



Thank you for being a part of Main Street Theater!

SUMMER CAMP INFORMATION and POLICIES 2017

Midtown Arts & Theater Center Houston (MATCH)

3400 Main St., Houston, TX 77002

Hours: 9 a.m. – 3:30 p.m.

Session 1: June 26 - 30

Session 2: July 10 - 14

Session 3: July 17 - 21

Session 4: July 31 – Aug. 4

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 MATCH 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 is 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 at www.MainStreetTheater.com/ed after May 1. 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 or emailed to the Education Department staff.

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.

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.
 - Our one week camps take place in the rehearsal rooms of the MATCH. Please walk in to our sign in table, located by the atrium and box office of the MATCH (corner of Holman and Main St.)
- **First-day check-in starts at roughly 8:40 and ends at 9:15. 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 stay through our group warm-up. (Because students need to draw on their own resources during class, parents may not stay after warm-up.)

- **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!

Drop-Off and Pick-Up Procedures

- We are happy to offer Extended Day Hours at our MATCH location. Before/After Care is not included in your tuition purchase, and must be separately arranged with Angela Harris (MST employee). Students attending Before/After care are the only students that may arrive before 8:45am and may stay after 3:45 pm. Please see our website for details!
- We are pleased to offer our camp at the MATCH, which is convenient, popular, and accessible for many students. However, as the area is always crowded with people and cars, we ask that you pay special attention to our drop-off and pick-up procedures in order to help us keep our camp safe and our high-traffic times aggravation-free.
- **REGULAR DROP-OFF:** Carpool will be each morning from 8:45 a.m. – 9:00 a.m. Our MST staff members will be waiting in the bus lane of the MATCH (on the Travis St. side of the building) to help students safely out of the car and will escort them into the atrium to join their class. Please do not drop off your students before 8:45 a.m., as adult supervision is not available.
- **PICK-UP:** During pick-up, all teachers will have lists of students and authorized adults. To pick up your student, please park and walk inside the MATCH atrium with your ID. **Please be patient with us as we take the time to send our students home safely.**
- **Have your ID ready.** 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 made in writing.
 1. Pick-up and drop-off times are **no-phone zones:** For the safety of our students, please don't talk or text so that staff can clearly communicate with families and students.
- **PICKING UP EARLY:** If you need to pick up your student before the end of the camp day, **advance notice by email to the Education Department staff is required.** Please park and come up to the atrium with your ID. Please do not pick up a student without checking in with Main Street staff.
- **PICKING UP LATE:** Parents arriving for pick-up after or 3:45 p.m. will be charged a late fee of \$10 for every 15 minutes, rounding up.
- **Park with care:** There is a fair amount of construction in the Main St/Holman/Travis/Francis area of Midtown and the posted parking rules may change without warning on a day to day basis. Please take care to read signs and note that there are some "no parking" zones.

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 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 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 MST 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 Education Department 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 GROUP BREAKDOWNS

What is the daily schedule?

Full-Day (ages 6-11)

8:45 – 9:00 a.m.	Arrival
9:00 – 9:15 a.m.	Assembly, Warm-Up
9:15 – 10:30	First Class
10:30 – 10:45	Snack Break
10:45 - Noon	Second Class
Noon – 12:30	Lunch
12:30 – 12:45	Recess
12:45 – 2:00	Third Class
2:00 – 2:15	Snack Break
2:15 – 3:15	Fourth Class
3:15 – 3:30	Clean up
3:30- 3:45	Dismissal

How are the age groups divided up?

A: All of our One Week Camp will be divided into two classes, grouped according to age. (Example: 6-8 year olds in one class, 9-11 year olds in the second class.)

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 (jonathan@mainstreettheater.com 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 Bellaire Parks & Rec directly, or any other MST 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 Education Department staff) 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 long, 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 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?

- **Students need to bring a lunch from home.** Lunches from home should not require reheating or refrigeration.
- While water fountains are available, it is helpful for students to bring bottled water. (No glass, please!)

- 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 Tasmanian Devils after lunch!
- Please, no gum.
- 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 most of 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 take place on the **last day of class**. Friends and family attend free of charge and no tickets are needed. **The final performance will take place at the MATCH**, so on the final day of each session, students should be dropped off between 8:45 and 9:00 a.m. as per usual. (Before-Care students may arrive starting at 8:00 a.m.) **Students should remain at the school from morning drop off 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.

Final Performance Information	
Session 1 Performance Date	Friday, June 30
Session 2 Performance Date	Friday, July 14
Session 3 Performance Date	Friday, July 21
Session 4 Performance Date	Friday, Aug. 4
Perf. Time & Location (All sessions)	Each Session : The last Friday of the session at 4:00 p.m. at Midtown Arts & Theater Center Houston (MATCH) (Lasts 30 minutes) The performances are held in MATCHBOX 4, which is the theater closest to the Travis St. side of the building.

Where is my performance location?	MATCH is located at 3400 Main St, Houston, TX 77002
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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 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.

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?

You are welcome to film and take pictures during the final showcases. We regret that our videographers are not able to film these dates at MATCH.

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 or cybil@mainstreettheater.com. Thank you for being a part of Main Street Theater!