

# Hello from Round House Theatre Education!

We are so excited your camper is joining us for Round House Theatre Summer Camp 2025! We have included our basic policies and procedures in this packet, but please don't hesitate to get in touch with any questions.

## Contact Information & Staff:

- Education Center front desk - Call 301.585.1225, dial 0 or email [Education@RoundHouseTheatre.org](mailto:Education@RoundHouseTheatre.org)
- **RHT Fulltime Education staff:**
  - Danisha Crosby, Director of Education [dcrosby@RoundHouseTheatre.org](mailto:dcrosby@RoundHouseTheatre.org); 240-644-1099 x1043
  - Emily Lettau, Education Program Manager, [ellettau@RoundHouseTheatre.org](mailto:ellettau@RoundHouseTheatre.org); 240-644-1099 x1042
- The Round House Theatre Education Center is staffed Mon–Fri, 8:45am – 6:00pm during camp. To contact a participant during the program day, please call the Education Center. Camp staff will get the message to the camper as soon as possible.
- Our teaching artists are selected for their experience, enthusiasm, and desire and ability to work well with young artists, as well as their personal artistry. Staff is certified in CPR and First Aid. References and background checks, including fingerprinting are part of the hiring process.

Please feel free to Call 301.585.1225, dial 0 or email [Education@RoundHouseTheatre.org](mailto:Education@RoundHouseTheatre.org) at any time to reach us. Know that prior to the beginning of camp, the education staff is often offsite working on our programming, and you may need to leave a message.

In the upcoming pages you will find more information regarding the following camp policies:

- What to bring (and NOT to bring) – page 2
- Arrival and Dismissal – page 3
- Other Important Policies and Procedures – page 4
- Participant Code of Conduct – page 5

Also note: RHT CAMPS ARE LOCATED AT THREE LOCATIONS – two in downtown Silver Spring, and one at our theatre in downtown Bethesda. Please check your location and hours. We will send a reminder one week before your session which will include that information again.

Looking forward to meeting you and your camper!

Danisha Crosby  
Director of Education

Emily Lettau  
Education Program Manager

# Round House Theatre Summer Camp 2025

## Information Packet

### What to Bring:

#### Clothing and Footwear:

- Participants should wear **comfortable play clothes** with closed-toed shoes that allow for movement and sitting on the floor, as well as the creative use of art materials! No flip-flops or loose shoes/sandals at camp.
- We encourage participants to bring a **sweater or jacket**, as it can become chilly in our buildings.

#### Food & Drink:

- Destinations and Playmakers campers should bring lunches that do not require refrigeration or heating. Teen Institute campers may leave for lunch or bring lunch and stay on campus.
- Destinations and Playmakers campers have two snack breaks built into their day. We encourage you **to pack at least two snacks in addition to a lunch**. Teen Institute campers are not allowed to leave the building except for lunch and may wish to pack snacks for their breaks.
- Please send your camper with a **reusable water bottle**.
- Participants are not permitted to share food.

#### Your Creativity and Enthusiasm!

### What NOT to Bring:

#### Nuts & Peanuts:

- **Round House Theatre Summer Camps are PEANUT AND NUT FREE.** Participants must refrain from bringing peanuts, nuts and nut products into our spaces. (Note that because other groups may use our facilities; we cannot guarantee the buildings are peanut/nut free.)
- If peanuts/nuts are found in a participant's lunch or snack, parents may be asked to return with an alternative lunch. Products include (but are not limited to) peanut/nut butters, candy, cookies, crackers and/or granola bars with nuts, and peanut sauce.
  - If packing sunflower butter or similar in a lunch, **please label it in order to avoid any confusion.**

#### Cell Phones and Other Valuables:

- Use of cell phones and other electronic devices is not permitted during class time.
- Round House Theatre cannot be responsible for lost, stolen, or damaged personal property; this includes items such as phones, jewelry, money etc. There is not a place for participants to lock up belongings. We recommend valuables be left at home. If your participant needs something locked up for a day, please see the RHT staff when you arrive.

## Arrival and Dismissal

- Campers will not be permitted to enter any of our buildings without a completed **Camper Information Form**.
- **If there are custody or other concerns about student pick up, please notify the RHT staff prior to your student's first day of camp.**
- Please do not park in any of the drop off/loading zones and leave your car.
- If you are running late, you can let us know by calling 301-585-1225.

### **Grades K - 3**

**Education & Outreach Center, 925 Wayne Avenue, Silver Spring**

**9:00am – 4:00pm**

- Drop Off and Pick up times are a half-hour window (8:45am – 9:15am and 3:45pm – 4:15pm) to limit bottlenecking.
- Campers can enter the Education Center via the Wayne Avenue Parking Garage entrance or the street entrance.
- We offer curbside drop-off and pick-up from your car in the drop-off zone of the Wayne Avenue Parking Garage. The RHT Drop Off Zone is on the first floor of the garage. We encourage you to loop around the first floor and approach with the door on your right.
- **Campers may only leave with a person listed on their registration form.** We require a pickup pass posted on the driver's dashboard or a photo identification for the student to be picked up. Pick Up Passes will be distributed at Drop Off on the first day of each session.

### **Grades 4 - 6 & Grades 6-12**

**Education & Outreach Center, 925 Wayne Avenue, Silver Spring**

**OR**

**Silver Spring Civic Building Rehearsal Room, 1 Veterans Place, Silver Spring**

**OR**

**Bethesda Theatre, 4545 East-West Highway, Bethesda**

**Grades 4-6: 9:00am – 4:00pm**

**Teen Programs/Grades 6 & up: 10:00am – 5:00pm**

**Aftercare:** Please note that Aftercare is only offered in Silver Spring. If you are registered for after care, pick-up takes place at our Education Center, located at 925 Wayne Ave, Silver Spring between 4:15pm and 6:00pm

- Drop Off and Pick up times for campers in grades 4-6 are flexible over 30 minutes (8:45am – 9:15am and 3:45pm – 4:15pm) to limit bottlenecking.
- Campers in grades 4-6 will be held inside the building until we see their grown-up, or their car with a pickup pass posted on the dashboard. Pick Up Passes will be available at drop off. Please let us know if your 4-6 grade camper is allowed to self-dismiss without a grown-up present. If you would like your student to be able to self-release (leave without you needing to check in) please email [Education@RoundHouseTheatre.org](mailto:Education@RoundHouseTheatre.org) to let us know.
- Doors for Teen programming will be open fifteen minutes before the program begins each day for students to arrive.
- Teen campers in camps for grades 6 and up are self-dismissed at the end of the camp day. Teens may not remain in the building after the end of camp.

### **Entrance/Exit:**

- Silver Spring Civic Building – campers will enter and exit through the Round House Theatre entrance which is a glass door located on Veterans Place (on opposite side of the building from the plaza)
- Bethesda Theatre - Campers will enter and exit through the side door on Waverly Drive

## Other Important Policies & Procedures

### Final Sharings

- Sessions will feature an in-person sharing/performance (except for Filmmaking sessions).
- Final sharings will happen in the afternoon of the final day of the session. Exact timing will be shared via email before the start of camp.

### Illness & Injury

- **All staff and campers are asked to self-assess their health at home before heading to camp.** In the case of a temperature of 100° or greater, or if significant symptoms of illness are present, staff/campers are asked NOT to report to camp. **Please keep sick participants home from camp.**
- Students who have had COVID should not attend camp until they are fever-free without medication and have no or significantly improving symptoms.
- If a student is not feeling well, they will be brought to a designated quarantine zone. If they do not feel better after a brief break from the classroom, parents/guardian will be called to pick up their camper.
- To inform you of any minor injuries, you will receive an incident report via email. In the case of a more serious injury, you will be called immediately.
- All activities present inherent risk and hazards. Round House Theatre assumes no liability for injuries or damages arising from participation in any class or program. Due to the strenuous nature of some activities, the participant, and/or their parent/guardian, is urged to consult a physician concerning fitness to participate.

### Medication:

- PLEASE contact us to discuss any questions/concerns you may have about medications.
- We discourage the administration of medications at camp when it can be avoided.
- If your student requires any medication while at camp, **we must have a completed Medication Administration Authorization form on file, which must be signed by a doctor.** You should have received a form via email if you indicated that you needed one when completing your Student Information Form. You may also email or call us to receive a form.
- Round House cannot administer over-the-counter or prescription drugs to your child without parent permission and appropriate medical authorization.
- Prescription medicine needs to be sent in a properly labeled container provided by the pharmacy. Any other medications must be in their original container, clearly marked with the student's name.
- At the end of each camp session, RHT Education staff will sign medication back into your possession using a Medication Disposition Form.

### Photography/Video:

On our registration form, you granted Round House Theatre permission to use the images of participants in publicity about Round House Theatre. Please get in touch with us if you have any questions.

### Refunds & Transfers:

- If Round House Theatre cancels camps due to insufficient enrollment, or any other reason, a full refund will be made.
- A full refund, minus a \$25 processing fee is available if the participant is withdrawn at least 30 days prior to the start date of the program. A 50% refund is available if withdrawing less than one month but more than two weeks prior to a program's start date. No refunds will be made within two weeks of program's scheduled start date and/or after a program has begun.
- Instructors are subject to change; refunds will not be made because of change in staff.
- Students may transfer camp sessions based on availability without a processing fee but will have to make up any cost difference if the camp tuitions are not equal.

## Participant Code of Conduct

To ensure the best experience for all of our participants, certain behaviors are expected.

Please take a moment to read over our Participant Code of Conduct with your student(s). Reviewing these expectations will help ensure that their program environment will be a creative, fun, safe and positive experience for all. If you have any questions or concerns, please do not hesitate to contact the Education Staff.

### Participant Code of Conduct

As a participant with Round House Theatre Summer Programs, I will:

- Show respect to other participants and staff members and treat them as I would like to be treated. I will show respect for the rights and beliefs of others, cooperate with instructions, and treat all participants with courtesy and consideration. I understand that racist behavior of any kind will not be tolerated and will actively oppose racism and acts of discrimination in all their forms.
- Appreciate my fellow participants as artists. I will not make fun of anyone's artistic ability or purposefully damage another participant's project.
- Communicate in an appropriate manner, including refraining from foul language, gestures, harsh words or tone of voice.
- Refrain from causing bodily harm to others. I understand that pushing, kicking and hitting will not be tolerated.
- Use program equipment, supplies, and facilities properly, including cleaning up after myself.
- Respect the property of others.

Round House Theatre Education abides by the Round House Theatre House Rules, which can be found [here](#).

## Discipline Policy

Our rules are intended for the safety and protection of all participants, as well as a positive and enjoyable environment for all. Staff members will familiarize and involve students with the standards of conduct that is expected.

When a student exhibits behavior that is unacceptable, the staff will work with the student to help them understand what needs to be corrected or changed. The student's behavior is addressed through discussion, example, positive reinforcement and gentle corrections as needed. If the behavior will cause injury to the child or others, the child is separated from the group and given an individual activity.

If the negative behavior persists, the parents will be consulted. The parents and staff will work together to effectively deal with the behavior. Parents will be expected to assist in resolving problems and promoting the student's positive, cooperative behavior.

When significant disruptive or unsafe behavior occurs, Round House Theatre staff has been given the following guidelines.

First Occurrence:	Verbal guidance
Second Occurrence:	Verbal guidance. Notify Program Supervisor
Third Occurrence:	Verbal guidance, and consultation with parent/guardian in concert with Program Supervisor
Final Occurrence:	Possible suspension and dismissal from the program

**The following behaviors will not be tolerated and will be immediately brought to the attention of parents. Participants that repeat these behaviors will need to be removed from the program day and may be removed from the program.**

1. Making persistent threats to "run away from" or leave the program site or attempting to do so.
2. Persistently running away from staff when they are trying to speak with them.
3. Persistent physical contact with other participants or teachers after being asked to stop.
4. Persistent verbal threats against other participants or teachers after being asked to stop.
5. Persistent unsafe behaviors such as: throwing objects, climbing on objects in the classroom after being asked to stop.
6. Offenses that result in immediate dismissal are sexual misconduct, fighting, taking or being under the influence of drugs and/or alcohol, possessing weapons, and profanity used toward another child or staff person.