



## **SMACK Handbook**

### **Leadership Team**

Executive Producer..... Jerry Skaggs  
Director/Choreographer ..... Patricia McTigue  
Musical Director/Costumes .....Randi Skaggs  
Producer ..... Steve Hargett

### **Contact Information**

SMACK OFFICE  
Concord First Assembly  
(704)793-4744 ext.219  
(704)793-4740 (CFA main number)  
www.smackinfo.com  
smack@smackinfo.com  
[pmctigue@cfaconcord.com](mailto:pmctigue@cfaconcord.com)

### **Who We Are and Purpose Statement**

**Summer Musical Art Camps for Kidz (SMACK), a division of Intune School of the Arts, is committed to educating, encouraging and empowering students to develop and use their talents and abilities in the arts through a shared creative, diverse and entertaining environment.**

**The mission of Intune School of the Arts is to enrich community and empower students of all ages through quality and affordable arts education.**

### **Camp Hours**

**9:00 am – 4:00 pm for all cast members**

### **Building Information and Directions**

**SMACK is held on the campus of Concord First Assembly located at 150 Warren C Coleman Blvd, Concord, NC 28027.**

### **Admission Procedures**

- 1. Registration forms may be printed off the website [www.smackinfo.com](http://www.smackinfo.com).**
- 2. Upon completion of registration form and deposit, cast packets will be distributed. All paperwork (included in packets) must be complete and received by May 2nd, 2011.**
- 3. Full payment must be received by June 1, 2011.**

## **EZ PAY PLAN**

Those parents interested in signing up for the payment plan may do so at the time of registration. The \$50 deposit will be due at the time of registration and the remaining balance will be divided into three equal payments to be automatically withdrawn from a provided credit or debit card account on the first of April, May and June. A separate form is required and available online.

## **Parking and Traffic Patterns**

To ensure safety please use care when traveling in and out of the campus parking lot. Follow the arrows and be aware that pedestrians always have the right of way. Circle the parking lot and come back up toward the building where you will see a designated drop off point and camp volunteers. You are welcome to park and escort your children into the building, but this is not required.

## **Arrival and Departure of Campers**

Cast Members may begin arriving at 8:30am. SMACK staff members will be standing outside to ensure your child's safe entry to the building. A registration station will be set up right inside the CFA Main Lobby where "check in" and "check out" will occur daily. All Cast Members will be given two pick up cards. This card must be presented at the time of pick up. If for any reason you are not in possession of that card, you must go to the registration desk and present a photo id and you will be given a temporary card for that day. Only those listed on the sign out release form in the application packet will be allowed to pick up Cast Members. Cast Members should be picked up at 4:00pm. Cast Members picked up late will be dipped in tar and feathers...or taken to the Music Suite.

NO Cast Members enrolled in SMACK will be allowed to leave the campus for any reason.

Cast Members that drive must submit a written note from parents to leave prior to dismissal.

## **Cast Party**

The last day of camp will, of course, be focused on final preparation for the final performance. But, we will also have our BIG CAST PARTY! It is sure to be a lot of fun. We ask that all parents make arrangements to have their child picked up early (time: TBD) so that they will have a chance for some much needed "down time" before their big show.

## **Safety**

The safety of your children at this camp is vitally important to us. The Camp Leadership, Volunteers and Power Team will be conducting training on emergencies, procedures and other details pertaining to safety and care. By abiding by the guidelines listed in this handbook, you will help us to create a fun, creative and safe environment for everyone.

### **What to Wear**

We will provide you with your official camp T-shirt at your audition. We ask that all campers wear them everyday. When considering dress code please keep clothing modest and yet comfortable for the weather and activity. Please do not wear "microscopic" shorts or skirts. Our facilities are air conditioned but we will make some time for outdoor recreation and physical activity. Therefore please apply sunscreen before arriving. Please wear art-friendly clothing- paint and other materials will be used in the art process. Socks and Tennis shoes are greatly suggested for dance and other activity. If a Cast Member has character or dance shoes, they may bring them to wear for dance rehearsals.

### **What NOT to Wear**

Sandals/Flip-flops

Heelies/Rolling shoes

Remember that this is a church campus and we would not want to offend with graphic or suggestive clothing.

Leadership will use discretion in advising Cast Members of dress that is deemed unacceptable.

### **What to Bring**

Bottle of water labeled with name – *provided with tuition*

"SMACK SACK" – *provided with tuition*

Show Book – *labeled with name*

Pencil

A labeled ziplock bag: Please include the following make-up:  *mascara and black eyeliner (for sanitary purposes)*  
(We will add more items during the camp)

### **What NOT to Bring**

Toys including small electronic items- iPods, CD players, radios and games

No illegal beverages or substances, or weapons.

Weapons-including toy guns or toy knives

SMACK is not responsible for lost or stolen items. Items deemed inappropriate may be confiscated by a leader and kept until pick up.

### **Cell phones**

Cell phones are allowed, but must be kept on silent mode during rehearsals

### **Name Tags**

Name tags will be issued and must be worn daily to identify SMACK Cast Members and groups. These name tags should be left with leaders at the end of the day at registration desk.

### **Refunds, Cancellations and Withdrawals**

In the case of emergencies, family illness or death, or any sudden inability to attend the entire camp, a refund (less deposit) will be issued 30 to 60 days after camp. There will be no refund for partial days, or leaving camp early.

## **AUDITIONS**

Auditions will be held on Saturday, May 7<sup>th</sup>. **AUDITIONS ARE MANDATORY!** Cast Members will sign up for a specific time on the registration form and space is filled on a first come, first serve basis. Please do not miss the audition. Upon registration, all cast members receive their show materials. Use that to prepare for the audition. We will ask that each child sing something from the show and read a few dialogue lines as well. Cast members will also learn a very short and simple dance combination and perform in small groups for a video camera.

Please reassure your child that there is no need to be scared. Auditioning is part of the experience, and we make it really fun! But more importantly, we will also be taking costume measurements and distributing ALL additional materials. This includes parent pick-up cards, camp t-shirts, water bottles and SMACK sacks. We will also have staff on hand to answer any questions that you may have

## **Video/Photography**

Videos of the final performance will be available as part of your paid registration. Due to copyright laws, home video will not be allowed during the final performance. The DVD is professionally recorded with state of the art equipment and is included with registration. Additional copies may be purchased for \$25 to help cover the cost of the video production. Additionally, camp tuition provides each camper with a picture CD that includes photos taken by a professional photographer of the entire camp experience. Parents may attend final dress rehearsal (time: TBA) during camp hours to take non-flash photos of show.

## **Attendance**

Regular attendance is vital to the production process. Each day we will encounter new material and progressively build the production throughout the week. If a student misses more than 20% of the rehearsals, they may be unable to perform in final production, per director's discretion. If for any reason a cast member must be absent, please contact the office at (704)793-4744 ext. 219.

## **Vandalism**

Cast Members caught damaging or defacing any property will be expected to pay for (or their parents) the restoration and replacement of damaged property and may be asked to leave camp.

## **Appointments**

As an artistic leadership team, we are keen on details and certainly do not want to leave anything undone. Due to scheduling and supervision, please make an appointment to confer with leadership on anything you would like to discuss. During camp hours, we want to give the cast our full attention.

### **Visitors**

SMACK is a place for families. As parents we want you feel we are accessible to you in a professional environment. The contact information resources listed on the front page are available to you to contact us in the most efficient and helpful way.

All visitors (including parents and other family) are welcome at check in on the first day of camp. You will need to check-in at the registration table located just inside the elementary school entrance. There you can sign in and receive a visitors pass for the opening "Who-bil-lation" from 9:00 am to 9:30 am. Final Dress Rehearsal (time: TBA) will also be open for visitors for non- flash photos.

SMACK is designed to be a fun and focused atmosphere for all cast members, general visitation is not conducive to a camp experience, and therefore visitors will not be allowed the remainder of camp.

### **Healthcare**

In the event of illness or injury to a cast member at camp, the leader will escort the student to the on-site first-aid room for prompt evaluation and first aid provided by the camp health leader. In the unlikely event that a student would need hospitalization, immediate transportation would be arranged and parents contacted. Parents please use your best judgment, if your child is vomiting, has diarrhea and/or a fever please keep them home. If there are medications that need to be administered during camp hours please refer to the section in the Cast Member Information/Application Form. If at any time we feel your child is not healthy enough to attend camp, leadership will contact you immediately to pick up your child. Please inform the camp Directors or Nurse with any additional information that may be helpful in giving your child the care and attention they need for a successful camp experience. Children prescribed medication for ADD and ADHD must be kept on that medication while attending camp.

### **Comfort Station**

We realize that activity can be taxing to young children so we are providing a well supervised comfort station that will supply cast members with a haven in the midst of an active day.

### **Behavior Expectations/Discipline**

The goal of SMACK is to provide an optimal environment for creativity and growth in the arts in a enriching and learning environment. We believe that praise and positive reinforcement are effective methods for managing children's behavior. In order to maintain a positive Christian environment we expect cast members and parents to conduct themselves appropriately. Certain behavior is not accepted and will not be tolerated. The following is not a complete list but is representative of unacceptable behavior: fighting, lying, stealing, disrespect, cursing, and deliberately damaging property of any kind. When misconduct occurs, corrective measures will be used to help the campers change their attitude and behavior. Examples of that are time-out and conferences with leadership and/or parents. Parental support of discipline is necessary and those not supporting this role will have their child subject to dismissal at the discretion of leadership.

### **Meals and Snack**

Lunch will be held around 11:30 am everyday in the cafeteria. Cost for lunch is included in the tuition for camp, there will be no discounts or reimbursements for uneaten meals or for those who wish to bring their own lunch. An afternoon snack will also be provided daily. Outside food and drink is allowed and encouraged for those needing a few extra calories to get them through the day.

Any special dietary needs or food allergies should be addressed in advance with the camp office.

Cast members and the entire SMACK staff are all expected to remain on campus during the camp hours including lunch.

### **Power Team and Volunteers**

At SMACK we have two types of volunteers, whose basic goal is to lead and protect all cast members.

*General Volunteers* will help out with various tasks including, registration, lunch supervision, box office, poster and ticket distribution, pick up and drop supervision, errands, set building and costuming.

*Power Team Volunteers* serve as coaches to the various cast groups. They work hands on with 1<sup>st</sup> through 12<sup>th</sup> grade students in rehearsing, producing and performing a musical. Their goal is to create a team building and energetic atmosphere.

### **Final Performance**

The SMACK experience crescendos with the full cast production at 7:00 pm on the final night of camp for CAST A and CAST B. Cast A will be featured on Friday, July 1<sup>st</sup> and Cast B will be featured on Saturday, July 2<sup>nd</sup>. On the night in which your child's cast is NOT featured, they will serve as the opening act and stationary chorus for the subsequent cast.

Both performances will begin at 7:00 pm. Each cast member will receive two tickets to their featured performance and one complimentary ticket to their supporting performance. Other tickets will be sold to the general public at \$10. A special \$5 ticket price for children ages 5 and under is also available. We expect a sold out crowd and ask that parents with small toddlers or infants not take an additional seat for them. We will not require a ticket to be purchased for young children that will sit on the lap of an adult. Although it is our goal that your children will cultivate gifts and tools that will last them a lifetime, the final production of the camp is crucial in teaching commitment, completion, performance and confidence. All cast members and volunteers are expected to attend. Cast Members will be given a "Call" time to arrive for makeup, costumes prep and cast meeting. Auditorium doors will open 1 hour before production.