



Thank you for being a part of Main Street Theater!
SUMMER CAMP INFORMATION and POLICIES 2017

CHELSEA MARKET CAMPUS

4617 Montrose at US-59 – Houston 77006
with additional classrooms at Milford House, 1101 Milford

Hours: 9 a.m. – 3:30 p.m.

Session 1: June 5 - 16

Session 2: June 19 - 30 (NO camp June 23)

Session 3: July 3 – 14 (NO camp July 4)

Session 4: July 17 - 28

Session 5: July 31 – Aug. 11

Questions or concerns? We are happy to help.

Education Department: Jonathan Gonzalez & Cybil Saenz

Education Department: 713-524-7998 or

jonathan@mainstreettheater.com cybil@mainstreettheater.com

Please do not call any other MST number OR Chelsea Market 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.

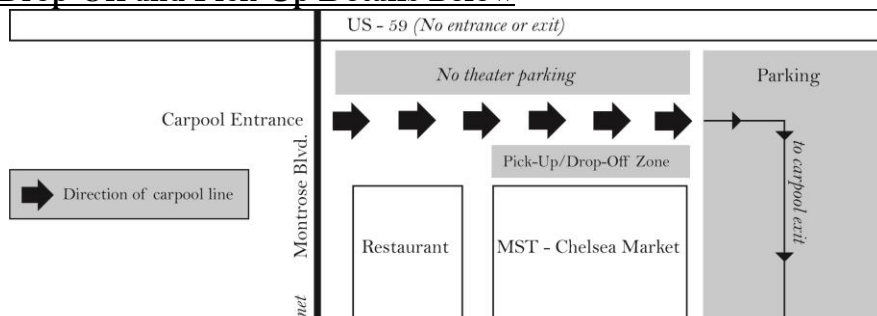
Release forms and immunization records should be turned in on the first day of class (not before). Release forms are available at www.MainStreetTheater.com/ed and extra copies will be available on the first day of class. If the person dropping your student off on the first day is a caregiver, grandparent, 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 or additions must be made in writing or emailed to the Department of Education.

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 Drop-Off and Pick-Up 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. Don't forget your signed, completed release forms.
- **For the first day, check-in starts at roughly 8:40 and ends at 9:15. (Students registered for Before-Care may arrive starting at 7:30.) Check-in lines are 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, we invite you to meet your student's first teacher of the day and stay through our group warm-up. (Because students need to draw on their own resources during class, parents may 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, check, or CC while supplies last. T-shirts are not required at camp, but they make awesome mementos!
- **Live Q&A:** The site director will be available throughout check-in to answer questions.

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.** (Only Before Care students may be dropped off earlier than 8:45 a.m.) MST staff will help students out of their cars and make sure they join their class. **When dropping off, please make sure that the passenger side of the vehicle is on the building side, not the traffic side.** It is dangerous to have them walk around or between cars during the busy morning carpool time. Traffic can be busy in the mornings so for our students' safety, we strongly suggest using the carpool lane for drop off, rather than walking your students into the building from the parking lot.
- **Do not pick up or drop off students from Milford House, only from Chelsea Market.** If you are picking up your student early, **advance notice by email is required**, and your student will be waiting for you in the Chelsea Market lobby at the time you specify.
- **PICK-UP:** During pick-up, all teachers will have lists of students and authorized drivers provided on the release form. Students will wait with other members of their groups. **Please be patient with us as we take the time to send our students home safely. You can help create a safe and aggravation-free carpool by doing the following:**
 1. Out of courtesy to our neighbors, **please do not arrive for carpool before 3:15.** In fact, you will wait in line less if you come later: **Students in Group A (6-7 year olds) will be dismissed at 3:15 and Groups B – SSC (ages 8-14) will be dismissed at 3:25.** If you have students in both carpool groups, you will need to pick your students up at 3:25.
 2. Having our carpool line extend onto Montrose is a traffic hazard that can get us in trouble with the police. If our carpool line is too long, we will ask you either to pull in alongside the line to park in the lot, or to come back in 5 minutes. The long line never lasts more than 5 minutes, but we can get in trouble very quickly!
 3. Please put the **green card** you received on the first day on your dashboard. That will help us find your group(s)/student(s). (You will still need to show ID.) The card is not required, but it will help if you know your student's group letter and number.
 4. **Pull up as far as you can** toward the head of the carpool line, even if you drive past your group.
 5. **Stay in your car.** Do not leave your car unattended in the carpool lane, and please set up your car seat, etc., so your child can get in on the building side, not the traffic side (rear seat). The entire carpool line is delayed when parents have to get out of their cars.
 6. **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.** Changes to the list must be in writing.
 7. Our carpool lane is a **no-phone zone:** For the safety of our students, please don't talk or text. MST employees will also need to communicate quickly and safely with drivers and this cannot happen when drivers are on cell phones.

- **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 in to the Chelsea Market lobby. Do not pick up students from Milford House. Please do not pick up a student without checking in with staff.
 - **Please note: We prefer that students NOT be picked up between 2:50 PM and 3:15 PM. This is the time of day where all staff members are wrapping up classes, giving out reminders for home, etc. Thank you for your understanding as we strive to serve your needs in the most efficient way possible!**
- **PICKING UP LATE:** Parents arriving for pick-up after 3:45 p.m. will be charged a late fee of \$10 for every 15 minutes, rounding up. If you know in advance that you will need to pick your student up late, please see “**How do I sign up for Before-/After-Care?**” below. In an emergency, please contact the Education Office.
- **DROPPING OFF EARLY:** If your student is not registered for Before-Care, please do not drop off your child before 8:45 as we cannot offer adequate supervision.
- To pick up your student from After-Care, please park and come inside the Chelsea Market lobby.
- Please always park in the lot of Chelsea Market, even if you will only be out of your vehicle for several minutes. Parking in spaces that have “Reserved”, “Two Hour Parking”, or “Danton’s” on their signs will put you in danger of having your vehicle towed. Also, during carpool times, parking (and leaving) in the reserved spots disrupts our carpool flow and is potentially dangerous to pedestrians and other vehicles. (These reserved spaces are typically found near the highway, directly in front of Chelsea Market.) Please heed this advice on regular camp days, and be sure to pass the additional parking information along to friends and family on Performance Days.

What is Milford House?

Milford House is the home of the Italian Cultural and Community Center. Because our Chelsea Market site is so popular, we have leased additional classrooms from Milford House to accommodate demand. **All students attending the Chelsea Market Campus should be dropped off at and picked up from Chelsea Market, NOT Milford House.** Students whose classes will be held at Milford House will take the short walk (five minutes) to Milford House after the morning warm-up, returning in time for afternoon assembly. They will be accompanied by their teachers, teaching assistants, and site directors. Please notify us **in advance** if you need to pick up your student early, and your student will be waiting for you in the Chelsea lobby at the time you specify.

Reminder: We prefer that students NOT be picked up between 2:50 PM and 3:15 PM. This is the time of day where all staff members are wrapping up classes, giving out reminders for home, etc. Thank you for your understanding as we strive to serve your needs in the most efficient way possible!

EXPECTATIONS FOR MST PARTICIPANTS & PARENTS

Main Street Theater offers students a performing arts playground where professional theater artists serve as mentors. With an emphasis on creativity and collaboration, we provide hands-on opportunities for students to make original contributions in all aspects of play and dance production. This unique format of student/artist driven performance has proved 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.

In each group, students become play- and dance-creators as well as actors. 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. As with a sports team, 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. Positive attitudes keep things fun for everyone and produce the best final shows.

We value challenging each student to exceed his or her own expectations: to take risks, be bold, be silly, be dramatic, and HAVE FUN! Every student will be featured in the final performance, which represents only a fraction of the fun and learning that happen at camp.

We ask that parents support and guide their children in keeping the MST Student Pledge they will take in class, in following the MST student policies, and in ensuring students are present and prompt each day. Parents should 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 Education 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 Site Director and/or Department of Education staff. Main Street Theater enforces a zero-tolerance policy for some behavior/items. *Weapons, controlled substances, substances illegal for minors, theft, and behavior interpreted by the Education Department staff as violent, disruptive, destructive, harassing, bullying or aggressive will not be tolerated and may result in removal from the program.*

DAILY SCHEDULE AND AGE GROUP BREAKDOWN

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
12:30 – 12:45	Recess
12:45 – 1:30	Second Class, Part 2
1:30 – 3:05	Third Class
3:05 – 3:15	Afternoon Assembly, Announcements
3:15	Dismissal for A groups (6-7 year olds only)
3:25	Dismissal for B – SSC groups (8 – 14 year olds)

Reminder: If you have students in the A groups *and* B-SSC groups, please arrive for carpool at 3:25 pm, not 3:15 pm.

How are the age groups divided up?

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. Know your group! On the registration form, you may request that your student be placed with a friend. If you did not make that request on the registration form, please do it in a timely manner before the beginning of a session. On the first day, we may not be able to accommodate placement requests.

EMERGENCIES AND MEDICAL NEEDS

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

During camp hours, call the Education Office at 713-524-7998 or email us (jonathan@mainstreettheater.com or cybil@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 any other MST numbers or location numbers to attempt to reach your student. Students are encouraged to leave their cell phones at home; if they do have a phone with them it must be off during camp hours.

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 Education Office line. If an issue *must* be addressed during pick-up, please park and come inside the building and ask to speak to the Site Director. (Please specifically speak with the Site Director as Teachers and TAs might not be as well equipped to address specific questions or concerns.)

My child doesn't feel well. Should s/he go to camp today?

Though we encourage good attendance, please keep your child home for the health of the class (and notify the Education Department office) when any of the following symptoms are observed: sore throat; eye

infection/pink eye; 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. **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 (except in the case of an allergic reaction or asthma attack; see below). It is the responsibility of the parent or legal guardian to inform the MST 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/learning issues in the designated space in the release packet so that we can be aware of and help students (and parents) have a positive and healthy camp experience!** This information will be kept confidential except in the case of a medical emergency.

My child has a food allergy or chronic medical condition (ex. Asthma). What steps should I take to alert the staff?

Please communicate with us verbally about the allergy or condition and provide us with a **written** action plan that details allergens, symptoms of a reaction, and steps to be taken in case of emergency. Provide the Site Director with the necessary medications (such as Benadryl tabs, Epi-Pen, Inhaler, and/or Emergency Response Kit). Main Street Theater cannot dispense, monitor, or maintain medication for any student EXCEPT in the event of an allergic reaction and/or asthma attack for which we have received an Action Plan and the necessary medication. In the liability release, you have specifically released us from liability resulting from actions taken in case of emergency. **Please feel confident in the fact that every member of our Summer Staff takes part in emergency training at Orientation, specifically learning to recognize early onset symptoms of medical distress and procedures to administer EpiPens and rescue inhalers.**

Please note: Epi Pens, Inhalers, and other emergency medication must go home on the last day of camp. If these items remain at MST more than two weeks after the session is completed, they will be properly disposed of.

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 long, 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 all skirts (This pertains to long skirts as well). Please also remember that "Boy short"-style undies are not sufficient). 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 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.**
- While water is always available, it is helpful for students to bring bottled water. (No glass, please!)
- 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 Tasmanian Devils after lunch!
- Please, no gum.

- On show day, we will order Domino’s 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, with extras 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 show day treat! (Students should bring their snacks as usual.)
- **Please alert us to any dietary restrictions or allergies (of any kind).** We much prefer to have “too much information” on file, rather than too little!

What should students bring from home?

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, though our showcases do not require elaborate costume construction or purchase. 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 backstage areas following the showcase performance.

What should students NOT bring from home?

- **Please, no personal items** - Students should not bring personal items like video games, jewelry, or iPads. 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 must 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.
- **No baked goods or food treats for classmates** – Many of our students suffer from food allergies. These food allergies are not always disclosed to MST employees due to parents trusting us to enforce “no sharing food” during mealtimes.

Celebrating Birthdays at Summer Camp

If a student celebrates a birthday or important milestone while at camp, please let the Site Director, Education Department staff, or student’s teacher know so that we may celebrate with and acknowledge your student’s special day! The entire camp will sing Happy Birthday at start of day Warm Ups and the birthday student will be able to pick the games played at recess that day. *We simply ask that this celebration not involve food of any kind per our policies (stated above.)*

FINAL PERFORMANCE INFORMATION

For each session, performances will take place on the **last day of class**. Family and friends attend free of charge, and no tickets are needed. All students should be dropped off between 8:45 and 9:00 a.m. on performance day (unless enrolled in Before-Care). 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 from home.

Final Performance Information for Chelsea Market	
Session 1 Performance Date	Friday, June 16
Session 2 Performance Date	Friday, June 30
Session 3 Performance Date	Friday, July 14
Session 4 Performance Date	Friday, July 28
Session 5 Performance Date	Friday, August 11
Perf. Time & Location (All sessions)	Group A (ages 6-7): 4:00 p.m. at Chelsea Market (Lasts 50 minutes) Group B, C, Summer Studio Company (ages 8-14): 5:00 p.m. at MST – Chelsea Market (Lasts 75 minutes)

On show day, do I need to pick up my student at 3:25 and bring him/her back before the show?

No! On performance day, please DO NOT pick up your child at 3:25. 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 ensures that all students are present for their show.

Final Performance Costumes and Props

All students will spend time working with their Stagecraft Teacher to create as many of the necessary props and costume pieces needed for final performances as possible. A letter will be sent home with each student that details what should be worn as a base costume for the final performance (dance and theater). Base costumes often include a solid color shirt, solid colored pants, or solid colored skirt. Please note that we do not want our families to feel that they should need to purchase anything for final performances. We are always happy to help if something has been requested that is not easily provided from your student's closet or home dress up trunk.

Please note: Our camps focus on the actor's voice, body, and imagination. Elaborate costumes and make-up effects are NOT necessary, and are NOT allowed. Our teachers always strive to have a cohesive look for the entire class and elaborate costumes and make-up can greatly detract from this planned aesthetic. Elaborate costumes tend to constrict movement, rather than enhance it, and make-up is prohibited. Our focus is on the performer, not the garment!

How do I get a DVD of the performance?

We employ a professional filmmaking company to record each performance, edit the footage, and create a DVD, so you can enjoy watching it live and share it with family later! Order forms will be sent to families by email before the start of each session. The DVD's will be sent to you by RicOrnel Productions and they should arrive about 8 weeks after your final performance date. If you have not received them by 8 weeks, e-mail them directly at ricornelproductions@msn.com or call 281-840-2286.

EXTENDED-DAY, CANCELLATIONS, REFUNDS, AND RECEIPTS

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

At Chelsea Market, Before-Care is from 7:30 – 8:45 a.m. and After-Care is from 3:30 – 5:30 p.m. Download an Extended Day form at www.MainStreetTheater.com/ed. Before-Care and After-Care are handled by MST employee, Angela Harris. She can be contacted during business hours or extended day hours at 713-443-9674 or skynu2@gmail.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. All refunds will be made by check.**
- If you cancel your registration less than one month (30 calendar days) before class begins, no refund will be given, but a credit certificate for the full tuition amount will be issued.
- There is no fee to move your registration to another session. If the session you are trying to join is full, your student will be placed on the waiting list.
- No full or partial refunds/credits will be given 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 camp due to excessively disruptive health or a behavioral problem which becomes unmanageable/unsafe (even after collaboration and communication with parents) there will not be any refund/credit for any portion of the tuition.
- MST 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 Main Street Theater. 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 MST class. No monetary refunds can be given.

How do I get a receipt or tax ID number?

- Our tax ID for camp tuition is 74-2093696.
- MST is happy to provide you with a receipt at the end of each session. You must request this information—it will **not** be provided automatically. Please email your request to cybil@mainstreettheater.com.
- The tax ID for Extended Day tuition is 26-4168111.
- If you require a receipt for Extended Day, please contact Angela Harris directly at skyinu2@gmail.com with your request.

MST CLASSES DURING THE SCHOOL YEAR

In addition to our summer curriculum, MST offers year-round skills and performance classes for students of all ages. Check our website at www.MainStreetTheater.com/ed around mid-July for details. Our satellite programs—MST 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 satellite class, please contact the Education Office at 713-524-7998 or email jonathan@mainstreettheater.com.

If you have a question not answered in the policies, or if a concern arises, please don’t hesitate to contact the Education Office at 713-524-7998 or email jonathan@mainstreettheater.com cybil@mainstreettheater.com. Thank you for being a part of Main Street Theater!