



Camp Handbook

Revised: April 7, 2017

Greetings!

We are very excited that you have chosen BlackRock Center for the Arts to provide your camper with an enriching, educational, and fun time at camp. It is our priority to make sure that your camper is safe and has an enjoyable time while in our care, so we have created the following handbook outlining our policies and procedures for our camps. This handbook applies to Spring Break Camp, Summer Camps, Before Care and After Care. Please make sure you read this handbook thoroughly and review applicable policies with your camper.

In addition to this handbook, we take many steps to make sure we are providing your camper a safe environment. All camp staff members are required to have fingerprinting and a background check performed. Camp Directors and staff also receive training in CPR, First Aid, and camp safety.

If you have any questions or concerns, please feel free to contact our Front Desk at 301-528-2260. You can also email us at classes@blackrockcenter.org.

Thank you so much for supporting our campers and we look forward to a fantastic session with your camper!

Jason DeMarchi
Director of Education and Special Events
BlackRock Center for the Arts

BlackRock Camp Contacts:

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12901 Town Commons Drive
Germantown, MD 20874

Front Desk: 301-528-2260
Fax: 301-528-2266
General Question Email: classes@blackrockcenter.org

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Camp Policies and Procedures:

Sign-In/Sign-Out Policies

- Parents **MUST** sign their camper in an out of programming every morning and afternoon.
- Dropping off your camper by car without entering the building to sign them in is not permitted.
- Campers are not allowed to walk in or out of the building without a parent/guardian's dated signature. Campers who leave the building without permission will be suspended or dismissed from programming at BlackRock.
- All sign in/out tables will be located in the main lobby. After Care sign out will take place in the Wet Studio or another designated area.
- For your camper's safety, only the individual(s) designated at the time of registration as having permission, can pick up your camper. Additionally, the person completing registration is the only person who can add or delete individuals with pick-up authority.

Pick-Up Policies

- Parents are expected to pick up campers promptly at the close of the camp. An overtime fee of \$10 per camper for each fifteen minutes (or portion of fifteen minutes) is assessed, regardless of the reason for being late.
- Late-Fee Payments are due at the time of pick-up (cash or check). Your camper may not participate in camp programming until the late fee has been paid. If you feel you may arrive late during the camp week, please consider our After Care option for campers Pre-K-8th grade. After Care is only a pre-registered option, no drop ins. Thank you for your cooperation in advance.

Before Care Policies (K-8th Grade)

- Before Care is **ONLY** available for those campers registered in camps at BlackRock during the day. Before Care can be purchased for a full week, we do not have daily drop-in available.
- Parents can drop campers off as early as 7:45 AM to the care of camp counselors or staff before the start of the program day. Parents may not drop off campers prior to 7:45 AM.
- Before Care campers will be offered the chance to do craft projects, board games, warm-up activities, watch movies or simply relax and read before the start of a busy day.
- There will be no camp or Before Care on July 4th.

After Care Policies (K-8th Grade)

- After Care is **ONLY** available for those campers registered in camps at BlackRock during the day. After Care can be purchased for a full week, or by the day for Spring Break Camp. There is no drop in options for After Care.
- Registered After Care campers can be picked up anytime between 3:30 – 6:30 pm. Please make every effort to pick up camper before the 6:30 pm closing time, as staying later affects not only camp staff but also BlackRock Front Desk staff. Please see our Pick-Up Policy on late fees.
- After Care campers will participate in fun recreational games and projects. At least one day a week there may be an option of a G rated movie for campers to watch.
- If your camper attends After Care, please pack a non-perishable snack in his/her backpack.
- There will be no camp or After Care on July 4th.

Attendance

- Please notify BlackRock of absences or schedule changes as soon as possible. You can do this by e-mailing classes@blackrockcenter.org or by calling 301-528-2260. We ask that you let us know as soon as possible so we can notify camp staff.
- If you need to pick up your camper early, bring a signed note to your camper's counselor at morning check in. Please let us know in advance so we can be prepared. TO ENSURE THE SAFETY OF YOUR CAMPER, ALL EARLY PICKUPS MUST BE MADE AT THE FRONT DESK. We appreciate your cooperation with this matter.
- To avoid disruption of group activities and to ensure the safety of all our campers and staff, we ask that you come to the Front Desk with any messages, lunches or forgotten items for your camper. We will have the items or messages, delivered directly to your camper.
- Visitors are not permitted to interact with campers or counselors during camp hours.

Food at Camp

- **Camps at BlackRock are NUT FREE.** Please do not pack nuts or nut products in your camper's lunch, including nut butters, Nutella, fruit and nut bars, etc. Each session we have a number of campers that are extremely allergic so we ask that everyone participates in helping us to provide a safe environment for all campers.
- Each morning you and your camper will be asked if the camper's lunch contains nuts or nut products. If a lunch is found to contain nuts, parents will be contacted and asked to bring an alternative lunch for their camper. BlackRock does not have food or snacks available for campers.
- All camper's lunches will be refrigerated from the time they are dropped off until lunchtime. Please let camp staff know if your camper's lunch should not be refrigerated.
- Campers are not permitted to share, trade, or swap food with each other. Since an increasing number of campers have severe food allergies, it is critical that you instruct your camper not to share food with other campers.
- Lunches should be sent in disposable paper bags, marked with your camper's full name.
- Campers do not have access to microwaves so please do not pack something that needs to be heated in your camper's lunch.
- Since your camper will be participating in physical activity, it is important for campers to bring water bottles everyday to camp to stay well hydrated, especially during warm weather. Bottles should be labeled with camper's full name.
- If your camper attends After Care, please pack a non-perishable snack in his/her backpack.

Staff/Parent Communication

- Staff/parent conferences may be arranged. If you need to speak with a camp staff member or would like a conference with camp staff and the Director of Education and Special Events, please feel free to call 301-528-2260.

Camper and Parent Feedback

- We always welcome constructive feedback. We want your camper to have a happy, successful experience. Please feel free to call or e-mail with your concerns or compliments at any time: classes@blackrockcenter.org or 301-528-2260. We also encourage you to complete any post-camp surveys or questionnaires that we distribute. These are extremely helpful to us when creating the structure and program of camps.

Behavior Policy

BlackRock campers should abide by the following rules:

- Show respect to other participants, and treat them as well as they would like to be treated.
- Show respect to staff, and cooperate fully with their instructions.
- Know and follow the rules of the camp.
- Respect the rights and beliefs of others, and treat others with courtesy and consideration.
- Communicate in an appropriate manner, which means not using foul language or gestures, harsh words or tone of voice.
- Conduct themselves responsibly. Understand that horseplay, unwelcome teasing or other unkind behaviors are not allowed.
- Refrain from deliberately causing bodily harm to other participants or staff. Understand that pushing, kicking, hitting or fighting are not acceptable and will not be tolerated.
- Use program equipment, supplies, and facilities properly.
- Respect the property of others.
- Be fully responsible for their actions and understand that irresponsible behavior will result in time out, suspension or dismissal from Camp.

The following are consequences (in succession) for inappropriate behavior during camp:

- **1st Warning:** Camper engages in inappropriate behavior and is asked to stop.
- **2nd Warning:** Camper engages in inappropriate behavior a second time, or repeats the previous behavior after being asked to stop. Parents will be notified at the time of pick-up if a camper received two warnings in one program day. Time out may be implemented at this stage.
- **Removal from the Classroom:** If a camper engages in inappropriate behavior after receiving two warnings, they will be removed from their current classroom or activity and a call will be made to their parents detailing the inappropriate behaviors in which the camper engaged. Depending on the behavior, parents may be asked to pick up their camper from camp. Once parents have been contacted, and if staff doesn't feel it is necessary for the camper to be picked up, the camper may return to class. The incident will be reported to the Director of Education.
- **Conference/Talk with Parents/Guardians:** If the Director of Education feels it is necessary, parents and camp staff may be asked to engage in a conference about their camper's behavior before the camper can return to class.
- **Suspension or Removal from Program:** If a camper needs to be removed from the classroom multiple times, a conference between the camp staff and the parents/guardians has taken place and a camper continues to engage in inappropriate behavior, The Director of Education may ask that the camper be suspended or removed from the program. **No refunds will be given in these cases.**
- **BlackRock Center for the Arts reserves the right to excuse a camper from camp due to repeated inappropriate behavior at any time.**

Bullying

- Bullying involves a person expressing his or her power through the humiliation of another person. BlackRock Center for the Arts supports the rights of everyone to participate and enjoy all activities, free from any form of bullying. BlackRock Center for the Arts will make every effort to promote awareness of the problem of bullying among all of its participants, and to respond quickly and effectively to complaints or disclosures of bullying.

- The act of bullying a camper repeatedly is considered inappropriate behavior and is grounds for suspension or removal from a program at the discretion of the Director of Education.

What to Bring to Camp

- **Spring Break Camp (Grades K-5):** Extra pair of clothes, lunch, optional snack, and water bottle.
- **Arts Journeys Camp (Grades K - 3):** Extra pair of clothes, lunch, optional snack, and water bottle. Campers may be asked to bring or wear special items (like a hat, scarf, sunglasses, etc.) for their final showcase or performance. This will be given as a note during your camper's registered camp week by camp staff.
- **Performing Arts Camp (Grades 3 -8):** Extra pair of clothes, lunch, optional snack, water bottle, 1 pocket folder with your name on it and a pencil for notes. Campers may be asked to bring or wear special items (like a hat, scarf, sunglasses, etc.) for their final showcase or performance. This will be given as a note during your camper's registered camp week by camp staff.
- **Multi-Arts Institute (Grades K-6):** Extra pair of clothes, lunch, optional snack, and water bottle. Campers may be asked to bring or wear special items (like a hat, scarf, sunglasses, etc.) for their final showcase or performance. This will be given as a note during your camper's registered camp week by camp staff.
- **Teen Arts Institute (Grades 7 - 12):** Lunch, optional snack, and water bottle. Campers may be asked to bring a pencil, notebook, or folder at the discretion of the instructor.
- **After Care (Grades K - 8):** If your camper attends After Care, please pack a non-perishable nut-free snack in his/her backpack.

What NOT to Bring Camp

- Campers should **NOT** bring toys, electronics, or personal items to camp (i.e., cell phones, cameras, iPods, jewelry, stuffed animals, electronic games, etc.). Personal items brought to camp will be taken away for the day.
- If a CIT brings a cell phone to camp, it must remain on silent and may not be used when they are in the presence of campers. Failure to adhere to this policy will result in the CIT's phone being taken away for the day and held by the Director of Education until a parent is either spoken with or picks up the phone in person.

Clothing and Equipment at Camp

- Campers should wear comfortable, practical clothing to camp in which they can move freely and potentially get messy.
- Closed-toe and closed-heel shoes must be worn daily (sneakers or tennis shoes). **Sandals, flip flops or clogs are not permitted**. Dance shoes should be worn only in the dance studios.
- During the summer the Mainstage and Studio Theater is often cool. We suggest your camper bring a sweater or sweatshirt.

Camp T-Shirts

- Each camper for summer camps only will receive one complimentary camp T-shirt. Campers may be required to wear these camp shirts for the camp showcases and shows on the last day of camp for each session.
- We do ask for size requests at the time of registration and try our best to accommodate these requests, however there may be times when the requested size is not available and a different size shirt is distributed.

Lost and Found

- Misplaced items will be gathered in the lost and found which is located in the lobby at the Front Desk. Please check the lost and found each week for any items that may have been lost. At the end of the summer, all unclaimed items will be donated to a charitable organization.

Camp Medication

- No medication can or will be administered in camp by any BlackRock Staff members. However, if your camper requires over the counter or prescribed medication, an Authorization for Medication Form is required and to be completed by your camper's doctor. This form is available on BlackRock's website at <http://www.blackrockcenter.org/education/edu-forms>.
- BlackRock Center for the Arts does not assume responsibility for prescribed medication or non-prescribed medication administered by the camper to himself/herself.
- All authorized medications will be kept in a secure place at BlackRock. Parents are responsible for remembering to bring their camper's medications home with them at the end of a program session.
- In the event of any medical emergency, BlackRock Center for the Arts will administer first aid and/or seek emergency medical treatment for a camper. This is clearly stated in our registration policies and Student Waiver, which is initialed by parent at the time of registration.
- Please be sure to list any current medication(s) and any medical conditions at the time of registration.
- We will be using latex paints during camp sessions. Please let us know if your camper is allergic to latex paint.

Camp Groups

- Depending on the number of campers and nature of the camp, we may divide campers into groups. These groups are formed based age, and can sometimes vary depending on the number of campers we have that are the same age.
- All campers in each designated camp will spend lunch time together and will meet as a large group in the morning and in the afternoon, so there is plenty of time for your camper to socialize with campers in other groups within their camp.
- Refunds will not be given for unfulfilled group requests or because your camper is unhappy with their group assignment.

Camp Refund Policy:

- Families may choose to withdraw from a camp at BlackRock at any time.
- If the withdraw request is made two weeks or more before the start of their camp, families will receive a 50% refund.
- No refunds will be given within two weeks of a camp start date or after a camp has started.
- Requests for refunds must be made in writing to the Director of Education.
- CIT tuition is non-refundable in all cases.
- Refunds can take 6-8 weeks to process and will be returned to the method of payment used to purchase the class. Credits last for one year from the date issued and cannot later be turned into a refund.

A Special Note about our Performing Arts Camp (Grades 3-8):

Just like a real Broadway production, everyone works together to put on a great show. Each camper's talents and skills may lend themselves to different but equally important aspects of the show. Our camp attempts to channel your camper's unique strengths and assets in a role that is right for them and our production. All roles work in harmony to produce a successful show and enrich each camper's musical theater education.

The Performing Arts Camp divides into four groups. Groups are chosen by age, the needs of production, and the overall camp program. Please note we cannot honor requests for groupings. Each group performs an individual play or scene and sometimes individual campers will be switched into a different group as the show is built. After the first few days, the groups work more or less together to produce the final production.

Our professional staff has your camper's best interest and the production needs in mind during this process. The staff collectively decides on which role your camper will play. We make every effort to assure the audition process is a relaxed and enjoyable experience. We ask campers to encourage each other with respect and understanding. Each role will help build a camper's self-esteem and they become an integral member of this team effort.

*We really appreciate your support and hope that you discuss this important aspect of the camp with your camper so they can best enjoy the camp experience. **Please do keep in mind that we cannot provide a refund for a camp due to a camper's dissatisfaction with a role.***