



Thank you for being a part of Main Street Theater!
SUMMER CAMP INFORMATION and POLICIES 2018

MATCH: Midtown Art & Theater Center Houston
3400 Main St - Houston, Texas 77002

Hours: 9:00 AM – 3:30 PM

Session 1: June 18 - 22, 2018	Session 4: July 16 - 20, 2018
Session 2: June 25 - 29, 2018	Session 5: July 23 - 27, 2018
Session 3: July 9 - 13, 2018	Session 6: August 13 - 17, 2018

Questions or concerns? We are happy to help.

Education Department: Jonathan Minchew-Gonzalez & Cybil Saenz

Education Department: 713-524-7998 or

jonathan@mainstreettheater.com cybil@mainstreettheater.com

*Please **DO NOT** call MATCH or any other MST phone number if you have questions about summer camp or need to get a message to your child during the day.*

IMPORTANT INFORMATION

Please read these policies and share the information with your child and all adult caregivers.

By signing the release forms, you agree that you have read and will follow these 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 1st. Extra copies will be available on the first day of class. If the person dropping off your student on the first day is a caregiver, grandparent, or non-guardian relative, please provide him/her with the **COMPLETED, SIGNED FORMS IN ADVANCE.**

For mandatory security reasons, we require government issued picture IDs during dismissal.

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 form. 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 administrative office.

As on a sports team, all students are important to their performing arts team's rehearsals and final showcase. **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 to check them in and meet the staff.

- ★ 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 the MATCH Box Office (corner of Holman and Main Street). You will enter the MATCH through the breezeway gate at the corner of Holman and Main Street on the First Day Only.
- ★ There is FREE PARKING for the FIRST 15 MINUTES in the parking garage located at Mid-Main Lofts across the street from the MATCH. There are entrances located off of Holman and Travis Street.
 - First-day check-in begins at approximately 8:45 AM and ends at 9:15 AM.
 - Check-in lines are organized by last name.
 - We will need 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(s) has checked in, we invite you to stay through our group warm-up, but will ask you to leave shortly after that because students need to draw on their own resources during class.
 - T-Shirts: If you have pre-ordered a t-shirt, you can pick it up from the t-shirt table. If you would like to purchase t-shirts, a variety of sizes will be available for \$10 Cash, Check, or Credit Card, while supplies last. T-shirts are not required at camp, but they make awesome mementos and 100% of the proceeds go to the Education Department.

EXTENDED DAY PROGRAM, ARRIVAL AND DISMISSAL PROCEDURES:

- ★ We are happy to offer an Extended Day Program at our MATCH location. This program is offered by an outside vendor approved by the MST Education Department Administrative Office and is NOT INCLUDED in your summer camp tuition fee. Students attending extended before and/or after care are the only students that may arrive prior to 8:45 AM and/or stay past 3:45 PM without incurring a late fee. If you would like to take advantage of this convenient service, please visit: http://mainstreettheater.com/ed/summer_extended-day_registration.html for more details, or contact Angela Harris directly at 713-443-9674 or skyinu2@gmail.com.
- ★ Our MATCH Camp is convenient, popular and accessible for many families, however, as the area is always crowded with people and cars, it is vital that you pay special attention to our arrival and dismissal procedures in order to help us keep our camp safe and our high traffic times aggravation-free.

ARRIVAL: After the first day, we do not require students to be signed in.

- You may drop off your student(s) beginning at 8:45 AM until 9:00 AM in the MATCH drop off zone located on the Travis Street side of the building. Please DO NOT drop off your student before 8:45 AM in the carpool lane as adult supervision is not available.
- MST staff members will help students out of their cars and make sure they join their class.
- It's important to pull up as far as possible to allow as many cars in the drop off zone during arrival.
- Watch for MST staff members directing you where to stop or go in the drop off zone before you let your child(ren) exit the vehicle.
- Please have your child(ren) exit from the passenger side of the vehicle, 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 students' safety, we strongly suggest using the carpool lane for drop off, rather than walking your students into the building from the parking garage or street parking.
- Late Arrivals past 9:00 AM will require you to park and walk your student into the building at the entrance located by the MATCH Box Office (corner of Holman and Main Street) just like on the first day of camp. Please use the buzzer to the right of the MATCH Box Office to notify the MST Administrative Office to let you in the building if the breezeway gate is closed or call 713-524-7998.

DISMISSAL: To help drop-off and pick-up move smoothly, please put the green card you received on the first day on your dashboard. (You will still need to show ID.) The green card is not required, but it will help if you know your student's group letter and number.

- **REGULAR PICK-UP:** Pick-up begins at 3:30 PM and all Teachers will have a printed list of student names and authorized pickup persons provided on their release form. Please line up in the drop off zone located on the Travis Street side of the building. Pull your vehicle up as far as possible to allow the maximum number of vehicles into the drop off zone. Please be patient with us as we take the time to send our students (your children) home safely. You can help us create a safe and aggravation-free carpool experience by doing the following:
 1. Have your government issued picture ID card ready. Teachers are required to identify pick up person based on the list you provide on the release form. If the person picking up your child is not on the list or cannot show a picture ID card, 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 or sent via email to the Education Department administrative office.
 2. Our pick up time is a no-phone zone: For the safety of our students, please don't talk or text so that staff members may communicate with you as needed.
- **EARLY PICK-UP:** If you need to pick up your student before the end of the camp day (3:30 PM), advance notice by email to the Education Department administrative office is required. Please park and come into the MATCH building with your government issued picture ID card. If the breezeway gates are closed, call 713-524-7998 to let you in or use the buzzer located to the right of the MATCH Box Office . Please do not pick up a student without checking in with the onsite Main Street Theater staff.
- **LATE PICK-UP:** Parents arriving for pick-up after 3:45 PM 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, Holman, Travis and Francis Street 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 "No Parking" Zones in some areas. There is FREE PARKING for the FIRST 15 MINUTES in the parking garage located at Mid-Main Lofts across the street from the MATCH. There are entrances located off of Holman and off of Travis.

EXPECTATIONS FROM MST PARTICIPANTS, PARENTS & GUARDIANS:

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 theater production. This unique format of student/artist driven performance has proven popular with kids and parents alike. Of course, with this freedom comes responsibility: Each student needs to show up with a positive attitude, focused energy 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 Teacher. 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 the Teacher and teammates alike. Positive attitudes keep things fun for everyone and produce the best final showcases.

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

We ask that parents and guardians support and guide their children in keeping the Main Street Theater Student Pledge they will take in class, in following the Main Street Theater student policies, and in ensuring students are present and prompt each day. Parents and Guardians should actively support their children 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 Teacher Assistant (TA). If the conflict is with a Teacher/TA, please contact the MST

Education Department Administrative office, 713-524-7998. 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 Administrative office. Main Street Theater enforces a zero-tolerance policy for some behavior and/or items. *Weapons, controlled substances, substances illegal for minors, theft, and behavior interpreted by the Education Department staff as violent, disruptive, destructive, inappropriate, harassing, bullying or aggressive will not be tolerated and **may result in removal from the program without a refund.** This includes taking pictures or recording videos, or pulling up inappropriate material from the Internet on mobile smart devices.*

DAILY SCHEDULE: FULL-DAY (ages 6 - 11) GROUPED BY AGE		
8:45 AM	9:00 AM	ARRIVAL
9:00 AM	9:15 AM	ASSEMBLY, WARM UP
9:15 AM	10:30 AM	FIRST CLASS
10:30 AM	10:45 AM	SNACK BREAK
10:45 AM	12:00 PM	SECOND CLASS
12:00 PM	12:30 PM	LUNCH
12:30 PM	12:45 PM	RECESS
12:45 PM	2:00 PM	THIRD CLASS
2:00 PM	2:15 PM	SNACK BREAK
2:15 PM	3:15 PM	FOURTH CLASS
3:15 PM	3:30 PM	CLEAN UP
3:30 PM	3:45 PM	DISMISSAL

How are the age groups divided up?

All of our One-Week Camps will be divided into two classes and grouped by age (Group A: 6-8, Group B: 9-11). On the registration form, you may indicate any friend requests. If a friend request was not made at the time of registration, please do so before the first day of your 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, you may call the Education Department Administrative Office at 713-524-7998 or email jonathan@mainstreettheater.com or cybil@mainstreettheater.com to ask questions about camp or have a message sent to your student. Voicemail and email are checked regularly, and you will receive a response with minimal delay even if you do not immediately reach a live person. Please do not call the MATCH: Midtown Arts & Theater Center Houston 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 the 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 Department Administrative Office phone number. If an issue must be addressed during dismissal, please park and come inside the building and ask to speak to the Teacher, not the TA.

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

Though we encourage perfect attendance, please keep your child home when any of the following symptoms are observed:

- vomiting or diarrhea within last 24 hours
- sore throat
- eye infection/pink eye
- earache
- persistent cough and/or runny nose
- fever within last 24 hours
- 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 parent and/or guardian (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 has resolved. 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 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/behavioral/learning issues in the designated space of the release form packet so that we can be aware of and help students (and parents/guardians) 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 Teacher with the necessary medications (such as Benadryl tablets, EpiPen, 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 Camp Staff takes part in emergency training, specifically learning to recognize early onset symptoms of medical distress and procedures to administer EpiPens and rescue inhalers.

Please note: EpiPens, Inhalers, and other emergency medication must go home on the last day of camp. If these items remain at Main Street Theater for more than two weeks after the session has 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. Bike 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, open-toe sandals, 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 a water bottle. (No glass containers)
- 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!
- No gum or sticky candy allowed.
- No sharing food with other students at any time.
- 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 final showcase, though our plays do not require elaborate costume construction. Any items brought to camp 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 otherwise). Please make sure your student removes all of his/her belongings from the classroom following the showcase performance.

*What should students **NOT** bring from home?*

No valuable personal items - students should not bring personal items such as:

- portable video game consoles
- smart devices
- jewelry
- toys
- expensive clothing

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, The Teacher or TA 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 staff due to parents trusting us to enforce “no sharing food” during mealtimes.

Will you celebrate my child’s birthday during summer camp?

If a student celebrates a birthday or an important milestone while at camp, please let the Education Department Administrative Office, Teacher or TA know so that we may celebrate with and acknowledge your student’s special day! The entire camp will sing Happy Birthday at Assembly, Warm Ups and the birthday student will be able to pick the games played at recess for 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, Friday. Friends and family attend free of charge and no tickets are required. The final performance will take place in MATCH BOX 4 at MATCH: Midtown Arts & Theater Center Houston, so on the final day of each session, students should be dropped off between 8:45 AM and 9:00 AM, as per usual (or earlier if enrolled in the Extended Day Program) and remain at camp from morning drop off until their performance is over. Details about performance day will be distributed in-hand and by email the first day 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	
Session 1 Performance Date	Friday, June 22
Session 2 Performance Date	Friday, June 29
Session 3 Performance Date	Friday, July 13
Session 4 Performance Date	Friday, July 20
Session 5 Performance Date	Friday, July 27
Session 6 Performance Date	Friday, August 17
Performance Time & Location (All sessions)	4:00 PM in MATCH BOX 4 at MATCH: Midtown Arts & Theater Center Houston. The theater is located by the Travis Street side of the building. (approximately, 30 minutes)
Where is my performance location?	MATCH: Midtown Arts & Theater Center Houston 3400 Main St - Houston, Texas 77002

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

No! On performance day, please **DO NOT PICK-UP** your student at 3:30 PM. Instead, we ask that you allow him/her to stay with his/her Teacher until the performance has been completed. This is important rehearsal time, and it allows us to ensure that all students are ready in time for their performance.

FINAL PERFORMANCE COSTUMES AND PROPS:

All students will spend time working with the Teacher in Stagecraft to create as many of the necessary props and costume pieces needed for final performance day. A letter will be sent home with each student that details what should be worn as a base costume for the final performance. Base costumes often include a solid color shirt, solid colored pants, or solid colored skirt. Main Street Theater does 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.

Our camp focuses on the actor's voice, body, and imagination. Elaborate costumes and make-up effects are NOT necessary, and are NOT allowed for final performances. 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 wardrobe.

How do I get a DVD of the performance?

You are welcome to film and take pictures during the final showcase performance. However, do not use flash photography or anything that may distract the students from performing. Unfortunately, our videographers are unavailable to record at this location.

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 (30 calendar days) before class begins, no refund will be given.
- There is no fee to move your registration to another session at the same location. 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 cancelled 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 be no refund/credit for any portion of the tuition fee.

- Main Street Theater may cancel a class if enrollment is insufficient. If a class is cancelled, tuition fee will be refunded in full. All refunds will be made by check and distributed within ten (10) business days.
- We want all students to be satisfied with their experience at Main Street Theater. If, after attending the first day of class and a student decides that s/he does not want to continue, let us know within 24 hours to receive a credit towards a future Main Street Theater class. No monetary refund will be given.

How do I get a receipt or tax ID number?

- Our federal 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. You will receive it within ten (10) business days from when your request is received, so please plan accordingly.
- The federal tax ID for the Extended Day Program is 26-4168111.
- If you require a receipt for the Extended Day Program, please contact Angela Harris directly at skyinu2@gmail.com with your request.

MST CLASSES DURING THE SCHOOL YEAR

In addition to our summer curriculum, Main Street Theater offers year-round skills and performance classes for students of all ages. Check out 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 these policies, or if a concern arises, please don’t hesitate to contact the Education Department Administrative Office at 713-524-7998 or email jonathan@mainstreettheater.com or cybil@mainstreettheater.com.

Thank you for being a part of Main Street Theater!

Jonathan Minchew-Gonzalez, Director of Education

Cybil Saenz, Education Manager