



Summer Camp Policies

Welcome to the Newtowne Players Summer Camp! We are excited to have you join us for an unforgettable summer filled with fun, learning, and theatre. To ensure a safe and enjoyable experience for all campers, we have established the following policies:

Contact Information

- **Camp Producer:** Shelby Tyler
- **Contact Information:** summercamp@newtowneplayers.org
- **Camp Phone Number:** (301) 737-5447

1. Registration and Enrollment

- Parents/guardians must complete all required registration forms and provide accurate emergency contact information.
 - All required registration forms include:
 - Health Inventory Form (page 1)
 - Emergency Form
 - Behavior Contract
- Parents/guardians must pay the \$150 registration fee in order to secure their camper's spot in the program.
- Campers must meet age requirements and any other eligibility criteria specified for each camp program.

2. Health and Safety

- Campers must be in good physical health and free from contagious illnesses to attend camp.
 - Parents/guardians must also promptly report illness to camp staff when their child has symptoms.
 - If a camper has a fever, please keep the camper at home until they have gone 24 hours without a fever without medication.



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- Parents/guardians must inform camp staff of any medical conditions, allergies, or special needs that may affect their child's participation.
- Campers are required to follow all safety guidelines and instructions provided by camp staff.

3. Attendance and Punctuality

- Campers are expected to attend camp regularly and arrive on time each day at 8:00am. **Drop off is from 8:45am - 9:00am.**
 - Drive Through-Drop off/"Kiss and Fly"
 - Please enter through first entrance for drive through drop off; Car signs given out on first day with ID (staff member will come to car window, please have ID ready) and then please have car sign in the car at pick up each day. No ID checks at drop off.
 - If a new adult comes to pick up your child other than the normal parent/guardian, please ensure their name has been given to camp staff either at drop off, on the Emergency Form provided, and that they have their ID ready at pick-up.
- Parents/guardians must notify camp staff in advance if their child will be absent or late for any reason.
- Parents/guardians are expected to arrive on time each day to pick up their campers as well. **Pick up is from 3:00pm - 3:15pm.**

4. Behavior Expectations

- Campers are expected to demonstrate respect, kindness, and consideration towards fellow campers, camp staff, and volunteers.
- Bullying, harassment, discrimination, or any form of aggressive behavior will not be tolerated.
- Campers must follow all camp rules and guidelines provided by staff.
- Behavior expectations are further outlined in our Behavior Contract.



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5. Personal Belongings

- Campers are responsible for their personal belongings. We recommend labeling all items brought to camp with the camper's name.
- Valuables, electronic devices, toys, and other non-essential items should be left at home.

6. Dress Code

- Campers should dress appropriately for indoor activities.
- Closed-toe shoes are required for certain activities.
- Campers may be asked to wear camp-provided attire or uniforms for specific events.

7. Communication

- Parents/guardians are encouraged to maintain open communication with camp staff regarding any concerns or questions.
- Camp staff will communicate important information, updates, and reminders to parents/guardians via email, phone, or written notices.

8. Prohibited Items and Activities

- Campers are not permitted to bring weapons, drugs, alcohol, tobacco products, or any other illegal substances to camp.
- Certain activities or behaviors deemed unsafe or inappropriate by camp staff are strictly prohibited, such as: horseplay, use of inappropriate language, misuse of props, etc.

9. Discipline and Consequences

- Camp staff will address behavioral issues promptly and appropriately, following a progressive discipline approach.
- Consequences for misbehavior may include verbal warnings, time-outs, loss of privileges, or dismissal from the camp program.



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10. Dealing with Inappropriate Behaviors

- 1. Prevention and Education
 - All individuals are briefed on the camp's Code of Conduct during orientation or registration.
 - Signatures are required to acknowledge understanding of behavior expectations and consequences.
- 2. Reporting Inappropriate Behavior
 - Any person may report inappropriate behavior confidentially to a designated camp official (e.g., Camp Director or Behavior Coordinator).
 - Reports may be made verbally or in writing and must include relevant details (time, location, individuals involved, description of behavior).
 - Anonymous reports will be reviewed but may limit the ability to investigate fully.
- 3. Investigation Process
 - The designated official will begin an investigation within 24 hours of receiving a report.
 - All parties involved will be interviewed separately and confidentially.
 - Findings will be documented and reviewed by the camp leadership team.
- 4. Disciplinary Actions
 - Depending on the severity and frequency of the behavior, actions may include:
 - For Staff and Volunteers:
 - Verbal or written warning
 - Mandatory training or counseling
 - Suspension or reassignment
 - Termination of employment or volunteer role
 - For Campers:
 - Verbal warning or behavior redirection
 - Parent/guardian meeting
 - Temporary removal from activity
 - Suspension or dismissal from camp
 - For Parents/Guardians:
 - Verbal or written warning
 - Restriction from attending events or visiting camp
 - Ban from camp premises if behavior persists
- 5. Documentation and Follow-Ups



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- All incidents and outcomes are documented and stored securely.
- Follow-up meetings with affected individuals will ensure resolution and support.
- 6. Mandatory Reporting
 - If any behavior constitutes abuse or is reportable under child protection laws, it will be reported immediately to the appropriate authorities, in compliance with legal obligations.

11. Parental Involvement

- Parents/guardians are encouraged to participate in camp activities, events, and volunteer opportunities when possible.
- Parents/guardians are responsible for providing transportation to and from camp, unless otherwise arranged with camp staff.

12. Refund and Cancellation Policy

- Refund policies for camp registration fees, deposits, and cancellations are outlined in the camp's registration materials and website.
- Camp fees may be non-refundable or subject to partial refunds based on the timing of cancellations and camp policies.

13. Acknowledgment of Policies

- By enrolling their child in The Newtowne Players Summer Camp, parents/guardians acknowledge that they have read, understood, and agreed to abide by the camp policies outlined herein.

Thank you for reviewing these policies. We appreciate your cooperation in helping us create a safe, inclusive, and enjoyable environment for all campers. If you have any questions or



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concerns, please don't hesitate to contact us at summercamp@newtowneplayers.org. We look forward to an amazing summer at The Newtowne Players!