



Dear Campers and Parents,

Welcome to Camp at East Bay Dance Center! I'm sure you'll have a wonderful time. Please complete the Emergency Information form and bring it with you on your first day of camp. **Please note our cancellation, drop policy, and our late registration policy.** We work to make camp accessible to as many as possible and this policy will help keep our camp costs competitive.

**Sign your camper in and out each day.** If someone other than you is picking up your child you must indicate this on the sign out sheet. If your child will not be in camp on a particular day (due to illness, vacation, etc.) please let us know.

**Extended care:** 8-9:30 AM and 3:30-6 PM. Extended care spaces are limited and are on a first come, first paid basis. When you register for camp and extended care prior to camp starting, we will charge for both camp and care at that time. Last minute bookings can be made and pre-paid ON LINE at least 24 hours in advance, space permitting. Once you've made the reservation, email [info@eastbaydancecenter.org](mailto:info@eastbaydancecenter.org) to tell us which days you need before care and which days after care. There are no refunds or credits on pre-paid extended care. You can drop off or pick up your child anytime during the extended hours. **Emergency requests or those which are not pre-booked and pre-paid will be charged at the rate of \$15.00/hr. After 6pm, the rate is \$1.00/minute.**

**What to bring: lunch and snack, water bottle with camper's name on it. Please make sure your child eats a healthy breakfast before each day of camp.**

Dance clothes: biker shorts, leotards and tights, stretch pants, socks, tennis shoes, etc. Bring any dance shoes you have (ballet, tap, jazz, etc.) We have a limited amount of tap or ballet shoes available for loan. If you're buying shoes we recommend ballet shoes suitable for ballet and jazz. Please label your child's belongings, especially dance shoes. Dressing in layers is recommended. Also bring clothes to "play" in, and an old shirt for art activities.

**Curbside pick-up:** Please do not block our neighbors' driveways. For your convenience, we provide curbside pickup from 3:30-3:45 PM ONLY. Stop in front of EBDC (pull over so other cars can pass) and one of our helpers will bring the clipboard so you can sign your child out. We will then bring your child to your car. Please stay with your car and make sure you are not blocking anyone. Thank you for your cooperation.

**Glenview Construction Project:**

Due to Glenview School construction, there is potential for traffic delays and/or parking difficulties on Glenfield Avenue. We are not yet sure how this will impact pickup or drop off. If there is a need to change our pickup arrangements, we will let you know in a timely manner. A suggestion is to park on the side streets and walk with your kid for drop off in the morning and for pickup in the afternoons.

**Change, Drop and Cancellation Policy:**

If you need to make a change in schedule, we will make adjustments as needed. Each change of week will be charged a \$15 bookkeeping fee to switch weeks. This fee is waived if the change is at the Director's recommendation.

We do not refund your registration fee if you need to drop out of camp once the week has begun.

If you drop prior to the beginning of camp, you will receive a credit minus the \$15 fee that you can use for the next camp or class.

A refund is only given with a documented medical or family emergency. Please provide as much notice as possible prior to the day or camp. With this documentation, you will receive a refund minus a \$15 fee plus 5% of the total amount refunded.

We appreciate your understanding of this policy that enables us to keep our camp rates affordable.

**Late Registration Policy:** Please register for camp by the Friday prior to camp starting. This allows us to adequately plan for staffing and have all the necessary documentation ready for the start of camp. If you do register late, you will be charged a 10% surcharge in order to offset the additional staffing costs involved. Thank you for understanding and for planning ahead.

Campers are grouped by age/ability level, and we are happy to make adjustments when possible to better serve our campers. Each day varies and includes dance, drama and art. Schedules will be posted daily. Please let me know if you have any questions or concerns. The best way to reach me is to leave me a message at (510)-336-3262. If you need to reach us during camp hours and it is an emergency call, let it ring twice, hang up and call back again until someone picks up. In extreme emergencies, call my cell phone: (510)-866-5415. For general information or questions that are not time-sensitive, you may email us at [info@eastbaydancecenter.org](mailto:info@eastbaydancecenter.org). We look forward to a wonderful camp experience with your child.

Sincerely,

Bonnie Sita, Camp Director

EAST BAY DANCE CENTER