



# THE REPERTORY THEATRE OF ST. LOUIS

## CAMP REP HANDBOOK



**OVERVIEW**

The Repertory Theatre of St. Louis hosts summer camp for ages 7 through 13. 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.

**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/guardians 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; sexual harassment or assault, such as explicit jokes, sexual requests, or inappropriate sexual contact; 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 or harassment to their teacher. Staff who witness such acts will take immediate steps to intervene. Each complaint of bullying and harassment will 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 are 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/guardian of the camper feels that appropriate resolution of the investigation or complaint has not been reached, the parent/guardian 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.



**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.

**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.





**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.



Positive reinforcement and redirection are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief, The Rep's Department of Learning and Community Engagement uses a positive approach to discipline and practices the following discipline and behavior management techniques.

#### WHAT THE REP WILL DO

1. Communicate to children using positive statements.
2. Communicate with children on their level.
3. Talk with children in a calm, quiet manner.
4. Explain unacceptable behavior to children.
5. Give attention to children for positive behavior.
6. Praise and encourage all children in our care.
7. Set clear expectations and agreements for the children.
8. Apply and refer to agreements consistently.
9. Model positive behavior.
10. Provide alternatives and redirect children to productive activity.
11. Give children opportunities to make choices and solve problems.
12. Help children talk out problems and think of solutions.
13. Listen to children and respect the children's needs, desires, and feelings.

#### THE REP WILL NOT DO

1. Inflict corporal punishment in any manner upon a child. (*Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping.*)
2. Use any strategy that harms, shames, or belittles a child.
3. Embarrass any child in front of others.
4. Compare children.
5. Leave any child alone, unattended or without supervision.
6. Allow discipline of a child by other children.
7. Criticize, make fun of, or otherwise belittle a child's parents, families, or cultural identity.
8. Tolerate any threats of violence, bullying or harassment to our children or our teachers. Should anyone pose a physical or verbal threat to any camper or staff member they will immediately be dismissed from our summer camp.

**DISCIPLINE PROCEDURE:** Our campers deserve the best of us and will receive quality instruction and guidance. Often when campers are finding instruction challenging, it's because they need more attention and support. Our team will continue to provide the care and redirection that each individual camper needs to be successful. Should campers continue to struggle with instruction and need excessive redirection the following steps will be taken to help remedy disruptive behaviors.

**VERBAL WARNINGS:** After redirection, a series of three verbal warnings will be given during the day if a camper violates the agreements mentioned in this handbook or in person.

**WRITTEN WARNINGS:** An incident report will be sent home after 3 verbal warnings have been issued. A written incident report will outline details of the occurrence and provide a recommended course of action for the camper.

**PARENT CONFERENCE:** In extreme cases, after verbal and written warnings have been issued and no change to disruptive behavior has been made, the camp director will request a conference with parents or guardians. This will be an opportunity to come together and discuss the best course of action for the duration of camp.

Dismissal from camp would only occur if a child poses a serious physical or verbal threat to the safety of another child or teacher. The decision to dismiss a camper or staff member is solely made under the discretion of our camp director after thorough review of any alleged incident that poses a concern.

**EXAMPLE: DAILY SUMMER CAMP SCHEDULE**

9:00 -9:30 AM	MORNING MEETING/GROUP WARM-UP/ENSEMBLE BUILDING
9:30-10:30 AM	<b>CLASS BLOCK A</b>
10:30-10:50 AM	SNACK BREAK
10:50-11:50 AM	<b>CLASS BLOCK B</b>
11:50 AM-12:50 PM	LUNCH/BREAK
1:00-2:00 PM	<b>CLASS BLOCK C</b>
2:10-3:40 PM	<b>SPECIAL WORKSHOP</b>
3:40-3:50 PM	END OF DAY MEETING/ GROUP WRAP-UP
3:50 PM	<b>DISMISSAL</b>

**CLASS BLOCKS A-C** will include the daily core Acting, Music, and Dance performance classes, where campers will prepare for their final day showcase. The **SPECIAL WORKSHOP** block will change daily and include explorations into Design, Tech, and other aspects of theatre.

**DURING THE SECOND WEEK OF EACH SESSION**, classes/instruction will be replaced by tech rehearsals for the final showcase performance.

# FINAL CAMP SHOWCASE

The camp showcase performance will take place at 4:00 PM on the final day of each camp session. Campers will still arrive to start the day at 9:00 AM. Parents will pick up their campers following the show, around 5:00 PM.



**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 \_\_\_\_\_