

2021 CampWCP Handbook

Welcome to CampWCP!

This summer, our campers will collaborate to create solo performance pieces that center around the question, “what does home mean to you?” with the guidance of playwright, José Casas and Acting and Movement Instructor, Jenny Nelson. As part of the camp, they will also take part in conversations with local community activists and workshops with Playhouse staff that spark creativity and teach new skills. The camp experience will culminate in an invited sharing of their work for friends and family on the Saturday after camp (July 31st at 2PM). This performance will be live-streamed and recorded, so you can share their amazing work with family members and friends.

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Camp Location and Contact Information

Camp WCP is on the campus of Westport Country Playhouse, which is located at **25 Powers Court, Westport, CT 06880**. Look for our red road sign close to the road just past Compo Road North. If you have reached the Playhouse Square Shopping Plaza, you have gone too far, but the good news is that you can drive through the Playhouse Square parking lot and enter the Playhouse Parking lot from the back.

Camp Contact Email - education@westportplayhouse.org

This email address will be monitored daily and any questions will be addressed within 24 hours of receipt of email.

Camp Contact Barn Phone Number: **203-227-5137 ext. 154**

This is the direct phone number for the Lucille Lortel White Barn. Our staff will be monitoring the phone on an on-going basis. Should you not be able to reach us there for any reason, you can call our Box Office at (203) 227-4177 during the hours of 12PM - 3PM and take a message. Our camp staff will follow up with you as needed with any questions or concerns.

Our Camp Staff

CampWCP Director - **Jenny Nelson**

Jenny Nelson is the Roz and Bud Siegel Director of Education & Community Engagement at the Playhouse and will serve as our in-person acting and movement teacher in addition to her role as CampWCP Director.

Playwriting Teacher - **José Casas**

José Casas is a Playhouse teaching artist, playwright and Assistant Professor who heads the Playwriting Minor in the Department of Theatre & Drama at the University of

Michigan. José will be joining us virtually to work with the campers on developing new monologues. Campers will also interact with José via email.

Assistant Camp Director - **Jennifer Carroll**

Jennifer Carroll is the Community & Sales Manager at the Playhouse. She will assist the Camp Director with the day to day in-person logistics and operation of CampWCP and is available to assist you if you need to pick up your child early for any reason.

Camp Assistant - **Betzabeth Castro**

Betzabeth Castro is the 2021 Education Intern as part of the nationally recognized Joanne Woodward Internship Program. She will assist and run classes as part of CampWCP under the supervision and guidance of the Camp Director.

Camp Doctor - **Sarah Siegel**

Sarah Siegel is a pediatrician at Village Pediatrics in Westport. She will be on-call for the camp and supervise medical records and health plans for the camp.

Campers will also interact with invited local activists and additional Playhouse staff members as the leaders of workshops during the camp.

COVID-19 Protocols

CampWCP will be operated in-person on the campus of Westport Country Playhouse and is licensed through the CT Office of Early Childhood (OEC) and will follow all OEC, CDC, and local COVID-19 protocols. This includes but is not limited to the following:

- Limiting the number of children admitted to the camp to 10
- Providing activities and classes outside whenever possible
- Requiring masks to be worn at all times by staff and campers with the exception of eating or drinking, where 3 foot distancing is required.
- Acquiring and providing masks to any child who arrives to camp without one

- Campers and staff will bring their own lunches and water bottles. Sharing of lunch items will not be permitted. Snacks and additional water bottles will be single serve and handed out by staff members wearing gloves.
- Lunch will occur outside on the patio whenever possible and each child will be provided with their own lunch table, which is located a minimum of 3 feet away from other children and staff.
- Hand sanitizer and sanitizing wipes will be readily available in all Playhouse facilities used as part of camp.
- Having a designated COVID-19 Compliance Officer on site to ensure all protocols are followed.
- Routine sanitation of communal areas will occur before, during and after camp including a thorough cleaning of the camp space each evening.

If you suspect your camper or someone in your household might have COVID-19 or is exhibiting symptoms, please do not send your camper to camp. We will make arrangements with your camper to join us for camp virtually until they receive a negative test result and are able to safely return to camp. If you receive a positive test for either your camper or someone within your household, please contact us immediately to allow us to begin the tracing process to prevent possible further infection.

If one of the campers or staff members or anyone in their households test positive for COVID-19, we will move the camp and in-person sharing to a virtual setting until it is determined safe to resume in-person.

Medications and Health Assessments

All campers and staff are required to have a doctor complete a health assessment and health exam clearance based on a physical exam prior to the start of camp. This physical exam needs to be within thirty-six months prior to the start of camp. A copy of these

documents must be submitted to the camp electronically, mailed prior to the start of camp or turned in to camp staff on the first day of camp.

Parents are expected to supply their camper with the medical supplies and medications they will need **each day to be administered during camp hours**. Our Camp Director will administer their medication. A medication administration form is required for each medication that must be administered during camp hours. All medications must be provided to the camp in their original packaging with dosage information. If your camper has a strong allergy that requires the use of an epi-pen, the parent is expected to provide the required supplies to the camp in the original packaging. All staff will also have this information available if needed.

Pick Up and Drop Off Policy

All campers should be dropped off at the front of the Lucille Lortel White Barn. We ask that you park in the parking lot to prevent a backup of traffic to the Post Road.

You may drop off your camper anytime between 9:45AM and 10:00AM. You do not need to walk your camper in as there will be camp staff present at the doors to check them in. However, if you wish to walk your camper in, you may walk them to the doors.

Please pick up your camper on time at 3pm. On your emergency contact sheet, please indicate up to 3 people who are authorized to pick up your camper from camp. We will check identification prior to releasing your camper. Tardy pick-up will result in being charged \$25 per every 15 minutes after 3:15 p.m. Camper may not return to camp until that charge is paid in full. If any of your authorized parties changes or needs to be removed for any reason, please email us at education@westportplayhouse.org.

Absences

If your child will be absent or late, please contact the Camp Director by email at education@westportplayhouse.org or calling **203-227-5137 x154** If we have not heard from you by 10AM and your camper has not yet arrived, we will call you to check in.

Appropriate Attire

Campers are expected to dress appropriately for camp and abide by a typical school dress code. For example, students should not arrive wearing flip-flops, wearing shorts or skirts that rise no higher than the bottom of the camper's middle fingertips, low cut shirts, and jeans or shorts ripped and/or torn in the thigh area or resting below their waists. As this camp includes an acting and movement class in the morning, we recommend that campers wear comfortable clothing but to avoid anything tight or anything that you don't want to get dirty. We also recommend that campers bring a sweater or sweatshirt as some of our spaces can get chilly.

Camp T-shirts

All campers will receive a camp t-shirt. Campers are not required to wear them daily but are free to wear them as frequently as they would like. The designated days to wear them are the first Friday of camp (7/9) and invited-audience sharing on July 31.

Equipment and Supplies

Campers will need to bring a WiFi enabled laptop computer or tablet with them to camp to take notes and participate in playwriting exercises when instructed. When not instructed, these devices should be stowed away in their backpacks including during lunch. If you do not have access to a device to use for camp, the Playhouse will provide you with one to use during camp hours.

You will also need access to an email address to send your daily playwriting to our playwriting instructor. If your child does not have one or you do not wish for your child to have access to one, Playhouse staff will send their work on their behalf.

Electronics

Campers are **not** permitted to use electronics during the camp day (unless it's an emergency.) CampWCP is not responsible for any loss or damage to any camper electronics. If a cell phone or other electronic device is out during a time other than the designated times, a CampWCP staff member will take it and give it to the Camp Director, who will return it at dismissal.

Lunch and Snacks

Pre-packaged snacks will be provided to campers each morning at 11:00. We cannot guarantee that our snacks will be nut-free (due to packaging). If your camper has a nut allergy, please have them bring their own snack (non-perishable or perishable with a cold pack)

Campers are expected to bring their own lunches and hold them in their backpacks until lunch time. We are a **PEANUT-FREE** camp, so please refrain from packing any items in your camper's lunch containing nuts. Please make sure that their name is clearly written on their lunch bag. Lunches will be placed in a refrigerator on the camp premises. Each camper will have their own table and chair to maintain an appropriate social distance while eating and drinking. If a camper arrives without a lunch or an inadequate lunch, CampWCP staff will provide something to that camper and follow up with their guardian at pick-up.

Campers should also arrive with a full water bottle (preferably refillable) to camp each day. We will also have additional single serve water bottles available to ensure campers and staff stay hydrated throughout the day. There is a water cooler to refill water bottles on the camp premises.

Visitor Policy

CampWCP will have visiting guest activists and Playhouse staff members who will lead workshops. All visitors to the camp who are not on the official staff list will be required to sign in/out on our visitor's log and wear a visitor's badge at all times when working with campers. They are required to abide by all COVID-19 protocols designated by CampWCP staff including but not limited to wearing masks at all times and maintaining social distance.

Camp Contract and Camp Care Cards

By attending CampWCP as a camper, your child agrees to assist staff in creating a safe space where all voices are not only acknowledged but listened to and celebrated. They shall be held responsible for their own words and actions and be respectful of others. All campers must abide by the camp code of conduct created and signed on the first day of camp.

Together with staff on the first day of camp, campers will develop an official camp contract to ensure that all campers feel safe and positive about their camp experience. All campers will sign this contract on the first day of camp.

To reinforce and reward above and beyond positive behavior, all campers are eligible to receive Camp Care Cards (CCC) when they are helpful, considerate, kind, thoughtful, and/or attentive. Care Cards are distributed by camp staff and act as raffle tickets for weekly Friday drawings. Campers will see the week's prizes on Monday and can put their Care Cards in the appropriate containers in the barn throughout the week during Snack and Lunch.

1. Only genuine helpful, considerate, kind, thoughtful, and/or attentive behavior will be rewarded with a care card. No actions done solely for the purpose of

redeeming a care card will be rewarded. Campers cannot ask for a care card, they must be earned.

2. Only CampWCP Staff can give out Care cards.
3. Care Cards cannot be saved for future raffles. Care cards must be used the week they were given.
4. Care cards can only be used for Camp WCP's weekly raffle. Prizes for the raffle will be revealed the Monday of the raffle.
5. There will be a total of 4 weekly raffles and 1 Grand Prize raffle. Each raffle will have 2 winners.
6. Camp Staff will collect all redeemed cards to use for the Grand Prize raffle on the day of showcase.
7. If a camper wins a weekly raffle twice they have the option to either select another camper to receive the prize or receive another care card to be used for the Grand Prize raffle.

CampWCP Behavior Management & Supervision Policies & Procedures

Overview

CampWCP is dedicated to providing a fun, safe, learning environment for all of our campers. To ensure campers are aware and understand behavioral expectations from them, campers and staff will create a contract outlining unacceptable behavior and their consequences.

Camper Expectations

1. Be respectful of other campers, staff, and camp/ other camper's property. It's easier to have a good time when we all respect each other's boundaries.
2. Take responsibility for your actions. We all make mistakes! Own up to it and we can work together to resolve it.
3. Be honest. We can't solve issues if we don't know there are any.
4. Have fun! This is your time to learn and grow, make the most of it!

Camp Staff Expectations

1. Listen to campers' grievances with an open mind and take appropriate action to resolve issues.
2. Be respectful to our campers and their property.
3. Maintain a safe space for our campers and staff.
4. Show up on time and ready to work.
5. Accommodate in any way we can to help campers get the most out of their experience.

Parent/ Guardian Expectations

1. Pick-up and drop-off campers on time. Or call if you're going to be late. Drop off is between 9:45 - 10:00am. Pick up is at 3:00pm.
2. Notify staff if there are any changes to who is authorized to pick up your camper.
3. In order to keep our campers healthy and safe, we request that campers stay home if they are too sick to participate and notify the Camp Director if the camper has Covid-19.

Our plan to maintain a positive environment

Here at CampWCP we strive to create an environment that manifests positivity and creativity. Camp staff are prepared to prevent negative behaviors by maintaining a positive environment. Here are the methods used to do this:

1. Planning a program schedule and developing activities that are engaging and developmentally age appropriate.
2. Hiring staff who understand and follow the positive behavior management plan with supervision, positive relationships with campers and early response to problems.
3. Staff routinely meet, discuss, and problem solve as a group in the development of prevention strategies.
4. Making investments in the campsite including activity arrangement, type, and equipment.
5. Model self-awareness, responsible decision making, social awareness, and relationship skills.

Unacceptable Behavior

Name calling

Bullying

Stealing

Criminal Activity

Threatening Fighting/Taunting/ridiculing

Hitting/kicking

Damaging property

Inappropriate gesturing

Shoving/pushing

Inappropriate touching, private body parts or not

Demeaning comments/gossiping

Inappropriate language

Discrimination/Harassment

Hate Speech

Using electronic devices at unauthorized times and/ or accessing inappropriate electronic content.

Sexual Harassment/Sexual Misconduct

Corrective measures to be taken

If a camper fails to follow the expectations the following steps will occur. Please note if the camper is physically violent towards other campers or staff, we reserve the right to expel the camper with no refund.

Step One

Verbal warning from a staff member which will be reported to the Camp Director.

Step Two

Parental/Guardian involvement and contact will occur if it becomes clear that a camper is having difficulty controlling their behavior. Guardians will be responsible for handling the situation from here.

Step Three

If problems persist or the behavior is severe, such as causing intentional harm to others or consistent disruptions of camp activities, the camper will be removed from camp. No refunds will be given for disciplinary removal.

Invited Sharing Information

CampWCP will culminate in an in-person sharing of the campers work on Saturday, July 31 at 2PM. This sharing will occur outside in the Playhouse courtyard, weather pending. In case of light rain, the sharing will be moved to the Lucille Lortel White Barn. In case of inclement weather, the in-person sharing will be moved to Sunday, August 1 at 2PM.

Campers will be asked to come at 10AM the day of the in-person sharing for a tech rehearsal. CampWCP will provide a lunch for campers to enjoy when not rehearsing before the in-person sharing starts.

Due to COVID protocols, each camper will be limited to 4 tickets for this in-person sharing. If you require additional tickets for your children, please let the Camp Director know. If you're not able to attend the in-person sharing for any reason, we will be live-streaming it to the Playhouse's Facebook and YouTube accounts on that day. A link to the full performance will also be shared with you following the performance to give to friends and family unable to join us in-person.

Daily Camp Schedule

9:45AM-10AM - **Drop-off**

10AM-10:15AM - **Warm-up**

10:15AM-11PM - **Acting + Movement with Jenny**

11:00AM-11:15AM-**Snack**

11:15AM-12:00PM-Acting +Movement with Jenny continued

12PM-12:30PM - Lunch

12:30PM-2PM - Playwriting with José

2PM-2:45PM - Workshops

2:45PM-3PM-Pack-up for dismissal

3PM - Dismissal and pickup

Camp Backpack Packing List

The items below are suggested or required to include in your camper's backpack each camp day:

- Lunch with cold pack
- Filled reusable water bottle
- Sweater or sweatshirt
- Sunscreen (The Playhouse patio can get quite hot during the summer months.)
- Hat
- Sunglasses
- Hair ties (if applicable)
- WiFi enabled laptop or tablet and charger
- Notebook and pencil or pen
- Necessary medications in original packaging and instructions for administering