

# PITTSBURGH CLO ACADEMY SUMMER CAMPS



July 22nd - July 26th  
4:30 pm - 8:30 pm  
Drop-off Begins: 4:15 pm  
Pick-up Ends: 8:45 pm

Performance - July 26th at 7:00 pm



We are so excited that you are joining us for our Summer 2024 Camps! If you have any questions about the information outlined in this packet, please contact Patty Maloney, Academy Principal, at (412)281-2234 x104 or [pmaloney@pittsburghclo.org](mailto:pmaloney@pittsburghclo.org)

## RULES & REGULATIONS

- Students must be on time for camp and adhere to the camp dress code.
- Students must stay within the CLO space and are not permitted to exit without parental consent.
- No parents are permitted to enter the building. Students may not use the stairways unless instructed by the staff of the Academy.
- Students are not permitted to have their cell phones out during camp.
- Students are responsible for their personal belongings. The CLO Academy is NOT responsible for lost or stolen items. All items should be marked to identify child's belongings.
- At this time, we are currently mask friendly for students and faculty. Masking policies and procedures are subject to change based on the community spread level of the city, county, and state.

## DROP-OFF, PICK-UP AND PARKING

**Pick-Up and Drop-off is only at the front door of the CLO Academy. For their safety, children are not allowed to walk down the alley to meet you at your car.** All students must wait in the lower lobby with the security guard until you pull up to the Academy entrance. The alley is very active with moving vehicles, anyone walking down the alley needs to use the sidewalk.

**Drop-Off:** The student is not to be dropped off any earlier than their scheduled arrival time. Students are not permitted to wait in the lower or upper lobbies without security or staff present. Upon arrival, the student should quickly exit the vehicle and enter the lobby. Camp personnel will escort them up the elevator to the Academy.

**Pick-Up:** Pick-up begins as soon as camp ends. Please be punctual when picking up your student, but arrive no earlier than their designated pick-up time. If your child is not waiting downstairs in the lobby, you will need to drive around the block as to not create a back-up on Penn Avenue. The alley is a NO PARKING ZONE; you will be ticketed and/or towed by the Pittsburgh Police. The Pittsburgh CLO is NOT responsible for any tickets or damage incurred while parking in the alley. Never leave your car in the alley unattended. The safety of your child is of utmost importance to both the Pittsburgh CLO and the building owners. **Students will only be released to parents/guardians who are listed on their Parent Pick-Up/Release Form.** You can submit your form by clicking [HERE](#). This form needs to be completed before the 31<sup>st</sup> of May. Photo ID will be verified upon picking up the child.

**Parking:** After 3:00pm on weekdays, parents may park in the 6<sup>th</sup> and Penn Parking Garage for a discounted parking rate of \$6.00. To receive this rate, you must bring your parking ticket to our security guard, where they will give you instructions and a sticker. Please note, the garage will only accepts credit cards – NO CASH!



## ABSENCE & EMERGENCY PROCEDURES

If your child will be absent from camp, or if you have a family emergency, please call (412)281-2234 x100 ASAP or email [cloacademy@pittsburghclo.org](mailto:cloacademy@pittsburghclo.org). The phone answers 24 hours a day – please leave a message.

Throughout the summer there may be periodic fire/emergency drills. Students will be expected to comply with all directions as dictated by our floor marshal and/or emergency personnel.

## DRESS CODE

Students are asked to wear comfortable clothing for the duration of camp. The CLO Academy is air-conditioned, so students may want to bring a sweatshirt or sweater in the event they get cold. *For safety, we ask that students not wear open-toe or backless shoes.*

## WHAT TO BRING

All student are asked to bring a 3-ring binder with pockets and a pencil. Please mark the binder with your child's name.

**Costumes:** Students may be asked by their director to provide basic clothing items to supplement their costumes (i.e. black shoes, a plain t-shirt, black pants or jeans, etc.). Any show-specific requests will be made at the beginning of camp.

## LUNCH & SNACK

Students are required to bring a non-perishable lunch or snack, marked clearly with their name. Please provide a water bottle as well. Water bottle filling stations are available. Vending machines are available to students. The machines only accepts \$1.00 bills and coins, so please plan accordingly.

## CAMP PAYMENTS & REFUNDS

Camp must be paid for by **July 8<sup>th</sup>, 2024**. This is also the last day to withdraw from camp and receive a full refund. Withdrawals must be in writing (either physical or electronic). If a withdrawal is not made two weeks prior to the start of camp, you are responsible for the full camp tuition.

*For questions or to make a payment, please contact Aidan Quartana at (412)281-2234 x101 or [aquartana@pittsburghclo.org](mailto:aquartana@pittsburghclo.org).*

## PERFORMANCE RECORDING AND TICKETS

Information regarding tickets to the performance will be sent out on the first day of camp. The performance will be available to stream online within two weeks of the performance date for a small fee.



130 CLO Academy Way  
Pittsburgh, PA 15222

**Phone: (412)281-2234**  
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