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I. CAMP LOCATIONS AND CONTACT INFORMATION

SUMMER MUSICAL THEATER CAMP (GRADES 1-6)
GLEN ECHO PARK, GLEN ECHO, MD.

7300 MacArthur Blvd. Camp Main: 301-634-2275
Glen Echo, MD. 20812 Box Office: 301-634-2270

Main Contact:

MELYNDA BURDETT, Registrar and Summer Program Manager

Email Melynda: summerprogrammanager@adventuretheatre-mtc.org

Call Melynda:

Glen Echo Summer Camp Hotline 301-634-2275
II. WELCOME!

Dear Parent/Guardian,

We would like to take this opportunity to welcome you and your young performer to ATMC’s 37th Annual Summer Musical Theater Camp in Glen Echo Park. Adventure Theatre MTC is one of the regions’ leading dramatic arts summer day camps. Our camp is staffed by industry professionals and Teaching Artists with regional and Broadway credits and each are certified in CPR and First Aid.

Students in grades 1-6 have the invaluable opportunity to be a part of the musical theatre world by participating as a cast member in a full-scale production of a youth-appropriate main stage show. ATMC provides a sense of accomplishment and ownership that is unparalleled in other competing area programs; success achieved through daily rehearsals including choreography, singing, and acting instruction, with support by our educational & technical staff, set & costume designers. Our primary goal at ATMC during the summer months is to provide a positive experience for children with musical-theater aspirations, while keeping the same atmosphere of relaxed fun for those who don’t.

Each of our summer productions will be unique because of your child’s contribution, however in each you will see ATMC’s commitment to providing a high quality musical theater summer camp experience that we hope lasts beyond their two weeks with us.

Please thoroughly review this camp manual, which outlines our policies and procedures and provides important information for you. If you have any further questions, please contact Melynda Burdette, Registrar and Summer Program Manager.

Thank you for choosing ATMC’s Summer Musical Theater Camp for your child— we look forward to a great summer!

Kathryn Hnatio Vicere
Education Director
III. QUALIFIED ATMTC STAFF

In adherence with Maryland State Law, all persons who act as professional educators are obligated to undergo a customary criminal background check. To that end, all teaching artists retained by Adventure Theatre MTC are required to be fingerprinted and willingly submit their identity to a state and federal background check, prior to commencing work with us.

In addition, all summer staff members are required to obtain or renew a certification in First Aid, CPR and AED before reporting for their first day of work. ATMTC Teaching Artists and professional staff also undergo summer company training prior to beginning their work as summer staff with ATMTC topics of which include prevention and identification of child abuse, best practices, safety, age benchmark and educational training.

IV. DROP-OFF/PICK-UP/BEFORE & AFTER CARE

Camp days and hours of operation are Monday—Friday from 9 am until 4pm. Drop-off begins at 8:45 am in the lower parking lot and pick-up at the same location beginning at 4:00 pm.

GLEN ECHO PARK MAP
ARRIVAL AT CAMP

The drop-off and pick-up area is in the main parking lot marked “Glen Echo Park—Clara Barton Historic Park” on Oxford Road. You enter the main parking lot by turning off of MacArthur Blvd. onto Oxford Road, and then follow the signs into the parking lot. Please observe all posted speed limits. You MUST sign your child into our care each morning and out of our care each afternoon – FOR THE SAFETY OF YOUR CHILD(REN), DROP AND GO IS NOT ALLOWED.

In the morning, students should be dropped off with our uniformed staff between 8:45-9:00 AM at the bottom of the footpath where staff will escort them to the Theatre. There is no supervision prior to 8:45 AM. All staff and campers will depart the lower parking lot and head to the theatre promptly at 9AM. Students arriving after 9:00 AM must be walked up to ATMTC building by a parent or caregiver.

If you have enrolled or are interested in enrolling your child in our Before-Care program, please see the Before & After Care information online. Please look over our policies regarding before care carefully and remember that we do not accept any drop-offs. After care is provided by Glen Echo Park and is not administered by ATMTC.

DEPARTURE FROM CAMP

In the afternoon, students must be picked up at 4:00 PM at the check-in location at the bottom of the footpath in the parking lot off of Oxford Road. Please be prepared to show ID in order to pick up your camper. This applies for any person who has permission to pick up. Students who are not picked up by 4:15 will be taken to After Care in the Glen Echo Park Arcade Building. Parents or caregivers arriving after 4:15 PM must park and walk to the Glen Echo Park offices located in the Arcade building to pick up their child. After Care fees will be incurred and payable immediately for the after care service provided by GEPPAC.

Please park in the main lower parking lot only.

Please do not park behind the Arcade building in fire lanes. Please do not park in other parking lots that are posted as special permit areas. Parking tickets are often issued.
If your child has permission to walk, ride a bicycle, or go home with another person, please provide written notification on the morning sign-in sheet at drop-off or by emailing SummerProgramManager@adventuretheatre-mtc.org.

If you determine during the day that someone other than you or the person who dropped your child(ren) off in the morning will pick them up, please CALL OR EMAIL the Summer Program Manager immediately. Students are not permitted to leave with anyone other than the person(s) designated by the parent. (We DO NOT ARRANGE CARPOOL but we do keep track of who has arranged to go home by carpool; additional notification for that mode of transport home is not necessary unless a change is made during the day.)

Students are also not permitted to leave the designated areas during lunch or snack breaks.

BEFORE CARE

ATMTC provides Before care for our SMTC campers Monday-Friday beginning at 7:30 am for an additional fee. Parents may pre-register their child(ren) for before care by visiting our website and the summer camp page. Students must be pre-registered for the full two weeks of before care prior to the beginning of their session. ATMTC does not accommodate walk-ins or a daily rate.

AFTER CARE

Aftercare is provided by Glen Echo Park. To register your child(ren) for after-care please call the Park’s registrar at 301.634.2226. SMTC campers enrolled in aftercare will be escorted to the Arcade building of the Park at 4 pm each day by an ATMTC staff member.

LATE PICK-UP

Should you be late picking up your child from camp at 4 pm, please notify the Summer Program Manager with your anticipated time of arrival. Students left in ATMTC staff care after 4:15 pm will be escorted to the after-care program in the Partnership building (The Arcade) in Glen Echo Park. Fees for picking up your child will be payable immediately on the third floor of the Arcade building. ATMTC staff is not able to extend supervision of students beyond 4:15 PM under any circumstances.
V. Required Forms

Each camper must provide the following information upon registration and provide any updates prior to the beginning of their session: *(All information is captured in our online registration system and no additional paper forms are required.)* Please contact the Summer Program Manager if you wish to confirm the information on file. Information collected upon registration includes:

Any diagnosed or perceived difficulties your child may have in the areas of attention, behavior, language, reading, etc.

Emergency Contacts. This should be someone other than the main contact, whose cellular is regularly answered and reachable. Many parents list themselves as the main contact and the emergency. Please know that in a true emergency when we cannot reach you, we can help your child more by having a secondary contact on file.

Allergy Emergency Information. Please provide this completed form to the site manager if your child has an allergy that may require immediate or emergency attention should he or she come in contact with said allergen. Be sure to provide any medications necessary to combat the effects of the allergic reaction such as inhalers or epi-pens.

Standard Waiver: This allows ATMTC the right take photographs of our campers during their stay with us for purposes of promoting its programs and providing your child with a cast photo on the last day of camp. It also acknowledges that you have read and understand our policies and hold us harmless unless due to negligence.

Self-Medication form. Please provide detailed permission IN WRITING to the site manager if your child will be permitted to self-medicate during the day under staff supervision. Acceptable medications include, Tylenol, Inhalers, Benadryl. Students will not be permitted to self-medicate unless written permission is on file with the Summer Program Manager. *This can be included in the Additional Medical Concerns field on the registration form.*
We strive to impress upon the students in our Summer Musical Theater Camp that, “There are no small parts, only small actors.” We encourage teamwork, corporation & generosity of spirit to stage a play all our kids can all be proud of. As a parent of our Musical Theater Camp students, please help support this by reinforcing these philosophies at home with your young thespian.

ATMTC divides our enrolled students into casts by grade level, production needs and then by student request/preference, as we are able. The online registration form does have a space to indicate pairing requests in the event that your student is attending camp with a friend. Please understand that while we do our best to accommodate these requests they cannot be guaranteed.

After initial cast groups are determined, auditions are held on the first day of camp. ATMTC does not require or force students to sing, dance or cold read by themselves during the audition process. Students are grouped into small groups of 3 or 4, eliminating some of the stress for those campers who are new to auditioning or are otherwise uncomfortable performing alone in front of the group. ATMTC does ask for volunteers who would prefer to sing or dance (i.e. audition) alone during the process by a show of hands. Those students, who wish to, are permitted to audition individually in front of the group.

Role assignments and scripts are handed out and a first read through is completed by the end of the first day of camp. By the time the students come home to you, they will know which role they have been assigned and have their script in hand.
VII. SCRIPTS

ATMTC scripts are custom-cut before each session of camp to reflect the exact number of children in each cast. Each script is modified by ATMTC Administrative staff to ensure that every child in the cast is given a role in the production with no less than 3 lines. Similarly, the music in each script is age-appropriate to allow for maximum success and minimal frustration. Students may write in and keep their scripts.

While some roles may be larger than others, we ask parents to trust that the ATMTC staff works tirelessly to ensure that every student will have a special moment on stage during the performance and will feel successful and accomplished afterwards.

While every student is guaranteed a role and an on-stage presence in our Musical Theater Camp productions, all casting decisions are at the sole discretion of the Adventure Theatre MTC Staff and/or the Director of the production.

VIII. PERFORMANCE

All performances will be held on the final Friday of camp and will take place on the ATMTC mainstage in Glen Echo Park. Your camper’s show time will be one of the following: 10:00am, 11:15am, 1:00pm, or 2:15pm. You will receive an email on the first day of camp with the times of each performance so you can make arrangements to be in attendance. There are no tickets for these final performances— all seating is general admission. Please feel free to wait in the theatre lobby until the box office staff opens the theatre, bring flowers and applaud your camper heartily!

Students may be asked to bring in personal items to wear as part of their costume for the final performance. This could include black shoes, black pants, white tights or jeans. Communication will go out to parents in the daily KIDS CUE which will include a Costume Edition including all fitting and costume requirements. If your child does not have the requested item in his or her wardrobe at home, please let the Summer Program Manager know so we can make other accommodations for them.

Please be advised that students will be directed to change into their street clothing directly after the performance and then join their adoring fans outdoors or in the lobby to hob-nob and mingle. A cast party will immediately follow the final performance of the day around 3pm.
IX. PROGRAM CONGRATULATORY ADS

Adventure Theatre MTC offers parents the opportunity to congratulate and wish your young performer luck in our final performance programs, distributed before the performances. All ads are printed in black and white and can include photographs of your child. Ad rates, due dates and specifications are included on the order form received in your welcome email. Please contact the Summer Program Manager with questions.

X. STAYING IN CONTACT WITH CAMP

Please use the phone numbers and contact information on page 3 of this manual for general camp inquiries, registration, absences and to be in contact with the Registrar and Summer Program Manager, Melynda Burdette, who is the direct supervisor for the staff and primary liaison for campers and parents.

Daily information and updates will be sent home to parents via and emailed “Kid’s Cue”.

ABSENCES

Every day is a busy day and absences may impact your child’s role in the final production. If your child is sick or cannot attend on a certain day, please inform us as soon as possible, preferably BEFORE 9 AM that day by emailing or calling Melynda Burdette, Registrar and Summer Program Manager.
On an average day, the daily schedule is as follows:

9:00 AM
- Campers Arrive

9:00-9:30 am
- Physical and vocal warm-ups– group announcements

9:30-10:30 am
- First rehearsal rotation (music, acting, choreography)

10:30-11:30 am
- Second rehearsal rotation (music, acting, choreography)

11:30-12:30 pm
- Lunch and Recess (Outside, weather permitting)

12:30-1:30 pm
- Third rehearsal rotation (music, acting, choreography)

1:30-2:30 pm
- Fourth rehearsal rotation (music, acting, choreography)

2:30-3:00 pm
- Snack (provided) and break

3:00-3:45 pm
- Program-wide activity (talent show, trunk show, etc.) or each group presenting to others.

3:45-4:00 pm
- Final announcements and departure to sign-out.

XII. CAMP CLOSINGS

ATMTC’s Glen Echo location follows the directives of the National Park Service and the Glen Echo Park Partnership.

Should the park be closed for any length of time for inclement weather, power outages, flu outbreak, earthquakes, etc. camp will close as well. No make-up days will be scheduled due to a full day closing. Please call the Glen Echo closing hotline for updates at (301) 320-2330.
XIII. STUFF TO BRING TO CAMP

Please make sure your camper brings the following items each day. Be sure to label everything with your camper’s name. Please do not send your child with any item that you cannot afford to lose. Although we have a lost and found area, many items remain unclaimed. Please do not bring money or valuables, e.g. cell phones, electronic games or stuffed toys, to camp. We cannot guarantee their security.

· A water bottle,

· Their ATMTC pencil & their script/score, all gifted to them on the first day of camp;

· Additional layers of clothing based on the day’s weather;

· Sunscreen, if needed;

· Brown bag, peanut free lunch that does not require refrigeration. (They will be provided with a snack in the afternoon.)

XIV. STUFF TO LEAVE AT HOME

ELECTRONIC DEVICES

Students should refrain from bringing cell phones, PDAs, iPods, and other personal electronic devices. If you need to reach your child for ANY REASON, you may call 301.634.2275 and we will bring your child to the phone. However, if your child brings an electronic device, they must be marked and kept in your child’s lunchbox or backpack for the entirety of the day. Please mark all electronic devices as best you can.

OTHER ITEMS NOT PERMITTED AT CAMP

· Toys or games including trading cards
· Video games such as Nintendo DS or PSPs
· Personal music devices such as ipods
· Weapons or anything that looks like a weapon
· Animals
· Personal sports equipment
· Belly shirts, short shorts, clothing with foul language
· Sandals, flip flops and open toes shoes are not allowed.

CLOTHING SHARING

Please remind your children that clothing sharing is HIGHLY DISCOURAGED; clothing sharing includes any outer wear such as hats, hair bows and headbands, jackets, shoes, etc. On the day of the performance, students should not share any items such as hairbrushes, make-ups brushes, etc.
XV. CAMPERS WITH DISABILITIES

ATMTC is excited to have your child at camp and use all resources available to us to ensure that all our campers thrive while with us. To best serve your child with any special emotional, physical, psychological or behavioral needs please contact Melynda Burdette, the Summer Program Manager and provide details of your child’s situation.

XVI. DISCIPLINE POLICY

We initiate three important rules on the first day of camp: Respect yourself, Respect others and Respect the space. Other rules in following with a typical educational classroom will also be communicated to all of our students on the first day. Should a camper breach any of these rules, a verbal warning will be given for the first infraction and a formal warning will be issued to the student and parents after the second infraction. After repeated infractions or if a child’s behavior becomes a safety concern or impedes the class from functioning harmoniously as a whole, ATMTC reserves the right to discharge the child from further participation in the camp without a refund.
XVII. CODE RED/RAINY DAYS

During the summer months we can experience very hot and very rainy days. The following is an all-camp protocol for handling inclement weather.

**EXCESSIVE HEAT**

If a heat advisory or warning is issued by the National Weather Service it means the heat index is between 105-110 degrees outside. ATMTI will restrict outdoor recess in these conditions: our campers will eat and stay indoors in any advisory or warning situation.

**RAINY DAYS**

We ask that you dress your child appropriately for the weather. If it rains, please provide them with a raincoat with a hood— we discourage the use of umbrellas at camp due to the number of students we have and the likelihood that the umbrellas could injure someone else! Students’ time on the playground will be restricted if there are thunderstorms imminent, or if the weather is more than the occasional drizzle.

No matter the weather, students will need to travel between the lower parking lot and the theater in the mornings and afternoons for drop off and pickup so please have them dressed accordingly.

**CAMP CLOSINGS**

SMTC will take place as scheduled unless Glen Echo Park is closed due to inclement weather or incident. For up to date information on Glen Echo Park closings, call the GEPPAC Inclement Weather Hotline: 301-320-2330. The camp will distribute an email in the event of that day being cancelled. Please note that we do not prorate camp tuitions for unforeseen and necessary camp and/or park closings.