



Thank you for being a part of Main Street Theater!
SUMMER CAMP INFORMATION and POLICIES 2012

MST – RICE VILLAGE CAMPUS

2540 Times Blvd. off Kirby – Houston 77005

Hours: AM (9 a.m. – noon) or PM (1 – 4 p.m.)

Session 1: June 11 – 22

Session 2: July 9 – 20

Session 3: July 23 – Aug. 3 (No class July 27)

Session 4: Aug. 6 – 17 (No class Aug. 10)

Questions or concerns? We are happy to help.

Director of Education: Troy Scheid

Rice Village Site Director: TBD

Education Department: 713-524-9196 x 104 or troy@mainstreettheater.com

Please do not call any other MST numbers with summer camp business. The only staff members equipped to answer your questions and get a message to your child during the day are at the number above.

IMPORTANT INFORMATION

Please read these policies and share the information with your son/daughter and any adults involved in your child's care. By signing the release forms, you agree that you have read and will follow our policies.

Release forms and immunization records should be turned in on the first day of class (not before). Release forms will be available May 1 at www.MainStreetTheater.com/ed. Extra copies will be available on the first day of class. If the person dropping your student off on the first day is a caregiver, grandparent, or non-guardian relative, please provide him/her with the **COMPLETED, SIGNED FORMS IN ADVANCE**.

For obvious security reasons, we are very strict about checking IDs during pick-up. Please have your ID ready. Instructors are required to identify drivers based on the approved list provided by the student's parent/guardian on the release forms. If the person picking up your child is not on the list or cannot show ID, a parent/guardian must be contacted for approval, **even if the child identifies this person as a parent, relative or friend.** Changes must be made in writing.

As on a sports team, all students are important to their performing arts team's practices and final product. **Students should attend every day. If you must be absent, arrive late, or leave early, advance notice by email is required.** We do our best to accommodate conflicts (please communicate with us); however, absences may affect your student's participation in the final performance.

THINGS TO KNOW FOR THE FIRST DAY

- **Please park and walk your student in** on the first day—please do not drop your student off.
- **For the AM Session, check in starts at 8:40 a.m. and ends about 9:15. For the PM Session, check-in starts at 12:40 p.m. and ends at 1:15 p.m.** You should turn in your **signed release forms and immunization records** at check-in. You will receive a **green card** with your student's group letter, and your student will join his/her group. After your student has checked in, we invite you to join in our group warm-up. (Because students need to draw on their own resources during class, parents should leave after warm-up.)
- **T-Shirts:** If you have pre-ordered a t-shirt, you can pick it up from the pre-ordered line at the t-shirt table. Additional t-shirts are available for \$10 cash or check, while supplies last.

- **Live Q&A:** The site director will be available throughout the check-in process to answer questions.

Drop-Off and Pick-Up Procedures

- We are pleased to offer our camp in Rice Village, which is convenient, popular, and accessible for many students. However, as the Village is always crowded with people and cars, we ask that you pay special attention to our drop-off and pick-up procedures in order to help us keep our camp safe and our high-traffic times aggravation-free.
- **DROP-OFF:** Since all the students at MST – Rice Village are ages 4 and 5, **please walk your student into the lobby each day.** You may do so starting at 8:45 a.m. (AM Session) or 12:45 p.m. (PM Session) daily. Please do not drop off your students before those times, as adult supervision is not available.
- **PICK-UP:** During pick-up, all teachers will have lists of students and authorized drivers. To pick up your student, please park and walk inside with your ID. **Please be patient with us as we take the time to send our students home safely.**
- **Have your ID ready.** During pick-up, instructors are required to identify drivers based on an approved list provided by the student's parent/guardian. If the person picking up your child is not on the list, a parent/guardian must be telephoned to approve the person, **even if the child identifies this person as a parent, relative or friend.** Any changes to the list must be made in writing.
- Do not pick up a student without checking in with the teacher or TA.
- **PICKING UP LATE:** Parents arriving for pick-up after 12:15 p.m. (AM Session) or 4:15 p.m. (PM Session) will be charged a late fee of \$10 for every 15 minutes, rounding up.
- **PICKING UP EARLY:** If you need to pick up your student before the end of the camp day, **advance notice by email is required.** Please park and come inside with your ID.
- Parking in the Rice Village area, especially around lunchtime, can be extremely difficult. Please allow enough time to park and walk to the theater, and heed all parking signs. Universal Fabrics (to the right of the theater) often threatens to tow MST's patrons who park in their lot. Park with care!

EXPECTATIONS FOR MAIN STREET THEATER STUDENTS

Main Street Theater offers students a performing arts playground where professional theater artists serve as mentors. With an emphasis on creativity and collaboration, we provide hands-on opportunities for students to make original contributions in all aspects of play and dance production. This unique format of student/artist driven performance has proved popular with kids and parents alike. Of course with this freedom comes responsibility: Each student needs to come with a positive attitude and a generous spirit.

In each group, students become play- and dance-creators as well as actors. Each student commits to respecting and listening to other people's ideas, focusing on the task at hand, and abiding by the class rules as set forth by the instructor. As with a sports team, students should attend every day, contribute to the class and give 100% of their energy. This includes keeping focus on the play/dance and respecting your director and teammates. Positive attitudes keep things fun for everyone and produce the best final shows.

We value challenging each student to exceed his or her own expectations: to take risks, be bold, be silly, be dramatic, and HAVE FUN! Every student will be featured in the final performance, which represents only a fraction of the fun and learning that happen at camp.

We ask that parents support and guide their children in keeping the MST Student Pledge they will take in class, in following the MST student policies, and in ensuring students are present and prompt each day. Parents should actively support students in valuing their own ideas and resources in creating their final pieces, and foster collaboration rather than competition among team members. If a conflict arises with another camper, a student should not hesitate to tell her/his teacher or TA. If the conflict is with a teacher/TA, please contact the MST Education office. We are happy to address your concerns, and most conflicts can be worked out with communication.

In addition to the policies, each teacher introduces the class to his/her own classroom rules. A system of warnings and quiet times will be used with minor discipline problems. Further action will be determined in

consultation with the Director. Main Street Theater enforces a zero-tolerance policy for some behavior/items. *Weapons, controlled substances, substances illegal for minors, theft, and behavior interpreted by the education director as violent, disruptive, destructive, harassing, bullying or aggressive will not be tolerated and may result in removal from the program.*

DAILY SCHEDULE AND GROUP BREAKDOWN

What is the daily schedule?

AM Session

8:45 – 9:10 a.m.	Arrival, Daily Assembly
9:10 – 9:15 a.m.	Group Warm-Up
9:15 – 10:30 a.m.	First Class
10:30 – 10:45 a.m.	Snack break
10:45 a.m. – noon	Second Class
Noon	Dismissal

PM Session

12:45 – 1:10 p.m.	Arrival, Daily Assembly
1:10 p.m. – 1:15 p.m.	Group Warm-Up
1:15 – 2:30 p.m.	First Class
2:30 p.m. – 2:45 p.m.	Snack break
2:45 p.m. – 4:00 p.m.	Second Class
4:00 p.m.	Dismissal

How are the age groups divided up?

All students at MST – Rice Village are in group AA1 or AA2 and are 4 – 5 years old. Know your group!

EMERGENCIES AND MEDICAL NEEDS

How do I contact my student or his/her teacher?

During camp hours, call the Education Office at 713-524-9196 x 104 or email troy@mainstreettheater.com to ask questions about camp or have a message taken to your student. Voice mail and email are checked regularly, and you will receive a reply with minimal delay even if you do not reach a live person right away. Please do not call any other MST numbers to attempt to reach your student. Students' personal cell phones will be off.

To communicate with a teacher **outside of camp hours**, please use the contact information provided by the teacher in his/her first-day introductory letter, or leave a message at the Education Office line. If an issue *must* be addressed during pick-up, please park and come inside the building to speak with staff.

My child doesn't feel well. Should he/she go to camp today?

Though we encourage good attendance, please keep your child home for the health of the class (and notify the teacher or Education Director) when any of the following symptoms are observed: sore throat; eye infection/pink eye; ear ache; vomiting, diarrhea, or fever within last 24 hours; persistent cough and/or runny nose; or head lice.

Should a case of head lice be discovered, our policy is to check all students in the affected student's class and notify all the students at the affected location (without using names). Any affected student should remain at home until free of lice and nits. **We highly recommend that all parents check students for lice before the first day of class, communicate with us, and keep affected students home until the problem is gone!** It will be easier for students to miss days at the beginning of camp than to be removed closer to the showcase.

What if my child needs to take medication during the camp day?

Main Street Theater cannot dispense, monitor or maintain medication (except in the case of an allergic reaction; see below). It is the responsibility of the parent or legal guardian to inform the MST staff of any illness, injury, chronic condition, disability, allergy or special needs affecting a student's participation in the program. **Please**

disclose any allergies or medical or behavioral issues in the designated space in the release packet. This information will be kept confidential except in the case of a medical emergency.

My child has a food allergy. What steps should I take to alert the staff?

Please communicate with us verbally about the allergy, and provide us with a **written** allergy action plan that details allergens, symptoms of a reaction, and steps to be taken in case of emergency. Provide the Director with the necessary medications (such as Benadryl tabs, an Epi-Pen or Emergency Response Kit). Main Street Theater cannot dispense, monitor, or maintain medication for any student EXCEPT in the event of an allergic reaction for which we have received an Allergy Action Plan and the necessary medication. In the liability release, you have specifically released us from liability resulting from actions taken in case of emergency.

WHAT STUDENTS SHOULD WEAR AND BRING

What should students wear?

We welcome individuality and know that summer is a relaxed time; however, clothes should not prevent students from participating by being uncomfortable, too short, too revealing or too tight. Clothes that would be ruined by being on the floor or doing messy production work should be avoided. Biking shorts or leggings must be worn under skirts (“Boy short”-style undies are not sufficient). Students should wear closed-toe, flat shoes that stay on their feet. No flip-flops, crocs, heels or clogs. If we feel that a student’s clothing is inappropriate, parents will be asked to bring a change of clothes from home.

Does my child need to bring a lunch, a snack, or something to drink?

- Half-day students do not need to bring a lunch.
- **For our daily snack break, students should provide a small, non-sugary snack from home.**
- While water is always available, it is helpful for students to bring bottled water. (No glass, please!)
- **Please alert us to any dietary restrictions or food allergies.**
- Please, no gum.

What should students bring from home, and what should they leave behind?

If issued a script, students should bring it every day. Participants are often asked to bring clothing or props from home for the production, though most of our showcases do not require elaborate costume construction or purchase. Any items brought for use in the production should be labeled with the student’s name. We take good care of these items, but please do not send ANYTHING that is irreplaceable (for sentimental reasons or any other reasons!). Please make sure your student removes all of his/her belongings from the theater and backstage areas following the showcase performance.

Students should not bring personal items like video games, jewelry, or mp3 players. Main Street Theater is not responsible for lost or stolen items. The use of cell phones is allowed *only* in case of an emergency. **Cell phones must be turned off and put away before the beginning of class.**

FINAL PERFORMANCE INFORMATION

For each session, performances take place on the **last day of class**. Family and friends can attend free of charge, and no tickets are needed. **All students should be dropped off at 9:00 a.m. (AM Session) or 1:00 p.m. (PM Session) on performance day.** Details about the showcase will be distributed in-hand and by email by the last Monday of class, and a letter from your child’s teacher will let you know if any simple costume pieces or props are needed.

Performance Schedule for MST – Rice Village	
Session 1 Performance Date	Friday, June 22
Session 2 Performance Date	Friday, July 20
Session 3 Performance Date	Friday, Aug. 3
Session 4 Performance Date	Friday, Aug. 17
Perf. Time/Location (All Sessions)	AA (ages 4-5): AM Session: 11:30 a.m. at MST – Rice Village (Lasts 15 – 20 minutes) PM Session: 3:00 p.m. at MST – Rice Village (Lasts 15 – 20 minutes)

How do I get a DVD of the performance?

You may film our half-day showcases.

EXTENDED-DAY, CANCELLATIONS, REFUNDS, AND RECEIPTS

How do I sign up for Before-Care or After-Care?

Before-Care and After-Care are not available at MST – Rice Village.

What do I do if I need to cancel my registration?

- Each registration includes a \$50.00 non-refundable processing fee.
- If you cancel your registration less than one month before class begins, no refund will be given.
- There is no fee to move your registration to another session. If the session you are trying to join is full, your student will be placed on the waiting list.
- No full or partial refunds/credits will be given if class is canceled due to circumstances beyond the control of Main Street Theater (*force majeure*), including but not limited to weather events or epidemics.
- If a student must be removed from camp due to an excessively disruptive health or behavioral problem of which the staff was not notified, there will not be any refund/credit for any portion of the tuition.
- Main Street Theater may cancel a class if enrollment is insufficient. If a class is cancelled, any payment will be refunded in full. All refunds will be made by check.
- We want all students to be satisfied with their experience at Main Street Theater. If, after attending the first day of class, a student decides that s/he does not want to continue, let us know within 24 hours to receive a credit toward a future MST class. No monetary refunds can be given.

How do I get a receipt or tax ID number?

We are happy to provide you with a receipt or tax ID at the end of each session. You must request this information—it will **not** be provided automatically. Please email your request to troy@mainstreettheater.com.

MST CLASSES DURING THE SCHOOL YEAR

In addition to our summer curriculum, MST offers year-round skills and performance classes for students of all ages. Check our website at www.MainStreetTheater.com/ed around mid-July for details. Our satellite programs—MST classes that come to your child’s school—can take the form of after-school enrichment classes or in-school residencies. For information on how your school can set up a Main Street Theater satellite class, please contact the Education Office at 713-524-9196 x 104 or email troy@mainstreettheater.com.

If you have a question not answered in the policies, or if a concern arises, please don’t hesitate to contact the Education Office at 713-524-9196 x 104 or troy@mainstreettheater.com. Thank you for being a part of Main Street Theater!