

## EDUCATION OFFICE CONTACT INFORMATION

Jonathan Gonzalez, Director of Education: [jonathan@mainstreettheater.com](mailto:jonathan@mainstreettheater.com) or 713-524-7998

Cybil Saenz, Education Manager: [cybil@mainstreettheater.com](mailto:cybil@mainstreettheater.com) or 713-524-7998

Please note that Main Street Theater classes are at two locations in 2017-2018.

Main Street Theater in Rice Village (2540 Times Blvd.)  
MATCH: Midtown Arts & Theater Center Houston (3400 Main St.)

MATCH - Location of Education Office 3400 Main St., Houston, TX 77002

## IMPORTANT INFORMATION

**Please read these policies and share the information with your son/daughter and any adults involved in your child's care.** When you sign the release forms, you are agreeing that you have read and will follow these policies, including the *Refund Policy*. Besides conveying the rules of the program, the policies answer some of the frequently-asked questions about Main Street Theater's classes.

**Release forms and Immunization Records** should be turned in on the first day of class (NOT before) and can be found at [www.MainStreetTheater.com](http://www.MainStreetTheater.com) on the Education page. Extra copies will be available on the first day of class.

**For security reasons, we strictly enforce checking IDs during pick-up.** Please have your ID ready. Instructors are required to identify drivers based on an approved list provided by the student's parent/guardian. If the person picking up your child is not on the list, the parent/guardian who signed the release form must be contacted to approve the unauthorized person, **even if the child identifies this person as a parent, relative or friend.** Any changes to the list must be made in writing via email.

Since every class has a final performance, and all students are important to the final product, **each student should attend every class.** If your child cannot attend, please notify the Education Dept. that s/he will be absent, tardy or early dismissal.

**Final performance time** will not change and can be found in these policies.

# COURSE SCHEDULES

CORE CLASSES (1, 2 & 3)			
Class	Fall Dates (2017)	Spring Dates (2018)	Day/Hours
Core Acting: Act 1 Saturday	Sept. 9 – Nov. 11 (MST – RV) (Performs Nov. 11 at 10 a.m.)	Feb. 10 – Apr. 14 (MST – RV) (Performs Apr. 14 at 10 a.m.)	Saturday 9a.m. – 10:30 a.m.
Core Acting: Act 2 Saturday	Sept. 9 – Nov. 11 (MST – RV) (Performs Nov. 11 at 11:30 am.)	Feb. 10 – Apr. 14 (MST – RV) (Performs Apr. 14 at 11:30 a.m.)	Saturday 10:30 a.m. - noon
Core Acting: Act 3 Saturday	Sept. 9 – Nov. 11 (MST – RV) (Performs Nov. 11 at 10 a.m.)	Feb. 10 – Apr. 14 (MST – RV) (Performs Apr. 14 at 10 a.m.)	Saturday 10:30 a.m. - noon
Core Acting: Act 1 Wednesday	Sept.13 – Nov. 15 (MST – RV) (Performs Nov. 15 at 5:15 p.m.)	Feb. 14 – Apr. 18 (MST – RV) (Performs Apr. 18 at 5:15 p.m.)	Wednesday 4:15 p.m. – 5:45 p.m.

R&P By Audition Classes			
Class	Rehearsal Dates (Fall, Winter, Spring)	Days of Week	Hours
R&P By Audition (Winter)	October 9, 2017 – January 22, 2018	Mon. & Wed.	4:15 – 6:15 p.m.
R&P By Audition (Spring)	February 5, 2018 – April 29, 2018	Mon. & Wed.	4:15 – 6:15 p.m.

*\* Refer to audition form for additional dates, including tech week which has additional rehearsal dates. Regular rehearsals will be held at MST – Rice Village. Winter Tech week and performances for R&P By Audition will be held at MST – Rice Village. Spring Tech week and performances for R&P By Audition will be held at MATCH.*

Turbo Camps – MST Rice Village			
Class	Winter (2017)	Spring (2018)	Hours
Turbo Camps	Monday, Dec. 18 <sup>th</sup> Tuesday, Dec. 19 <sup>th</sup> Wednesday, Dec. 20 <sup>th</sup> Thursday, Dec. 21 <sup>st</sup> Friday, Dec. 22 <sup>nd</sup>	Monday, March 12 <sup>th</sup> Tuesday, March 13 <sup>th</sup> Wednesday, March 14 <sup>th</sup> Thursday, March 15 <sup>th</sup> Friday, March 16 <sup>th</sup>	9:00 a.m. – 3:30 p.m.
<i>Register for as few or as many days as you like! Extended Day Options available for an additional fee.</i>			

Drama Days – MST Rice Village		
Class	Winter (2017)	Hours
Drama Days	Wednesday, Dec. 27 <sup>th</sup> Thursday, Dec. 28 <sup>th</sup> Friday, Dec. 29 <sup>th</sup>	9:00 a.m. – 3:30 p.m.
<i>Register for as few or as many days as you like! Extended Day Options available for an additional fee.</i>		

## THINGS TO KNOW FOR THE FIRST DAY

### Where and how do I drop off my student (or pick my student up)?

**R&P By Audition:** On the first day of class, parents should accompany students into class to complete registration and release forms. All students who auditioned will have already completed the Main Street Theater student pledge at the time of their audition.

**All other classes:** Parents should accompany students into the class for a few minutes and stay through the Main Street Theater Pledge. Because students need to draw on their own resources during class, we ask that parents **not** sit in on classes beyond the first few minutes of the first class. After the first class, students should be dropped off at the door.

Adults should come into the front of the building where they dropped off their children at the beginning of class to pick up students. During pick-up, instructors are required to identify drivers based on an approved list provided by the student's parent/guardian. Please have your photo ID ready. Minors must be signed out after each class by an approved adult. *Adults not on the authorized pick-up list will not be allowed to pick up a student until an authorized pick-up person is contacted—even if the child identifies that unauthorized adult as a parent, relative or friend.* **We do not assume that parents are automatically authorized.** Please make sure anyone involved in picking your child up from class is aware of these policies.

### How early can I drop off my student before class starts? How late can I be in picking up him/her?

For classes during the school year, Main Street Theater cannot be responsible for students arriving more than 15 minutes early or picked up late. For Summer Camp and Winter Camp, ask about Before-Care and After-Care rates. **If you are more than 15 minutes late in picking up your child, you will be charged a fee of \$10 per 15 minutes, rounding up.**

- **PICKING UP EARLY:** If you need to pick up your student before the end of the class, advance notice by email is required. Please park in the lot and come in to the theater or classroom.
- **PICKING UP LATE:** Parents arriving more than 15 minutes after the end of class will be charged a late fee of \$10 for every 15 minutes thereafter, rounding up.
- **DROPPING OFF EARLY:** Please do not drop off your child more than 15 minutes before the start of class. Staff are not available to supervise them.

## EXPECTATIONS FOR 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/activities 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 Main Street Theater pledge they will take in class, in following the class 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 may 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/items. *Weapons, controlled substances, substances illegal for minors, theft, and behavior interpreted by the Education Director as violent, disruptive, destructive, harassing, bullying or aggressive will not be tolerated and may result in removal from the program.*

## EMERGENCIES AND MEDICAL NEEDS

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

During business hours, please call the Education office at 713-524-7998. Administrative support may not be present during classes that are outside of business hours. To communicate with a teacher **outside of class hours**, please use the contact information provided by the teacher in his/her first-day introductory letter, or leave a message on the Education office line. Emails may be sent at any time to the Education Department ([jonathan@mainstreettheater.com](mailto:jonathan@mainstreettheater.com) [cybil@mainstreettheater.com](mailto:cybil@mainstreettheater.com) ).

### **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 Education Department Staff) 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.

### **What if my child needs to take medication during class?**

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 education 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 the case of a medical emergency) and can be extremely useful when planning the class activities so that everyone feels comfortable and included!

### **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 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 staff takes part in emergency training, specifically learning to recognize early onset symptoms of medical distress and procedures to administer EpiPens and rescue inhalers.**

## WHAT STUDENTS SHOULD WEAR AND BRING

### What should students wear?

We welcome individuality and know that our classes have a relaxed atmosphere; 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. Shorts or leggings must be worn under skirts (long and short). “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.

### 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 electronic devices, jewelry, or toys. 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.

## CANCELLATIONS, REFUNDS, AND RECEIPTS

### 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 a registration needs to be cancelled less than one month (30 calendar days) before class begins, no refund will be given.**
- Cancellation requests need be made in writing via email to [cybil@mainstreettheater.com](mailto:cybil@mainstreettheater.com).
- 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 an excessively disruptive health or behavioral problem of which the staff was not notified, there will not be any refund/credit for any portion of the tuition.
- Main Street Theater 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 MST. If, after attending the first day of class, a student decides that s/he does not want to continue, let us know within twenty-four (24) hours to receive a credit toward a future MST class. No monetary refunds will be given.

#### **How do I get a receipt or tax ID number?**

- Our tax ID is 74-2093696. (Please note that Angela Harris has a separate Tax ID for Before/Aftercare, which is 26-4168111. She will need to be contacted directly at [skynu2@gmail.com](mailto:skynu2@gmail.com) if you require a formal receipt for extended care payment.)
- We are 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](mailto:cybil@mainstreettheater.com).

## **MAIN STREET THEATER'S SUMMER CAMPS & SATELLITES**

In addition to our year-round curriculum, Main Street Theater offers summer performing arts classes for students of all ages. Check our website at [www.MainStreetTheater.com](http://www.MainStreetTheater.com) around mid-January for details.

#### **How do I get Main Street Theater classes at my child's school?**

We participate in after-school programs and in-school arts enrichment all over Houston and the surrounding area. Our satellite programs 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](mailto: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 [jonathan@mainstreettheater.com](mailto:jonathan@mainstreettheater.com) or [cybil@mainstreettheater.com](mailto:cybil@mainstreettheater.com)  
Thanks for being a part of Main Street Theater!