



Sulie & Pearl
Harand Camp
of the
Theatre Arts

Instruction Booklet 2021

2021 Camp Dates

1-Week Session: 06/20/21 - 06/26/21

First Session: 06/20/21 - 07/11/21

Second Session: 07/12/21 - 08/01/21

Full Session: 06/20/21 - 08/01/21

Please read all of the following information regarding Summer 2021 and return necessary forms in a timely manner. The contents of this booklet will answer most of your questions about camp (rules, luggage, visiting, phones, etc.) and help you prepare for the summer. Your cooperation will assure a safe and happy summer for your child at Harand Camp of the Theatre Arts!

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PLEASE SAVE THIS BOOKLET FOR FUTURE REFERENCE

EVANSTON - Phone: 847-864-1500 / 847-867-1356

CARTHAGE - Phone: 262-551-2140 (6/15 to 8/3)

Email: harandcamp@gmail.com ~ Website: harandcamp.com

INSTRUCTION BOOKLET 2021

CORONAVIRUS POLICIES AND PROCEDURES

Please stay tuned for updates to our policies and procedures due to the COVID-19 pandemic. Thank you for your support and patience as we all navigate this strange time. We missed you and are hopeful that Harand will be able to open in June 2021 for our 66th Season!

Carthage College is currently open and running smoothly with students and staff remaining safe and healthy. Our Carthage Representative will be keeping us informed of any changes and protocols in a timely manner.

Harand Camp will be following the recommendations of the ACA, CDC and Carthage College and adjusting our programs, procedures, activities and performances accordingly. We will also be instituting new health requirements – such as testing, vaccinations and personal PPE – but cannot establish final guidelines until closer to camp. Some changes have already been noted in this booklet, so please read it thoroughly. We appreciate your patience as this evolves.

We will only open if we can provide our campers and staff a safe and happy summer.

If the 2021 Season or your session is cancelled by Harand or Carthage College due to COVID-19, payments and deposits will be refunded or may be directed to 2022.

CHECK-IN AND TRANSPORTATION TO CAMP

CHECK-IN/BUS CANCELLATION: For the safety of campers, staff, and families, we will not be providing a bus to camp in 2021. Please stay tuned for instructions, options and check-in procedures.

Arrival Dates: Sunday, June 20th (First Session) and Monday, July 12th (Second Session)

Location: Carthage College (Straz Center/Theater Building), 2001 Alford Park Dr., Kenosha, WI

Check-in Time: Check-in times will be staggered to allow for social distancing. We expect check-in to occur between approximately 2:00 p.m. and 3:30 p.m. Details to follow in Spring 2021.

SPECIAL RULES: Please stay tuned for information regarding your check-in time as well as social distancing, mask and testing procedures. Parents will not be allowed into the dorm and must depart immediately after check-in. We promise to make the process as smooth and safe as possible.

CAMPERS FLYING FROM THE OTHER STATES AND OVERSEAS: Campers coming from all over America or overseas must plan to arrive at Milwaukee's Mitchell International Airport between 9 a.m. and 12 p.m., Sunday, June 20th (First Session) or Monday, July 12th (Second Session). They will be met by Harand staffers at Baggage Claim and taken to Carthage College. Please have your camper wear a Harand shirt so they are easy to identify. Our staff member will do the same. Parents must notify the Harand Office in Evanston of flight details or alternate transportation by May 30th.

LUGGAGE

CHICAGOLAND BAGGAGE INSTRUCTIONS: Please use NSM Camp Luggage Services to handle the transportation of your baggage to camp. They will pick up at your home and deliver to Carthage College. Jim & Allison Larkin, owners of NSM, will notify you in the weeks prior to camp regarding your exact pickup date. Rates are \$55-\$65 for one-way transportation per child for pick-up, and \$55-\$65 per child for return delivery (if needed). NSM is not responsible for fans or musical instruments. Checks should be made payable to NSM Camp Luggage Services.

Contact: NSM Camp Luggage Services, 7075 N. Cicero Ave., Lincolnwood, IL 60712

Phone: 847-890-3869 **Email:** campluggagesvc@aol.com

OUT OF TOWN LUGGAGE: If your area is not served by NSM Camp Luggage Services, we recommend UPS or FedEx. You can ship to: Harand Camp, c/o Carthage College, 2001 Alford Park Drive, Kenosha WI, 53140-1994. Please allow seven work days for delivery. Please call UPS directly at 1-800-742-5877.

Please avoid bringing luggage with your child to check-in. For health and safety reasons, parents will not be allowed into the dorm and staff assistance will be limited that day. If there is a problem with sending luggage in advance, please contact the camp office in Evanston or in Kenosha prior to arrival at camp.

Please provide your own luggage tags. Harand Camp must be printed large on one side of the tag and the camper's name must be attached securely on the outside of the luggage. Please include on each tag: your child's name and address, and Harand Camp, Carthage College, 2001 Alford Park Drive, Kenosha WI, 53140-1994. Otherwise, address the luggage on the outside of the footlocker or box. Please bring an envelope containing your camper's luggage keys. Make sure to tag these keys with your child's name.

TUITION AND FEES

CAMP DATES and FEES: Tuition includes room and board, all theatre and elective instruction, costumes, supplies, and recreational activities such as bowling and other trips. Personal laundry of up to \$15 per session is also included. Wisconsin sales tax will be charged on taxable items only.

<u>Session</u>	<u>Camp Dates</u>	<u>Tuition</u>
One-Week (1 week)	06/20/21 - 06/26/21	\$1350
1st Session (3 weeks)	06/20/21 - 07/11/21	\$3400
2nd Session (3 weeks)	07/12/21 - 08/01/21	\$3500
Full Session (6 weeks)	06/20/21 - 08/01/21	\$6000

PAYMENT TERMS: Non-refundable deposit of \$500 must accompany the application. Second deposit of \$500 due by February 15, 2021. If enrolling after February 15, both deposits (\$1,000) due with application. Neither deposit refundable after March 1, 2021. To secure a place in camp, the balance of tuition must be paid in full by May 1, 2021. There are NO REFUNDS if the camper is withdrawn or dismissed for any reason after June 1, 2021. Remit payment to Harand Camp of the Theatre Arts, 1569 Sherman Ave., 201A, Evanston IL, 60201. ***We accept Checks (payable to "Harand Camp of the Theatre Arts"), Visa & MasterCard. A 2% processing fee applies on credit card payments after initial \$500 deposit!***

If the 2021 Season or your session is cancelled by Harand or Carthage College due to COVID-19, payments and deposits will be refunded or may be directed to 2022.

PERSONAL SPENDING MONEY OR "MINI BANK": Campers should bring \$65.00 cash or check, per session, which will be deposited in the camp "Mini-Bank." This account is meant to be used for personal spending on trips or personal items such as stamps, souvenirs, or miscellaneous purchases out of camp. Mini Bank withdrawal amounts are limited by the Business Office staff, based on what is needed for the scheduled activity. This includes a \$15 refundable dorm key deposit. The remaining balance is returned upon check-out.

ARTS PROGRAM & SCRIPT REPLACEMENT FEE: Your fee includes the cost of costumes, art supplies, scripts, etc. All items must be returned at the end of the session undamaged or replacement charges will be necessary of \$50 per script. If your child is interested in taking stage make-up class, they may bring supplies or order a kit at camp for a small fee which will be taken from your mini-bank account.

PERSONAL LAUNDRY: Harand Camp will also cover personal laundry charges up to \$15 per session (or \$30 per season). The parents will be obliged to pay any amount over this listed fee.

LINENS: There is NO linen rental for campers. Please provide two sets of **Twinn XL linens**, a pillow, blanket or comforter, and towels. These will be laundered as part of the camper's personal laundry. If you do pack a sleeping bag, it should be able to be fully unzipped and used as a blanket.

DAMAGE TO HARAND, CARTHAGE, OR PERSONAL PROPERTY: Parents will be held responsible for any damage incurred and will be billed accordingly.

BIRTHDAYS: **There is a \$35 charge for cake and decorations.** We do our best to make this day special. If you would like to arrange a party for your child's cabin, please call in advance to make arrangements. This is your decision and is not required. If you wish to send birthday gifts, please ship in advance so they arrive in time.

MEDICAL FORMS AND CARE

Please stay tuned for specific testing and immunization requirements for COVID-19. Proof of a negative test - taken within 24 hours of arrival - will be required at check-in. We will be following recommendations from the ACA and CDC and updating our policies accordingly. We will also be asking families to provide a limited amount of PPE for their camper, which may include masks, hand sanitizer, and wipes. Some supplies will be provided by camp for general use during activities and meals etc., but items for personal use will also be recommended.

DOCTOR'S CERTIFICATE: Every parent must complete, update and sign the **HEALTH HISTORY AND IMMUNIZATION** section of the enclosed Camp Health Examination form (page one and the top of page two of the four-page form). **This MUST be signed and sent to our Evanston office by May 30th.**

Please note: Your camper must have been examined by your doctor within the last 24 months prior to camp. The doctor must sign the medical form either way. If we have your signed medical form from last summer, you do not need the medical examination portion filled out by the doctor, only the updated **HEALTH HISTORY**. Be sure to sign the box on the form that is headed "In case of emergency," which gives our camp doctor the right to take care of your child. It is important that you sign the medical permission section of the form, as most doctors will refuse even minor care unless this section is signed. All campers must have received measles inoculation before camp time.

Be sure that your physician tells our medical staff about any **allergies or special problems**. We must also know about **previous illness or problems**. Please consult the camp nurse before sending your child if they have been ill within 14 days of camp. All information is vital to the safety of all Harlanders.

If your child has been exposed to a contagious disease or infestation recently, please advise. i.e. COVID-19, Strep Throat, Chicken Pox, Head Lice, Influenza, etc.

INSURANCE: Please complete all the information on the health & insurance form enclosed. **All campers must have health and accident insurance.** This coverage is your normal family health coverage. Please fill in the section completely and sign and return it to us by May 30th. Be aware of your insurance coverage. Co-payments must be paid and parents need to deal with physician billing promptly.

MEDICATION FORM: A medication form is also included within the health form (found online). It is imperative that you fill out and sign the form if your child is on any medication. Please return it to us with other medical forms and the insurance information by May 30th. Photocopy both sides of the insurance card and include it for our files.

PARENTAL NOTIFICATION OF MEDICAL CARE: In a medical emergency, parents will be notified as soon as possible. In a non-emergency situation, parents will be notified if a camper needs to stay overnight in the health center or see a doctor for any reason.

BE SURE TO SIGN AND RETURN ALL MEDICAL & INSURANCE FORMS – including the Health History and Examination Form, Parent Authorization Form, Carthage Camp and Conference Form, and the Medication Form. Please include a photocopy of your INSURANCE CARD.

CAMPER MEDICINES: Please be sure that ANY medicines that are to be taken at camp, as well as their instructions for use, are kept in their respective bottles and properly marked by the pharmacy with the camper's name, dosage and times specified. Unlabeled medication will not be dispensed. Medications are to be given to a staff member at check-in. This includes over-the-counter medications. If you wish to send any medicines to the camper, send them directly to the Camp Director and be sure they are properly marked. ALL drugs and medicines are kept by the Camp Nurse at the medical center and dispensed to the camper, as he or she needs it. With written permission, campers will be allowed to keep life sustaining items such as EpiPens and inhalers. **Under no circumstances should a camper keep any medication in his/her private possession or distribute to other campers. Please communicate this rule to your child as it is for the safety of all campers.**

HEALTH CENTER / MEDICAL NEEDS will be handled by the camp nurse during infirmary hours. Should there be an emergency, there is a nurse on campus at all times. Additionally, First Aid Kits are available in all buildings, and physicians, Urgent Care, and the hospital are 10 minutes from camp.

ORTHODONTIST: Emergency orthodontia is available in Kenosha. All work can be coordinated with your own orthodontist. To facilitate the necessary communication, please add the name and phone number of your orthodontist to the Health Form.

CAMP LIVING

Living: Upon arrival, campers (ages 7 - 18) will be divided into "cabins" by age and reside together in the dorms (2 per room). Roommate requests are not required but may be sent to harandcamp@gmail.com. We will do our best to accommodate your request. Please note: roommate requests must be mutual.

Food: Meals – catered by Sodexo - are served three times a day in the dining hall and include many options. Please notify us of any dietary restrictions (ex: celiac, vegan, vegetarian) or allergies (ex: nuts, fish). We will keep you posted of changes from Carthage College due to COVID-19.

Schedule: Campers spend half the day in theatre classes and the other half in activity classes of their own choosing. Evenings and Sundays include a rotating schedule of rehearsals, cabin nights, and all-camp events and games. Elective classes will be selected the first night of camp. All campers are required to participate in the arts program and activities. Elective classes may be changed after the first week.

CAMP REGULATIONS

To facilitate communication and avoid misunderstanding, please read and discuss this information with your camper PRIOR to arrival at camp.

1. **Camp is SCREEN FREE. Cell phones are NOT permitted** and, if brought, will be stored in our safe until the end of camp. This includes cell phones used as personal music players with or without active SIM cards.
2. All medications (including aspirin) will be stored in the Camp Health Center for distribution by our camp nurses (as per state law). Campers may not self-medicate or share any medication with other campers. This is for the safety of all.
3. All campers will participate in daily clean-up of rooms for inspection.
4. Campers are not allowed to use the internet or computers located on campus.
5. Campers are expected to refrain from inappropriate behavior and language - especially when participating in activities off campus and around our younger campers.
6. We support freedom of expression, however, attire depicting explicit or offensive images or language is not allowed.
7. Cabin in-times must be followed (we don't want you to be exhausted and getting sick!)
8. Boys are not allowed in girl's rooms, and vice versa!
9. The following may result in dismissal from camp:
 - Leaving campus without camp director approval.
 - Smoking, use, or storing of alcohol, marijuana, or any non-prescribed drug/illegal substance
 - Physical violence, or threats, against anyone (Harand or Carthage staff, campers, yourself, etc.)
 - Continuous disruptive or destructive behavior
 - Defacing or destroying camp or Carthage property
 - We do not tolerate bullying!

COMMUNICATION - CALLS, LETTERS and EMAILS

Address: Harand Camp c/o Carthage College, 2001 Alford Park Dr., Kenosha, WI, 53140-1994

Phone: 262-551-2140

Email: harandcamp@gmail.com

TELEPHONE CALLS: No calls to campers will be allowed during the first full week of each session of camp, except for emergencies or on a special occasion. If necessary, you may call the Camp Directors to check on your child. After the first week, please limit your calls to one per 3-week session. The campus is very large and your child is always involved in some scheduled activity or program, so please leave a message with the office and your camper will return your call as soon as possible. The office is available to take messages for your camper from 10:00 am to 5:30 pm, Monday through Saturday, though we can be reached at off-hours in case of emergencies. Campers will only be able to return calls from 1:30 to 2:30, 5:00 to 5:30, and 6:30 to 7:00. We need to limit the calls to a maximum of 5-10 minutes. We only accept calls from parents or legal guardians. No calls on Sundays.

MAIL FROM YOU: Letters are wonderful and your child wants cheerful mail from home. *Write often!!!* The camper looks forward to your expressed recognition of their achievements, so please make sure your letters are cheerful and upbeat. It is best to write at least once a week (you can write daily!). Address snail mail as follows: Camper name and cabin, Harand Camp c/o Carthage College, 2001 Alford Dr. Kenosha WI, 53140-1994

E-MAIL FROM YOU: *Please do not include attachments or photos. Emails must be sent to harandcamp@gmail.com and have the camper's name written in the subject line.* Emails are printed at 11 a.m. and delivered to campers with mail call (after lunch) Monday-Saturday. Campers will not be able to reply via email. We encourage friends and other relatives to use email or regular mail.

PACKAGES FROM HOME: Your camper is very well fed by Sodexo Food Services, with three meals a day and desserts! If you must send food treats, it must be understood that they will be shared with the entire group. The counselor will assist in distributing treats equally. Remember that the entire group is sharing with your child so to eliminate hurt feelings you must send enough for all. Do not send perishable foods, sparklers or fireworks, or dangerous or destructive items. Please limit packages to one per session. Please remember: NO PERISHABLE FOOD ITEMS or PRODUCTS CONTAINING NUTS.

MAIL FOR YOU: Campers are encouraged to write letters home at least once a week. Stamped post cards already addressed to you and others are excellent to include in the miscellaneous packing - especially for younger campers. Campers could even start addressing their cards now. Please send plenty of stamps.

PARENTS VISITING DATES & TIMES*

***PLEASE STAY TUNED FOR CHANGES DUE TO COVID-19. There is a possibility that visiting day will be limited to check-out/departure and performances will be held virtually or distributed in a digital format. We will be following the recommendations of the ACA and CDC. Unfortunately, it is too soon to make a final determination. We appreciate your patience as this evolves.**

Saturday, June 26th	7:00 p.m. Workshop for parents of our One-Week campers only. Please arrive at the Straz Center Lobby at 6:45 p.m. One-week campers will check-out with parents immediately following the show. If your camper has elected to stay for the full 3-weeks, parents should NOT attend Workshop and instead attend the Visiting Day and Pageant on July 10th.
Saturday, July 10th and Sunday, July 11th	10:15 a.m. (Demonstrations during the day, including one-act shows start at 11 a.m. and the big Musical Theater Production starring your child will be held Saturday night, July 10th). First session campers may check-out on Saturday night, July 10th following the Pageant performance or on Sunday, July 11th before 12 pm.
Saturday, July 31st and Sunday, August 1st	9:30 a.m. (Shows run all day Saturday). Campers may check-out following their show on Saturday, August 1st or on Sunday, August 2 nd before 12 pm.

Visits are not allowed at any other times. If you are planning on staying overnight in Kenosha we suggest you make hotel reservations now. We advise making hotel reservations for Friday and Saturday night, in order to avoid rushing on Saturday morning.

Further detailed instructions regarding visiting days and performances will be sent to you in advance and while camp is in session.

RESTRICTIONS: Parents may not take the campers from the camp property at any time during the camp season other than visiting weekend. It is imperative even at that time that the parents officially advise us of their plans, for obvious security reasons. Please remember that visiting day is a special time for you and your camper. **Please: Family members only on visiting days.**

CAMPUS REGULATIONS: Parents can be of great assistance in maintaining camp discipline during visiting days by not encouraging any violations of camp rules. Parent suggestions that are contrary to camp rules create a conflict for their child. Carthage has the following rules while on their property: NO Smoking within 25 feet of building, NO Chewing Gum, and NO Pets.

PACKING FOR CAMP

PERSONAL PROTECTIVE EQUIPMENT AND SUPPLIES FOR COVID-19: We will be asking families to provide a limited amount of PPE and supplies for their camper, which may include items like masks, hand sanitizer, and wipes. Some supplies will be provided by camp for general use during activities and meals etc., but items for personal use will also be necessary. Stay tuned for specific details and quantities.

CLOTHING: The clothing list can be found on our website and should be used as a guide only. Remember, most items can be found, or substituted for, from the camper's own wardrobe. All white is worn on special occasions and for camp photographs. For exclusive Harand Camp t-shirts and tank tops in various styles and colors, please visit <http://harandtheatre.annarbortees.com>.

We recommend not more than two nice outfits (dresses, jackets, shirt and tie, etc.) for simple dress-up occasions. This is more than enough for evening events, theatre parties, etc. **SHOES: Girls:** One pair of athletic shoes. One pair of black jazz shoes. One pair of white canvas shoes. One pair of dress shoes for dress-up or stage use. Character shoes for teens, 8th grade and above. Only bring toe shoes if already training. Bring tap shoes if interested in tap classes. **Boys:** One pair of athletic shoes. One pair of dark dress shoes for dress-up and stage wear. One pair of black jazz shoes or dress shoes. One pair of white canvas shoes. Bring tap shoes if interested in tap classes. **Important:** Beach shoes, clogs and sandals may be brought, but will not be permitted for use in dancing, sports, games, or for stage use.

PROTECTIVE ATHLETIC EQUIPMENT: We do not provide personal athletic protective equipment for things like soccer and skating. You may send along these items at your discretion.

IMPORTANT: Please do not send more than the clothing list recommends. No camp can supply enough space for excess clothing; it may only have to remain packed up for the entire season. Remember, we have laundry service two times a week. Send at least ten hangers! Do not send overly expensive and easily damaged clothing, jewelry or equipment. Lost or stolen items are not our responsibility. We support freedom of expression, however, attire depicting explicit or offensive images or language is not allowed.

NAME TAGS: All items of clothing and personal property must have name tags secured to them. For clothing, name tags or indelible pen may be used. Name tags should be placed where the laundry staff can easily find them. An itemized list of what is packed should be secured to the inside of the luggage. With this list our counselors can help keep track of the camper's possessions. PLEASE LABEL EVERYTHING.

Lost and Found: Check for everything, items left behind may be donated to charity.

ELECTRONICS: Music devices are okay, but please mark the camper's name on all items. Music must be in good taste. No vulgar or suggestive material allowed. Parental discretion is strongly advised. **We try to be screen-free and do not allow televisions, cell phones, tablets, laptops or other personal electronic devices.** If brought to camp, they will be placed in our office safe and returned at the end of camp. No electric irons. Our campers do not need camping knives of any kind. Please keep these at home. **Please NO expensive equipment. We are not responsible for loss or damage.**

MUSIC INSTRUMENTS & HOBBIES: We encourage your child to bring their own camera, musical instruments, hobby and art supplies. Guitar classes are available. Campers must bring their own guitars.

SWIMMING POOL: Most campers are required to take a class in the pool. Goggles are recommended.

MUSIC LESSONS: Upon request, lessons and practice sessions under supervision of our staff can be arranged. Private instruction requires an extra fee decided between the parent and instructor. Call to make arrangements.

CAMPER CONCERT: If your child is planning to perform in one of our camper concerts, please have them bring along sheet music or accompaniment.

TUTORING: For special academic interests or upon the recommendation of your child's school, tutoring by licensed teachers can be arranged. Fees will be determined between the parent and staff member tutoring the camper. If tutoring is desired, send school books and lesson plans with your camper.

“We are Family”

We consider your camper to be “our child” for the summer season. We want these weeks to be meaningful, and it is up to all of us to contribute to the camper’s health, happiness and development. Please write often, encourage progress, and be loyal and interested in the camp and in the camper’s activities.

If you have any questions or concerns, please call the Harand Camp office at 847.864.1500 or 847.867.1356, or email harandcamp@gmail.com. Additional information and forms may also be found on our website at www.harandcamp.com.

Thank you for sharing your family with us!

Yours for a summer of happiness and fun,
The Harand Family

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