



## Parent Handbook

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# Welcome to Camp Levine 2026!

Dear Camp Levine Families,

We're thrilled to welcome you to the 39th anniversary of Camp Levine! After months of planning, we can't wait to see your wonderful children and kick off another amazing summer together.

For 38 years, our vibrant Camp Levine community has brought joy to thousands of kids, sparked a passion for music, and fostered lasting friendships. Our talented faculty, staff, and teen apprentices are dedicated to providing each child with a fun and enriching artistic experience like no other.

In this handbook, you'll find all the information about Camp Levine's 2026 policies and procedures. **Even if you're a seasoned camp family, we encourage you to read through it carefully, as there may be a few updates for this year.**

We're looking forward to with a summer filled with laughter, creativity, and unforgettable memories celebrating the "Sights, Songs, and Sounds of the City". See you soon!

Warmly,  
The Camp Levine Team



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# General Camp Information

Campus & Camp Staff	Address & Camp Staff Title	Phone	Email
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<b>Levine Music Student Services</b>	Contact them with questions about enrollment, accounts, or billing.	202 686 8000 Ext. 1533 Ext. 1042	<a href="mailto:Sservices@levinmusic.org">Sservices@levinmusic.org</a>
<b>Levine Music Main Campus NW DC- Upton</b>	<b>2801 Upton St. NW Washington, DC 20008</b>	202 686 8000	<a href="mailto:Camp@levinmusic.org">Camp@levinmusic.org</a>
<b>Katzen Arts Center</b>	<b>4400 Massachusetts Avenue, NW, Washington, DC 20008</b>	TBD	<a href="mailto:Camp.katzen@levinmusic.org">Camp.katzen@levinmusic.org</a>
<b>SE DC- THEARC</b>	<b>1901 Mississippi Ave. SE Washington, DC</b>	202 610 2036	<a href="mailto:Camp.thearc@levinmusic.org">Camp.thearc@levinmusic.org</a>
<b>Falls Church, VA</b>	<b>255 West Falls Station Blvd. Falls Church, VA 22043</b>	703 237 5655	<a href="mailto:Camp.va@levinmusic.org">Camp.va@levinmusic.org</a>
<b>Strathmore, MD</b>	<b>5301 Tuckerman Ln, N. Bethesda, MD 20852</b>	301 897 5100	<a href="mailto:Camp.md@levinmusic.org">Camp.md@levinmusic.org</a>

## Dates

**Session 1: June 22– July 10, 2026**

(No camp on July 4th)

**Session 2: July 13– July 31, 2026**

## Times

**1/2 Day Program** (Pre/K only): 9:30am – 1:00pm

**Full Day Program:** 9:30am – 3:45pm

**Before Care:** 8:00am – 9:30am

**After Care:** 3:45pm – 6:00pm

## Parent Portal

Each Camp Levine campus has its own portal, with weekly newsletters, announcements, the parent handbook, site-specific health forms, screening links, and teacher bios. The password is **camplevine2026!**

To access the Parent Portal, please visit: <https://www.levinmusic.org/camp-levine/camp-levine-parent-portal/>

## First Day of Camp

**\*\*On the first day of camp, we ask that you park and walk up with your campers. Parents can pick up their camper's t-shirt, dashboard signs, carpool map, and other helpful information.\*\***

- **Session 1:** June 22
- **Session 2:** July 13

## Camp Hours

**Full Day:** 9:30-3:45pm

**Half Day:** 9:30- 1pm (*Strathmore PK/K only*)

**Before Care:** beginning at 8am

**Aftercare:** Ends at 6pm

**Pre-Kindergarten and Kindergarten** campers do not attend morning sing on the first day of camp. They will meet their teen apprentice and travel to their classrooms. Parents are welcome to accompany them and meet their teachers.

- **NW DC, Upton St:** Park in the large back parking lot and walk to the side entrance with your camper.
- **Katzen Arts Center:** Parking is available in the Katzen parking garage. Parents/guardians will be provided with a parking pass to place in their vehicle's dashboard. It should be visible in the dashboard at all times when parking to come inside to drop off or pick up their camper.
- **Strathmore, MD:** Park along Tuckerman Lane or in the Strathmore Mansion parking and walk to the Strathmore lobby with your camper. There is NO parking in the Strathmore Mansion parking lot. You may be ticketed, towed, or denied entrance.
- **West Falls, VA:** Additional details will be emailed to families closer to the start of camp.
- **SE DC – THEARC:** Parking is available in the parking lot, on the street, or in the adjacent neighborhood. Parents may then walk campers to the Levine suite on the second floor of the building.

### What to Bring

All items should be labeled with first and last names

#### All Campers

- Non-perishable lunch
- Afternoon snack (please label as a separate snack from lunch)
- Water bottle

#### Pre-Kindergarten & Kindergarten

- Change of clothes in a plastic bag
- Mat/blanket/beach towel for quiet time

### What NOT to Bring

- Backpacks
- Cell phones
  - (*Campers can contact parents from the camp office when needed.*)
- Tablets, laptops, video games
- Toys
- Candy, gum, or soda

# Car line

See pages 11 and 12 for detailed car line maps specific to your campus.

## Morning drop-off/carpool runs from 9:15-9:30 AM.

- The car line starts at 9:15 AM. Campers should not arrive before 9:15 AM unless they are enrolled in Before Care.
- If you are arriving later than 9:30 AM you will need to walk your child to the Camp Office to be signed-in. A member of the camp staff will walk your camper to their class.

## Afternoon pick-up

You may use the carpool car line or park and walk up. If you are walking to pick up your child, be sure to bring your dashboard sign and sign out with a camp staff member.

## Half-day pick-up/carpool runs from 1:00-1:15 PM (Strathmore location ONLY).

- There is no after care for half-day campers. Any half-day campers who are not picked up by 1:15 PM will be taken to the Camp Office.

## Full-day pick-up carpool runs from 3:45- 4 PM.

- Any campers who are not picked up by 4:00PM will be taken to After Care.

# Dashboard Signs & Authorized Pick-Up

**Only adults can be authorized to pick-up a camper from Camp Levine. We will not allow anyone under the age of 18 or an adult without a photo ID or dashboard sign to leave with a camper.**

- Families will be given 2 dashboard signs on the first day of camp.
- Drivers and walkers without a dashboard sign will be asked for photo ID to confirm they are authorized to pick-up.
- To authorize an additional person to pick up your camper, please e-mail your site with your child's name and the full name of the person you are authorizing.

# Extended Care Options

Families **must** enroll in Before and/or After Care for the full 3-week session if they need extended care at any point. **There will be no drop-in options available.**

# Before Care

## Before Care runs from 8:00-9:30 AM.

**There is no before care on the first day of each camp session.**

- The adult dropping off must enter and walk their camper to the extended care room each day.
- Through **May 15th**, you may enroll your child in Before Care. Any enrollments after that date will be charged a \$35 late fee.
- Campers with a Teen Apprentice sibling may attend Before Care at no charge, but the Teen Apprentice sibling will be expected to assist with Before Care.

## After Care

After Care runs from 3:45-6:00 PM.

- The adult picking up should bring their dashboard sign.
- **Campers should be picked up by 6:00 PM each day.**
- **If you arrive any later than 6:00 PM, a \$10 late fee will be charged to your account for every 5 minutes past 6:00 PM that your camper remains in extended PM.**
- Through Monday, **May 15**, you may enroll your child in After Care. Any enrollments in After Care after that date will be charged a \$35 late fee.
- Campers with a Teen Apprentice sibling may attend After Care at no charge, but the Teen Apprentice sibling will be expected to assist with After Care.

## Attendance, Late Arrival, & Early Pick-Up

### Attendance:

If your camper is going to be absent, arriving late or picked up early, please e-mail your site director and include your child's name and camp group.

### Late Arrival:

If your camper will arrive later than 9:30 AM, call or email your site director to arrange an outdoor camper hand-off. ***Please note that depending on the site you may not be able to enter, as the entrance is secured during camp operating hours.***

### Early Pick-Up:

If you need to pick up your camper early, call or email the site director. We will make sure your child is ready to be picked up at the appointed time. Your dashboard sign or ID is required for Early Pick-up. ***Please note that depending on the site you may not be able to enter, as the entrance is secured during camp operating hours.***

### Inclement Weather:

In the event it becomes necessary to close the camp due to inclement weather or other circumstances, we cannot guarantee the makeup of lost camp time. No refunds or credits will be issued in the event of a weather or other uncontrollable event or closure. Schedule changes due to inclement weather will be posted on [www.levinmusic.org](http://www.levinmusic.org). We will also attempt to contact parents via e-mail or phone.

## Miscellaneous

**Dress Code:** Campers should be dressed comfortably for dance/movement, crafts, painting, and active outdoor play. Flip-flops are discouraged. All campers will be given a Camp Levine t-shirt.

**Labeling:** Please make sure that all clothing, accessories, camp t-shirts, lunch boxes, and water bottles are labeled with your camper's first and last names.

**Lunch & Snack:** Campers need to bring a nutritious lunch, a water bottle, and a separate afternoon snack, each day. Do not send candy, gum, or soda. Please label the lunch box/bag with your child's full name. No refrigeration or heating is available, so please pack non-perishable food.

Please do not bring food for your camper to share. **We do not allow outside food to be shared with campers for birthdays or other celebrations.** If you would like to discuss a way to celebrate your camper's birthday at Camp Levine please email us at [camp@levinemusic.org](mailto:camp@levinemusic.org) and we can discuss other options.

**Focus Instruments:** 3rd - 6th grade campers will be contacted about focus instruments via e-mail. **Instruments must be brought back to camp each day.** You will be responsible for broken, lost, or stolen instruments.

**E-Newsletter:** Our e-newsletter will be posted on the parent portal at the end of each camp session.

**Outdoor Play:** Please note that our campers do go outside to play every day. If there is inclement weather or extreme heat, campers will play indoors.

**Lost & Found:** We maintain a Lost & Found box that is kept at your camp site up to 2 weeks after camp. Any remaining items after the 2 weeks will be donated.

**Photographs:** Levine Music reserves the right to use photographs and creative works produced during Camp Levine, without compensation, in its advertisements, publications and website.

**Final Performances:** At the end of each session there is a final performance. We are not able to accommodate families at each location for these performances, so they are **not open** to parents and families. Instead, these performances will be recorded, edited, and posted on the parent portal.

## Camper Expectations & Behavioral Guidance

Campers are expected to comply with the rules and regulations of Camp Levine and consistently behave in a manner that is appropriate and safe. Camp Levine staff, teachers, and teen apprentices guide campers to become positive members of the Camp Levine community by:

- Providing guidelines and limits that are clear, fair, consistently applied, and appropriate to the children to whom they apply.
- Providing positively worded directions and feedback.
- Accepting and expecting age-appropriate and developmentally appropriate behavior.
- Redirecting children to positive and appropriate actions/behavior.
- Rewarding positive behaviors and addressing negative behaviors as needed.

Campers are expected to show respect for their fellow campers, teen apprentices, teachers, and staff. Undesirable behavior, non-compliance, inappropriate language, and bullying will be addressed, and the parent(s)/guardian(s) will be notified.

Any acts of violence, repeatedly disruptive/inappropriate behavior, and/or repeated non-compliance will result in suspension and/or expulsion **without refund.**

***Levine Music reserves the right, at its sole discretion, to dismiss a camper if dismissal is in the best interest of the camper, the remaining campers in attendance, teachers, teens, and/or staff.***

## Health & Safety

### Health Forms

Campers **will not** be allowed at Camp Levine without a completed health form. All complete health forms are due on **May 1<sup>st</sup>**.

## ePACT

To safely and securely collect camper health information, Camp Levine uses ePACT Network, a HIPPA compliant health and safety software to better support our camp families and make it easier to submit camper health and contact information.

**Returning campers** will be invited to reconfirm or update their current ePACT form information for their camper(s).

**Families new to Camp Levine** will receive an email invite from ePACT.

It's a very simple process:

- You'll be emailed a request for each child enrolled for Camp Levine.
- Click the "Complete Request" button.
- Create an account and follow the prompts to share data with Levine Music.

**Note:** If you have more than one child attending, family data will automatically prefill, saving you time!

For more information about how ePACT works, check out this video [How ePACT Works](#). If you have questions or concerns, please contact us at [camp@levinemusic.org](mailto:camp@levinemusic.org) or visit [www.epactnetwork.com](http://www.epactnetwork.com).

## **Allergies & Food**

- **As an open campus, Levine Music does not provide a nut, milk or other allergen-free environment because the risk of accidental exposure is always present.**
- Our staff are trained in First Aid, CPR, and EpiPen administration to recognize and respond to food allergies and anaphylaxis, ensuring they are prepared in the event of an emergency.
- We do not exclude nuts or other foods packed in individual lunches.
- We seat campers with food allergies in a designated "allergy-free" area. All campers are welcome to join their friends, provided their lunch does not contain any foods that could cause an allergic reaction.

**Medication:** **We DO NOT administer medication at camp.** If your child requires medication, you will need to come to the campus and administer the medication. Please note that in an anaphylactic emergency, we will administer an EpiPen.

**EpiPens and inhalers** must be clearly labeled with the camper's name and must be kept in the Camp Office along with an Action Plan provided by your doctor. We will not accept EpiPens or inhalers without an Action Plan. We inform staff, teachers, and teen apprentices of campers' medical concerns. Camp staff and teachers receive EpiPen training.

**Emergencies:** We are equipped with first aid kits to handle minor injuries. If an injury is serious, we will contact the parent or emergency contact listed on the camper's Health Form. If the emergency is severe, emergency personnel will be contacted immediately.

**Sunscreen:** Parents are responsible for applying sunscreen to their camper before the camp day. Sunscreen is not provided by Camp Levine and we are not able to apply sunscreen to your child.

**Illness:** If your child is not feeling well, has a fever, and/or is suffering from diarrhea or vomiting, please keep them home. If a camper becomes ill while at camp, we will contact the parent or emergency contact to come pick up the child.

If a camper has a fever of 100F or higher while at camp we will contact the parent or emergency contact to come pick up the child. They should not return until they are fever free for 24 hours without medication. A camper is allowed to return when their temperature is 99.6F or lower.

Please report any contagious condition to [camp@levinmusic.org](mailto:camp@levinmusic.org) immediately. This includes COVID, head lice, strep throat, chicken pox, flu, etc. Children may not attend camp without evidence that treatment is underway and that they are no longer contagious.

## Camper Sample Schedule

This is a simplified sample schedule. Your child may have their daily activities at different times.

<b>Camp Levine Schedule - Sample Schedule</b>			
This is a sample schedule and subject to change.			
Grade	PreK / Kindergarten	1st - 2nd grade groups	3rd - 6th grade groups
8:00 - 9:30	<b>Before Care</b>		
9:30 - 9:45	<b>Morning Sing</b>		
9:50-10:25	Circle Time	Music+	Arts & Crafts
10:30-11:05	Outdoor Play	Arts & Crafts	Focus Instrument
11:10-11:45	Visiting Instrument	<b>Lunch</b>	Sports & Games
11:50-12:25	<b>LUNCH</b>	Sampler Instrument	<b>Lunch</b>
12:30-1:05	Dance & Movement	Sports & Games	Music+
1:10-1:40	Quiet Time	Dance	Vocal & Choral
1:45-2:15	Arts & Crafts	Drama	Dance
2:20-2:50	Break & Snack	Break & Snack	Drama
2:55-3:25	Drama & Story telling	Vocal & Choral	Break & Snack
3:30-3:40	<b>Afternoon Spotlight/ Pack-up</b>		
3:45-4:00	<b>Dismissal</b>		
4:00-6:00	<b>After Care</b>		

## Drop-Off & Pick-Up Procedures – NW DC, Upton St.

You can drop-off and pick-up your camper in two different ways.

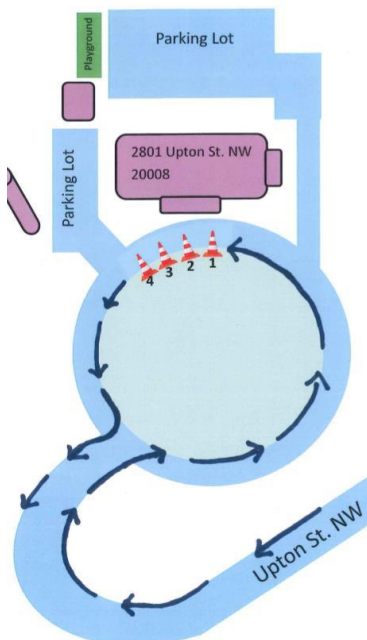
1. Join the carpool car line and we will help your camper in/out of the car.
2. Park your car in the lower lot and walk to the side entrance of the building.

***For either procedure, please note that you will need to have your dashboard sign.***

To ensure the safe and smooth flow of traffic, please follow these guidelines:  
Carpool car line forms on the **inside left lane** of the circle drive (as pictured).

- Place assigned dashboard sign in front window of car on the driver side.
- Please remain in your car while in line.
- Do not block the entrance to the lower parking lot when waiting in line.
- Please note that it is safer for your children to get into the car on the left, driver's side of the car.
- If picking up a camper on foot, your camper must be signed out with a member of the camp staff.
- Please do not use your cell phone while in the carpool car line.
- Please listen to the directions given by our staff members and teen apprentices. Kindly understand that our priorities are to get your child to your car safely and quickly!

**\*There is no before care of the first day of each camp session**



## Drop-Off & Pick-Up Procedures – Strathmore

**There is NO parking in the Strathmore Mansion parking lot. You may be ticketed, towed, or denied entrance.**

Families who are enrolled in extended care at the Strathmore campus will be provided with a Camp Levine parking pass to park for up to 5 minutes in the Strathmore mansion parking lot to drop off or pick up their child from before or after care during specific timeframes.

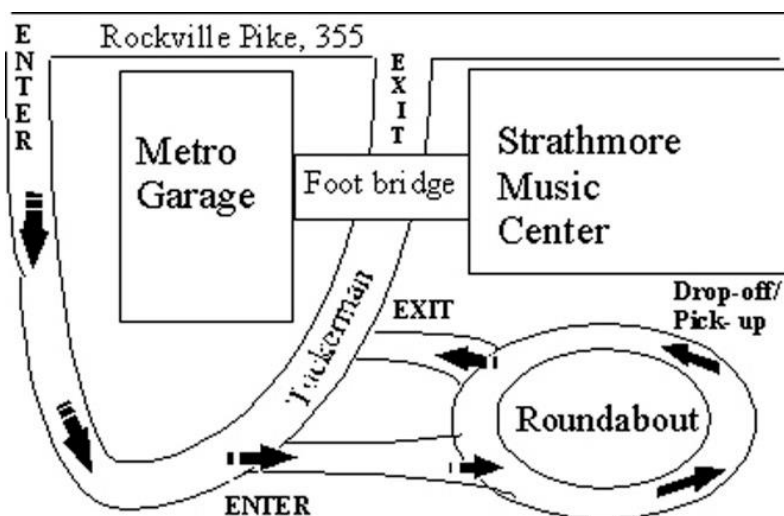
You can drop-off and pick-up your camper in two different ways.

1. Join the carpool car line and we will help your camper in/out of the car.
2. Park your car on Tuckerman Lane and walk up to the building.

*For either procedure, please note that you will need to have your dashboard sign.*

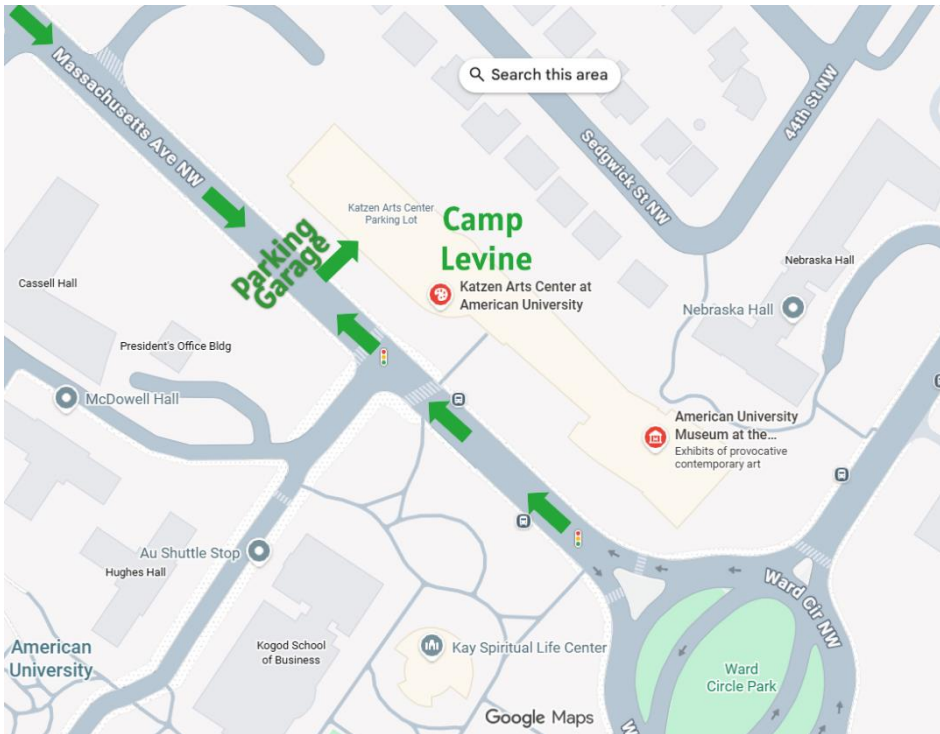
To ensure the safe and smooth flow of traffic, please follow these guidelines:

- Drive **NORTH** on Tuckerman Lane and turn **RIGHT** into the roundabout to pick up your camper. *Please note that it is against the Montgomery County code to line up for car pool by making a left into the roundabout. Make sure you are going north on Tuckerman Lane. You cannot make a u-turn into the carpool line.*
  - Please be conscious of our neighbors and do not block the entrances to driveways or side streets.
  - Your car will be met at the drop-off/pick-up point on the roundabout (see pictured).
  - Display assigned dashboard sign in front window of car on the driver's side.
  - Please remain in your car and do not use your cell phone while in line.
  - For safer loading/unloading, please have your child's car seat on the passenger side.
  - If picking up a camper on foot, your camper must be signed out with a member of the camp staff.
  - Please listen to the directions given by our staff members and teen apprentices. Kindly understand that our priorities are to get your child to your car safely and quickly!
- \*There is no before care of the first day of each camp session**



## Drop-Off & Pick-Up Procedures – Katzen Arts Center

**Please note that your dashboard sign is required for pick up. Those without a dashboard sign will be required to show ID to confirm they are on the authorized pick up list for the camper(s).**



**To drop-off or pick-up your camper(s) parents/guardians should:**

- Park in the Katzen parking garage
- Place the parking pass in their dashboard and proceed to the elevators or front entrance
- When picking up, your camper must be signed out with a member of the camp staff.

**\*There is no before care of the first day of each camp session**

## Drop-Off & Pick-Up Procedures – West Falls, VA



- To drop off or pick up your camper(s) please follow signs for Camp Levine along Mustang Alley.
- Your camper will be accompanied by a Camp Levine staff member or Teen Apprentice out or into the car to ensure their safety.
- Please follow signs for exiting and do not block additional throughways.
- Please remain in your car and do not use your cell phone while in line.
- If picking up a camper on foot, your camper must be signed out with a member of the camp staff.

- Please listen to the directions given by our staff members and teen apprentices. Kindly understand that our priorities are to get your child to your car safely and quickly!
- \*There is no before care of the first day of each camp session**

## Drop-Off & Pick-Up Procedures – SE DC, THEARC

THEARC will have parking available in available in small parking lot at the front of the building. Parking will also be available on the street or adjacent neighborhood. Parents should park and walk their campers into THEARC East building each day **for drop-off** on the second floor in the Levine suite.

**For pick-up**, parents should return to THEARC East building to sign get their campers at from the front lobby between 3:45-4pm. If your child is attending aftercare, they will need to signed out by an authorized adult in the Levine suite.

**Note:** ID is required to be shown at all times upon entering THEARC East building. Please provide your ID. Your Camp Levine fan will not permit you access into the building but is needed to pick up from Camp Levine staff/faculty.

**\*There is no before care of the first day of each camp session**