



*Thank you for being a part of Main Street Theater!*  
**SUMMER CAMP INFORMATION and POLICIES 2017**

**MST – Rice Village**  
**2540 Times Blvd. – Houston, Texas 77005 –**  
**The Medical Center, Museum District, Midtown/Downtown**

**Half-Day Students Only**

**AM Session: 9:00 a.m. – noon**                      **PM Session: 1:00 p.m. – 4:00 p.m.**

**Session 1:** June 5 – 16

**Session 2:** July 3 - 14 (No camp July 4)

**Session 3:** July 17 - 28

**Session 4:** July 21 – Aug. 11

**Education Department:** Jonathan Gonzalez & Cybil Saenz

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

**Education Department: 713-524-7998 or**

**[jonathan@mainstreettheater.com](mailto:jonathan@mainstreettheater.com)    [cybil@mainstreettheater.com](mailto:cybil@mainstreettheater.com)**

*Please do not call any other MST number 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 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 will be available May 1 at [www.MainStreetTheater.com/ed](http://www.MainStreetTheater.com/ed). 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 or additions must be made in writing or emailed to the Education Department.

As on a sports team, all students are important to their performing arts team's practices and final product. **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—please do not drop your student off.
- **For the AM Session, check in starts at 8:40 a.m. and ends about 9:05. For the PM Session, check in starts at 12:40 p.m. and ends about 1:05 p.m.** You should turn in your **signed release forms and immunization records** at check-in. After completing check in, our staff will ensure that your student is welcomed into the correct class. We understand that for many of our students summer camp might be their first structured time away from family, so please be assured that our staff is excellent at maintaining a welcoming and nurturing environment. We do encourage parents to let students draw on their own resources once they have met their teacher and T.A. (Parents are welcome to stay for warm-ups but may not stay past that. Please remember that some students have a hard time with separation anxiety if *anyone's* parent is visible.)
- **T-Shirts:** If you have pre-ordered a t-shirt, you can pick it up from the pre-ordered line at the t-shirt table. Additional t-shirts are available for \$10 cash, check, or CC, while supplies last. T-shirts are not required at camp, but they make awesome mementos!
- **Live Q&A:** The site director will be available throughout the check-in process to answer questions.

## Drop-Off and Pick-Up Procedures

- We are pleased to offer our camp in Rice Village, which is convenient, popular, and accessible for many students. However, as the area is always crowded with people and cars, we ask that you pay special attention to our drop-off and pick-up procedures in order to help us keep our camp safe and our high-traffic times aggravation-free.
- **DROP-OFF: please walk your student into the lobby each day.** You may do so starting at 8:45 a.m. (AM Session) or 12:45 p.m. (PM Session) daily. Please do not drop off your students before those times, as adult supervision is not available.
- **PICK-UP:** During pick-up, all teachers will have lists of students and authorized drivers. To pick up your student, please park and walk inside with your ID. **Please be patient with us as we take the time to send our students home safely.**
  1. **Have your ID ready.** Instructors are required to identify drivers based the list you provide 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 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.
  2. Pick-up and drop-off times are **no-phone zones:** For the safety of our students, please don't talk or text so that staff can clearly communicate with families and students.
- Do not pick up a student without checking in with the teacher or TA.
- **PICKING UP LATE:** Parents arriving for pick-up after 12:15 p.m. (AM) and 4:15 p.m. (PM) will be charged a late fee of \$10 for every 15 minutes, rounding up.
- **PICKING UP EARLY:** If you need to pick up your student before the end of the camp day, **advance notice by email is required.** Please park and come inside with your ID.

## EXPECTATIONS FOR MAIN STREET THEATER STUDENTS

**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- and dance-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 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 MST Student Pledge they will take in class, in following the MST student 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 MST 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 Staff. 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.*

## DAILY SCHEDULE AND GROUP BREAKDOWN

### What is the daily schedule?

#### **AM Session**

8:45 – 9:10 a.m.	Arrival, Daily Assembly
9:10 – 9:15 a.m.	Group Warm-Up
9:15 – 10:30 a.m.	First Class
10:30 – 10:45 a.m.	Snack break
10:45 a.m. – noon	Second Class
Noon – 12:15	Dismissal

#### **PM Session**

12:45 – 1:10 p.m.	Arrival, Daily Assembly
1:10 p.m. – 1:15 p.m.	Group Warm-Up
1:15 – 2:30 p.m.	First Class
2:30 p.m. – 2:45 p.m.	Snack break
2:45 p.m. – 4:00 p.m.	Second Class
4:00 p.m.- 4:15 p.m.	Dismissal

### How are the age groups divided up?

All 4- 5 year old students at The Shlenker School are in group AA1 or AA2. 4 year olds are typically in the AA1 group and 5 year olds are typically in the AA2 group. 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 Education Office at 713-524-7998 or email us ([jonathan@mainstreettheater.com](mailto:jonathan@mainstreettheater.com) or [cybil@mainstreettheater.com](mailto:cybil@mainstreettheater.com)) to ask questions about camp or have a message taken to your student. Voice mail 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.

To communicate with a 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 Office line. If an issue *must*

be addressed during pick-up, please park and come inside the building and ask to speak to the Site Director. (Please specifically speak with the Site Director as Teachers and TAs might not be as well equipped to address specific questions or concerns.)

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

Though we encourage good attendance, please keep your child home for the health of the class (and notify Education Department staff) 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; or 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!** 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 legal 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 or behavioral/learning issues in the designated space in the release packet so that we can be aware of and help students (and parents) 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 Site Director 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 Summer Staff takes part in emergency training at Orientation, specifically learning to recognize early onset symptoms of medical distress and procedures to administer EpiPens and rescue inhalers.**

**Please note: Epi Pens, Inhalers, and other emergency medication must go home on the last day of camp. If these items remain at MST more than two weeks after the session is 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 short, too long, too revealing or too tight. Clothes that would be ruined by being on the floor or doing messy production work should be avoided. (This includes elaborate clothing like Princess Dresses, Fairy Wings, and Jedi Robes – we would hate to have a student's beloved costume get messed up!) Biking 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 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?

- Half-day students do not need to bring a lunch.
- **For our daily snack break, students should provide a small, non-sugary snack from home.**
  - Please be aware that our students are extremely active at camp and we recommend that EVERYONE bring a snack, just in case, even if they don't feel they will be hungry. (Very often we have afternoon students think they won't be hungry so soon after lunch, but then find out too late that they are!)
- While water is always available, it is helpful for students to bring bottled water. (No glass, please!)
- Please, no gum.
- **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 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 toys, video games, jewelry, or iPads. 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.

### Celebrating Birthdays at Summer Camp

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

## **FINAL PERFORMANCE INFORMATION**

For each session, performances take place on the **last day of class**. Family and friends can attend free of charge, and no tickets are needed. **All students should be dropped off between 8:45 and 9:00 a.m. (AM Session) and between 12:45 p.m. and 1:00 p.m. (PM Session) on performance day.** Details about the showcase will be distributed in-hand and by email by the last Monday of class, and a letter from your child's teacher will let you know if any simple costume pieces or props are needed.

Performance Schedule for Rice Village Half-Day Students	
Session 1 Performance Date	Friday, June 16
Session 2 Performance Date	Friday, July 14
Session 3 Performance Date	Friday, July 28
Session 4 Performance Date	Friday, Aug. 11
Perf. Time/Location (All Sessions)	<b>AA (ages 4-5):</b> <b>AM Session:</b> 11:30 a.m. at <b>MST- Rice Village</b> (Lasts 15 – 20 minutes) <b>PM Session:</b> 3:00 p.m. at <b>MST- Rice Village</b> (Lasts 15 – 20 minutes)  MST- Rice Village is located at 2540 Times Blvd, Houston, TX 77005

**Final Performance Costumes and Props**

All students will spend time working with their Stagecraft Teacher to create as many of the necessary props and costume pieces needed for final performances as possible. A letter will be sent home with each student that details what should be worn as a base costume for the final performance (dance and theater). Base costumes often include a solid color shirt, solid colored pants, or solid colored skirt. Please note that we do 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.

**Please note: Our camps focus on the actor’s voice, body, and imagination. Elaborate costumes and make-up effects are NOT necessary, are NOT allowed.** 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 garment!

**How do I get a DVD of the performance?**

You may film our half-day showcases. We regret that our videographers are not able to film on these dates.

**EXTENDED-DAY, CANCELLATIONS, REFUNDS, AND RECEIPTS**

**How do I sign up for Before-Care or After-Care?**

Before-Care and After-Care are not available for half-day students.

**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 you cancel your registration less than one month (30 calendar days) before class begins, no refund will be given, but a credit certificate for the full tuition amount will be issued.
- There is no fee to move your registration to another session. 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 canceled 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 not be any refund/credit for any portion of the tuition.
- MST 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 Main Street Theater. If, after attending the first day of class, a student decides that s/he does not want to continue, let us know within 24 hours to receive a credit toward a future MST class. No monetary refunds can be given.

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

- Our 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](mailto:cybil@mainstreettheater.com).

### **MST CLASSES DURING THE SCHOOL YEAR**

In addition to our summer curriculum, MST offers year-round skills and performance classes for students of all ages. Check our website at [www.MainStreetTheater.com/ed](http://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](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 email [jonathan@mainstreettheater.com](mailto:jonathan@mainstreettheater.com) or [cybil@mainstreettheater.com](mailto:cybil@mainstreettheater.com). Thank you for being a part of Main Street Theater!