

# | ROUND HOUSE | Education

Hello from Round House Theatre Education!

We are so excited your camper is joining us for Round House Theatre Summer Camp 2026! We have included our policies and procedures in this packet, but please don't hesitate to get in touch with any questions.

## CONTACT INFORMATION:

Call 301.585.1225 and dial 0 or email [Education@RoundHouseTheatre.org](mailto:Education@RoundHouseTheatre.org) at any time to reach us.

During camp, the Round House Theatre Education Center is staffed Mon–Fri, 8:45am – 6:00pm. Prior to the beginning of camp on June 22, the education staff is often offsite working on programming, and you may need to leave a message.

## 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, [elettau@RoundHouseTheatre.org](mailto:elettau@RoundHouseTheatre.org); 240-644-1099 x1042

**Note: RHT CAMPS ARE LOCATED AT THREE LOCATIONS – two in downtown Silver Spring, and one in downtown Bethesda. Please check your location and hours.** We will also send a reminder one week before your session.

In the upcoming pages you will find information about our Policies and Procedures including:

- What to bring (and NOT to bring)
- Sharings/Performances
- Illness and Injury
- Medications
- Arrival and Dismissal
- Behavior Expectations at Camp

We're looking forward to seeing you and your camper!

Danisha Crosby  
Director of Education

Emily Lettau  
Education Program Manager

## Round House Theatre Summer Camp 2026 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 lose shoes/sandals at camp.
- We encourage participants to bring a sweater or jacket, as it can become chilly in our buildings.

#### Food & Drink:

- Campers in camps for grades K-6 should bring lunches that do not require refrigeration or heating. Campers in our teen camp may leave for lunch or bring lunch and stay on campus.
- Campers have two snack breaks built into their day. We encourage you to pack snacks in addition to a lunch for campers in grades K-6. Teen Institute campers are not allowed to leave the building except for lunch and may wish to pack snacks for their breaks.
- Round House has some prepackaged snacks that we will make available as needed, including Goldfish, Fruit Snacks, Chips, and Rice Krispie Treats.
- 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.
- Please remind teen campers not to bring snacks or lunch items back to camp that contain peanuts or nuts.

#### Technology 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. 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.

### FINAL SHARINGS

- Each session 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, but in general 4-6 grade camps share at 3pm, Destinations share at 3:30 or 4pm and our Teens share at 4:30pm.
- Please allow plenty of time to find a parking space, pay for parking and get to your student's classroom.

### 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 or other communicable diseases 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:**

- 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 the 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.
- PLEASE contact us to discuss any questions/concerns you may have about medications.

#### **PHOTOGRAPHY/VIDEO:**

- On our registration form, you granted Round House Theatre permission to use the images of participants in publicity about Round House Theatre. If you do not want Round House to have that right, you must get in touch with us.

#### **REFUNDS & TRANSFERS:**

**Refund Policy:** A full refund will be made when a program is cancelled due to insufficient enrollment. 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.

## ARRIVAL AND DISMISSAL

- Campers will not be permitted to enter any of our buildings without a completed Camper Information Form.
- Please do not park in any of the drop off/loading zones and leave your car.
- If you are running late, let us know by calling 301-585-1225.
- **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.**

### GRADES K - 3

#### Education 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 bottlenecks. We ask that you do not come to pick up earlier than 3:45 and block areas inside the garage.
- 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

#### Silver Spring Civic Building Rehearsal Room

1 Veterans Place, Silver Spring

OR

#### Bethesda Theatre

4545 East-West Highway, Bethesda

9:00am – 4:00pm

NOTE ABOUT AFTERCARE: If you are registered for after care in Silver Spring, pick-up takes place at our Education Center, located at **925 Wayne Ave, Silver Spring** between 4:15pm and 6:00pm

- **Silver Spring Location:** Located at the Silver Spring Civic Building at 1 Veterans Place, Silver Spring, MD. The entrance is on the corner of Ellsworth and Veterans Place, on the opposite side of the building from the main plaza. Look for the glass wall with *Round House Theatre Administrative Offices*.
- **Bethesda Location:** located at 4545 East West Highway, Bethesda. Campers enter and exit through the side door on Waverly Drive.
- 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 bottlenecks.
- Campers in grades 4-6 are 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. Staff will be watching for pick up passes and will send students out as efficiently as possible. Please do not block roadways while waiting for students.
- If you would like your 4-6 grade 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.
- **Late drop-offs /early pick-ups in Silver Spring:** It is helpful for us to know about these ahead of time, as our staff is not able to monitor the door from the camp space. When you arrive, please call us at (301) 585-1225 instead of ringing the doorbell to let us assist you as promptly as we can!

#### ENTRANCE/EXIT:

- Silver Spring Civic Building – campers enter and exit through the Round House Theatre entrance at the corner of Ellsworth and Veterans Place.
- Bethesda Theatre - Campers enter and exit through the side door on Waverly Drive,

**GRADES 6-12**

**Bethesda Theatre**

**4545 East-West Highway, Bethesda**

**10:00am – 5:00pm**

- Campers enter and exit through the side door on Waverly Drive.
- Doors for Teen programming open at 9:45. Teens are dismissed at 5pm. Please DO NOT block Waverly Drive waiting for your teen.
- Teen campers in camps for grades 6 and up are self-dismissed for lunch and at the end of the camp day. Teens may not remain in the building after the end of camp.
- Metro: We are located a 10-minute walk from the Bethesda Metro

## BEHAVIOR EXPECTATIONS AT CAMP

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.

In addition, Round House Theatre Education also abides by the Round House Theatre House Rules:

### THEATRE FOR EVERYONE

At Round House, "Theatre For Everyone" isn't just a statement. It's our mission and an organizational value. It means that everyone—patrons, artists, staff, students, trustees, and volunteers—is invited to fully participate and deserves to be treated with respect. This is our promise to you, and we ask you to join us in upholding these values and expectations in all of your interactions with Round House.

#### ***We believe that...***

- All are welcome here, and each person is empowered and encouraged to fully engage with our work.

#### ***We invite you to...***

- Help us create a positive community and a culture of collaboration. Embrace your neighbor's reactions. We invite you to enjoy our art with your whole self—laugh, clap, cry, have reactions—this experience is meant to be shared!

#### ***We will not tolerate...***

- Creating a hostile environment for fellow audience members, students, artists, or staff, such as:
  - Abusive or harrasing behavior
  - Insulting or discriminatory speech towards anyone
  - Unwanted invasion of another person's physical space
  - Disrespect of or damage to our theatre or other facilities

**We are glad you're here!** Thank you for being a part of the Round House community as we work together to truly be a Theatre For Everyone.

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**If you witness or experience behavior that violates the values and expectations outlined above, please alert us. Round House will take action to protect our community, with consequences up to and including removal from Round House activities.**

## 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 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 are 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/or 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.

- Making persistent threats to "run away from" or leave the program site or attempting to do so.
- Persistently running away from staff when they are trying to speak with them.
- Persistent physical contact with other participants or teachers after being asked to stop.
- Persistent verbal threats against other participants or teachers after being asked to stop.
- Persistent unsafe behaviors such as throwing objects
- Offenses that result in immediate dismissal include 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.