



# GENERAL INFORMATION and POLICIES

## KIDS ON STAGE OFFICE CONTACT INFORMATION

Troy Scheid, Director of Kids On Stage: [troy@mainstreettheater.com](mailto:troy@mainstreettheater.com) or 713-524-9196 x 104

Main Street Theater – Chelsea Market (Location of KOS offices and most classes)  
4617 Montrose Blvd., Suite 100 | Houston, TX 77006

Main Street Theater – Rice Village  
2540 Times Blvd. | Houston, Texas 77005

Website: [www.mainstreettheater.com/kos](http://www.mainstreettheater.com/kos)

## IMPORTANT INFORMATION

**Please read these policies and share the information with your son/daughter and any adults involved in your child's care.** When you sign the release forms, you are agreeing that you have read and will follow these policies. Besides conveying the rules of the program, the policies answer some of the frequently-asked questions about Kids On Stage.

**Release forms** should be turned in on the first day of class (NOT before) and can be found at [www.mainstreettheater.com/kos](http://www.mainstreettheater.com/kos). Extra copies will be available on the first day of class.

**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 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.

Since every class has a final performance, and all students are important to the final product, **students should attend every day.** If you cannot attend, please notify us that you will be absent.

Make sure you look up the **final performance time** for your class on this sheet! It will not change.

**When is my class?****Core Classes at MST – Chelsea Market, 4617 Montrose, Houston 77006**

Class	Fall Dates	Spring Dates	Day of Week	Times
Core Acting: Act 1 (Sat.)	Sept. 5 – Nov. 7	Feb. 7 – Apr. 17	Saturdays	9:00 – 10:30 a.m.
Core Acting: Act 2 (Sat.)	Sept. 5 – Nov. 7	Feb. 7 – Apr. 17	Saturdays	10:30 a.m. - noon
Core Acting: Act 3 (Sat.)	Sept. 5 – Nov. 7	Feb. 7 – Apr. 17	Saturdays	10:30 a.m. - noon
Comedy Improv Showdown	Sept. 8 – Nov. 10	Mar. 2 – Apr. 27	Tuesdays	4:15 – 6:15 p.m.
Stage Combat	Sept. 10 – Nov. 12	Mar. 4 – Apr. 29	Thursdays	4:15 – 6:15 p.m.
Filmmaking	Sept. 5 – Nov. 7	N/A	Saturdays	1 – 4 p.m.

**R&P By Audition Classes at MST – Chelsea Market, 4617 Montrose, Houston 77006\***

Class	Rehearsal Dates (Fall, Winter or Spring)	Days of Week	Times
R&P By Audition (Fall)	Sept. 8 – Nov. 8	Mon. & Wed.	4:15 – 6:15
R&P By Audition (Winter)	Nov. 30 – Feb. 14	Mon. & Wed.	4:15 – 6:15
R&P By Audition (Spring)	Mar. 3 – May 9	Mon. & Wed.	4:15 – 6:15

\* Refer to audition form for additional dates including tech week.

**Core Classes at MST – Rice Village, 2540 Times Blvd., Houston 77005**

Class	Fall Dates	Spring Dates	Day of Week	Times
Core Acting: Act 1 (Wed..)	Sept. 9 – Nov. 11	Feb. 10 – Apr. 21	Wednesdays	4:15 – 5:45 p.m.

**R&P Lab Classes at MST – Rice Village, 2540 Times Blvd., Houston 77005**

Class	Rehearsal Dates (Fall, Winter or Spring)	Days of Week	Times
R&P By Audition (Fall)	Sept. 8 – Oct. 22	Tues. & Thurs.	4:15 – 6:15
R&P By Audition (Winter)	Dec. 1 – Feb. 16	Tues. & Thurs.	4:15 – 6:15
R&P By Audition (Spring)	Mar. 2 – May 13	Tues. & Thurs.	4:15 – 6:15

**When/where is the final performance?****Core Classes at MST – Chelsea Market, 4617 Montrose, Houston 77006**

Class	Fall Performance Date(s)	Spring Performance Date(s)	Performance Time(s)
Core Acting: Act 1 (Sat.)	Sat., Nov. 7	Sat., Apr. 17	10:00 a.m.
Core Acting: Act 2 (Sat.)	Sat., Nov. 7	Sat., Apr. 17	11:30 a.m.
Core Acting: Act 3 (Sat.)	Sat., Nov. 7	Sat., Apr. 17	11:30 a.m.
Comedy Improv Showdown	Tues., Nov. 10	Tues., Apr. 27	5:15 p.m.
Stage Combat	Thurs., Nov. 12	Thurs., Apr. 29	5:15 p.m.
Filmmaking	TBD by class	N/A	TBD

**R&P By Audition Classes at MST – Chelsea Market, 4617 Montrose, Houston 77006**

Class	Performance Dates (Fall, Winter or Spring)	Performance Time(s)
R&P By Audition (Fall)	Fri. – Sun., Nov. 6-8, 2009	7:30 p.m. on Friday and Saturday; 3:30 p.m. on Sunday
R&P By Audition (Winter)	Fri. – Sun., Feb. 12 – 14, 2010	7:30 p.m. on Friday and Saturday; 3:30 p.m. on Sunday
R&P By Audition (Spring)	Fri. – Sun., May 7 – 9, 2010	7:30 p.m. on Friday and Saturday; 3:30 p.m. on Sunday

**Core Classes at MST – Rice Village, 2540 Times Blvd., Houston 77005**

Class	Fall Performance Date(s)	Spring Performance Date(s)	Performance Time(s)
Core Acting: Act 1 (Wed..)	Wed., Nov. 11		5:15 p.m.

**R&P Lab Classes at MST – Rice Village, 2540 Times Blvd., Houston 77005**

Class	Performance Dates (Fall, Winter or Spring)	Performance Time(s)
R&P Lab (Fall)	Thurs., Oct. 22, 2009	5:15 p.m.
R&P Lab (Winter)	Tues., Feb. 16, 2010	5:15 p.m.
R&P Lab (Spring)	Thurs., May 13, 2010	5:15 p.m.

### What should parents and students expect from Kids On Stage classes?

**Kids On Stage is a performing arts playground.** With their own imaginations as the spark, students collaborate to create a final performance, be it an original play or a production of a published work. Students take charge of all aspects of performance - from characters, dialogue and story to sets and costumes. Our teachers—arts and education professionals—provide the guidance and know-how to support students in bringing all they dream up to the stage, building on students' skills and interests.

Our emphasis is on creativity and collaboration. Every student will be challenged, and every student will be featured in the final performance. Both dance and theater are team activities, and we take very seriously our intention of having the participants produce a first-rate show on the last day. Our goal is to create a focused ensemble of performers, dedicated to a positive performing arts experience for all involved.

### What do Kids On Stage teachers expect from students and parents?

Each teacher introduces the class to his/her own classroom rules; these rules will be enforced by the teacher and the assistant and supported by the Director of Kids On Stage. 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 and items. Weapons, controlled substances, substances illegal for minors, theft, and violent, disruptive, destructive, or aggressive behavior will not be tolerated and are grounds for removal from the program.*

Overall,

- We expect students to respect and support each other and their teachers as their teammates. The team is strong only if everyone works together.
- We expect that students will attend all classes and will be prepared for class. If your student must miss a class due to illness or any other reason, please notify us in advance. If scripts have been issued, students should bring them every day.
- We hope that students will take risks, be bold and silly, and have fun while being focused on working together!
- We expect parents to support kids in keeping their commitment to their teammates and to the final performance.
- We expect parents to support kids in using their own ideas and resources to develop the final piece.
- We expect parents to recognize that each student is a member of a team, and to foster cooperation rather than competition among team members.

### Where and how do I drop off my student (or pick my student up)?

**R&P By Audition:** On the first day of class, parents should accompany students into class to complete registration and release forms. All students who auditioned will have already completed the Kids On Stage pledge at the time of their audition.

**All other classes:** Parents should accompany students into the class for a few minutes and stay through the Kids On Stage Pledge. Because students need to draw on their own resources during class, we ask that parents **not** sit in on classes beyond the first few minutes of the first class. After the first class, students should be dropped off at the door.

Adults should come into the theater or Kids On Stage classroom to pick up students. During pick-up, instructors are required to identify drivers based on an approved list provided by the student's parent/guardian. Please have your photo ID ready. Minors must be signed out after each class by an approved adult. *Adults not on the authorized pick-up list will not be allowed to pick up a student until a phone call has been made to an authorized pick-up person—even if the child identifies that unauthorized adult as a parent, relative or friend.* We do not assume that parents/guardians are automatically authorized. Please make sure anyone involved in picking your child up from class is aware of these policies.

If a student needs to leave early, arrive late, or leave and return for any reason, his/her instructor must receive advance notice *in writing*. This allows minimal disruption to the class.

### How early can I drop off my student before class starts? How late can I be in picking up him/her?

For classes during the school year, Main Street Theater cannot be responsible for students arriving more than 15 minutes early or picked up late. For Summer Camp and Winter Camp, ask about Before-Care and After-Care rates. **If you are more than 15 minutes late in picking up your child, you will be charged a fee of \$10 per 15 minutes, rounding up.**

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

For Summer Camp and Winter Camp, Before-Care and After-Care are handled by our Business Manager, Angela Harris Cannizzo. To register for Before- or After-Care, please contact her at [angela@mainstreettheater.com](mailto:angela@mainstreettheater.com). Payment for these programs must be made by separate check payable to Angela Harris Cannizzo.

### How do I contact my student's teacher?

Each teacher provides classes with a first-day letter that includes contact information that can be used outside of KOS class hours. During business hours, please call the KOS administrative line at 713-524-9196 x 104. Administrative support may not be present during classes that are outside of business hours.

### **What should students wear?**

Clothes that are too short or too tight can prevent students from using a full range of movement. For any class, students should wear comfortable clothes that they can move around in and that won't be ruined if they are on the floor or doing messy production work. Students are asked to wear closed-toe, flat shoes that stay on their feet.

### **I don't feel well. Should I go to theater class?**

Since our classes usually end with a performance, it is of the utmost importance for students to attend all classes. Absences can seriously interfere with a class's progress at critical times. However, to help keep our students healthy, please keep your child home (and notify his/her teacher) when any of the following symptoms are observed: sore throat; eye infection; ear ache; vomiting or diarrhea within last 24 hours; persistent cough and/or runny nose; fever within last 24 hours; or head lice.

### **What if my child needs to take medication during class?**

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 KOS 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?**

Food is not normally provided during Kids On Stage classes. 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 the case of a medical emergency.

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

Participants are sometimes asked to bring clothing or props from home for the production. Any items brought for use in the production should be labeled with the student's name. We keep these items in an orderly fashion, but please check with us before sending something really valuable or very small! Please make sure your student removes all of his/her belongings from the theater and classrooms following the showcase performance.

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

### **What if I need a refund?**

- As outlined on our registration form, each registration includes a \$50.00 non-refundable processing fee.
- As outlined on our registration form, if you cancel your registration less than one month before class begins, no refund will be given.
- As outlined on our registration form, no refunds are available for R&P By Audition classes.
- No refunds for classes canceled due to natural disasters, epidemics, or other factors beyond our control.
- The KOS program may cancel a class if enrollment is insufficient. If a class is cancelled, your payment will be refunded in full.
- If a student must be removed from the program due to an excessively disruptive health or behavioral problem of which the staff was not notified, there will not be any refund or credit for any portion of the tuition.
- Receipts for Summer and Winter Camp are available at the end of each session. Contact the KOS office if you require one.

### **How do I get a receipt or tax ID number?**

We will provide you with this information only if you request it. Please request information you will need for tax purposes in a timely manner. Receipts for day care programs (Summer and Winter Camp) are available at the end of each session. Contact the KOS office if you require one.

### **Does Main Street Theater – Kids On Stage offer classes during the summer?**

Yes, we do! In addition to our school year curriculum, Kids On Stage is the home of Houston's most popular summer performing arts camp. Check out our website around February for this summer's offerings: [www.mainstreettheater.com/kos](http://www.mainstreettheater.com/kos)

### **How do I get Kids On Stage classes at my child's school?**

In 2009 - 2010 we are scheduled to participate in satellite programs at seven Houston-area schools. Our satellite programs 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 - Kids On Stage satellite class, please contact the KOS office at 713-524-9196 x 104 or email [troy@mainstreettheater.com](mailto:troy@mainstreettheater.com).