

GENERAL INFORMATION and POLICIES

KIDS ON STAGE OFFICE CONTACT INFORMATION

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

Please note that Main Street Theater has two locations:

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

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. 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.

COURSE SCHEDULES

Please see under “FINAL PERFORMANCE INFORMATION” below for dates and times of each class’s final showcase or performance.

Classes at MST – Chelsea Market:

Core Classes at MST – Chelsea Market, 4617 Montrose, Houston 77006				
Class	Fall Dates	Spring Dates	Day of Week	Hours
Core Acting: Act 1 (Sat.)	Sept. 11 – Nov. 13	Feb. 12 – Apr. 23	Saturdays	9:00 – 10:30 a.m.
Core Acting: Act 2 (Sat.)	Sept. 11 – Nov. 13	Feb. 12 – Apr. 23	Saturdays	10:30 a.m. – noon
Core Acting: Act 3 (Sat.)	Sept. 11 – Nov. 13	Feb. 12 – Apr. 23	Saturdays	10:30 a.m. – noon
Filmmaking	Sept. 11 – Nov. 13	Feb. 12 – Apr. 23	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	Hours
R&P By Audition (Fall)	Sept. 13 – Nov. 12, 2010	Mon. & Wed.	4:15 – 6:15 p.m.
R&P By Audition (Winter)	Nov. 29, 2010 – Feb. 11, 2011	Mon. & Wed.	4:15 – 6:15 p.m.
R&P By Audition (Spring)	Feb. 28 – May 8, 2011	Mon. & Wed.	4:15 – 6:15 p.m.

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

Classes at MST – Rice Village:

Core Classes at MST – Rice Village, 2540 Times Blvd., Houston 77005				
Class	Fall Dates	Spring Dates	Day of Week	Hours
Core Acting: Act 1 (Wed..)	Sept. 15 – Nov. 3	Feb. 16 – Apr. 27	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	Hours
R&P Lab (Fall)	Sept. 14 – Nov. 4, 2010	Tues. & Thurs.	4:15 – 6:15 p.m.
R&P Lab (Winter)	Nov. 30, 2010 – Feb. 17, 2011	Tues. & Thurs.	4:15 – 6:15 p.m.
R&P Lab (Spring)	Mar. 1 – May 12, 2011	Tues. & Thurs.	4:15 – 6:15 p.m.

THINGS TO KNOW FOR THE FIRST DAY

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.

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.**

- **PICKING UP EARLY:** If you need to pick up your student before the end of the class, advance notice by email is required. Please park in the lot and come in to the theater or KOS room.
- **PICKING UP LATE:** Parents arriving more than 15 minutes after the end of class will be charged a late fee of \$10 for every 15 minutes thereafter, rounding up.
- **DROPPING OFF EARLY:** Please do not drop off your child more than 15 minutes before the start of class. Staff are not available to supervise them.
- Do not park in any spaces marked “Reserved – Danton’s,” and heed all other parking signs. Out of courtesy to our neighbors, we ask that on performance day, you do not park in any spaces labeled “Chelsea Market Customers – 2 hour parking,” as these are reserved for Danton’s patrons after 5 p.m.

EXPECTATIONS FOR KIDS ON STAGE PARTICIPANTS & PARENTS

Kids On Stage classes are a performing arts playground. Our emphasis is on creativity and collaboration. With their own imaginations as the spark, students collaborate to create an original play in many classes. 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. This unique format of student/artist driven performance has proved very 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.

It is challenging to work on a piece as a group where students are play-creators as well as actors. As a co-creator, 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. Students should attend every day, contribute to the class and give 100% of their energy. This includes keeping focus on the play and respecting your director and teammates. These commitments make up the Kids On Stage Pledge students take on the first day.

Every student will be challenged, and every student will be featured in the final performance, which represents only a fraction of the fun and learning that happen in our classes. Working in the theater requires a lot of teamwork and a lot of patience. Positive attitudes keep things fun for everyone and produce the best final shows. Take risks, be bold, be silly, be dramatic, and **HAVE FUN!**

We ask that parents support and guide their children in keeping the Kids On Stage pledge they will take in class, in following the KOS policies, and in making sure students are present each day. We hope parents will 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 student, a student should not hesitate to tell her/his teacher or TA. If the conflict is with a teacher/TA, please contact the KOS 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 and items. *Weapons, controlled substances, substances illegal for minors, theft, and behavior interpreted by the KOS director*

as violent, disruptive, destructive, harassing or aggressive will not be tolerated and are grounds for removal from the program.

EMERGENCIES AND MEDICAL NEEDS

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

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. To communicate with a teacher **outside of class hours**, please use the contact information provided by the teacher in his/her first-day introductory letter, or leave a message at the KOS administrative line.

My child doesn't feel well. Should s/he go to theater class?

Though we encourage good attendance, please keep your child home for the health of the class (and notify his/her teacher or the KOS Director) 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?

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 an emergency.

WHAT STUDENTS SHOULD WEAR AND BRING

What should students wear?

We welcome individuality and know that our classes have a relaxed atmosphere; 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" undies under skirts are not appropriate. 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.

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

If issued a script, students should bring it every day, as well as a pencil to record notes. Participants are often 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 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 classrooms following the showcase performance.

Students should not bring personal items like video games, jewelry, or CD/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 should be turned off and put away before the beginning of class. If texting during class becomes an issue, teachers may collect phones daily at the beginning of class and return them at the end. Please, no gum.

FINAL PERFORMANCE INFORMATION

Classes at MST – Chelsea Market:

Core Classes at MST – Chelsea Market, 4617 Montrose, Houston 77006			
Class	Fall Performance Date	Spring Performance Date	Performance Time
Core Acting: Act 1 (Sat.)	Sat., Nov. 13	Sat., Apr. 27	10:00 a.m.
Core Acting: Act 2 (Sat.)	Sat., Nov. 13	Sat., Apr. 27	11:30 a.m.
Core Acting: Act 3 (Sat.)	Sat., Nov. 13	Sat., Apr. 27	11:30 a.m.
Filmmaking	TBD by class	N/A	TBD

R&P By Audition Classes at MST – Chelsea Market, 4617 Montrose, Houston 77006		
Class	Performance Dates	Performance Time(s)
R&P By Audition (Fall)	Fri. – Sat., Nov. 12 – 13, 2010	7:30 p.m. on Fri. & Sat.
R&P By Audition (Winter)	Fri. – Sun., Feb. 11 – 13, 2011	7:30 p.m. on Fri. & Sat.; 3:30 p.m. on Sun.
R&P By Audition (Spring)	Fri. – Sun., May 6 – 8, 2011	7:30 p.m. on Fri. & Sat.; 3:30 p.m. on Sun.

Classes at MST – Rice Village:

Core Classes at MST – Rice Village, 2540 Times Blvd., Houston 77005			
Class	Fall Performance Date	Spring Performance Date	Performance Time
Core Acting: Act 1 (Wed.)	Nov. 3, 2010	Apr. 27, 2011	5:15 p.m.

R&P Lab Classes at MST – Rice Village, 2540 Times Blvd., Houston 77005		
Class	Performance Dates	Performance Time(s)
R&P Lab (Fall)	Thursday, Nov. 4, 2010	5:15 p.m.
R&P Lab (Winter)	Thursday, Feb. 17, 2011	5:15 p.m.
R&P Lab (Spring)	Thursday, May 12, 2011	5:15 p.m.

CANCELLATIONS, REFUNDS, AND RECEIPTS

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

- Each registration includes a \$50.00 non-refundable processing fee. All refunds will be made by check.
- If you cancel your registration less than one month before class begins, no refund will be given.
- No full or partial refunds or compensation will be made 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 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.

- The KOS program may cancel a class if enrollment is insufficient. If a class is cancelled, any payment will be refunded in full. All refunds will be issued by check.
- We want all students to be satisfied with their experience at KOS. 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 KOS 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 conclusion of each class. You must request this information—it will not be provided automatically. Please make your request by emailing troy@mainstreettheater.com.

KIDS ON STAGE SUMMER CAMPS AND SATELLITES

In addition to our year-round curriculum, Kids On Stage offers summer performing arts classes for students of all ages. Check our website at www.mainstreettheater.com/kos around mid-January for details.

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

In 2009 – 2010 we participated in satellite programs at 21 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.

If you have a question not answered in the policies, or if a concern arises, please don't hesitate to contact the Kids On Stage office at 713-524-9196 x 104 or troy@mainstreettheater.com. Thanks for being a part of Kids On Stage!