



PARENT STUDENT HANDBOOK

2018

A LETTER FROM VICTORIA CHATFIELD

EXECUTIVE DIRECTOR, NTSA

Congratulations! You have been selected to join a team of students from across the country that represent the future of the American Theatre. Your acceptance into NTSA's summer program is a reflection of your outstanding talent, as well as your commitment to your craft.

We cannot wait to see what you'll bring to this season's productions — whether it's an inventive design that taps into the audience's imagination or a transformative portrayal of a character that stirs the audience's empathy. It gives me a great sense of possibility for what Broadway might look like in ten years if artists like you are leading the charge.

I'm also looking forward to welcoming you to Buffalo, New York. It's been called the City of Light (thanks to the incredible hydroelectric power of Niagara Falls) — and soon, it will be the place that you call "home." I cannot wait to share its vibrant arts culture and eclectic bohemian neighborhoods with you this summer.

Our company is all about journeys — whether it's flying across the country, making your maiden voyage on an off-Broadway stage, or joining your fellow travelers on the path to great art. Welcome to the National Theatre for Student Artists.

Best wishes,
Victoria Chatfield
Executive Director, NTSA

TRAVEL TO NTSA

Your student can travel to NTSA by car or plane. If your student is flying into the Buffalo Niagara International Airport (BUF), we can arrange for a pick-up on the first day of the session. (Transportation fee applies.)



If you are traveling by **CAR**, please arrive between **9 AM and 1 PM**. Please try to arrive as close to 9 AM as possible, as that will give your student plenty of time to unpack, take their campus tour, and meet their production staff. We ask that you leave by 1 PM so that students can begin their orientation.



If your student will be traveling by **PLANE**, please schedule flights to arrive between **9 AM and 1 PM**. Please try to schedule flights to arrive as close to 9 AM as possible. NTSA staff members carrying signs will meet students at the arrival security checkpoint and accompany them to the baggage claim. Students will then travel to campus in a pre-booked taxi. Since flights sometimes arrive at similar times, our staff members may experience brief pick-up delays. We will forward all staff member contact information at least 48 hours before the program start date; we encourage students to program this information into their cell phones.

If you will be picking up your student at the off-Broadway performance, you must sign your student out at the box office before leaving the theatre.

If your student will be flying home alone from the off-Broadway performance, they will have to stay an additional night at a hotel in New York City. We will book them a hotel room and provide adult supervision that night. We will then escort them to airport security the following day. (Housing and transportation fee applies.) Please schedule outgoing flights to leave after 12 PM. NTSA staff cannot remain in the airport after 5 PM.

Please schedule all flights to travel out of John F. Kennedy International Airport (JFK), LaGuardia Airport (LGA), or Newark Airport (EWR).

RESIDENCE HALLS

Session 1 students will be living in Canavan Hall, a freshman dorm at Daemen College, with one or two roommates. You will share a bathroom, located between dorm rooms, with between 3-5 other students. On Canavan 2-5, you will find lounges with cable TV. (Any students housed on Canavan 1 will be allowed to go upstairs during free time to use the lounge.)

Session 2 students will be living in Campus Apartments, which is upperclassmen housing, on Daemen College's campus. Each apartment houses 4-6 students and consists of four bedrooms, two bathrooms, a living room, and a full kitchen. You will either have your own room or share with one roommate.

CHECK-IN

When you arrive in the lobby of Wick Campus Center, you will check-in and receive your residence hall room keys. NTSA staff will walk you over to Canavan Hall or Campus Apartments, so that you can get settled into your dorm room and meet your roommates. Campus tours will be offered multiple times throughout the morning, as well as when auditions conclude. **All students are required to go on a campus tour during their first day at NTSA.** The campus tours will help familiarize you with all of the buildings that you'll be working in during the program, as well as areas that are off-limits. NTSA Orientation (for students only) will be held immediately after lunch in the Wick Campus Center.

LOST KEYS

If you lose your residence hall keys, you should immediately inform the Executive Director. Replacement keys cost \$50, which will be deducted from your spending account. Failure to return your residence hall room keys at the end of your program will also result in a \$50 fine, which will be deducted from your spending account.

COMMUTER STUDENTS

Parents of commuter students will be contacted by the Executive Director regarding who will be picking up their student at the end of the day (9:30 PM). Commuter students will be responsible for packing their own lunch and dinner, unless they make prior arrangements with the Executive Director to purchase a dining hall pass. Commuter students are expected to be in their rehearsal studios by 9 AM each day.

PACKING LIST

This is only a suggested packing list. Some students will be able to travel with much less (although we suggest not bringing more than what's listed here). Many NTSA staffers have been able to travel across entire countries for months at a time with nothing more than a backpack. Use this opportunity to master the art of packing light!

Some Helpful Tips

- Purchase a carry-on backpack that can fit all of your belongings. We recommend investing in a backpack that will also fit on budget airlines (like Ryanair and easyJet) in case you decide to travel to Europe in college (dimensions: 55 cm x 40 cm x 20 cm). Some backpacks that work especially well are the Osprey Porter 46L and the Tortuga Outbreaker Backpack.
- Use packing cubes to help maximize space. You can get them from eBags, Sea to Summit, or Eagle Creek. Stay away from the larger ones and don't overfill them.
- You need fewer clothes than you think. Remember: you have open access to the laundry, which means that you can wash the clothes that you've packed as often as you want.

WOMEN

Underwear (10)
Socks (10)
Sports bra (3)
Regular bra (1)
T-shirts, tank tops, or leotards (7)
Leggings, shorts, or sweatpants (7)
Jeans (1)
Sweatshirt, sweater, or cardigan (1)
Pajamas (2)
Bathrobe (1)
Sneakers (1)
Black character shoes (1)
Any additional dance shoes (ballet, jazz, tap, etc.)
Flip flops for shower (1)
Special occasion outfit (1)

MEN

Underwear (10)
Socks (10)
T-shirts or tank tops (7)
Shorts or sweatpants (7)
Jeans (1)
Sweatshirt, sweater, or cardigan (1)
Pajamas (2)
Bathrobe (1)
Sneakers (1)
Black character shoes (1)
Any additional dance shoes (ballet, jazz, tap, etc.)
Flip flops for shower (1)
Special occasion outfit (1)

PACKING LIST

TOILETRIES

Soap
Shampoo
Conditioner
Toothbrush
Toothpaste
Deodorant
Hairbrush and comb
Travel hair dryer/straightening iron
Tweezers
Nail clippers
Shaving cream and razors
Tampons, pads, and/or menstrual cup
Pair of extra eyeglasses
Contact lenses, case, and solution
Laundry bag
Tissue packets
Hair ties, clips, and bobby pins
Water bottle (labeled with your name)
Personal desk fan

* Bedding will be provided for each student (sheet, pillow, pillowcase, towel, etc.)

Students may bring cell phones, laptops, tablets, e-readers, and other electronics; however, just like in college, NTSA cannot be responsible for these items being lost or misplaced during your student's program.

MAKE-UP KIT (ACTORS)

Foundation (cream or liquid, water-resistant, full coverage)
Translucent setting powder
Triangle-shaped make-up sponges
Dark brown or black eyeliner pencil
Blush (powder)
Blush brush
Neutral lipstick or lip color
Matte three-color eyeshadow palette (light, medium, dark)
Dark brown or black mascara

* NTSA recommends men bring dark brown eyeliner pencil and mascara; women should bring either dark brown or black eyeliner pencil and mascara

DO NOT BRING

- Weapons
 - Designers: Do not bring any objects that could be used as a weapon (like pocket knives). NTSA will provide all of the tools you need for the summer.
- Any illegal substances (drugs, alcohol, tobacco, etc.)
- Pets
- Candles or incense
- Electrical extension cords
- String lights
- Sub-woofers or bass stereo accessories

PACKING LIST

MISCELLANEOUS

Three-ring binder 2-inch
Pencils, erasers, and pencil sharpener
Highlighters
Musical Instruments
One-subject notebook
Sheet music and monologues that you want to work on

Each student may bring ONE collapsible duffle bag to NTSA, as well as ONE backpack. (Do NOT bring hard trunks or footlockers.)

If you want to send your duffle bag ahead of time, please feel free to ship it via UPS to the following address:

NTSA
56 Mill Street
Williamsville, NY 14221

Make sure that your duffle bag has a luggage tag that clearly lists your name. If you want the duffle bag shipped back home, please contact the UPS Store on Sheridan Drive in Amherst, New York (phone: 716-834-6388) to make arrangements and contact the NTSA Executive Director (email: vchatfield@nationalstudenttheatre.org). We will drop off all luggage to UPS the day after your program session ends.

Students have free access to the laundry facilities in their campus dormitory. That means that students are responsible for doing their own laundry during free times. NTSA will keep each laundry room stocked with basic detergent and dryer sheets. Please make sure that you don't pack any clothing that requires dry-cleaning or special detergents.

If you are driving to NTSA and forget anything, there are many stores in Amherst, New York — including Target, Walmart, and Bed Bath and Beyond. If you will be flying to camp by yourself and forget anything, program staff will travel to Walmart every Sunday to pick up necessary items for students. Any purchases will be deducted from your spending account.

SPENDING ACCOUNT

All parents are required to deposit \$125 into their student's spending account.

Your student may incur expenses which are unexpected while at our summer program (ex. broken glasses, emergency orthodontics, transportation charges for local day trips, etc.). NTSA requires that each student has at least a \$125 spending account. At the end of September, upon written request, all unused funds in a student's spending account will be returned. Unclaimed monies will be added to the NTSA Scholarship Fund three months after attendance.

No money should be kept in the dormitories; we cannot guarantee its safety, and we are not responsible for its loss. While we actively discourage students from bringing cash to NTSA, we understand that you may want access to additional spending money (for gift shops on midweek excursions, snacks at the campus bookstore, additional food at restaurants, etc.). We recommend bringing a prepaid debit card with a PIN number. The Greenlight card by Mastercard enables parental control (via app) and is easily reloadable.

ATTENDANCE

It is expected that your student will remain in the NTSA program during their entire program session.

Students are expected to arrive in good health and be able to participate in the program. Please phone the NTSA administrative office if you have a special concern or if your student becomes ill just prior to the start of the session. NTSA reserves the right not to admit students who arrive ill or who have been exposed to communicable diseases.

Under no circumstances will a student be permitted to leave campus for any reason. If a parent or guardian takes a student off the grounds at any time, you are removing that student from NTSA's custodial responsibility. At that point, the student will not be readmitted, nor will you receive any refund for any unfinished sessions.

COMMUNICATION (FOR PARENTS)

Your student is welcome to bring their cell phone, tablet, and/or laptop to NTSA; however, we cannot be responsible if electronics get lost or are misplaced during the program. If your student chooses not to bring any electronics, students are welcome to use the cell phone in the administrative office to call home. There are also computers available for student use in the campus library, so that students can send emails home. Please note that students will be busy throughout the day and generally won't have much time to talk until later on in the evening (around 9:30 PM).

If you discover at any time that your student is struggling with a problem but has not, for whatever reason, told an NTSA staff member (ex. homesickness, anxiety, etc.), we encourage you to inform us ASAP by calling the Executive Director (phone: 716-316-5734). We are here to support your student and want to make sure that they have a positive, safe, and rewarding experience at NTSA.

Care Packages

You are welcome to send care packages for your student throughout their program. All care packages can be sent to:

NTSA
ATTN: [Your Student's Name]
56 Mill Street
Williamsville, NY 14221

Please feel free to send snack food. Remember that any non-disposable items that you send need to be packed into your student's duffel bag or backpack to come home. If you have any questions about a particular item that you would like to send, please contact the NTSA administrative office.

Photo Gallery

NTSA uploads photos of all our students every single day (with the exclusion of opening nights) to our Smugmug account. We begin uploading photographs around 10:30 PM every night. While we cannot guarantee that every student will be photographed every day, we will do our best to make sure that everyone's included. You can download photos and order high-quality prints via Smugmug as well.

AUDITIONS (FOR STUDENTS)

When you are accepted to NTSA, that means one of our directors has selected you for their production — however, that doesn't mean that you've been cast in a specific role yet. On the first day of the session, the NTSA creative staff will hold auditions to evaluate their performers' strengths and areas for growth. During musical theatre auditions, you will learn vocal music and dance sequences from the production that you'll be working on. You'll also perform some scene-work with other students.

If you are appearing in NTSA's devised production, you will jump straight into the devising process with your facilitator (director) and will not have auditions.

THEATRE AND SHOW ETIQUETTE

No photography or video-recording. Because NTSA only performs world and regional premiere productions, we sometimes are not permitted by the licensing agency or playwrights to film certain productions. Photography and video-recording during a performance can also be distracting to the performers and your fellow audience members. Help your student be as successful as possible during their off-Broadway debut! There will be a professional photographer at every performance, capturing pictures which will be posted to Smugmug. **If you are photographing or video-recording the performance, you will be warned once. The second time, you will be asked to leave.**

Respecting the performers. Please do not speak, play with your cell phone, or consume food or drink during the performance. While our students are advanced theatre performers, they are still *students* and require an environment in which they can focus. In the case of a personal emergency, please wait until a blackout or pause in the action before quietly removing yourself from the theatre.

Priority tickets are available via BookTix. Ticket prices depend on the location of the seats; all of the profits from ticket sales go directly to the NTSA Scholarship Fund.

SAFETY GUIDELINES

ILLEGAL SUBSTANCES, ALCOHOL, AND TOBACCO

NTSA prohibits the possession, use, and/or distribution of illegal substances, alcohol, and tobacco products. If your student is found in possession of or using an illegal substance, alcohol, or tobacco, you will be immediately contacted, and your student will be sent home at your expense without refund.

We understand that some of our students may be of legal age to use tobacco and alcohol while in our programs. However, we ask that these students keep our campus alcohol and tobacco-free throughout the duration of their program.

INAPPROPRIATE BEHAVIOR

NTSA strives to maintain a rehearsal and performance environment that's free from discrimination, violence, intimidation, and harassment based on gender identity, race and ethnicity, national origin, religious affiliation, disability status, sexual orientation, or political affiliation. Language, behavior, and attitudes that intimidate or otherwise harm students or staff members are not tolerated. NTSA does not tolerate emotional or physical abuse or the threat of such abuse. This behavior may be grounds for dismissal from the program.

Inappropriate sexual behavior is not allowed at NTSA and may be grounds for dismissal. Emotional or psychological behavior that affects a student's ability to participate in the program or that significantly disrupts the program may be grounds for dismissal.

ZERO-TOLERANCE POLICIES

The only zero-tolerance policies at NTSA have to do with student safety. If a student behaves in a way that recklessly endangers themselves or others, the parent(s) will be contacted and asked to collect the student, or the student will be sent home via commercial transport (at cost to the parents). There will be no refunds given for course fees. The student will also be banned from participating in all future NTSA programming. This includes (but is not limited to): the use of tobacco, alcohol, or drugs; the possession of weapons; physical violence; leaving campus unsupervised; and sexual misconduct. This policy also applies to students leaving their dorm rooms after lights out for reasons other than bathroom usage or an emergency that requires staff attention. While we want all students to have the opportunity to participate in NTSA's pre-professional programming, safety must always come first.

SAFETY GUIDELINES

DISCIPLINE

NTSA believes in using restorative practices whenever possible. We believe that every student should be addressed with respect, patience, and compassion — even in situations when they might be struggling to respond in-kind. If a student harms the community through their words or actions, then that student must make amends to the community.

Students receive an immediate referral to the Executive Director for behaviors including (but not limited to) the following: continual misbehavior or negative attitude in rehearsals or workshops, inappropriate language or physical contact, disrespect of property (breaking, damaging, or destroying property), bullying or harassment, theft, dishonesty, and blatant defiance of staff members and program rules.

After receiving a referral, the Executive Director will meet with the student in her office to have a discussion in which the student will reflect on the choices that they have made, how those choices impact the community, and how they can make better choices next time. The student may also have a restorative conference with the student or staff member that they have harmed.

If the student receives three referrals to the Executive Director, then the student will have their role in the production downgraded. If the student has a leading role, then they will be moved into the ensemble, and the understudy will be promoted into that role. If the student performs in the ensemble, then they will be removed from selected scenes and musical numbers. The student will also be suspended from rehearsals for twenty-four hours. During the student's suspension, they will work independently in the staff office under the supervision of either the Executive Director or the Producing Fellow. This will allow staff members to tell students about any casting changes without embarrassing the student who committed the infractions; it will also provide that student with the opportunity to reflect and set themselves up for success the following day.

If the student receives a fourth referral to the Executive Director, then the parent(s) will be contacted and asked to collect the student, or the student will be sent home via commercial transport (at cost to the parents). There will be no refund given for course fees.

SAFETY GUIDELINES

DISCIPLINE (CONT.)

Parents will be contacted after each referral to the Executive Director and told what behavior caused the referral and what steps are being taken to prevent the behavior from occurring again in the future. All parent phone calls will be logged for future reference with date, time, issue discussed, and any resultant action steps. After the second referral, the parent(s) will also receive a written notification that, upon the next referral, their student will have their role in the production downgraded. After the third referral, the parent(s) will also receive a written notification that, upon the next referral, their student will be sent home, and no refund will be issued.

FIRE REGULATIONS

For the students' safety, fire drills will be conducted during the program. At the sound of the alarm, students should leave their rooms, close the windows and doors, and proceed in an orderly manner out of the building to a designated location as directed by the staff. Students living on campus are strictly prohibited from having or improperly using any items which could create a fire hazard.

HEALTHCARE PROCEDURES

The New York State Department of Health requires that all students have their medication pre-packaged before arriving at their summer program. Any medication that has not been pre-packaged cannot be dispensed to the student. NTSA works with CampMeds to ensure that all of our students have all of the medications that they need over the summer. This helps minimize potential medication errors, ensuring that every student gets the correct medication and dosage, at the right time, on the right day. It also enables your student to get back to rehearsal sooner because administering pre-packaged medications dramatically cuts down on your student's wait time.

All students that take medications and vitamins on a daily basis must set up an account with CampMeds. See the CampMeds information letter and FAQs on the following pages. CampMeds packages all of your student's medications that need to be administered throughout the summer. Any medications that cannot be packaged by CampMeds need to be sent directly to NTSA one week before your student arrives. Send to:

NTSA
Health Center
ATTN: [Your Student's Name]
56 Mill Street
Williamsville, NY 14221

We will provide any "as needed" medications, such as antibiotics, through our health center. **Do not send any over-the-counter medications with your student (ex. Tylenol, Advil, etc.).** CampMeds student registration opens on February 20, 2018. If CampMeds is unable to accept your insurance for whatever reason, your doctor and pharmacy may work together to pre-package your prescriptions.

Parents will be contacted by the health center if:

- Your student has been taken to urgent care or the hospital.
- Your student visits the program nurse repeatedly with the same medical concern.
- The program nurse has any questions regarding your student's medical forms.
- There has been an outbreak of a communicable or food-borne/water-borne disease.

CampMeds

.....
Pre-packaged Medications for Campers
Fax-954-839-9051

Dear Camp Parents,

This summer your camp will be working with **CampMeds Inc**, a pre-packaged medication program to dispense and package ALL of your child's medication for camp. Camp families are **required** to register with **CampMeds** if your child takes medicine while at camp. All pills will be dispensed and individually packaged in sealed packets labeled with your child's name, medicine, dosage, date and time to be given. Our system ensures that each camper receives their correct medicine at the right time of day. All medication will be shipped to camp prior to your child's arrival.

The **CampMeds** affiliated pharmacy will dispense all prescription and non-prescription meds and vitamins taken daily or as needed.

What you need to do:

1. Register on www.CampMeds.com and Print receipt-you may register prior to obtaining prescriptions
2. Obtain original written prescriptions or Electronic prescriptions (E-scripts) prescribed for 30 day increments. If your child attends camp over 30 days, Rx's must have a refill.
3. Written Prescriptions-Complete med list page and forward to CampMeds with written prescriptions.
4. Electronic Prescriptions- Complete med list page noting " E-Scripts to follow" and forward to CampMeds. Pharmacy details regarding Electronic prescribing (E-scripts) will be printed with your registration receipt.
5. **Controlled Substances only:** If your child is staying longer than 30 days, law requires a new Rx for each 30 day supply. Two separate 30 day Rx's are required for Controlled Substances. Send all prescriptions together. We must receive the original Rx or electronic prescription from physician.
6. **IMPORTANT:** Prescriptions are filled as written. It is your responsibility to confirm the correct medication, dose and exactly how and when your child takes the medication as prescribed.
7. Write Camper ID # on top corner of prescriptions. *Do NOT send us medicine, only the written RX.
8. Include a copy of both sides of your insurance/prescription card
9. Mail written prescriptions, registration receipt and copy of insurance card directly to:
CampMeds PO Box 550698, Ft. Lauderdale, FL 33355-0698

Fees: There is a one-time registration fee for the entire summer which will be charged to your credit card immediately upon registration. ***Fees are per camper, not RX, and do not include the cost of medicine.*

- **Fee for campers attending up to 30 days of camp is \$55 including shipping**
- **Fee for campers attending over 30 days of camp is \$65 including shipping**
- **NON-PILL MEDS ONLY** (liquids, inhalers etc) **a one-time \$35** per camper will be charged instead of above packaging fee.

Deadlines: 30 Days Prior to Your Camper Start Date

A \$25 late fee will be charged to your credit card if any of the items above are received after deadlines.

Please be aware that your credit card will be charged any additional shipping cost for medication prescribed after your child's initial medication and/or refills have been sent to camp.

Email Notification: You are notified by email when **CampMeds** receives your online registration, when your prescriptions are received and when meds are sent to camp. Contact us if you do not receive a confirming email within one week of sending prescriptions.

Insurance/Prescription Meds: The **CampMeds** pharmacy partner accepts most insurance plans. They will verify your insurance upon registration and submit to your plan once camp begins. You are responsible for all co-payments, deductibles, meds and written prescriptions not covered by your insurance. * If the pharmacy is not a provider for your insurance, we will notify you to arrange alternative plans. All med charges will appear on your credit card statement from the Pharmacy usually after your child returns home.

OTC Items and Meds Not Covered by Insurance: Will be charged to your credit card by the Pharmacy.

Please refer to our website www.CampMeds.com for registration and important details. For questions contact **CampMeds** at 954-577-0025 or info@CampMeds.com. **Please review the following important FAQ's.**

CampMeds FREQUENTLY ASKED QUESTIONS-ALL

1. Do I need to register my child again if I registered last summer?

Yes, please log in to your account and update information for the summer 2018

2. Exactly which medications am I required to have CampMeds dispense?

All prescription and non-prescription meds and vitamins (taken daily and "as needed")

Except: insulin, growth hormone injections, birth control pills, Accutane

Most camps stock drugs such as Tylenol, Advil, Benadryl, etc; you do not need to have CampMeds dispense those typical items if they are only taken "as needed". Check with camp to confirm the OTC meds they stock. If your camper takes herbal/specialty vitamins, please contact CampMeds to determine if they can be packaged

3. How can I be sure the meds will be packaged exactly the way my child takes them?

It is your responsibility to check that the prescription is written correctly. If the med is to be taken daily, the prescription should specify daily, with the time of day, (morning, lunch, bedtime, etc.). If a prescription is written as "once a day" with no specific time, the medication will be packaged for the morning. If the med is taken only "as needed" (PRN), the prescription must be written to specify only "as needed".

4. Will the CampMeds pharmacy partner accept my insurance? If so, are all medications covered?

Our pharmacy partner is contracted with most insurance plans however, until you submit your online registration form with complete insurance information, your plan cannot be verified for billing. We will contact you if our pharmacy partner is not a provider for your prescription plan. We suggest you review the Rx with your physician to confirm it is written exactly the way your camper takes the medication before sending to CampMeds. If a new medication OR dose is prescribed, contact your prescription plan to confirm the medication and dose is covered for a 30 day supply. If your insurance changes and the pharmacy has already sent medication to camp, you will be responsible for co-pays, deductibles, and prescriptions not covered if the pharmacy is not a provider for your plan. If you do have an insurance change, please fax/scan the updated insurance card as soon as possible to CampMeds. If you do not follow these steps and your new insurance denies the charges, we reserve the right to charge your credit card for the full cost of medication. All credit card charges from the pharmacy will appear as a separate charge after your child returns from camp.

5. Will my co-pay be the same with the CampMeds pharmacy partner?

Our pharmacy partner will verify they are a provider for your insurance, but there is no way for them to determine your co-pays will be the same as you pay at your local pharmacy. There are some insurance plans that do charge higher co-pays depending on which pharmacy fills the meds. You can contact your plan to confirm medication co-pays via the CampMeds Pharmacy partner. Please keep in mind that insurance plans change frequently, so it is a good idea to contact your prescription processor prior to forwarding your child's prescriptions to CampMeds.

6. What if I use a mail order pharmacy or have a 90-day prescription plan?

Usually our pharmacy can only dispense a 30-day supply of meds. You will be responsible for 30 day co-pay determined by your insurance plan. After registering with CampMeds, we ask that you contact your member services to confirm the following:

Your RX plan is NOT mandatory mail order for the meds we will dispense

Your Rx plan does not have any limitation on how many times you are allowed to fill outside your mail order plan

What your 30 day co-pays will be for the meds

We ask that you request a Vacation Override from your insurance company so our pharmacy can get paid when they submit to your insurance on the day camp begins. The camp start date will be the submitted fill date

You will then need to ask your physician to write a 30 day prescription to send to us. (with refill if applicable)

You will need to avoid refilling the med within 60 days of the camp start date, or you can request only the number of days needed until the start date of camp since that will be the date we will submit to your insurance. This will enable the pharmacy to process the medication thru your insurance when camp begins

If your plan does not allow you to get 30 day prescription filled with our pharmacy, please email CampMeds

7. Can you accept an Electronic Prescription directly from the physician?

YES. You will need to provide the physician with the Pharmacy Name that is listed on all of your automated emails and the CampMeds receipt that you print at the end of registration. All other paperwork (registration receipt and Med List Form) should be forwarded directly to CampMeds

8. What if my child's medication needs to be refilled while at camp?

Medication prescribed for "daily" use is automatically refilled by our pharmacy and sent to camp for campers attending over 30 days. Prescriptions must be written with refills. (Except for Controlled Substances which require two separate 30 day Rx's) PLEASE NOTE: Refills will be billed 30 days after the initial billing. Do NOT refill your child's medicine while at camp. This will cause your insurance to reject our pharmacy claim submitted

for your child's medication, and you will be charged full price for meds dispensed. Once your camper finishes any unused meds brought home from camp, along with any meds left at home prior to camp, you may then refill your child's medication. You will fall right back in to your refill cycle!

9. How are "as needed" medicines packaged?

CampMeds will package "as needed" (PRN) medicine separately from daily meds. Your child will go to the nurse for these medications when he/she needs them and they will be refilled only if necessary. The camp nurse will contact CampMeds if a PRN med needs to be refilled. Unused meds will be sent home at the end of camp.

10. What if I need to fill a prescription for my child before camp starts?

You may refill your child's medication anytime before camp, if necessary. The pharmacy will not bill your insurance until camp begins, but, in order to help ensure that medications for camp will be covered by your plan, please have your insurance put in an "override" for the CampMeds pharmacy for the start date of camp which is when the claim will be submitted to your insurance.

11. I can only refill my child's medicine when it is down to his last pill. How can the pharmacy send the meds to camp before a refill is due

The pharmacy will dispense the meds and send to camp prior to your child's arrival, but will not submit to your insurance until the day your child begins camp. If necessary, the pharmacy will resubmit the claim form on the appropriate date for reimbursement if a vacation override is not given for the camp start date.

12. Why don't you dispense meds for the exact days of camp, rather than in 30 day increments?

Most insurance plans only reimburse for 30 days of meds/month, and you the insured, pay co-pay for each 30 day supply. When the Rx is written for less than a 30 day supply, your co-pay will cost the same as a 30 day supply. Refills should also be for the full 30 day supply, as unused meds are sent home from camp.

13. Will non-prescriptions cost the same as I pay at my pharmacy?

The pharmacy is competitive in pricing but there is no way to know if you will pay a few dollars more or less.

14. Can a half of a pill be packaged? YES

15. My child takes a different dose of the same pill every other day. Can it be packaged that way? YES

16. Will the pharmacy dispense generic or brand?

Unless the prescription is written with the words "Brand Name Necessary," the pharmacy will dispense generic. It is your responsibility to confirm the prescription is written correctly.

17. What if my child takes a "Controlled Substance" such as Concerta or Adderall?

An original prescription is required. For campers staying more than 30 days, an additional prescription for a 30 day supply of meds is required. It is against the law for a "controlled substance" to be refilled. Please send a separate prescription for every 30 day supply. All prescriptions for the child's camp stay can be received by CampMeds at the same time. We can accept two separate 30 day prescriptions written for the same date, but they will only be dispensed one month at a time. The physician may also write both prescriptions each with a different date. Please visit our website at www.campmeds.com for a detailed letter you may give your physician on controlled substance prescriptions to be dispensed by the CampMeds pharmacy.

18. What if my child is placed on a prescription or non-prescription daily medication after the deadline date to register and submit prescriptions has passed?

CampMeds will always accommodate all campers at anytime. You may need to send your child with a small supply of meds as back up and the \$25 late fee will apply.

19. What if my child requires a new medication while at camp?

Our pharmacy will always send out any additional medication and/or dose change. You will be charged the shipping cost for any med change or if additional meds are ordered and sent to camp after your initial medication and/or refills have been sent

20. When will the pharmacy charge me for my camper's medications?

Since our pharmacy partner will not submit to your insurance until camp begins, you may not receive a charge on your credit card until two months after your camper returns home. Please notify us of any credit card changes during the summer.

FREQUENTLY ASKED QUESTIONS

What if my student has a special dietary requirement?

All meals are catered for the individual student. Just let the NTSA administrative staff know at least 60 days before your student's arrival, so that we can make arrangements for them.

What about roommate requests?

NTSA does not allow roommate requests. One of the most important parts of NTSA's mission is introducing you to new friends from across the country who you might work with again one day. Your roommate will typically be someone of a similar age that you don't know yet — but since most of your day will be spent in rehearsal, you'll still be able to spend tons of time with any friends that you have in the production. **Please let us know if there are any specific concerns regarding your student's room.** We want to make sure that your student is as comfortable as possible, so please send us any information ("my student needs a bottom bunk," "my student should be roomed with students of the same grade, not the same age," etc.) that may assist in the housing process.

Can I visit my student?

Buffalo, New York was recently ranked #37 on the *New York Times*' 52 Places to Visit in 2018 list. If you want to spend some time exploring the local area with your student, we recommend arriving a few days before rehearsal starts. Unfortunately, parents visiting in the middle of the session can disrupt rehearsals. **Therefore, NTSA does not allow parental visits during the program.** That includes the weekend that we spend in New York City leading up to the final performance. When you pick up your student after the final performance, we highly encourage you to spend a few extra days experiencing everything that the Big Apple has to offer as a family!

What about midweek excursions and other off-campus trips?

On most Wednesdays, students will travel off-campus for midweek excursions. Students have the option of remaining in Western New York or traveling to Southern Ontario (for an additional fee). Midweek excursions will always focus on artistic exploration. Possible Western New York destinations include: the Albright-Knox Art Gallery, Canalside Live, Shakespeare in Delaware Park, and Niagara Falls. Students traveling to Southern Ontario will be attending performances and masterclasses at either the Stratford Festival or the Shaw Festival, depending on the week. Parents will receive an exact itinerary of all midweek excursions, as well as the New York City weekend, 30 days before your student's arrival.