

KIDS ON STAGE GENERAL INFORMATION and POLICIES Summer 2009 – St. Stephen’s Church 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.*

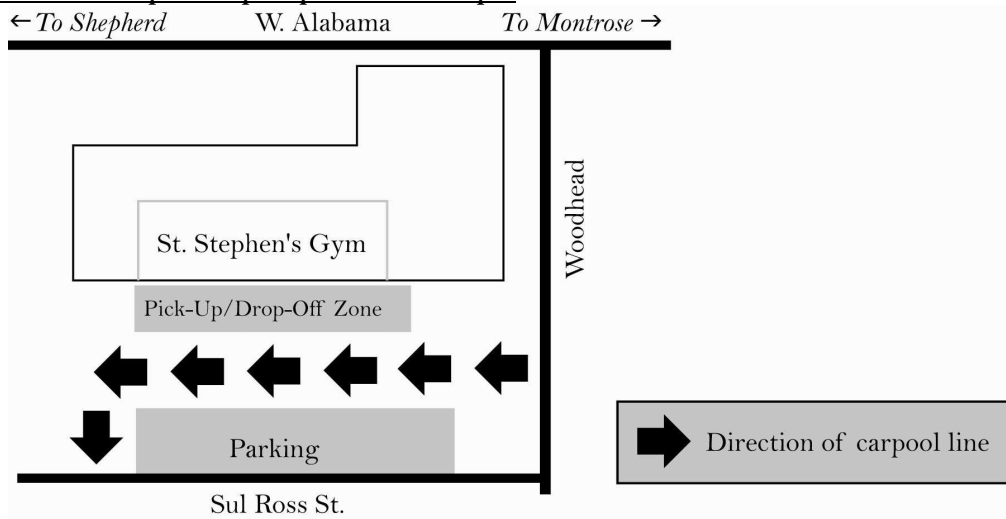
ST. STEPHEN’S EPISCOPAL CHURCH CAMPUS 1805 W. Alabama at Woodhead – Houston 77098

Director of Kids On Stage: Troy Scheid
St. Stephen’s Site Director: Norelia Reed
Assistant Site Director: Darcy Raulston

Kids On Stage Administration: 713-524-9196 x 104 or troy@mainstreettheater.com

Please do not call St. Stephen’s Church or School 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.

Pick-Up and Drop-Off at St. Stephen’s Episcopal Church Campus



How does pick-up and drop-off work?

- On the first day, please do not drop your student off. 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. You may drop off your student in the carpool lane at St. Stephen’s, where KOS staff will help students out of their cars and make sure they join their class. Please do not try to drop off students while driving against the flow of the carpool lane, as it forces them to cross traffic.
- 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. Stay in your car and wait in the carpool lane. Please set up your car seat, etc., so your child can get in on the passenger side (rear seat). The entire carpool line is delayed when parents have to get out of their cars.
 2. 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.
 3. Do not park in the carpool lane.
 4. Do not pick up students while driving against the flow of the carpool lane, as it forces them to cross traffic.
 5. Do not pick up a student without checking in with the teacher or TA.
- For full-day students arriving more than 15 minutes early or picked up late, please ask about Before-Care and After-Care rates (or see “How do I sign up for Before-/After-Care?” below).

- 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.
- Parents arriving for pick-up after 3:45 will be charged a late fee of \$10 for every 15 minutes, rounding up.

When is my class?

Here's a handy chart for St. Stephen's students:

Camp Location	St. Stephen's Episcopal Church
Session	1
Start Date	Monday, July 27
End Date	Friday, Aug. 7
Daily Hours (Monday-Friday)	Half-Day (ages 4-5 only): 9:00 a.m. – noon Full Day (ages 6-14): 9:00 a.m. – 3:30 p.m.

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. If you have not pre-ordered, t-shirts will be available for \$10 cash or check while supplies last.
- **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 – 11 a.m.	First Class
11 a.m. – noon	Second Class, Part 1
Noon – 12:30 p.m.	Lunch
12:30 – 12:45	Recess
12:45 – 1:30	Second Class, Part 2
1:30 – 3:15	Third Class
3:15 – 3:30	Afternoon Assembly, Announcements, Dismissal

How are the age groups divided up?

AA: 4 – 5 years old; A: 6 – 7 years old; B: 8 – 9 years old; C: 10 – 11 years old; D: 12 – 14 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. Please do not use any other number when attempting to contact your student's teacher during the day. If an issue *must* be addressed during pick-up, please park and come inside the building to speak with the teacher. 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?

- Each full-day student should bring a lunch every day. Lunches should not require reheating or refrigeration.
- **We have a morning and afternoon snack break, and students should provide two small, non-sugary snacks from home.**
- Please help us by not turning your kids into sugar monsters! Make sure that their meals are balanced, filling and healthy—if the kids are washing down their PB&J and M&Ms with Coke, they all turn into Spider-Man after lunch!
- On the final day of class (showcase day), we will order pizza. If your student wishes to eat pizza, s/he will need to contribute \$3 in cash (we'll send home a note during the last week of each session). We order two toppings (pepperoni/cheese and cheese). For their \$3, students get 2 slices of pizza, with seconds available if there are leftovers. If this does not meet your student's dietary needs, please pack a lunch that day. Ordering pizza is not required, but it is a fun treat for performance day!
- 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.

I don't feel well. Should I 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 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.**

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.

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. All cell phones should be turned off and put away before the beginning of class. Please, no gum.

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

At St. Stephen's Episcopal Church, Before-Care is from 7:30 – 8:45 a.m. and After-Care is from 3:30 – 5:30 p.m. and is available to full-day students. Download an Extended Day form at www.mainstreettheater.com/kos. Before-Care and After-Care are handled by MST's Business Manager, Angela Harris. She can be contacted at 713-524-3622 x 103 or angela@mainstreettheater.com. Payment for these programs is not included in the camp tuition and must be made by separate check payable to Angela Harris.

When/where is the final performance?

- For all sessions, performances will take place on the **last day of class**.
- Please note that all showcases for **half-day classes** will take place on stage at MST – Rice Village, 2540 Times.
- All showcases for **full-day classes** will take place on stage at MST – Chelsea Market, 4617 Montrose.
- On the final day of each session, students should be dropped off at the **showcase location** at 9:00 a.m.
- Details about the performance days will be given in a letter from your child's teacher.

Here's another handy chart for final performances!

Camp Location	St. Stephen's Episcopal Church
Session	1
Performance Date	Friday, Aug. 7
Perf. Time & Location	Group AA (ages 4-5): 11:30 a.m. at MST – Rice Village Groups A & B: 4:30 p.m. at MST – Chelsea Market Groups C & D: 5:30 p.m. at MST – Chelsea Market

On performance day, do I need to pick up my full-day student at 3:30 and bring him/her back before the show?

No! On performance day, please DO NOT pick up your full-day student at 3:30. Instead, we ask that you allow him/her to stay with his/her teacher until the performance for that age group has been completed. This is important rehearsal time, and it allows us to ensure that all students are at the theater in time for their show.

How do I get a videotape of the performance?

Please **do not videotape** our final full-day showcases (though you may videotape half-day showcases). We employ a professional videographer to record each full-day class's performance, edit the footage, and combine each session's footage on VHS or DVD, so you can enjoy watching it live and then share it with family! Order forms will be available at each showcase.

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 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

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

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.