



MUSICAL MOTION PICTURE CAMP 2024

Parent Handbook

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Welcome To Our Summer Camp

Dear Parents,

Welcome to Summer Camp! We are delighted to have your camper attend and hope they will find our program a rewarding experience. This handbook is designed to give you a helpful insight into our camp and our policies and procedures.

The Summer Camp strives to provide an atmosphere where campers can enjoy, grow, and learn through the arts. The staff always welcomes suggestions and ideas that will help us to make your camper's time with us beneficial and rewarding. We encourage you to share your thoughts and ideas with us at **any time**.

Many thanks to the leadership team for the planning and preparation of the program, to the teens and teaching faculty for the outstanding job they do with the campers each and every day, and to you for your continued support and encouragement. Lastly, this camp would not **be** possible without the work of the staff in our Development office. They raised the dollars from foundations, corporations, and individual donors that allow us to provide an affordable experience for your children. If you have any questions about this manual, please feel free to call me at 216-881-1766 or email me at jharris@raineyinstitute.org.

Sincerely,

Dr. Jennifer Harris

Dr. Jennifer Harris
Executive Director

Overview of Rainey Institute

Rainey Institute is where the arts change lives by providing arts education programs for children in Cleveland. In 1904, the organization was created by Eleanor B. Rainey as part of the early Settlement House movement to help immigrants who settled in eastern Cleveland neighborhoods. Rainey reviewed and changed its mission in 1966 to become an arts education center for children in Cleveland. In January 2011, Rainey moved into the new 25,000 square foot community arts facility, just four blocks away. As a result, Rainey has expanded its traditional programs to serve more children and youth. With the opening of our new location within the Pivot Center for Arts, Dance, and Expression on West 25th in Clark Fulton neighborhood, we will be able to serve even more this year, approximately 1000 young artists.

We recognize potential in all of its forms. Regardless of artistic ability, we enable children and youth to become positive, contributing citizens. Rainey Institute has been serving Cleveland families for over a century. Its longevity sets us apart and is a testament to the dedication and passion we have for the families in Cleveland.

Mission

Rainey Institute develops positive growth for Greater Cleveland’s youth through education and engagement in the visual and performing arts.

Parent Feedback, Questions, or Concerns

It is our goal to ensure you and your camper have the best experience. If, at any time you have a question or concern about our program or services, please call or email Andrea Soncina, Arts Education Associate (asoncina@raineyinstitute.org), Brandon Lipford, the Director of Arts Education (blipford@raineyinstitute.org) or Executive Director , Dr. Jennifer Harris (jharris@raineyinstitute.org) at 216-881-1766 so that we may work with you to answer the question or resolve the concern.

Summer Schedule

MMP CAMP DAY SCHEDULE:

TIME	CLASS SPECIAL
8:30 - 9:00 am (30 min)	Drop-Off & Sign-In / Recreation / Before Care & Breakfast
9:00 - 9:35 am (35 min)	Tea Time Summer SEL's
9:40 - 10:45 am (65 min)	Exploratory Arts 1
10:45 - 10:55 am (10 min)	Reset Refresh
10:55 am - 12:00 pm (65 min)	Exploratory Arts 2
12:00 - 12:30 (30 min)	Lunch
12:30 - 1:25 (55 min)	Outdoor Recreation
1:25 - 1:55 (30 min)	Creative Studio Time
2:00 - 4:00 pm (105 min; 15 min snack @ 3:00)	Arts Mastery Intensives
4:00 - 4:30 pm (30 min)	Pick-Up & Sign-Out / Recreation / After Care

****This schedule may change due to unforeseen circumstances.****

Scheduled Closings

See the attached program calendar for details on the schedule.

Unscheduled Closings

Rainey Institute may close due to building maintenance (lack of water, heat, etc.). The Executive Director has the responsibility of deeming the conditions unsafe for students and to close the building. The primary parents listed will be notified by phone and email. In the case of planned or unplanned closures programming is not rescheduled.

Field Trips

All campers must be at Rainey no later than 9:00 a.m for field trips. The bus will arrive back to Rainey between 3:30 - 4:00 p.m. We ask that you have patience and that due to crowds at field trips, traffic and other issues that may arise we may arrive back to Rainey late.

To ensure the safety of all children, parents are not able to pick campers up at the field trip site. All campers must ride the bus to and from the field trip location.

A camper will not be allowed on the field trip if they do not have a field trip permission form signed and wearing their Rainey t-shirt. To ensure the safety of all campers, all campers must follow the following rules:

- Ride the bus to and from the field trip location.
- Wear appropriate shoes and the Rainey t-shirt. Campers will NOT be allowed on the field trip if they do NOT wear their Rainey shirt.
- Remain with their designated group and follow the directions of their group leader.
- Wear their bathing suit and bring a towel for field trips where swimming is included. There will be no time for campers to change clothes before they leave.

Summer Celebration Event

Be dazzled by our end of summer celebration event showcasing all of the talent at our Rainey camper. See the summer camp calendar for date and time.

Camper Safety & Supervision

Drop Off

Campers may be dropped off at 8:30 am. We ask that you do NOT drop off before as there is no staff member present. If your camper will be taking the bus we ask that you notify us so that we can make arrangements for an adult to sign them in.

An adult (18 years or older) must sign the camper in at the sign-in table, giving care, custody, and control over to Rainey Institute. If there is no adult to sign the camper in, we contact the parent. If the parent can not be contacted we will contact the emergency contact. We take every effort to ensure the sign-in process is quick and smooth but we ask that you also please be patient with us.

Dismissal Process & Release of a Camper

Camp programming ends at 4:00 p.m. Campers will be picked up inside the building. Staff will release students to a person eighteen (18) years or older listed on the Child Pick Up form. The person picking up for the first time will be asked to show valid id and to provide the code word (which the parent will determine on the Parent Pick Up form). If the pick up person does not know the code word they will be asked to contact the parent to ask for it. If an emergency arises and the parent needs to have another person pick the child up, they must call and speak with the Director and provide us with the "code" word.

Staff will NOT release a camper to anyone who is showing signs of impairment (slurring, staggering, disoriented, bloodshot eyes.) In this case a pick up person on the emergency contact will be contacted to pick the child up.

Custody Agreements

A parent or legal guardian of a camper participating in Rainey programming who is not the campers residential parent shall be permitted unlimited access to the facility and be afforded the same rights as the residential parent. In the case that the program has not met the parent he/she will be asked to provide a State ID prior to visiting or picking up their campers. At no time will Rainey Institute enforce a custodial, parenting or a visitation schedule.

Protection Order

If, at any time, a protection order is filed for a parent/guardian/family member of a camper enrolled in programming, the parent must provide documentation of the protection order as well as a photo of the person for whom the protection order has been filed against. If the person the protection order has been made against attempts to have contact with the named student the Police Department will be contacted. The parent will be notified after the incident.

Transporting Children In Staff Vehicles

Rainey Institute will NOT transport any camper in a personal vehicle. In the case of any emergency 911 will be called and the cost assumed by the parent.

Camper Groups

All campers must wear their name tags at ALL times and are to be turned in dismissal in the designated place. Campers are assigned to a group with peers of their same age. Rainey does not accept requests for group changes once camp has begun.

Additional Program Fees

Late Pick Up Fee

If your child is not picked up at 4:30 p.m. you will be charged a \$5.00 fee at 4:35 p.m. and then \$1.00 per minute. A later pick up form will be provided to the person picking up and the fee must be paid by Friday prior to the child being signed in. We realize that life happens and if you know you will be late to call us and let us know. Phone call ahead does not take away the late pick up fee.

Breakfast, Lunch & Snack

Rainey Institute will provide box lunches from the Cleveland Food Bank. We ask that if you choose to pack lunch for your camper please let us know. If you choose to pack you have to do so every day as we are unable to change our food counts daily with the Food Bank. Please keep in mind if your camper packs, no lunches will be microwaved. Rainey will provide for a breakfast bar and juice/milk and an afternoon snack.

If a camper has a particular allergy to a food a Health Care Plan will be created. Outside food may not be dropped off by a parent for the child (ie: McDonalds, etc.). Microwavable items are NOT permitted. Gum or candy are not permitted to be brought to Rainey.

Health & Safety

First Aid & CPR Administration

There is always one staff member on-site that has received training in First Aid, Communicable Diseases and CPR. In the case of a minor accident/injury staff will administer basic first aid and tender loving care.

In the case the injury/illness is assessed as being more severe, first aid would be administered and the parents contacted immediately to assist in deciding an appropriate course of action.

In the case an injury/illness is determined to be life-threatening or need emergency treatment, the EMS will be contacted, parents will be notified, and a staff member will accompany the camper to the hospital with all available health records. Rainey Institute is not able to serve any campers whose parents do not provide permission to transport to emergency treatment.

Injury Reporting

In the event of any of the following occurring the parent will be contacted that same day:

- The camper receives a bump or blows to the head;
- The camper has to be transported by EMS; or
- An unusual or unexpected event occurs which jeopardizes the safety of the camper

The person picking your camper up will receive a copy of the incident report. Please be sure the person picking the camper up shares the incident report with the parent. If a camper requires emergency transportation, the report shall be available twenty-four hours after the incident occurs.

In addition, an incident report will be completed anytime a camper arrives with observable injuries.

Abuse Reporting Requirement

All staff members are mandated reporters of child abuse. If the staff has suspicions that a camper is being abused or neglected, they must make a report to the local children's services agency.

Students Sent Home Due to Illness

A camper exhibiting symptoms of an illness will be sent to the office away from other campers so they can be monitored, then discharged to the parent. A camper must be fever free for 24 hours, without fever-reducing medication, and able to participate in all activities before returning to Rainey.

Sunscreen & Insect Repellant Application

Parents are asked to apply sunscreen and/or bug repellant to their camper daily. Rainey Institute is NOT able to apply sunscreen or bug repellant to any camper.

Medication Administration

Rainey Institute will only administer medication when it has been prescribed by the camper's physician and written documentation is provided. Medication must be its original container and administered in accordance with instructions provided by the physician's orders/prescription label. Rainey will not give the first dose of any medication to a camper. The medication must not be expired nor should the actual prescription. If a camper should have an emergency medication prescribed and it is not onsite, the camper may not attend. Emergency medications must be onsite at all times the camper is onsite.

Children with Health Conditions

In the case that a parent indicates a camper has a health condition that requires our staff to observe for symptoms or to treat a condition, a Health Care Plan will be completed. All staff who interact with the camper will be informed and/or trained on the Health Care plan.

Outdoor Play

Campers engage in activities outdoors throughout the day (at arrival, during lunch recess, for specific classes.). We ensure cold water is available for campers while outside. In addition, campers are monitored for signs of heat exhaustion and may be asked to sit down to cool down or sent inside.

Student Conduct

In general, the following techniques or practices may be used by staff members as a means to guide or discipline campers. Any technique or practice used shall be developmentally appropriate, consistent and shall occur at the time of the incident.

- Setting clear limits
- Redirecting to an appropriate activity
- Showing positive alternatives
- Modeling the desired behavior
- Reinforcing appropriate behavior
- Encouraging children to control their own behavior, cooperate with others and solve problems by talking
- Separation from the situation, if used, shall last no more than one minute per each year of the child's age and not in a public place as not to shame. If separation should occur, upon the child's return to the activity, the provider shall review the reason for the separation and discuss the expected behavior with the child.
- Holding a child for a short period of time, such as in a protective hug, so the child may regain self- control.

The following techniques or practices shall **NEVER** be used by any staff members as a means to control or discipline campers:

- Abuse, endanger or neglect of children, including shaking a child
- Utilize cruel, harsh, unusual, or extreme techniques
- Utilize any form of corporal punishment
- Delegate children to manage or discipline other children
- Use physical restraints on a child
- Restrain a child by any means other than holding children for a short period of time, such as in a protective hug, so that the children may regain control
- Prone restraint of a child is prohibited. Prone restraint is defined as all items or measures used to limit or control the movement or normal functioning of any portion, or all, of a child's body while the child is in a face-down position
- Prone restraint includes physical or mechanical restraint
- Place children in a locked room or confine children in an enclosed area
- Humiliate, threaten or frighten children
- Subject children to profane language or verbal abuse
- Make derogatory or sarcastic remarks about children or their families including but not limited to cultures, nationalities, race, religion, or beliefs
- Punish children for toileting accidents
- Withhold any food (including snacks and treats), beverages or water, rest or toilet use
- Punish an entire group of children due to the unacceptable behavior of one or a few
- Isolate and restrict children from any or all activities for an extended period of time

The Rainey Norms

Rainey builds a positive and supportive learning environment by displaying behavioral norms we call the Rainey Norms. These norms are stated in the parent handbook and posted throughout the facility for the campers and staff to refer to. Teaching artists are responsible for making sure the campers understand the norms and rules. The norms include:

1. We are respectful of ourselves and others
2. We put forth our best effort
3. We are kind and considerate in our words and actions
4. We keep our Rainey space safe and clean
5. We follow staff instructions

Progression Discipline

Our goal is to transform the lives of all campers by providing them the opportunity to experience the arts. In an effort to support each camper's learning, our staff uses positive reinforcement strategies by acknowledging positive behavior, showing positive alternatives, modeling desired behavior, and encouraging students to make the right choice and control their own behavior/solve problems through talking. Despite taking these preventative measures, some campers may still have a difficult time following the rules or focusing for one reason or another.

In an effort to support children in managing student behavior we have created the following system that will be implemented by all program staff. It is the Teaching Artist's responsibility to ensure all campers are aware of this process.

- If a camper's behavior does not improve Rainey has the right to withdraw a camper due to continued recurring behavioral issues.
- If a camper breaks one of the following rules there will be an automatic suspension. The camper will be directed to the Director's office, the parent called, and the camper sent home.
 - Use of profanity or derogatory slurs toward a group- 1 day suspension
 - Intentionally touching another's private parts or showing private parts to others- 2 days suspension
 - Stealing -2 day suspension
 - Elevated verbal attack with a staff person or student - 2 day suspension
 - Intentional destruction of any property - 2 day suspension
 - Threatening physical fight or injury with an object (gun, rock, etc.) - 3 day suspension
 - Use of a play weapon - 2 day suspension
 - Bullying 2 day suspension
 - Physical fighting - 3 day suspension

Zero Tolerance

There are some behaviors that Rainey Institute will not tolerate by campers or adults while at camp, or during events/field trips. This behavior will result in a child's immediate expulsion from all programming.

- Use of or possession of drugs
- Use of or possession of a weapon
- Attacking or hitting a staff member or another camper
- Leaving the facility without permission - students only
- Misuse of school emergency system (intentional)
- Sexual acts on self or another with/without permission
- Adult yelling (staff or parent) and use of profanity toward others

Other Items

Use of Technology & Personal Devices

Cell phones/tablets are not permitted to be used while in programming at Rainey. If campers are seen with a cell phone/tablet it will be taken and placed in the office. It is the campers responsibility to remember to pick it up at the end of the day. Rainey Institute is not responsible for lost or stolen items.

Appropriate Dress

The purpose of the Rainey dress code is to:

- Maintain an environment where students feel safe from violence, comfortable in their own skin, and unintimidated by others.
- Support an uninterrupted learning environment.

Campers must wear: a shirt that covers the midriff, a bottom (pants, shorts, skirt, dress, sweatpants, or leggings), and shoes with a strap across the back that are appropriate for student activities based on the program. Flip-flops may NEVER be worn, all sandals have to have a back strap.

Campers must wear the Rainey Summer Camp T-shirt every Friday.

Campers must not wear: clothing with violent language or images, images or language depicting drugs or alcohol (or any illegal item or activity), hate speech or profanity, images or language that creates a hostile or intimidating environment; visible undergarments; headgear that obscures the face (except as a religious observance); bathing suits; or ripped/transparent clothing that exposes the undergarments.

In the Rainey Dance Studio, campers are allowed to wear shoes only if those shoes are clean/unworn outside. Dirty or outside shoes must be removed prior to entering the dance studio.

Campers observed to be wearing inappropriate attire will be directed to the Enrollment & Program Specialist. The camper will be presented with three options:

- They may put on their own alternative clothing, if already available at Rainey, that is in alignment with the dress code
- They may wear temporary Rainey clothing for the remainder of the day
- The parent may be called to bring alternative clothing for the camper to wear for the remainder of the day

If the camper repeats an offense after the initial warning, the student may be subject to disciplinary action.

Our staff and faculty are trained to:

- Ensure campers are able to dress comfortably without fear of or actual unnecessary discipline or body shaming.
- Understand that “appropriate clothing” is when the student is comfortable in their self-expression, the clothing is appropriate for any physical activity the student is engaged in, and other students do not feel unsafe or intimidated because of said clothing.
- Use student/body-positive language to explain the code and to address code violations
- Never disproportionately affect a camper by dress code enforcement because of gender, race, body size, or body maturity
- Avoid removing a student from the classroom solely as a result of a dress code violation, to prioritize an uninterrupted learning environment.
- Never include messages predicated on body maturity or “professionalism,” especially for elementary-age students.

Personal Items

We suggest that you write your campers name on articles of clothing that they may take off during the day such as shirts, jackets, etc. We ask that campers only bring a backpack if they must have to bring things with them. They will have to wear the backpack or if they choose not to wear it, it will be placed in our coatroom. Backpacks may not contain medication, unless the camper has a health care plan that states they can carry medication. A fanny pack may also be worn but the camper must keep it on their body at all times.

Through experience, we have learned that it’s best for campers to leave belongings at home because they lose their bags throughout the day because they move from activity to activity and forget them. Rainey is not responsible for lost or stolen items.

Water Bottles

Campers may bring water bottles with them to camp. Cold water will be made available to them as well as cups of water. Water bottles may never be used to spray another camper/staff member nor to soak clothing. If used in this

manner the bottle will be taken and returned at the end of the day. The camper will not be allowed to have a water bottle for the remainder of camp. Water bottles should have the camper's name clearly marked.

Lost and Found

Should a camper leave an item at Rainey it will be placed in a box by the sign in and out table. Valuable items will be stored in the main office until claimed. Students should not bring valuable toys/items to Rainey. Rainey is not responsible for lost or stolen items.

We're The Rainey Kids (Tune: I just got Religion, words by Gloria Brown)

Hello! We're the Rainey Kids
Hi there! We're the Rainey Kids
What's up! We're the Rainey Kids.
We love it here at Rainey 'cause we learn so much

Uh-huh! We're the Rainey Kids
Oh yes! We're the Rainey Kids.
Ooo Wee! We're the Rainey Kids.
The sky is the limit cause we're Rainey Kids

We learn all about the arts as you can see.
Rainey is the place we wanna' be.
We wanna' entertain you, so hold onto your seats.
We've got it going on, and we can't be beat.

Uh-huh! We're the Rainey Kids
Oh yes! We're the Rainey Kids.
Ooo Wee! We're the Rainey Kids.
The sky is the limit cause we're Rainey Kids

We're -the-Rainey-Kids!