

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

**Director of Education and Kids On Stage:** Troy Scheid  
**St. Stephen's Site Director for MST:** TBD  
**Assistant Site Director:** TBD

**Kids On Stage Administration:** 713-524-9196 x 104 or [troy@mainstreettheater.com](mailto:troy@mainstreettheater.com)

*Please do not call St. Stephen's Church and School or any other MST number 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**

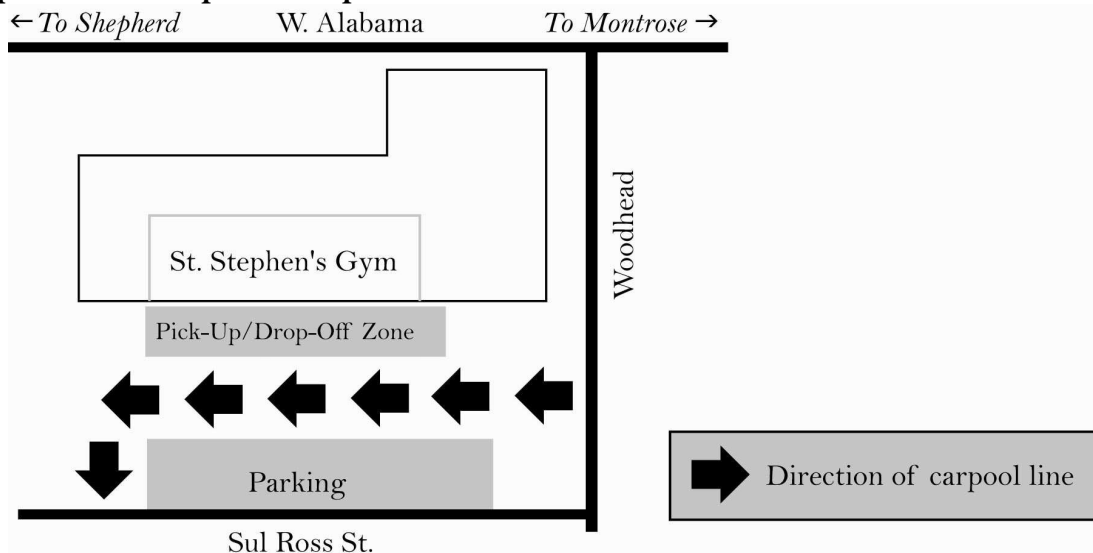
**Please read these policies and share the information with your son/daughter and any adults involved in your child's care.** By signing the release forms, you agree that you have read and will follow our policies.

**Release forms and immunization records** should be turned in on the first day of class (not before). Release forms will be available after May 1 at [www.mainstreettheater.com/kos](http://www.mainstreettheater.com/kos). 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.

**Carpool Map – See Pick-Up and Drop-Off Details Below**



## 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 first day, check-in begins at roughly 8:40 and ends at 9:15, and is organized by last name.** You should turn in your **signed release forms and immunization records** when you check in. You will be given a **green card** with your student’s group letter and number, and your student will join his/her group. 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. (Because students need to draw on their own resources during class, parents should not stay after warm-up is done.)
- **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.
- **Live Q&A:** The site director will be available throughout check-in to answer any questions.

Dates and Times for St. Stephen’s Sessions – HALF-DAY & FULL-DAY	
Session	Session 1
Start Date	Monday, July 26
End Date	Friday, Aug. 6
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.

### Drop-Off and Pick-Up Procedures

- **DROP-OFF:** After the first day, we do not require students to be signed in. **You may drop off your student in the carpool lane beginning at 8:45 a.m.** KOS staff will help students out of their cars and make sure they join their class. Kids should be dropped off on the building side, not the traffic side—they should not have to walk in front of or between cars.
- **PICK-UP:** During pick-up, all teachers will have lists of students and authorized drivers provided on the release form. 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. Pull up as far as you can to the head of the line, even if you are driving past your student’s group.
  2. To signal that you are a KOS parent, consider putting the green card you received on the first day on your dashboard. (You will still need to show ID.) In any case, please know your student’s group letter and number.
  3. 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 building side (rear seat). The entire carpool line is delayed when parents have to get out of their cars.
  4. Have your ID ready. During pick-up, instructors are required to identify drivers based the list you provide on the release form. If the person picking up your child is not on the list or cannot show ID, a parent/guardian must be telephoned for approval, **even if the child identifies this person as a parent, relative or friend.** Any changes to the list must be made in writing.
  5. Do not park in the carpool lane.
  6. Do not pick up a student without checking in with the teacher or TA.
- **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 in the lot and come inside.
- **PICKING UP LATE:** Parents arriving for pick-up after 12:15 p.m. (half-day students) or 3:45 p.m. (full-day students not enrolled in After-Care) will be charged a late fee of \$10 for every 15 minutes, rounding up. If you need to schedule a late pick-up in advance for your full-day student, please see **“How do I sign up for Before-/After-Care?”** below.
- **DROPPING OFF EARLY:** If your student is not registered for Before-Care, please do not drop off your child before 8:45.
- To pick up your student from After-Care, please park and come inside through the glass doors off the parking lot.

- Some parking spaces at St. Stephen’s are reserved, and there are some “no parking” zones. Please heed all parking signs!

**EXPECTATIONS FOR KIDS ON STAGE PARTICIPANTS & PARENTS**

**Kids On Stage Summer Camp is 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 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. 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- and dance-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/dance 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 at camp. Both dance and drama are team activities, and we intend to help the participants produce a first-rate show on the last day. 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 camper, 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.*

**DAILY SCHEDULE AND GROUP BREAKDOWNS**

At check-in on the first day, parents will receive a **green card** with their student’s name, group letter and number, camp schedule, and performance date and time. To signal that you are a KOS parent at carpool, consider putting the green card you received on the first day on your dashboard to streamline the process. (You will still need to show ID.) Use the card to become familiar with your student’s group letter and number, as that will be helpful if you need us to take a message to your student.

**What is the daily schedule?**

8:45 – 9:00 a.m.	Arrival
9:00 – 9:15 a.m.	Morning Assembly, Group Warm-Up
9:15 – 11 a.m.	First Class
11 a.m. – noon	Second Class, Part 1
Noon – 12:30 p.m.	Lunch (Full-Day students); carpool for Half-Day students is from 12 – 12:15
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 (Summer Studio Company): 12 – 14 years old. Groups may have both letters and numbers, such as B2, A3, etc., if there is more than one group of a certain age.

## **EMERGENCIES AND MEDICAL NEEDS**

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

**During camp hours**, please call the KOS administrative line 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 St. Stephen's. The church's staff members are not equipped to answer summer camp questions and cannot take a message to your student. Note that students' personal cell phones will be switched 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 KOS administrative 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 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.

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.** This information will be kept confidential except in 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 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” 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.

**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 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 (or –Woman) after lunch! Please, no gum.
- On showcase day, we will order Domino’s pizza for full-day students. 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 more 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! (Students should bring their snacks as usual.)
- While water from fountains and coolers is available, it is helpful for students to bring bottled water.
- **Please alert us to any dietary restrictions or food allergies.**

**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 and return them at the end of class. Please, no gum.

**FINAL PERFORMANCE INFORMATION**

For all sessions, performances will take place on the **last day of class**. Friends and family attend free of charge and do not need tickets. On the final day of each session, students should be dropped off at their **showcase location** at 9:00 a.m. (unless enrolled in Before-Care). **No students should go to St. Stephen’s on performance day, and students should remain at their performance location until their performance is over.** Details about performance day 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 & Location for St. Stephen’s Sessions	
Session	Session 1
Performance Date	Friday, Aug. 6
Perf. Time & Location	AA (ages 4-5): 11:30 a.m. at Main Street’s Rice Village Theater, 2540 Times Blvd., Houston 77005 A-B (ages 6-9): 4:30 p.m. at Main Street Theater’s Chelsea Market Theater, 4617 Montrose Blvd., Houston 77006 C-D (ages 10-14): 5:30 p.m. at Main Street Theater’s Chelsea Market Theater, 4617 Montrose Blvd., Houston 77006

### **On show day, do I need to pick up my 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 showcase, 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.

## **EXTENDED-DAY, CANCELLATIONS, REFUNDS, AND RECEIPTS**

### **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](http://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](mailto: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.

### **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.
- 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 made 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. Unfortunately, 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 make your request by emailing [troy@mainstreettheater.com](mailto:troy@mainstreettheater.com).

## **KIDS ON STAGE CLASSES DURING THE SCHOOL YEAR**

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

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](mailto:troy@mainstreettheater.com). Thanks for being a part of Kids On Stage!