



# GENERAL INFORMATION and POLICIES

**TURBO CAMPS (Winter 2017 and Spring 2018)  
and DRAMA DAYS (Winter 2017)  
at MST – Rice Village  
2540 Times Blvd., Houston 77005**

**Hours: 9:00 a.m. – 3:30 p.m.**

**Director of Education: Jonathan Gonzalez  
Education Manager: Cybil Saenz**

*Questions or concerns? We are happy to help!*

**Education Department: 713-524-7998  
[jonathan@mainstreettheater.com](mailto:jonathan@mainstreettheater.com) or [cybil@mainstreettheater.com](mailto:cybil@mainstreettheater.com)**

*Please do not call any other MST numbers 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 note that the policies for Turbo Camps and Drama Days are VERY DIFFERENT from Class and Full Session Camp policies.** If your student is enrolled in Turbos/Drama Days AND classes, please make sure you read **BOTH** sets of policies.

**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](http://www.MainStreetTheater.com). 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.

**There are NO final performances for Turbo Camps or Drama Days.** Students may attend as many or as few days as they like and as their schedule permits. However, for the best possible experience, students should arrive at 9:00 a.m. (earlier if enrolled in Before-Care) and plan on staying for the whole day.

## DROP-OFF AND PICK-UP

**DROP-OFF:** On the first day a student attends Turbo Camp, parents should park and walk inside with their child(ren) to check-in. 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 class. If students are attending several days of Turbo Camp or Drama Days, they may be dropped off at the door after their first day.

**PICK-UP: Adults should come into the theater lobby to pick up students from Turbo Camps and Drama Days.** 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. 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 to the list must be made in writing or emailed to the Education Department staff. **We do not assume that parents/guardians are automatically authorized.** Please make sure anyone involved in picking your child up from class is aware of these policies.

If a student needs to leave early, arrive late, or leave and return for any reason, please give us advance notice in writing or via email to the Education Department staff. This allows minimal disruption to the class.

## 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 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.

The goal of each day of **Turbo Camp** is to create a "play-in-a-day" sketch, where each morning's ideas turn into a short skit by the afternoon. At the end of each day, each class has the opportunity to share their day's work with students in other classes. For the same reason we ask parents not to sit in on our classes, we emphasize that these "play-in-a-day" sketches are performed by students for students as a "rough draft" that resulted from their brainstorming and experimentation. Students will have classtime to create any props or costume pieces they might need out of art supplies and recyclable materials. Though we do not have a public final performance, students are part of a team (their class) just like in our longer camps.

The goal of each **Drama Day** is to let students play fun theater games, explore improv, and learn to create characters while working on the building blocks to become expert storytellers. Though we do not have a public final performance, students are part of a team (their class) just like in our longer camps/classes.

In each group, students become play and character 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. For the best possible experience, students should attend all 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 funny, be dramatic, and *HAVE FUN!*

We ask that parents support and guide their children in following the Main Street Theater policies, and in ensuring students are prompt each day. Parents should actively support students in valuing their own ideas and resources, 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 Director 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 a.m. – 9:00 a.m.	Arrival
9:00 a.m. – 9:15 a.m.	Morning Assembly, Group Warm-Up
9:15 a.m. – 10:50 a.m.	First Class
10:50 a.m. – noon	Second Class, Part 1
Noon – 12:30 p.m.	Lunch
12:30 – 12:45 p.m.	Recess
12:45 – 1:10 p.m.	Second Class, Part 2
1:10 – 2:45 p.m.	Third Class
2:45 – 3:30 p.m.	Afternoon Assembly, Announcements, Dismissal

### How are the age groups divided up?

- A: 6 – 7 years old
- B: 8 – 9 years old
- C: 10 – 11 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. 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 , :o m, Education Office at 713-524-7998 or email [jonathan@mainstreettheater.com](mailto:jonathan@mainstreettheater.com) [cybil@mainstreettheater.com](mailto:cybil@mainstreettheater.com) to ask questions about camp or have a message taken to your student. Voicemail 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 to attempt to reach your student. Students' phones will be off.

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

Please keep your child home for the health of the class (and notify his/her teacher or the Education Department) 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; 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.**

### 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 and/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 tablets, 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 attire is inappropriate, parents will be asked to bring a change of clothes from home.

**What should students bring from home and what should they leave behind?**

- **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.
- While props and costumes will be needed for each day’s “play-in-a-day” sketch, students should plan on making what they need in stagecraft class or finding it in our costume/prop boxes. Students will be deciding on each day’s sketch as a group, so **please do not send costumes or props from home.**
- 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 classroom areas following the end of the day.

**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.**
- 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 Dr. Pepper, they all turn into Tasmanian Devils after lunch!
- No chewing gum allowed.
- While water is always available, it is helpful for students to bring bottled water. (No glass, please!)
- **Please alert us to any dietary restrictions or allergies (of any kind).** We much prefer to have “too much information” on file, rather than not enough.

**Celebrating Birthdays**

If a student celebrates a birthday or important milestone while at camp, please let the Site Director, Education Department, 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.)*

## EXTENDED-DAY, CANCELLATIONS, REFUNDS & RECEIPTS

### How do I sign up for Before-Care or After-Care (Extended-Day)?

Before-Care is from 7:30 a.m. – 8:45 a.m. and After-Care is from 3:30 p.m. – 5:30 p.m. Download an Extended Day form at [www.MainStreetTheater.com/ed](http://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](mailto:skynu2@gmail.com). Payment for these programs is not included in the camp tuition, and must be made by cash or a 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 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 Turbo and Drama Day 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!