



Parent Handbook 2023

Session 1: June 26 – July 14 (No camp on July 4th)

Session 2: July 17 – August 4

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Welcome to Camp Levine 2023!

Dear Camp Levine Families,

Welcome to the 36th anniversary of Camp Levine! After months of preparation, we are delighted to see your children.

Over the past 35 years, the extraordinary Camp Levine community has influenced thousands of children, inspired young musicians, established enduring friendships, and created lifelong memories. The exceptionally talented faculty, staff, and teen apprentices provide each child with an immersive, engaging musical and artistic experience that is unparalleled.

This handbook will inform you of the Camp Levine 2023 policies and procedures. Even if you are a “Camp Levine veteran,” please take the time to read the handbook carefully as procedures have changed.

We are looking forward to a fun-filled summer and can’t wait to see you!



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General Camp Information

Campus & Camp Staff	Address & Camp Staff Title	Phone	Email
Camp Levine Administration Blythe Bonnaffons Jazmin Goodson	Director of Summer Programs Director of Camp Levine	202 686 8000 Ext. 1040 Ext. 1008	Bbonnaffons@levinmusic.org jgoodson@levinmusic.org
Levine Music Student Services	Contact them with questions about enrollment, accounts, or billing.	202 686 8000 Ext. 1076 Ext. 1042	Sservices@levinmusic.org
Levine Music Main Campus NW DC- Upton Jinha Park Catherine Hammes Emily Douglass	2801 Upton St. NW Washington, DC 20008 Site Director Assistant to the Site Director Teen Apprentice Coordinator	202 686 8000	jpark@levinmusic.org Camp@levinmusic.org
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Dates	Times
Session 1: June 26 – July 14, 2023 (No camp on July 4th)	1/2 Day Program (Pre/K only): 9:30am – 1:00pm Full Day Program: 9:30am – 3:45pm
Session 2: July 17 – August 4, 2023	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 **camplevine2023!**

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

First Day of Camp

- Session 1: June 26
- Session 2: July 17

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.

*At our NW location, only PreK camp families should park and accompany their children into camp. All other families should participate in morning carline. T-shirts and information will be distributed at carline.

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.
- **Strathmore, MD:** Park along Tuckerman Lane or in the Strathmore Mansion parking and walk to the Strathmore lobby with your camper. After the first day, there is NO parking in the Strathmore Mansion parking lot. You may be ticketed, towed, or denied entrance.
- **Falls Church, VA:** Park along Oak Street and walk to the front entrance with your camper.
- **SE DC – THEARC:** Park in the large central parking lot and walk to the front entrance with your camper.

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
- Mask and back-up masks (optional)

Pre-Kindergarten & Kindergarten

- Change of clothes in a plastic bag
- Mat or 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 page 11 and 12 for detailed car line maps specific to your campus.

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

- Car line starts at 9:15 AM. Any campers arriving before 9:15 AM **must** go to 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.

- 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 3:35-3:55 PM.

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

Dashboard Signs & Authorized Pick-Up

- 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.

Before & After Care Options

Families can either enroll in Before and/or After Care for the full 3-week session or join on a daily "drop-in" basis depending upon the availability of space. Please note that certain campuses will not be able to accommodate "drop-in" due to high demand of pre-registered extended care campers. To request that a camper drops into Before and/or After Care, please email or call your site.

Before Care

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

- 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 for \$250. Any enrollments after that date will be charged a \$35 late fee.
- The daily drop-in rate for Before Care is \$20 and will be charged to your credit card on file.
Please note drop-in is not available at every campus.
- 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, please note that 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 for \$350. Any enrollments in After Care after that date, will be charged a \$35 late fee.
- The daily drop-in rate for After Care is \$35 and will be charged to your credit card on file. Please be sure you have submitted the online form linked above. **Please note that drop-in is not available at every campus.**
- 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 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 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.levinemusic.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. If you wish to provide birthday treats, please contact the Camp Office at least 2-3 days in advance, so we can advise you of the allergies that may exist in your child's camp group.

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 weekly e-newsletter will be e-mailed to you and posted on the parent portal.

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

Lost & Found: We maintain a Lost & Found box and will include photos of the contents in the weekly newsletter. Any remaining items at the end of the camp session will be donated to a local charity.

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

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, and teachers. Undesirable behavior, non-compliance, inappropriate language, and bullying will be addressed. 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 rest of the campers, teachers, and/or staff.**

Health & Safety

Health Forms

- Campers **will not** be allowed at Camp Levine without completed health forms.

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.**
- We train our staff to recognize and respond to food allergies and anaphylaxis. Camp staff and teachers receive EpiPen training, so they are prepared in the event of an anaphylactic 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.
- If your child needs to bring a snack in the place of those we provide, please send a snack in a bag clearly marked with the camper’s name.

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 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 & Safety Form. If the emergency is severe, emergency personnel will be contacted immediately. Most of our camp faculty and staff are CPR/AED/First Aid certified.

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 you to come pick up your child.

Please report any contagious condition to camp@levinemusic.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.

COVID-19 Protocols

Camp Levine follows the same safety protocols established by Levine Music. All of Levine’s COVID-19 safety protocols are made in consultation with a team of infection preventionists from the University of Maryland School of Medicine.

Levine Music no longer requires proof of COVID-19 vaccination in order to attend in-person lessons, classes, camps, or performances at our campuses. Masks are optional.

When Not to Come to Campus

All members of our community must stay home or go home if they are feeling sick or are exhibiting symptoms of COVID-19. If a camper begins to exhibit signs of COVID-19 while they are at camp, a parent will be notified and asked to come pick up the student.

We understand that some symptoms may be related to existing medical conditions like allergies or asthma. Please communicate with your Site Director if you believe this to be the case.

Exposure

If we are aware that a camper, Teen Apprentice, or staff member has tested positive for COVID-19, those in contact will be notified. Testing or a quarantine period is recommend based on vaccination status.

Positive test:

Faculty, staff, or campers who test positive for COVID-19 must provide a negative COVID-19 test result **or** quarantine for 5 days before returning.

All camp faculty, families, and staff must:

- Take personal responsibility to avoid high risk activities when not in camp.
- Follow Levine's COVID-19 policies and procedures.

All teachers and staff will:

- Keep as much open space as possible within rooms.
- Keep windows open, weather permitting.
- Disinfect high-touch surfaces and shared objects frequently.
- Encourage frequent hand hygiene reminders.
- Take advantage of outdoor space.
- Enforce COVID-19 policies and procedures.

Contact Tracing:

Upon notification of a positive case within a group, camp leadership will conduct a close contact investigation. The campers, teachers, and apprentices who were within 6 ft of confirmed case for more than 15 minutes over a 24-hour period will be notified with instructions.

As a reminder, the policies of host organizations may differ; **please be prepared to follow site guidelines at our DC Campus: THEARC and MD Campus: Strathmore**

Camper Sample Schedule

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

Camp Levine Schedule - Sample Schedule			
This is a sample schedule and subject to change.			
Grade	PreK / Kindergarten	1st - 2nd grade groups	3rd - 6th grade groups
8:00 - 9:30	Before Care		
9:30 - 9:45	Morning Sing		
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	Lunch	Sports & Games
11:50-12:25	LUNCH	Sampler Instrument	Lunch
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	Afternoon Spotlight/ Pack-up		
3:45-4:00	Dismissal		
4:00-6:00	After Care		

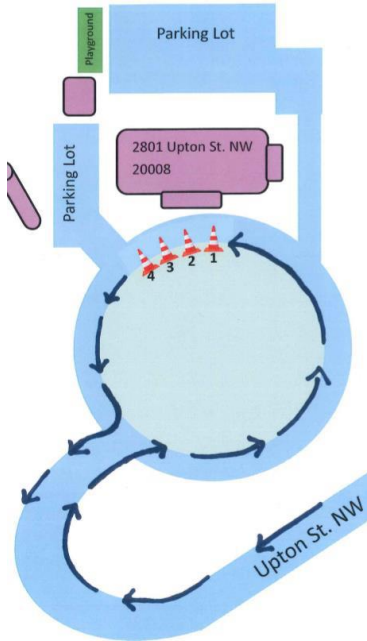
Drop-Off & Pick-Up Procedures – NW DC, Upton St.

- You can drop-off and pick-up your camper in two different ways.
- Join the carpool car line and we will help your camper in/out of the car.
- 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!

Drop-Off & Pick-Up Procedures – Strathmore

After the first day, there is NO parking in the Strathmore Mansion parking lot. You may be ticketed, towed, or denied entrance.

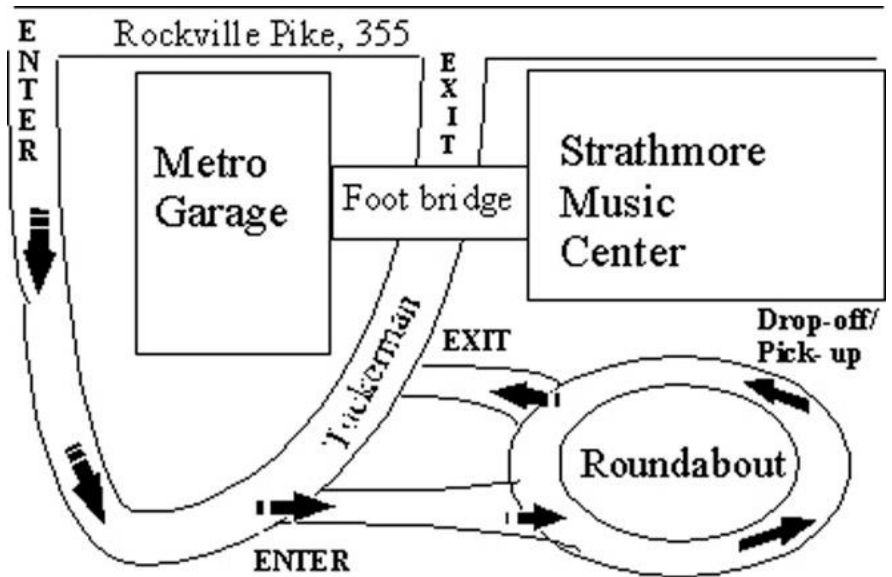
You can drop-off and pick-up your camper in two different ways.

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!



Drop-Off & Pick-Up Procedures – Falls Church, VA

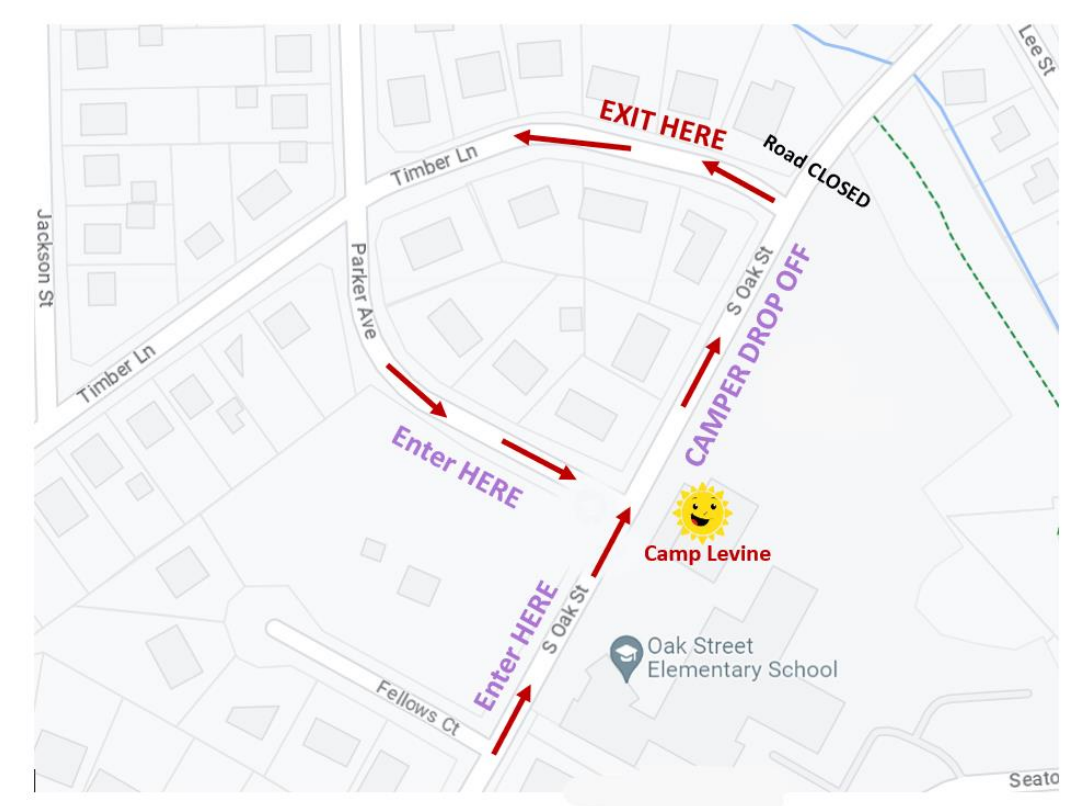
You can pick up and drop off your camper in two different ways:

- Coming in through S. Oak Street
- Coming in through Parker Ave

To help the flow of traffic, please only exit through Timber Ln.

- Teen apprentices will be available along S. Oak street toward Timber Ln to walk your camper into the building.

Please note the at the corner of Timber Ln and S. Oak St the road is closed.



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

- Drop-off and Pick-up at the SE campus will happen in the front parking lot of THEARC campus.
- Families should drive into the parking lot towards the front of the building and drop off their camper(s) at the side by the fence.
- A teen apprentice will be there to walk the campers down to the amphitheater outside on the side of the building.
- During pick up, campers will be walked be dismissed from the amphitheater.

