



Established in 1973

Sitka, Alaska



# Musical Theater Camp

# PARENT HANDBOOK

Our mission is building community through the arts

At Sitka Fine Arts Camp, we invite our community to be present. We focus on curiosity, connection, community and growth. Students come to SFAC to grow as artists and individuals. In our short time together, we encourage and celebrate the transformation we see in our community.

907-747-3085 | [office@fineartscamp.org](mailto:office@fineartscamp.org)

*Students and their families must read this handbook thoroughly before registering for the Sitka Fine Arts Camp. At registration, parents are required to sign the acknowledgment indicating that you have reviewed this critical information and agreed to our policies*

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## Pre-Camp Checklist

- Read the Parent Handbook carefully and review it with your student
- Complete the [Enrollment Checklist](#)
- Pack using Sitka Fine Arts Camp's Packing List as a guide. Label all items with your student's first and last name.
- If your student is bringing medication with them to camp, review SFAC's Health Policies.
- Students are expected to evaluate their personal health before arrival and contact the Sitka Fine Arts Camp Office for further guidance if there are any symptoms of a contagious illness. To ensure you are COVID-free before arrival, we recommend that you complete an at-home test.

## Important Camp Policies

### **Musical Theater Camp Student Code of Conduct:**

At Sitka Fine Arts Camp we have a personal and artistic commitment to excellence. Students are required to sign the SFAC Student Code of Conduct during the registration process. Students who violate the Code of Conduct may be dismissed from camp at the sole discretion of Sitka Fine Arts Camp.

**Individual Responsibility:** Students at Musical Theater Camp are expected to exhibit a high level of maturity and individual responsibility including taking care of their daily personal needs, planning ahead, carrying out their assigned roles and responsibilities within the program, following directions, seeking mentorship or support when needed, and understanding that their presence and participation affects the good of the camp community and show. *If your student is not ready for this level of independence and responsibility, we do not recommend registering for this program.*

As a student I agree to:

- Arrive at camp ready to learn and be part of a community
- Attend and fully participate in all of my classes, rehearsals, scheduled activities, and performances
- Arrive to classes, rehearsals, scheduled activities, and performances on time
- Spend time, as needed, outside of rehearsal to memorize lines and learn parts
- Follow directions from Sitka Fine Arts Camp Staff in operating equipment and acting safely in a theater, carpentry shop, and costume shop setting
- Treat all members of the Sitka Fine Arts Camp community with respect
- Respect Sitka Fine Arts Camp property
- Follow Sitka Fine Arts Camp's Musical Theater cell phone & technology policy
- Stay within designated Sitka Fine Arts Camp campus boundaries & observe boundary rules during off campus activities
- Maintain artistic and personal integrity by not stealing, vandalizing, harassing, bullying, or lying
- Abstain from tobacco products, alcohol, marijuana, and other illegal drugs while enrolled at Camp
- Follow all Sitka Fine Arts Camp rules and regulations

If I violate this Code of Conduct, I understand that immediate dismissal at the sole discretion of Sitka Fine Arts Camp, without refund of any part of the tuition and fees or travel costs, may result.

### **Diversity & Inclusion at Sitka Fine Arts Camp:**

Sitka Fine Arts Camp's programs are designed to foster positive relationships between students of diverse backgrounds. We embrace the individuality of each student so they can be themselves without fear of judgment or criticism and strive to eliminate racial, religious, sexual, and cultural stereotypes within our community. Sitka Fine Arts Camp does not discriminate on the basis of race, religion, age, gender, national or ethnic origin, sexual orientation, mental or physical ability, or gender expression or identity in the administration of its programs, policies, accommodations, and tuition assistance.

### **Musical Theater Camp Cell Phones & Technology:**

Students may bring their cell phone to camp, but are expected to approach cell phones with the highest level of responsibility. Students may use their phones for learning music and lines. Phones should not be out in the rehearsal, class, or during project work unless requested by faculty. All students will turn in their cell phones nightly at 7pm rehearsal and phones will be returned at breakfast time the next morning. Students who use phones inappropriately or outside of these parameters will receive a warning, and afterwards their phone may be confiscated for the remainder of camp. Students should leave other wifi-enabled and gaming devices at home. Devices brought to camp will be treated with the same policy as cell phones or may be held until the end of the camp session at the discretion of SFAC staff. Your acknowledgement on your camper's application has indicated to us that as a parent/guardian, you are able to fully support this camp policy. Please review this policy with your student. For more information on phone calls, visit Phone Communication on page 6.

### **Visiting Campers & Check Out Policy:**

While at camp, students will spend their time in various scheduled and supervised activities. Participating fully in these activities, whether instructional classes, recreational activities, evening events, or time with friends is what makes the camp experience complete. In a camp setting such as Sitka Fine Arts Camp, students have the opportunity to learn and grow as individuals, and time away from family fosters independence and individuality in a structured, educational setting.

Families are welcome to attend the public performances of the musical. Because part of the camp experience is participating in the camp community and learning independence as well as critical work on the show, we recommend any student check outs occur on the first or second Sunday of the session. All check outs must be during scheduled downtime so they do not conflict with rehearsal or critical work on the show. A student's parent(s)/guardian(s) may designate authorized adults to check out their student from campus. In order to check out a student, the authorized adult must present a valid photo ID and sign the student out at Whitmore Hall.

### **Personal Property:**

Make sure your student's name is on all items coming to camp. Students are responsible for taking care of their own property. Sitka Fine Arts Camp is not responsible for lost or stolen items and strongly discourages students from bringing valuable personal items to camp. We recommend that a personal property insurance rider be taken out in connection with your family's rental or home-owners policy, thereby protecting your personal property for risk coverage. If you are borrowing instruments from a school music program, verify the insurance coverage of the instrument with the appropriate school official.

### **Lost & Found:**

Sitka Fine Arts Camp is not responsible for lost or stolen items. If an item is discovered missing after a student's stay, please contact our main office. Items will be held at the SFAC Office for 15 days. Unclaimed items will be donated to local charities after that time.

### **Refund Policy:**

The deposit is non-refundable after registration. Half of tuition is non-refundable after March 1. Full tuition is non-refundable for all summer programs after May 1. Registration for students with incomplete payments and/or paperwork may be canceled at the discretion of Sitka Fine Arts Camp after reasonable notice to the family by email and phone.

## Musical Theater Camp Life

Musical Theater Camp is a 3-week pre-professional training program for young artists ready for the challenge of producing a professional musical theater show. Students work closely with professional artists and pick one of three tracks (chosen during registration):

**Acting Track:** Students in the acting track will be our core actors, dancers, and singers in the show and will be considered for both lead roles and ensemble members. Acting track students have a 30-day rolling deadline, based on the date of their registration, to submit their audition, which determines callbacks. Call-backs will be held the first full day of camp and the cast list will be posted that night. All students who register will be cast in the show.

**Technical Theater Track:** The technical theater track will focus on all of the technical elements required to successfully put on a show: lights, sound, video, rigging, carpentry, costuming, stage management, and more.

**Costuming Track:** The costuming track will focus on the design and construction of costumes for the show. Students must have prior experience with sewing and using a sewing machine.

### Daily Schedule:

#### MONDAY TO SATURDAY

##### ACTING TRACK

7:00-8:00 BREAKFAST  
8:00-8:45 DANCE CLASS  
8:45-9:30 MUSIC CLASS  
9:30-12:00 REHEARSAL  
12:00-1:00 LUNCH  
1:00-2:00 ACTING CLASS  
2:00-4:30 REHEARSAL  
4:30-5:30 REC TIME/PRACTICE TIME  
5:30-6:30 DINNER  
6:30-7:00 FREE TIME/PRACTICE TIME  
7:00-9:00 FULL GROUP REHEARSAL  
9:00-10:00 HALL MEETING & REST TIME ON HALLS  
10:00 LIGHTS OUT

##### TECH & COSTUMING TRACKS

7:00-8:00 BREAKFAST  
8:00-8:30 DAILY TEAM MEETING  
8:30-9:30 SKILL BUILDING CLASS  
9:30-12:00 PROJECT BASED WORK  
12:00-1:00 LUNCH  
1:00-4:30 PROJECT BASED WORK  
4:30-5:30 REC TIME  
5:30-6:30 DINNER  
6:30-7:00 FREE TIME  
7:00-9:00 FULL GROUP REHEARSAL  
9:00-10:00 HALL MEETING & REST TIME ON HALLS  
10:00 LIGHTS OUT

**Meals:** Students enjoy meals with their friends and camp staff and share in clean-up duties. Dining consists of well-balanced cafeteria-style meals served three times daily, all served by a professional food service staff. In addition to hot entrees and side dishes (regular and vegetarian options available), fresh salads, proteins, soup fruits, and breads are offered at each meal. Beverage offerings include milk, juice, and water. See health information for more on managing dietary restrictions at camp.

**Recreation Time:** “Rec Time” is the period between the end of classes and dinner on each class day. Students can choose an activity organized by the counselors, practice their role in the show, or rest. Students also have the option to shop at the camp store for snacks and souvenirs.

**Weekends:** On the two weekends in the middle of the session, students will have scheduled time to sleep in, go for a hike, attend a movie night or concert, have a beach barbeque, and enjoy some downtime as a community.

**Performances:** This intensive will culminate with three performances of The SpongeBob Musical in the state of the art Sitka Performing Arts Center on August 1st at 7pm & August 2nd at 2pm and 7pm, 2025. Tickets are available [here](#). We encourage family and friends to attend! If you are traveling to Sitka from out of town, we offer accommodations at the [Tillie Paul Hostel](#) on a first come, first served basis.

**Our Counseling Staff:** Our counseling staff are carefully selected through a rigorous hiring process that includes recommendations, interviews, and criminal background checks. Sitka Fine Arts Camp counselors are college students and young professionals primarily involved in arts and education. They complete an intensive training covering the basics of camp operations, health and safety, emergency procedures, CPR and first aid, youth development, positive behavior support, homesickness, bullying prevention, conflict resolution, camp fun, and more! Counselors supervise students during meals, recreation and evening activities, and free time. Additionally, counselors serve as class assistants throughout the instructional day, providing support to the faculty and students within the class setting. The counseling staff work to create a welcoming, inclusive environment where campers feel at home. They are consistently available to answer questions, assist with concerns, and help make the camper’s stay safe and enjoyable.

**Roommates:** Communal living can be an exciting and challenging part of camp. Students can request one roommate during the registration process. Sitka Fine Arts Camp does not guarantee that requested students will be placed together. Students will learn their roommate assignment when they arrive at Camp. Roommate changes are rare as the focus of our program is learning skills in community building, communal living, communication, and conflict resolution. If a student has a concern about a roommate they should speak with their counselor who can provide support.

**Phone Communication:** Students grow best personally and artistically when they are focused and engaged with the community and environment around them without outside distraction. Independence cannot flourish without this opportunity to connect deeply in the present. Frequent communication with home makes it challenging for students to overcome homesickness and stay engaged in the present.

Learning to trust other caring adults and solve some of their own challenges is an important part of a child’s personal growth, and summer camp is the perfect place to practice building these skills. Over our 51 years of experience, we have seen that phone calls home are often disruptive to your child’s experience and can increase homesickness rather than fostering coping skills or independence. When your student contacts you by phone or text message, it prevents our staff from assisting them with problems and addressing their concerns promptly. As you prepare your student for camp, please let them know that you trust Sitka Fine Arts Camp and trust them to use their resources at camp by communicating openly and promptly with camp staff to work through any problems.

Camp staff will contact parents with questions or concerns as necessary, and parents are welcome to call the camp’s main office at (907) 747-3085 to communicate with administration, staff, the health center and/or the student as needed. Please note that phone calls often cause disruption in a camper’s day i.e. your camper

may be in a class or rehearsal or at a meal when you call, and staff may suggest better times within the schedule for calls to limit disruption.

**Mail:**

We encourage family and friends to send letters to students during their camp stay. We recommend allowing at least 5 business days for mail to reach your student. Mail that arrives after a student's session will be returned to sender. SFAC is not responsible for mail that is not addressed correctly or that cannot be returned to sender after your student's session.

**Address mail to:**

First name, Last name  
Session  
Sitka Fine Arts Camp  
110 College Drive, Suite 111  
Sitka, AK 99835

**Laundry:** Students will have the opportunity to do laundry twice during the session. They can turn in a bag of washable items for their counselor to wash with \$5 in quarters for the coin-operated machines. In order to avoid lost items, mark all clothes with your student's name or initials! Laundry detergent is provided.

**Camp Store & Shopping in Sitka:** Money may be added to a student's account at the camp store through the registration portal [here](#). Camp souvenirs and snacks are offered at the camp store and range in price from \$1 for a bumper sticker or snack to \$45 for a sweatshirt. Students may also want to bring a small amount of money for their town visit and their return travel day.

## Travel

**Booking Travel:** Book your summer travel as soon as possible. Flights fill up quickly. Students are required to arrive and depart on the earliest possible flights for your session dates. If no travel options are available to get your student to Sitka by 11:59 pm on the first day of camp, contact the Sitka Fine Arts Camp Office at 907-747-3085.

Alaska Airlines offers SFAC students and families a 5% discount on flights. Visit our [student travel page](#) for discount codes.

**Getting to and from the Sitka Fine Arts Campus**

Sitka Fine Arts Camp offers complimentary shuttle service to and from the Sitka airport or ferry terminal on all program arrival and departure dates, provided students have signed up for shuttle service on the travel form. Sitka Fine Arts Camp does not provide shuttle service for parents or other family members. If you are dropping your student off at camp, please plan to arrive during the scheduled registration window listed in your pre-camp email.

**Unaccompanied Minor Policy - for children under age 14 traveling to Camp alone**

Students under age 13 are required by Alaska Airlines to fly using the unaccompanied minor service unless they are flying with an accompanying adult. See [Alaska Airlines website](#) for details. Delta Airlines requires students under age 14 to fly using the unaccompanied minor service unless they are traveling with an

accompanying adult. See [Delta Airlines website](#) for details. Families are required to pay round-trip unaccompanied minor fees before camp begins. If your student is traveling using the unaccompanied minor service, be sure to complete the unaccompanied minor portion of the student travel form so our staff have the information they need to both pick up and drop off your child.

***If your student is over the age of 13 (Alaska Airlines) / 14 (Delta Airlines), please do not book their ticket using the unaccompanied minor service because capacity for unaccompanied minors is limited on each flight.***

**Pick up at the end of Camp:** If you are picking your student up from camp, plan to do so promptly at 9am at the Student Support Center in Sweetland Hall. We do not offer pick up before 9am so if you are traveling home with your student on an earlier flight, be sure to select SFAC shuttle service for the appropriate flight on the travel form so our staff know to transport your student to the airport where you can meet them.

**Early Arrival or Late Departure:** Sitka Fine Arts Camp does not permit students to arrive early or depart late for their scheduled camp sessions. However, if a student is staying for two consecutive sessions, SFAC will provide lodging, meals, and supervision for the day between sessions at no additional charge.

## Opening Day

Opening Day is an important time to transition into the Camp environment and begin building community and getting to know the campus as well as peers and staff. Beginning at 2pm on the first day, faculty will lead introductions, expectations and goal setting. In the evening, the cast will learn materials for callbacks while tech and costuming students will meet with their faculty members. Occasionally students arrive later in the day and miss a portion or all of these activities. If this is the case for your student, that is ok. Staff will catch them up on Tuesday as needed.

**Arriving at Sitka Fine Arts Camp:** Sitka Fine Arts Camp staff (identifiable in camp t-shirts) meet students at the airport gate in Sitka, help them collect luggage, and board transportation to camp. Students may also be dropped off at camp during the registration window listed in your pre-camp email.

**Saying goodbye:** It is important that family members are prepared to say goodbye to their student upon arrival at the Sitka Fine Arts Campus so students can begin to make connections at Camp. Prolonging goodbyes or lingering throughout the day promotes homesickness. When students arrive on Campus, they will say goodbye to their parents or accompanying adults before entering registration.

**Registration:** SFAC staff will guide students through the registration process to pick up their nametag, receive their room assignment (dorm students), turn in medication, and move into their rooms.

## Departure Day

On Departure Day, parents and authorized adults should pick up their student(s) promptly at 9am at Whitmore Hall and complete the sign out process. Photo ID is required.

For students departing by plane, SFAC staff will transport them to the airport based on the information provided in the student's Travel Form. At the airport SFAC staff will assist students with check in and checking baggage. Staff will remain with students until students go through the security checkpoint.



There are no classes or scheduled activities on Departure Day. Students departing later in the day will be asked to assist in campus clean-up. Meals will be provided in the campus dining hall.

## Health Care

### Camper Medical Form

All students must submit a Medical Form as part of the enrollment process. Parents should double-check their student's Medical Form before arrival at camp to ensure that all information and medications are up-to-date. If changes need to be made to the Medical Form please contact the Sitka Fine Arts Camp office at 907-747-3085 or email [office@fineartscamp.org](mailto:office@fineartscamp.org).

### Vaccinations

We strongly encourage campers to be up-to-date with all recommended pediatric vaccinations, including flu and COVID-19 vaccines and any eligible boosters. Please record vaccination history on your student's Medical Form.

### Pre-Arrival Health Checklist:

- Evaluate personal health before arrival at camp
- If you are experiencing the symptoms of or have recently been diagnosed with a contagious illness please contact the Sitka Fine Arts Camp office for further guidance at 907-747-3085
- Check that prescription or over-the-counter medications are in their **original packaging** inside a ziplock bag labeled with the student's name, medication name, dosage directions, and the name and phone number of the prescribing physician
- If you have any special health concerns or accommodations contact the Sitka Fine Arts Camp at 907-747-3085
- We recommend that students take an at home Covid-19 test prior to arrival in order to prevent the spread of illness at camp

### Health Services available in Sitka

SEARHC (Southeast Alaska Regional Health Consortium) provides health care in Sitka. SEARHC has a Primary Care Center, a full Community Access Hospital, an emergency room, and an urgent care center. SEARHC provides access to a 24/7 nurseline and a helpline offering mental health resources. *Please note that we do not have a nurse on staff for the Musical Theater Camp.*

### Medication at Camp

Sitka Fine Arts Camp follows the medication guidelines of the American Camp Association and the State of Alaska. All medications, including over the counter medicines, must be turned into the residential staff upon arrival and must be listed on the camper's medical form. If your child takes a daily medication, camp is not the time to add, remove, or make other adjustments. Medication is required to be brought to camp in its original packaging inside a ziplock bag labeled with the student's name, medication name, dosage directions, and the name and phone number of the prescribing physician. If a student brings a medication that is not listed on the medical form, it will not be dispensed and will be held for the student until the end of camp. ***Students are responsible for administering their own medicines under the supervision of our residential staff.***

### Over the Counter Medications

Sitka Fine Arts Camp stocks the following over-the-counter medicines. Please do not send students with these medications:

- Acetaminophen (Tylenol)
- Ibuprofen (Advil)
- Naproxen (Aleve)
- Antihistamines (Benadryl)
- Loratadine (Claritin)
- Guaifenesin (Tussin)
- Calcium Carbonate (Tums)
- Hydrocortisone 1%
- Loperamide (Imodium)
- Antibiotic Cream (Bacitracin)
- Carboxymethylcellulose

### **Special Health Concerns or Accommodations**

SFAC recommends parents and guardians consult their child's medical provider to assess their risk factors in attending camp. Our registrar can also help connect you with appropriate resources. Email [office@fineartscamp.org](mailto:office@fineartscamp.org) or call 907-747-3085.

### **Illness at Camp**

When the Director of Student Life determines that a student is too sick to participate in activities, students rest in their rooms or quarantine until they are able to return to activities. Sick students are monitored by the residential staff as appropriate.

### **Transportation for Off-Campus Medical Services**

The Sitka Fine Arts Camp provides transportation to SEARHC facilities if recommended by SEARHC for an acute issue. All other medically related transport is the responsibility and cost of the parent/guardian. Sitka Fine Arts Camp does not provide transportation for non-urgent medical care.

### **Dietary Restrictions**

Our dining hall offers a variety of healthy choices at all meals. SFAC is able to accommodate most dietary restrictions. Any dietary restrictions and allergies must be noted on the Medical Form during registration. If you are concerned about your child's dietary restrictions at camp, please contact the camp office at 907-747-3085.

## Homesickness is Normal

**Homesickness is a normal, manageable, part of the camp experience and something we are familiar with and well equipped to handle.** It is not unusual for many students to experience some feelings of homesickness when they are away from home for an extended period of time. Typically, these feelings dissipate within the first few days. As students engage in classes, attend rec time activities, and view nightly art shares, they begin to get more comfortable and familiar with how camp operates which helps overcome the feeling of missing home.

You can set your student up for success by having conversations before camp. We often find that pre-camp nerves come from unknowns like "Where will I sleep?" or "Where will I eat?" We recommend going over the information in this handbook and the photos on our website to familiarize your student with the schedule and place.

## DO

- Communicate confidence that your child is going to have a great experience and even if it's hard at first, you're confident they have what it takes to work through some feelings of homesickness with the support of new friends and the Camp staff.
- Talk about your camp or away from home experience(s) and share how you handled and benefited from them. Discuss strategies that worked for you.
- Encourage your child to talk about their feelings and fears and help them develop a language around those issues so they can share those with the Camp staff if they do feel homesick or need support. Normalize whatever they are feeling and encourage open communication!
- Tell your student why you are sending them to Sitka Fine Arts Camp – to have fun, meet new friends, experience new things, learn some independence, and personal growth. Make sure they know that a camp experience is more than just having fun – it's about growth as well.
- Write to your student. Emphasize the experiences they are having at Camp by asking about friends, classes, and new skills instead of focusing on what they are missing at home. Send some letters ahead of time so your child will get some mail the first few days.
- Discuss your fears or anxiety with your spouse/partner or friend, not with your child.

## Please Don't

- Don't make a deal to rescue your child if they feel homesick – that sets them up for failure.
- Don't allow your child to feel guilty for leaving you by telling them how much you are going to miss them or how hard it's going to be without them.
- Don't associate being homesick with shame, guilt, or weakness.
- Don't share your own fears or anxiety with your child. Instead share your confidence in them!
- Don't send messages to make your child believe they are missing out on something better at home or feel guilty about being at Camp.

Don't be surprised if you receive a homesick sounding call from your child. The first couple days can be challenging. When there is down time to contact you, your child is going to be thinking about and missing you. Realize that their feelings at that moment do not accurately represent how the rest of the day full of activities and fun went. Often, during those down times, they are just naturally working through those unpleasant homesick feelings that can be expected in an unfamiliar setting. Remember that you have set your child up for success, that they can navigate this new experience, and that we have a competent and caring staff that is well trained and equipped to support them, encourage them, and help them grow through this experience!

***While we are qualified to deal with homesickness and other camping related issues, we are not a therapeutic camp and do not provide professional mental health services.***

## Packing List

### [Musical Theater Camp Packing List](#)

#### **Do Not Bring These Items!**

- Expensive sunglasses, or other expensive items that are easy to lose
- Roller blades, skateboards, rip sticks, bikes, scooters, etc.
- Pocket or camping knives; any form of weapon

- Battery operated toys, toys that resemble any type of weapon, walkie-talkies
- Fireworks, sparklers, firecrackers, etc.
- The Fire Marshall prohibits the use of extension cords and electrical appliances in dorm rooms including electric tea kettles, coffee pots, hot plates, curling irons, hair straighteners, etc.
- Any item that disrupts camp activities, creates a nuisance, or is considered potentially harmful to other individuals will be placed in the custody of the Director of Student Life
- Remember that the camp provides basic over-the-counter first aid items for campers, so there is no need to pack things such as band-aids, cough drops, etc.

## Staying Connected with the Camp Experience

Our staff's first priority is being present and engaging with your camper and camp activities. While we enjoy posting photos and sending email newsletters to give you a glimpse into camp life, we cannot guarantee that every camper will appear in photos. We recommend these options below to follow along:

- Follow us on Instagram [@sitkafinearts](#)
- Like Sitka Fine Arts Camp on [Facebook](#)
- Read our email newsletter. To subscribe, go to our [website home page](#) and add your email at the bottom.
- Attend the Musical at the end of the session
- Write your student letters and send them to camp with letter writing materials to write back

## For Urgent Matters...

Our phone number is provided so that you can reach us when you need us. Keep in mind that our full attention is focused on the care and artistic and personal growth of your children. We will inform you if your child is ill enough to miss a full day of classes, needs to see a doctor, and if our staff has concerns about your child. Otherwise, you can assume that your child is growing and thriving, and that they are with people who are committed to each student's well-being.

SFAC Main Office: 907-747-3085 or [office@fineartscamp.org](mailto:office@fineartscamp.org)

- Refer to the voicemail recording for office hours for each session.
- Messages are checked each evening at 10pm during our residential camps, and the phone will be monitored all day on Opening Day and Departure Day.
- If you don't reach us, please leave a message so we can return your call promptly.

*All SFAC policies stated are subject to change at any time as determined by SFAC staff, based on the needs of the organization to provide a safe, fun, and sustainable learning environment for our students*