



# THE REPERTORY THEATRE OF ST. LOUIS

## CAMP REP PARENT HANDBOOK





**OVERVIEW**

The Repertory Theatre of St. Louis hosts summer camp for children in grades 2 through grade 8. CAMP REP is unlike any other theatre camp in town. Our campers experience a 2-week artistic immersion which culminates in a creative showcase for families and friends to see. We provide engaging instruction from some of the region's leading teaching artists. Campers will take classes on Broadway Dance, Acting, Music, Creative Storytelling, Design, and more. CAMP REP is an excellent opportunity to introduce youth to the benefits of arts education and performance. Each camper will have an opportunity to perform, to be celebrated, and to thrive.

**COVID-19 POLICIES AND RESTRICTIONS**

CAMP REP does not require proof of vaccinations for campers. All staff will be fully vaccinated in compliance with The Rep's employee requirements. Upon completion of a rapid COVID-19 test at the top of each week, campers will not be required to wear a mask at camp, unless there has been a reported exposure in the camp bubble.

Campers will be tested using a rapid at-home COVID-19 test each Monday of their camp session, to help mitigate the risk of COVID-19 exposure. These tests will be administered by The Rep's Health and Safety Team.

If a camper has been exposed to a person with COVID-19 or is exhibiting symptoms of any kind, they must stay home and quarantine for the remainder of the week and follow up with the Camp Director. A return to camp will only be allowed following a negative COVID-19 test result.

All campers will be dropped off in the Loretto-Hilton Center circle drive, where a designated camp teacher will receive them and walk them into the building. Parents and guardians are encouraged not to enter the building during regular camp days, but may join us for the in-person showcase performance at the end of the camp session.



**DRESS CODE**

Campers joining us for CAMP REP will spend their time in a variety of different classes and environments, and we want to make sure that all campers and parents are as prepared as possible for those situations. For the safety and wellbeing of each individual camper, we are implementing the following *Dress Code Policy* for all students.

1. Campers should wear breathable and comfortable clothing. Classes will primarily take place indoors, but campers will go outside for lunch and breaks, weather permitting.
2. Campers should be prepared for movement-based activities, and dress accordingly. This means:
  - a. No flip-flops or open-toed shoes. Tennis shoes/sneakers or dance shoes are recommended. Close-toed sandals are also permitted.
  - b. No revealing or loose-fitting clothing. Campers should dress for comfort, but clothing should be appropriate for a camp environment.
  - c. No loose accessories, such as dangling necklaces, earrings, or bracelets.
  - d. No sunglasses inside the building.
3. Students will wear their CAMP REP T-shirt for the final showcase performance.
4. Students will agree to wear masks if it is required, following the directions of the camp counselors and instructors.

**ATTENDANCE POLICY**

CAMP REP will function as a cumulative learning experience across the span of ten (10) days. Students will learn skills in their classes that will then be applied in future classes and rehearsals for the final showcase performance. *This means that it is imperative that students attend every scheduled day of camp in order to be prepared for the final presentation.*

Campers and parents agree that they will attend camp every day through the two-week period, barring any unforeseen complications, such as illness or emergencies. In case of a complication, parents will notify the camp director as soon as possible of their camper's absence.

Campers and parents will also agree to arrive on-time, so as not to delay the learning of the group. *Camp will begin daily at 9:00AM, and all campers will agree to have arrived and settled, ready to begin class, at that time.* Should a camper be delayed in arriving, the Camp Director should be notified as soon as possible.

Should a camper violate these terms more than twice by the second week of their session, they may be subject to removal from the final showcase performance. Final decisions about removal from performance due to attendance will be made by the camp director.

**EXAMPLE: DAILY SUMMER CAMP SCHEDULE**

9:00 -9:25 AM	MORNING MEETING/ENSEMBLE BUILDING
9:25-9:30 AM	TRANSITION
9:30-10:25 AM	<b>CLASS BLOCK A</b>
10:25- 10:45 AM	SNACK BREAK
10:45-11:40 AM	<b>CLASS BLOCK B</b>
11:40-12:40 PM	LUNCH/BREAK
12:40-12:45 PM	TRANSITION
12:45-1:40 PM	<b>CLASS BLOCK C</b>
1:40-1:45 PM	TRANSITION
1:45-2:40 PM	<b>CLASS BLOCK D</b>
2:40-2:50 PM	TRANSITION
2:50-3:45 PM	<b>CLASS BLOCK E</b>
3:45-4:00 PM	TRANSITION/DISMISSAL

**CLASSES** will include the core Acting, Music, and Dance, as well as a variety of Workshop/ Masterclass options such as Design, Tech, Stage Combat, Circus Arts, etc. During the second week of each session, classes/instruction will be replaced by tech rehearsals for the final showcase performance.

**FINAL DAY OF CAMP**

The final day of camp is an extended schedule. Campers will still arrive to start the day at 9AM. Campers will remain with us for dinner before the showcase performance. The showcase performance will begin at 5:30PM. Parents can pick up their campers following the show.

*\*This schedule is subject to change.*

**CELL PHONE POLICY**

It is our desire to facilitate an engaging and exciting camp experience, therefore, we ask that all campers and their parents/guardians adhere to the following **CELL PHONE/TECHNOLOGY** policy while camp is in session.

- Campers will be allowed to keep their phones and other electronic devices with them during camp to be used during breaks between classes/sessions **when granted permission by camp staff.**
- Campers will agree to keep these devices with their other personal belongings to avoid distraction or possible injury during all classes and rehearsal sessions.
- Campers will not be allowed to go **LIVE**, stream, or record from their personal devices during camp sessions, unless given permission by their instructors.
- Campers will not be allowed to create orders for delivery during camp sessions, including but not limited to food and drink orders.
- Campers understand that use of their personal devices during camp is for communication purposes only, not for entertainment.
- Additionally, parents/guardians will agree that, should they need to contact their camper during sessions, they will reach out via the camp director (**708-627-9711**) and not through their camper's personal devices.

Failure to adhere to this policy may result in the confiscation of a camper's personal device during camp sessions for the duration of the camp day. All confiscated devices will be returned to campers at dismissal and guardians will be notified of the event.

**GENERAL BEHAVIOR AGREEMENT**

CAMP REP will be an enjoyable, productive, and safe environment for all campers, counselors, and instructors. We ask that all participants and their parents review the following statements of intent. By registering for our camp sessions, you agree to these following statements:

*I will be respectful of myself and my fellow campers  
I will be respectful of my teacher and their expertise  
I will be mindful of everyone's time  
I will respect the facility and classroom spaces  
I will participate in all activities to the best of my ability*

During camp sessions, we will avoid...

- chewing gum
- eating during class.
- wearing hoods during class.
- wearing sunglasses while indoors.
- touching/physical contact without prior consent
- using loud/outdoor voices when indoors, unless given permission
- touching the belongings of others
- running through communal areas (*without permission*)



## ANTI-BULLYING POLICY

The Rep believes that all students have a right to a safe and healthy learning environment promoting mutual respect, tolerance, and acceptance. Therefore, we will not tolerate behavior that infringes on the safety of any camper. A camper shall not intimidate, harass, or bully another camper through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; written assaults on social media, notes, or some other means; and social isolation or manipulation.

We expect campers and/or staff to immediately report incidents of bullying to their teacher. Staff who witness such acts will take immediate steps to intervene. Each complaint of bullying should be promptly investigated.

The Camp Director will discuss this policy with their campers on the first day of camp and will give reminders daily. Campers who bully are in violation of this policy and are subject to disciplinary action up to and including dismissal.

### The Behavior Agreements include, but is not limited to:

- Any camper who engages in bullying may be subject to disciplinary action up to and including dismissal.
- Campers are expected to immediately report incidents of bullying to the Camp Director.
- Campers can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant camper or the parent of the camper feels that appropriate resolution of the investigation or complaint has not been reached, the parent or student should connect with the Camp Director for further action.

### The procedures for intervening in bullying behavior include the following:

- All staff and campers will receive a summary of restorative justice practices and the best ways to implement them as a conflict resolution tool.
- The camp will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff who witness acts of bullying shall take immediate steps to intervene. People witnessing or experiencing bullying are strongly encouraged to report the incident with no fear of retribution.
- All unresolved acts or continuing instances of bullying will be reported to parents and guardians.

## THE REPERTORY THEATRE OF ST. LOUIS CAMP HEALTH AND SAFETY GUIDELINES

### REGULATORY ENVIRONMENT

The Repertory Theatre of St. Louis will only proceed with the plan described below if permitted by applicable state and local regulations.

#### State of Missouri

This plan is developed in alignment with the guidelines of the Missouri Department of Health and Senior Services' *Show Me Strong* Business Pledge.

#### St. Louis County

This plan has incorporated the St. Louis County public health orders and reopening guidelines for entertainment venues.

#### City of Webster Groves

The City of Webster Groves has not issued any regulatory directives regarding COVID-19, beyond the St. Louis county directives.

CAMP REP will occur in the East Academic Building and the Loretto-Hilton Center on Webster University's campus. When work takes place in these venues, The Rep's COVID-19 safety guidelines will be implemented in addition to any other procedures that Webster has in place.

### HEALTH AND SAFETY PERSONNEL

Dr. Stephen Liang and Dr. Joseph Cherabie of Washington University Medical School's Infectious Disease department have served as medical advisors in the development of this plan. They will also be available on an ongoing basis in a consulting capacity as the public health situation evolves.

The Rep's health and safety team will facilitate testing and contact tracing, if necessary, during CAMP REP sessions.

### TERMS AND DEFINITIONS

#### Close Contact

Interaction within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (*or, for asymptomatic patients, 2 days prior to test specimen collection*) until the time the patient is isolated.

#### Confirmed COVID-19 Case

Person who has tested positive for COVID-19.

#### High-Contact Areas

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.

#### Probable COVID-19 Case

Person showing symptoms of COVID-19 and/or high risk of exposure, but without confirmatory laboratory evidence.

**Proper Hand Hygiene**

When possible, washing hands with soap and water, lather the backs of hands, between fingers, and under nails. Scrub hands for at least 20 seconds. When hand washing is not available, using an alcohol-based hand sanitizer that contains at least 60% alcohol. Rub the gel over all the surfaces of hands and fingers until hands are dry. This should take around 20 seconds.

**Social Distancing**

Maintaining a minimum distance of 6 feet between individuals. Applies in outdoor and indoor spaces, including interactions during which individuals are wearing masks.

**Camper**

This includes the actual registered camper, and that camper's immediate family.

**GENERAL FACILITY MAINTENANCE & PROCEDURES****Cleaning and Disinfecting**

- Disinfectant wipes and touchless sanitation stations will be provided near all high-contact surfaces including tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- Trash bins will be placed throughout common areas of all buildings.
- Facility Hygiene Signs in common areas—disinfecting wipe procedures for high traffic areas, etc.
- Access Signage/Blocking off areas—rehearsal areas, meeting room, etc.
- As possible, doors will remain open within facilities throughout the day to promote contact free travel in all buildings.
- Routine cleaning will include wiping down all high-contact areas listed above.

**HVAC**

- All HVAC units in the rehearsal halls have MERV13 filters.
- With Webster's settings, there are 2-3 air exchanges per hour.

**East Academic Building 50% Room Capacity**

Classroom 1: 25 people (22 students, 3 teachers)

Classroom 2: 25 people (22 students, 3 teachers)



## ADMINISTRATIVE STAFF PROCEDURES

### Contact Tracing

- If a Rep employee or camper presents with symptoms of COVID-19, individuals who are known to have come into close contact (*as defined above*) with the individual should self-isolate until the individual with symptoms has received test results.
- If a Rep employee or camper tests positive for COVID-19, individuals who are known to have come into close contact with the individual must be tested.

### COVID-19 Testing

- Staff members will get tested before returning to work and send their negative test to the Camp Director.
- If a camper has been exposed to a person with COVID-19 or is exhibiting symptoms of any kind, they must stay home and quarantine for the remainder of the week and follow up with the camp director. A return to camp will only be allowed following a negative COVID-19 test result.

### Hand Washing and Disinfection

- Staff Members and campers are advised to wash (*with soap and water*) or sanitize (*with disinfectant*) their hands regularly throughout the day.
- The Rep will have hand sanitizing stations at key entry points to buildings and hand sanitizer available in all build spaces.

### Onsite Arrival

- Parents will drop off campers in front of the Loretto-Hilton Center.
- Counselors will sign in students each day. There may be a general wellness screening.
- Parents are not permitted to enter the facility except for the showcase performance.
- Designated staff will escort campers into the building.

### Dismissal

- Campers will be dismissed by class.
- They will be escorted to the curb and will wait for parents and guardians to pick them there.
- Counselors will sign them out when they have been picked up.

### Space Usage

- The Rep Staff Members will maintain a clean and sanitized environment by engaging in the following procedures:
- Disinfectant wipes and sanitation stations will be provided by The Rep in common areas such as main entrances, hallways, breakroom and near any high-contact areas.
- Routine cleaning will include wiping down all high touch areas in classrooms and restrooms.

### Behavior Outside of Camp

- Staff and campers are expected to minimize potential exposure to COVID-19 by only spending time in public spaces when necessary. (*For example, grocery shopping or picking up food, but limiting play dates, etc.*)

**SUMMER CAMP ACCIDENT WAIVER AND RELEASE OF LIABILITY FORM**

I hereby give my permission for my child \_\_\_\_\_ to participate in **The Repertory Theatre of St. Louis' Camp Program**. I understand that camp activities could include play and outdoor activities on the Webster University campus. I also understand that outdoor activities may occur in the outdoor heat. I agree to see that my child is appropriately attired for camp activities, and to provide insect repellent and sunscreen for my child to use at camp. I will not expect The Rep to provide these items. I give my camp leaders permission to apply or assist with the application of the repellent and sunscreen I provide. In the event of illness, injury, and/or accident, I authorize the camp director or any Rep employee to act on my behalf. They may approve any and all non-emergency or emergency treatment and are authorized to sign any and all medical release or required form(s) on my behalf. In the event of an emergency, I understand that I will be notified of the situation as soon as practicable. I agree to pay any necessary expenses in the medical treatment of my child, including, but not limited to all transportation costs to and from a medical facility, and, if necessary, transportation to my home or medical facility of choice. I understand that the risks associated with camp physical activities could result in injury and/or death to my child. I hereby assume these risks and, knowing them, hereby give my child permission to participate. I understand that The Repertory Theatre of St. Louis is not liable for any injuries or other occurrences due to indoor and outdoor camp activities or related risks.

**SUMMER CAMP PHOTO/VIDEO RELEASE**

I hereby grant THE REPERTORY THEATRE OF ST. LOUIS permission to use photographs and/or videos of \_\_\_\_\_ (*Camper's Name*) taken during **CAMP REP** activities and performances to be used in publications, news releases, websites, and in other communications related to the marketing needs of THE REPERTORY THEATRE OF ST. LOUIS.

I, \_\_\_\_\_ (*Parent/Guardian Name*), CERTIFY THAT I HAVE READ THIS DOCUMENT, FULLY UNDERSTAND ITS CONTENT, AND AGREE TO ITS TERMS.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_