

EDUCATION OFFICE CONTACT INFORMATION

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Main Street Theater in Rice Village (2540 Times Blvd.)
MATCH - Location of Education Office 3400 Main St., Houston, TX 77002

IMPORTANT INFORMATION

Please read these policies and share the information with your student 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 should be turned in on the first day of class and can be found at www.MainStreetTheater.com on the Education page. Blank copies will be available on the first day of class upon check-in, but having them completed beforehand is ideal.

For mandatory security reasons, we require government issued picture IDs during dismissal. Please have your ID ready. Instructors are required to identify pick up persons 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.

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 Department that s/he will be absent, tardy or needs to leave early.

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

COURSE SCHEDULES

CORE CLASSES (1, 2 & 3) – MST Rice Village			
Class	Fall Dates (2018)	Spring Dates (2019)	Day/Hours
Core Acting: Act 1 Saturday	Sept. 8 – Nov. 10 (Performs Nov. 10 at 10AM)	Feb. 9 – Apr. 13 (Performs Apr. 13 at 10AM)	Saturday 9AM – 10:30AM
Core Acting: Act 2 Saturday	Sept. 8 – Nov. 10 (Performs Nov. 10 at 11:30AM)	Feb. 9 – Apr. 13 (Performs Apr. 13 at 11:30AM)	Saturday 10:30AM – 12PM
Core Acting: Act 3 Saturday	Sept. 8 – Nov. 10 (Performs Nov. 11 at 11:30AM)	Feb. 9 – Apr. 13 (Performs Apr. 13 at 11:30AM)	Saturday 10:30AM – 12PM
Core Acting: Act 1 Wednesday	Sept. 12 – Nov. 14 (Performs Nov. 14 at 5:15PM)	Feb. 13 – Apr. 17 (Performs Apr. 17 at 5:15PM)	Wednesday 4:15PM – 5:45PM

Turbo Camps – MST Rice Village				
Class	Thanksgiving (2018)	Winter (2018)	Spring (2019)	Hours
Turbo Camps	Monday, Nov. 19th Tuesday, Nov. 20th Wednesday, Nov. 21st	Friday, Dec. 21 st Wednesday, Jan 2 nd Thursday, Jan 3 rd Friday, Jan 4 th	Monday, March 11 th Tuesday, March 12 th Wednesday, March 13 th Thursday, March 14 th Friday, March 15 th	9AM – 3:30PM
<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 (2018)	Hours
Drama Days	Wednesday, Dec. 26 th Thursday, Dec. 27 th Friday, Dec. 28 th	9AM – 3:30PM
<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?

All Classes, Camps & Drama Days: Parents should accompany students into the class for a few minutes and stay through the Main Street Theater Pledge on the first day of the session. 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. After the first day, 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 pickup persons 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 up your student from class is aware of these policies.

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

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 Turbo Camps and Drama Days, we offer an Extended Day Program for Before-Care and After-Care. **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 if they are not registered for the Extended Day Program. The staff is not available to supervise them prior to 15 minutes before start time due to required preparations for the day.

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 happens in class.

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 participant, 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 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.*

EMERGENCIES AND MEDICAL NEEDS

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

During business hours, you may call the Education Department Administrative Office at 713-524-7998 or email jonathan@mainstreettheater.com. Please do not call any other MST numbers to attempt to reach your student. Administrative support may not be present during classes that are outside of business hours. To communicate with the Teacher **outside of business 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.

My child doesn't feel well. Should s/he go to class 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 class than to be removed closer to the showcase.

What if my child needs to take medication during the 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 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 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 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 class. 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 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.
- **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 jonathan@mainstreettheater.com.
- There is no fee to exchange 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 class 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, any payment will be refunded in full.
- All refunds will be credited to the initial payment type within ten (10) business days.

- 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, notify us 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 for both tuition and the Extended Day Program.
- We are happy to provide you with a receipt at the end of each session or you may use the confirmation email you receive after completing your online registration.
- You must request a receipt—it will **not** be provided automatically. Please email your request to register@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 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.

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. Thanks for being a part of Main Street Theater!