



GENERAL INFORMATION and POLICIES

Turbo Camps and Drama Days

EDUCATION OFFICE CONTACT INFORMATION

Jonathan Minchew-Gonzalez, Director of Education:
jonathan@mainstreettheater.com or 713-524-7998

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

Please do not call any other MST numbers regarding Turbo Camps or Drama Days. The only staff member 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 Core Acting General Information and Policies. If your student is enrolled in Turbo Camps and/or Drama Days AND Core Acting classes, please make sure you read BOTH sets of policies.

Please read these policies and share the information with your student and all adults involved in your child's care. By signing the liability 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. 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.

TURBO CAMPS & DRAMA DAYS SCHEDULES

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>		

DAILY SCHEDULE	
8:45AM - 9AM	Arrival
9AM - 9:15AM	Morning Assembly, Group Warm-Up
9:15AM - 10:50AM	First Class
10:50AM - 12PM	Second Class, Part 1
12PM - 12:30PM	Lunch
12:30PM. - 12:45PM	Recess
12:45PM - 1:10PM	Second Class, Part 2
1:10PM - 2:45PM	Performance of the Play for each class
2:45PM - 3:30PM	Assembly and Dismissal

AGE GROUPS

A: 7-8 years old
B: 9-10 years old
C: 11-12 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 by emailing jonathan@mainstreettheater.com. On the first day, we may not be able to accommodate placement requests.

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 up your child from camp 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 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 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.

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 class time 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.

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.

<h2>WHAT STUDENTS SHOULD WEAR AND BRING</h2>
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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?

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. Please make sure your student removes all of his/her belongings from the classroom at the end of each Turbo Camp.

What should students NOT bring from home?

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

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

Main Street Theater is **NOT** responsible for lost or stolen items.

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).

EXTENDED DAY, CANCELLATIONS, REFUNDS & RECEIPTS

How do I sign up for the Extended Day Program for Before-Care and/or After-Care?

Before-Care is from 7:30AM – 8:45AM and After-Care is from 3:30PM – 5:30PM. You may register for this service online or Download a written Extended Day Program registration form at

www.MainStreetTheater.com/ed. The Extended Day Program is handled by the Main Street Theater Education Department and payment for these services are separate from camp tuition.

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!