



**KIDS ON STAGE  
GENERAL INFORMATION and POLICIES  
Summer 2009 – MST – Rice Village Campus**

*Please read this packet and share it with your child—it contains the official Kids On Stage policies!  
When you sign the release form, you commit to following these policies.*

**MST – RICE VILLAGE CAMPUS  
2540 Times Blvd. off Kirby – Houston 77005**

**Director of Kids On Stage:** Troy Scheid  
**Rice Village Site Director:** Portia Gant  
**Additional Site Support:** Shannon Emerick, Main Street Theater Marketing Director

**Kids On Stage Administration: 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.*

**Special Note:**

**Session 2:** Yes, we DO have class on Friday, July 3.

**Session 4:** Though there are changes to the corresponding session at MST – Chelsea Market on Aug. 7, there are NO CHANGES to the Session 4 schedule at MST – Rice Village.

**How does pick-up and drop-off work?**

- For each day of camp, please park and come inside to check in. (See “What happens on the first day?” for complete information.)
- After the first day, we do not require students to be signed in, but since all the students at MST – Rice Village are ages 4 and 5, we ask that you walk them into the theater.
- During pick-up, all teachers will have lists of students and authorized drivers. Students will stand with other members of their groups. **Please be patient with us as we take the time to send our students home safely. To make pick-up go as smoothly as possible, please do the following:**
  1. 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.
- Parents arriving for pick-up after 12:15 p.m. will be charged a late fee of \$10 for every 15 minutes, rounding up.
- If you need to pick up your student before the end of the camp day, please notify us **in advance** by phone or email, and park and come inside.

**When is my class?**

Here’s a handy chart for MST – Rice Village students:

Camp Location	MST – Rice Village			
Session	1	2	3	4
Start Date	Monday, June 8	Monday, June 29	Monday, July 20	Monday, Aug. 3
End Date	Friday, June 19	Friday, July 10	Friday, July 31	Friday, Aug. 14
Notes		Yes, we have class July 3!		
Daily Hours (Monday-Friday)	Half-Day (ages 4 – 5): 9:00 a.m. – noon			

### What happens on the first day?

- **Check-In:** When you arrive at your camp location, please park and walk your student inside. Check-in is organized by last name. You should turn in your signed release forms and immunization records at this time. You will be given your student's group assignment and your student can join his/her group.
- **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.
- **Meet and Greet:** After your student has checked in, please feel free to meet your student's first teacher of the day and join in our group warm-up.
- **Live Q&A:** After the students have headed off to their first class, the site director at each location will be available to answer questions for the group of parents.

### What is the daily schedule?

8:45 – 9:10 a.m.	Arrival, Morning 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

### How are the age groups divided up?

All students at MST – Rice Village are in group AA and are 4 – 5 years old.

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

Each teacher will provide classes with a first-day letter that includes contact information that can be used outside of KOS camp hours. During camp hours, please call the KOS administrative line at 713-524-9196 x 104. A message will be taken to the teacher. If an issue *must* be addressed during pick-up, please park and come inside the building to speak with the teacher. Remember that all notifications of absences and changes of carpool must be given in writing by a parent or guardian.

### What should students wear?

Students should wear comfortable clothes that they can move around in and that won't be ruined if students are on the floor or doing messy production work. Clothes that are too short or too tight can prevent students from using a full range of movement. Shorts or leggings should be worn under skirts. Students are asked to wear closed-toe, flat shoes that stay on their feet. No flip-flops, crocs, heels or clogs.

### 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 morning snack break, students should provide a small, non-sugary snack from home.**
- While water from fountains and coolers is available at all locations, it is very helpful for students to have a bottle of water with them at all times!
- **Please alert us to any dietary restrictions or food allergies.**
- Please, no gum.

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

Please keep your child home (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.

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. Since lice do not respond to regular shampoo, it is clear that lice are not related to hygiene. **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. 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 a medical emergency.

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

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.

We discourage participants from bringing 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. All cell phones should be turned off and put away before the beginning of class.

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

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

**When/where is the final performance?**

- For all sessions, performances will take place on the **last day of class**.
- All showcases for **half-day classes** will take place on stage at MST – Rice Village.
- All students should be dropped off at 9:00 a.m. on performance day.
- Details about the performance days will be reiterated in a letter from your child’s teacher.

Here’s another handy chart for final performances!

Camp Location	MST – Rice Village			
Session	1	2	3	4
Performance Date	Friday, June 19	Friday, July 10	Friday, July 31	Friday, Aug. 14
Perf. Time & Location	AA: 11:30 a.m. at MST – Rice Village			

**How do I get a videotape of the performance?**

You may videotape our half-day showcases.

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

- Each registration includes a \$50.00 non-refundable processing fee.
- There are no refunds for students enrolled by the early registration deadline, Apr. 1, 2009.
- If you cancel your registration less than **one month** before class begins, no refund will be given.
- The KOS program may cancel a class if enrollment is insufficient. If a class is cancelled, any payment will be refunded in full.
- 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. Unfortunately, no monetary refunds can be given.
- 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.
- No full or partial refunds or compensation will be made if class must be canceled due to weather events.

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

We will provide you with this information **only if you request it**. Please do so in a timely manner. Receipts are available at the end of each session. Contact the KOS Administrative Office if you require one.

**How should students act in acting class?**

**Kids On Stage Summer Camp is a performing arts playground.** With their own imaginations as the spark, students collaborate to create an original play and a dance piece. 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.

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 drama 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 theater and dance experience. Working in the theater requires a lot of teamwork and a lot of patience. We ask that students respect each other, the Kids On Stage Administrative Office: 713-524-9196 x 104 or troy@mainstreettheater.com MST – Rice Village 3/4

space (whether classroom or working theater), each other's property and the property of the theater; we ask that they work on their roles outside of class; that they take risks, be bold and silly, and have fun!

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 immediate removal from the program.*

**Does Main Street Theater – Kids On Stage offer classes during the school year?**

Yes, we do! In addition to our summer curriculum, Kids On Stage offers year-round skills and performance classes for students of all ages. Check our website around mid-July for details: [www.mainstreettheater.com/kos](http://www.mainstreettheater.com/kos)

**Does Main Street Theater offer acting classes for adults?**

We are gradually expanding our selection of adult classes. Check our website for details: [www.mainstreettheater.com/kos](http://www.mainstreettheater.com/kos)

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

Our satellite programs—Kids On Stage 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 - 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).