

*Parent Information Guide*



**2026**



## Welcome to Broadway Bootcamp 2026!

We're so excited to welcome you to our second year—now with Valpo Parks! Each summer, we listen, learn, and refine our camp to make it even more fun, creative, and rewarding for everyone involved.

This guide is designed to answer your questions and help you feel fully prepared for camp. At Memorial Opera House and Valpo Parks, we believe in fostering an inclusive, supportive environment where every camper feels safe, valued, and inspired to shine.

If you have any questions after reading through this guide, please don't hesitate to reach out. We're here to help and can't wait to make this summer unforgettable for you!

**See you soon—let's make some theatre magic together!**

## Mission Statements

As a program of Memorial Opera House and Valpo Parks we have two unique missions that go together beautifully:

Memorial Opera House	Memorial Opera House uses theatre and the arts to build community and create a sense of belonging.
Valpo Parks	Dedicated to enriching our community by designing meaningful spaces, creating impactful experiences, and promoting healthy lifestyles.

## Program Details

**Location:** Memorial Opera House: 104 Indiana Ave Valparaiso, IN 46383

**Hours:** June 8 – 25 | 9 am – 1 pm, M-Th

**Phone Number:** (219) 548 - 9137

**Parking:** Street parking and the Michigan street parking lot. *The side lot is unavailable during the day.*

**Bring Daily:** Nut Free lunch and labeled water bottle.



**What not to bring:** Our staff have planned full days of exciting topics and theatre activities, and we have all the materials needed. For this reason, we ask that items from home are left at home and not brought to camp.

### These items include:

Toys and equipment from home • Valuables • Trading cards of any kind

Electronic devices  
*(like cell phones, other handheld devices, airpods, etc.)*

If your child has a cell phone and you would like them to have it at camp in case of emergencies, please instruct them to keep it in their bag during the day. Otherwise, it will be held at the front desk until the end of the day.

Weapons of any kind  
*(includes knives of any kind)*

Bringing weapons of any kind to camp will result in confiscation of the item and being sent home for the day. Depending on the severity of the weapon, this could result in a removal from camp.

Campers who bring items from home will receive a warning for their first offense. They will be asked to put the items away in their bag and not to bring them out again. If the items are seen again, they will be

held at the front desk for the day and returned to parents during pick-up. Memorial Opera House/Valpo Parks will not be held responsible for lost/stolen items at camp.

## Drop-off and Pick-up

All children will need to be escorted into the building by a parent/guardian and checked in daily between 9 am - 9:10 am. Children will be released to an authorized parent or guardian starting at 1 pm after they have been checked out. Please have an ID ready for pick up. Children must be escorted in and out of the building.

## Late Arrival/Early Pickup

If you are going to be late for drop off (past 9:10 am) please call the Memorial Opera House as soon as possible because the Opera House doors will lock at 9:10 am. Since we are preparing for a show, attendance is expected. If a camper is repeatedly over 10 min late three times, a conference between the Broadway Bootcamp Camp Coordinator, camper and parents will occur.

If you need to pick up a camper early for any reason, please call the Opera House or speak to the Apprentices at drop-off.

## Refund Policy

All refunds must be requested through Ultra Camp 7 days prior to the registration deadline. This means 2 weeks prior to camp starting: May 26, 2026. The \$15 non-refundable deposit serves as the cancellation fee.

## Absences

Attendance is important for Broadway Bootcamp since we will be putting on a show. If your camper will be absent, please tell the Apprentices at pick up, email [kriding@valpo.us](mailto:kriding@valpo.us), or call the Opera House ahead of time. This helps our instructors plan accordingly due to the small size of camp.

## Performance

Broadway Bootcamp campers will present a short showcase on **June 23<sup>rd</sup>** at 11am Memorial Opera House. Campers from Discovery Day Camp will be attending on the floor level and parents are invited to attend in the balcony. There is no cost to attend.

## Show Requirements

Performers are expected to learn their show material at camp and practice it on their own time. It will not be acceptable for children to show up to camp not knowing their material and not having practiced it.

## Medication

If your child requires medication (prescription or non-prescription) during camp, you must:

1. Notify the Apprentices and hand in the medication during check-in on the first day.
2. Complete the Health History and Medication forms before the first day of camp.

### Medication Requirements:

- All medications must be in their original container.
- Containers must be clearly labeled with your child's first and last name and specific dosage instructions. (*Pharmacists can provide a separate "original" container for the amount needed during camp*)

### Important Notes:

- Medications not meeting these requirements will not be accepted.
- Medications will be stored securely and accessed only by the Apprentices or Camp Coordinator.
- A staff member will assist your child in taking their medication as needed.
- EpiPens and inhalers will be kept by assigned apprentices for safety and immediate access.

If your camper has additional medication to take, or a change in medication, please make the changes on Ultra Camp and communicate this with our Apprentices. For the safety of our campers, we do not stock oral medications. All medication must be listed in their health profile and provided.

## Inclement Weather

**Tornado:** Campers will be moved to the basement of the opera house for safety. If there is a tornado watch before camp, camp will be canceled.

**Rain:** Camp will go on as scheduled during rain, but lunch will be indoors, rather than in the courtyard.

**Heat:** Camp will go on as scheduled during heat advisories, but lunch will be indoors.

## Meet the Broadway Bootcamp Staff Members

<b>Katie Ridinger</b> Enrichment Director	<b>Alexandria Ingram</b> Camp Coordinator	<b>Scot MacDonald</b> Memorial Opera House Venue Director	
<b>Shannon Kolosci</b> Memorial Opera House Event Coordinator	<b>Vicki Zimmerman</b> Technical Director & Instructor	<b>Mara Manoski</b> Costume Shop Assistant & Instructor	<b>Christina Pals</b> Costume Shop Manager
<b>Georgie Owens</b> Instructor	<b>Jonathan Owens</b> Instructor		<b>Molly Rabe</b> Instructor

## **Apprentices**

Broadway Bootcamp will have two Apprentices on hand to be our camp directors and be with the campers the entire time. These apprentices are interviewed with reference and background checks. Everyone attends a weeklong orientation which includes CPR/AED/First Aid training, Child Development training, and Behavioral and Emotional Skills training. During orientation, all emergency procedures are taught, along with the daily operations of camp.

## **Daily Schedule**

Every day, campers will learn about different aspects of theatre and learn how to produce a full-length production. There will be a 30-minute lunch break during the day, as well as short breaks between activities. Campers will learn from seasoned theatre professionals in the industry and will leave with the knowledge and skills they need to audition for and work on productions.

## **Photography**

The health profile will ask parents if they are ok with Memorial Opera House/Valpo Parks taking their campers' photo at camp while they are participating in camp activities. These photos are shared weekly using SmugMug via Ultra Camp on a program basis. Parents will only be allowed to see the program where their camper is registered. Some photos are used for future marketing. If you choose to restrict photograph use, no photographs of your child will be used or posted on any materials or social media sites. Names are never provided with photographs of children.

## **Lost and Found**

Labeling items that come to camp is the best way to make sure they are returned. If your child is missing anything, please check the lost and found at pick up. Any unclaimed and unmarked items will be removed at the end of the week. We will seek to return all labeled items found.

## **Lunch**

You must send a packed lunch with your child every day. If you do not provide lunch for your child, you will be called and asked to bring one. There is no refrigeration available; we suggest packing an ice pack etc. for your child's lunch. They will be able to refill their water bottles throughout the day.

## **Obscenity**

Obscene, profane, or vulgar language that is written, oral, or expressed by symbols will not be tolerated. Being respectful of campers and staff is expected. A violation of this policy will result in loss of privileges, and the Enrichment Director or Camp Coordinator will call home. Depending on the severity the camper may be sent home for the day.

## **Respect**

Please remember that this is a camp experience designed to build confidence and educate young performers. This is not a Broadway performance.

Please refrain from yelling, belittling, threatening, or using any abusive language to all camp directors or staff, especially in front of campers.

## **Sexual Harassment**

All Broadway Bootcamp staff are strictly forbidden to harass other staff or campers through unwelcome conduct or communications of a sexual nature. In addition, campers are also strictly forbidden to harass other campers, or staff through unwelcome conduct or communication of a sexual nature. Our directors will promptly investigate all complaints, written or verbal, of sexual harassment at camp and take appropriate action to stop any harassment. Broadway Bootcamp will remove any campers or staff who violate this policy. If a camper or staff is found to have intentionally spread rumors related to this policy, Memorial Opera House/Valpo Parks will take appropriate action in a timely manner, which may include suspension or removal.

## **Specific Needs**

Please help us in preparing for a great summer so that your child will be successful! If your child has any specific needs, including but not limited to severe allergies, ADHD, ODD etc., contact the Enrichment Director prior to your child's first day of camp. Depending on the specific need, special arrangements may be needed to best serve the needs of your child. We want them to fully enjoy their Broadway Bootcamp experience. If your child has special accommodations or behavioral needs at school or in general, please reach out.

## **Communication**

We will be using Ultra Camp for timely updates. We will use email for weekly communication and texting (if enabled) for urgent information.

## **Supervision Ratios**

Broadway Bootcamp has two Apprentices and two instructors daily. Within Memorial Opera House, our Camp Coordinator and other staff are available for support.

# ABCs of Broadway Bootcamp

## ACCIDENTS

The staff of Broadway Bootcamp will do their best to create a safe, and fun learning environment for your child each day. Sometimes there will be the occasional minor accident – a cut finger, a scrape on the knee or elbow, in which case we will administer simple first aid. We will not contact you when it occurs but will inform you at the time of pick up. In cases where the injury/incident needs more attention, we will immediately contact you or your emergency contact (if you are unavailable) and your child may need to be immediately picked up. If necessary, an ambulance may also be called for serious accidents. In the event an ambulance is called, you will be notified immediately, and a staff member will accompany your child to the hospital. This is required for your child's safety as well as the safety of other campers. We appreciate your understanding and cooperation.

## ALLERGIES

It is your responsibility to let us know on the health profile in Ultra Camp if your child has any allergies along with your child's possible reaction should he/she come in contact with the allergen. Camp staff will be aware of the allergy and will do our best to ensure your child does not come into contact with the allergen.

## BEHAVIOR

For the safety of all children in the camp program, certain behaviors exhibited by children will not be tolerated. The Apprentices are responsible for interpreting the children's behavior and the Memorial Opera House/Valpo Parks Department does reserve the right to dismiss a child from the camp for inappropriate behavior. Please see our behavior policy in detail at the end of this document.

For instance, the following behaviors may result in suspension or dismissal from the camp.

1. Continued/constant hitting, kicking or punching campers or camp staff
2. Constant use of foul, inappropriate or intimidating language.
3. Threats to campers or camp staff

## BULLYING AND TEASING

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. This type of behavior is unacceptable and will result in loss of privileges, including attending camp, depending on severity. Apprentices will communicate with parents of all parties via phone or at pick up (depending upon time of incident). Staff will do everything in our power to create a safe, bully-free environment. If your camper feels they are being bullied, please have them speak with their Apprentice; we can't manage a problem we don't know about. We will address the situation in an appropriate and timely manner.

## CHILD ABUSE AND NEGLECT

Per Indiana State Law, all staff are mandated reporters of child abuse and neglect and must report any suspicions to the Indiana Department of Child Services. All staff receive training on this topic.

## CONFIDENTIALITY

Sensitive information about campers may be shared with camp staff, including presence of disability, medical conditions, family history, and behaviors. Our staff are expected to maintain confidentiality of all information shared with them. Information shared with staff about a camper will only be discussed with the camper, the camper's family, and other staff members in private away from other campers. Information will be shared with staff on the basis of need.

## Health Care Policies

The camp staff has the authority to refuse any child who shows signs of illness. In such cases, the camp staff's judgment is final. It is the parent's responsibility to verify their child's daily health is adequate for their participation in the program before bringing them to camp.

- **Temperature of 100 degrees:** A child who is ill or had a persistent illness may not be at camp with a fever even if controlled by medicine, as they are still contagious to other children. If your child develops a fever at camp, we will call home and ask for someone to pick them up asap.
- **Vomiting:** A child who vomits will be sent home immediately.
- **Strep Throat:** If a physician diagnoses Strep Throat, a child needs to be on an antibiotic for 24 hours before re-admittance to camp is allowed.
- **Diarrhea:** A child who experiences diarrhea more than twice in a day will be sent home.
- **Chicken Pox:** A child must remain home until **all** blisters have dried and formed scabs. This usually is 7-10 days after the pox began.
- **Ring Worm:** A child may be re-admitted after 24 hours of beginning treatment.
- **Pink Eye:** A child with pink eye or conjunctivitis will be sent home with a parent or guardian. If a physician diagnoses pink eye, the child will need to have 3 doses of drops for re- admittance.
- **Head Lice:** A child must remain at home until the first treatment is completed with no further active lice or nits seen.
- A doctor's note will be required for re-admittance after the following illnesses: *Strep Throat, Ring Worm, or Pink Eye, and all others deemed necessary by Enrichment Director.*

### COVID-19

- Keep your child home from camp if they test positive for COVID-19
- Practice good healthy habits, including frequent handwashing and covering your coughs and sneezes with a tissue.

If your child comes down with a communicable disease (chicken pox, head lice, etc.), please contact the Enrichment Director or Camp Coordinator immediately for the health and safety of others. The child may not return to the program until the communicable disease is clear or past the contagious stage. The Enrichment Director will notify the parents of the other participants.

**Please make sure you have a plan in place for when your child gets sick while at camp. If you are not able to leave work yourself, you need to have a plan that includes a responsible person who will be available to care for your child. Please notify the staff as soon as possible that the pick- up arrangements have changed. This is for the well-being and comfort of your child as well as all the other children.**

# Broadway Bootcamp – Behavior Agreement

Parents: Please take a moment to review the following agreement with your camper. This agreement applies to behavior at Broadway Bootcamp.

It is expected that campers will abide by our 5-finger promise. This promise outlines 5 major tenants of behavior that should be demonstrated by all campers every day. The promise is further explained below.

## **Be Kind:**

- I promise to say positive words to my fellow campers and Apprentices.
- I promise to treat others as I would like to be treated.

## **Be Responsible:**

- I promise to bring home all items that I bring to camp, including my lunch box, water bottle, and clothes.
- I promise to keep the areas used at Memorial Opera House clean and free of trash.
- I promise to ask for help when I cannot solve a problem on my own.

## **Be Respectful:**

- I promise to respect my fellow campers and Apprentices with both my words and my actions.
- I promise to do no intentional harm to anyone or any piece of property or equipment.
- I promise to use camp appropriate language, free of profanity and cruelty.

## **Be Safe:**

- I promise to always remain with my respective group and Apprentices. If I cannot see my Apprentice, I am not being safe.
- I promise to report unsafe or broken equipment to my counselors immediately when discovered.
- I promise to follow all directions given to me by my apprentices during all activities at camp.

## **Have Fun:**

- I promise to have a positive attitude while at camp!
- I promise to try new activities and meet new friends!

Broadway Bootcamp operates on a three-strike policy for addressing serious behavioral infractions. The apprentices will implement and enforce the three-strike policy outlined below.

### **Strike 1**

- A discussion between camper and Apprentices about the incident will occur.
- An appropriate consequence will be expected. We will communicate this with the parents.

### **Strike 2**

- A conference between the camper, Apprentices, Camp Coordinator and parents will occur.
- A behavior plan will be created specifically to address the reoccurring behavior(s).
- The camper will lose multiple privileges depending on the behavior(s) and will be sent home for the day.

### **Strike 3**

- Suspension from camp will be discussed. The Enrichment Director and Camp Coordinator will have the authority to determine the appropriate type and duration of suspension from camp.

***\*NOTE: The three-strike policy is not necessarily a linear progression. The apprentices reserve the right to skip steps depending on the severity of the behavior and the results of the behavior.***

Refunds are **not** given for any camper who is sent home/removed from the program for disciplinary reasons. As a parent, you will be responsible for picking-up your camper within one hour of the decision to suspend your child from camp. Depending on the behavior, your child may not be able to return to camp.