

## EDUCATION OFFICE CONTACT INFORMATION

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713-524-7998

Main Street Theater in Rice Village (2540 Times Blvd.)

Main Street Theater – MATCH location of Education Office.  
3400 Main Street. | Houston, Texas 77002

## IMPORTANT INFORMATION

**Please read these policies and share the information with your child 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. Besides conveying the rules of the program, the policies answer some of the frequently-asked questions about Main Street Theater's classes.

**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 an approved list provided by the student's parent/guardian. If the person picking up your child is not on the list, a parent/guardian must be telephoned to approve the person, **even if the child identifies this person as a parent, relative or friend.** Any changes to the list must be made in writing or via email.

# Extended Day Hours

Rice Village

Before Care: 7:30am to 8:40am

After 3:45pm to 5:00pm

MATCH

Before Care: 8am to 8:40

After Care: 3:45pm to 5:00pm

## Extended Day Program Policies (Before & After Care)

### 1. Program Overview and Philosophy

The Extended Day Program is designed to provide **safe, supervised, and unstructured free time** for students during hours outside of the regular camp/instructional day. This is a non-academic period focused on relaxation, socialization, and recreational engagement.

- **Structure:** This time is intentionally **unstructured** to allow students to decompress from the regular day.
- **Purpose:** To provide a comfortable, engaging, and flexible environment for students whose families require care before and/or after the official program hours.

### 2. Behavior Guidelines

To ensure a safe and positive environment for all participants, students are expected to follow established rules and expectations.

- **Consistency of Rules:** The **Code of Conduct and behavior rules enforced during the regular camp/instructional day remain fully applicable** throughout the Extended Day Program.
- **Expectations:** Students must treat staff, fellow students, and program property with respect. Disruptive, aggressive, or unsafe behavior will be addressed in accordance with the established camp disciplinary policy.

### 3. Personal Items and Electronics Policy

Students are permitted to bring personal items from home to occupy themselves during the unstructured Extended Day hours.

- **Permitted Items:** Students may bring their own **books, toys, and electronics** (e.g., tablets, handheld gaming devices) to use during non-camp hours.

- **Labeling Requirement:** All personal items, including toys, books, and electronics, **MUST be clearly and permanently labeled with the student's first and last name.** The program is not responsible for items that are lost, damaged, or misplaced.
- **Camp Hour Restriction:** Personal items and electronics are only permitted during the Extended Day (non-camp) hours. Students must ensure these items are stored securely and are not used or visible during the regular camp/instructional day.

#### 4. Snacks and Food Policy

Students are permitted to bring and consume snacks during the Extended Day period.

- **Snack Time:** Students may eat snacks brought from home during designated Extended Day hours.
- **No Sharing Policy:** To protect students with allergies and dietary restrictions, the sharing or trading of any food, drinks, or snacks is strictly prohibited. Students must only consume food brought for them by their parent/guardian.

#### 5. Late Pick-Up Policy (After Care Only)

The pick-up time for the After Care program is strictly enforced.

- **Grace Period:** We allow a **10-minute grace period** after the official After Care closing time.
- **Late Fee:** For any pick-up occurring more than 10 minutes past the scheduled closing time, a **late fee of \$10.00 per minute** will be applied. This fee is due upon arrival and must be paid to the Extended Day staff member present. Repeated late pick-ups may result in suspension or dismissal from the Extended Day Program.

#### 6. Activities Provided & Opt-Out

The Extended Day staff will provide a variety of engaging activities.

- **Examples:** Activities include games, coloring, crafts, and **staff-led media viewing (G-rated or PG-rated movies/TV shows).**
- **Parental Opt-Out:** If you **do not** want your student to participate in specific activities offered (e.g., watching movies or TV shows), you must notify the Site Director, Extended Day Teacher and Interim Director of Education (Crayten@mainstreettheater.com ) **in writing as soon as possible.**