to campers to keep in touch with family and friends, though free time is limited.

**WHAT YOU WILL RECEIVE WHEN YOU ARRIVE** ♦ Each camper may receive a string bag and T-shirt.

**WHAT YOU SHOULD BRING FROM HOME** ♦ Athletic shoes (tennis shoes/closed toe shoes) are required to be worn in the theater building and during all class sessions.

♦ There will be a camper showcase, so if they have a musical instrument, batons, or

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|                                    | other props they wish to incorporate into a performance, please feel free to bring it – not required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>WHAT NOT TO BRING FROM HOME</b> | <ul style="list-style-type: none"> <li>♦ Daily attire is casual, and weather can range from cool to hot and sunny to rainy, so pack accordingly.</li> <li>♦ Personal care items such as shampoo and toothpaste. If camper forgets anything, the bookstore will be open on Monday and they stock most essentials.</li> <li>♦ Medications or inhalers if they need them. Campers can keep these with the counselors if they wish. Refrigeration is available.</li> <li>♦ <b>Optional:</b> Campers own pillow, water bottle, or sports bag.</li> <li>♦ <b>Optional:</b> Spending money for snacks, pizzas, vending machines or bookstore items. Change will not be available.</li> <li>♦ <b>Optional:</b> A fan, reading light or alarm clock.</li> </ul> |
| <b>POLICIES &amp; PROCEDURES</b>   | <ul style="list-style-type: none"> <li>♦ Campers do not need to bring bedding.</li> <li>♦ It is encouraged and recommended to <b>NOT</b> bring any valuables to camp. Camper and their roommate will have keys to lock their room, but things can get lost or broken and if that would be unbearable, just leave it at home.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>-CAMP POLICIES</b>              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>-WAIVERS</b>                    | <ul style="list-style-type: none"> <li>♦ Policies are to help ensure the safety and comfort of all guests on campus. Breaking rules could mean an early trip home.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>-STO PROHIBITS</b>              | <ul style="list-style-type: none"> <li>♦ The Parent, Behavioral and Transportation Waiver can be found on the camp website.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>-FIRE ALARMS</b>                | <ul style="list-style-type: none"> <li>♦ <u>Alcoholic Beverages &amp; Other Drugs:</u> Campers are prohibited from possession or consumption of alcoholic beverages and/or illegal drugs. Campers found in possession of alcohol or illegal drugs will be sent home immediately.</li> <li>♦ <u>Smoking/Vaping:</u> Smoking/Vaping is prohibited for all campers. Violators will be sent home immediately.</li> <li>♦ <u>Firearms &amp; Fireworks:</u> Firearms, other weapons and fireworks are not permitted on campus.</li> </ul>                                                                                                                                                                                                                    |
| <b>-WINDOW SCREENS</b>             | <ul style="list-style-type: none"> <li>♦ <u>Pets:</u> Pets are not permitted in any buildings on the St. Olaf campus.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>-HEALTH INFO</b>                | <ul style="list-style-type: none"> <li>♦ Tampering with fire systems or fire safety equipment will result in a fine of \$1,000.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>-VISITORS</b>                   | <ul style="list-style-type: none"> <li>♦ Dormitory window screens may <b>NOT</b> be removed. A \$100 fine will be assessed to any person removing a screen.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>-MESSAGES TO CAMPERS</b>        | <ul style="list-style-type: none"> <li>♦ Campers that have special concerns, needs, requests, dietary restrictions or are taking prescription medication, please notify the camp office in advance via email.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>-MAIL</b>                       | <ul style="list-style-type: none"> <li>♦ Visitors will not be admitted into the residence hall. Parents/Guardians, please notify camper and camp office in advance if a visit is planned.</li> <li>♦ Parents/Guardians wanting to leave a message for camper, please email the camp office indicating caller name, campers name, phone number and detailed message.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                         |

- ♦ Mail to campers should be addressed as follows:  
Camper Name, Name of Camp, St. Olaf College, 1520 St. Olaf Ave., Northfield, MN 55057-1098.
  - ♦ Mail will be delivered to campers daily.
  - ♦ If sending an urgent package, please notify the camp office in advance so that we can assure that it is delivered as soon as we receive it.
  - ♦ Mail received at the conclusion of camp will be returned to sender.
- EMERGENCY AFTER HOURS MESSAGES**
- ♦ In case of an emergency ONLY, dial 507-786-3666 for campus security.
- FINAL THOUGHTS**
- ♦ Public Safety officers are on duty 24 hours per day.
  - ♦ We love St. Olaf Summer Camps – and we want campers to love them too, so be sure to call or email us if there are any questions.

