



2011-2012 Education Class Handbook

Creative Drama Series

Welcome to the 2011-2012 season at Children's Theatre of Charlotte!
Please review the following information carefully, and don't hesitate to contact us with any questions. We look forward to seeing you this school year!

Contact Information:

Children's Theatre Customer Service and Sales:	704-973-2838	
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Jenny Goodfellow, Enrichment Coordinator	704-973-2835	jennyg@ctcharlotte.org
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Children's Theatre Web Site:	www.ctcharlotte.org	
ImaginOn Web Site:	www.imaginon.org	

Creative Drama Series Overview

Creative Drama classes offer our youngest students a playful introduction to performing. Students express themselves, build confidence, explore their imagination and develop basic social skills. New materials are explored every session and change each year to create a unique and engaging experience as students progress through the program. Creative Drama classes are designed for beginning and returning students. Students ages 2-3 are introduced to creative dramatics through *Side by Side*, a shared experience with a parent or caregiver. Students ages 3-4 begin their independent journey by developing life skills and basic acting terminology through creative dramatics in *My Spotlight*. Students ages 5-6 explore the groundwork for theatre through vocabulary and characterization while dramatizing selections of current children's literature in *Story Starters*. *Shooting Stars* introduces 1st-2nd grade students to character voice and movement, improvisation, and theatre terminology, preparing them for entry into the School of Theatre Training. Creative Drama classes are offered in Fall, Winter and Spring.

Class Orientation

On the first day of classes students should check in with the class assistant in the mezzanine (for classes at ImaginOn) or in the main office / lobby (for classes in Satellite locations.) Please plan to accompany your student to class on the first day for a brief orientation and teacher introduction.

General Information

- Please wear comfortable clothes and close-toed shoes that stay on the feet. For safety purposes, please no flip-flops or sandals that easily slip off. Classes involve many movement-based activities or art, so be sure to dress appropriately.
- Students who wish to wear skirts are strongly encouraged to wear shorts or leggings underneath.
- Students should visit the restroom prior to class to prevent disruptions. The class assistant will accompany students who need a restroom break during the class time.

Education Programs and Important Dates

Creative Drama Series classes meet once a week for ten weeks. Classes meet at ImaginOn or Satellite locations. There are three separate sessions: fall and winter as well as a spring five week mini-session.

- Creative Drama Fall Classes run September 12-November 19, 2011.
- Sneak-a-Peek for Fall classes will occur October 10-15, 2011.
- Sharings for Fall classes will occur November 14-19, 2011.
- Creative Drama Winter Classes run January 23-March 31, 2012.
- Sneak-a-Peek for Winter classes will occur February 20-25, 2012.
- Sharings for Winter classes will occur March 26-31, 2012.
- Creative Drama Spring Classes run April 14-May 12, 2012.
- Due to the abbreviated session length, there is not a Sneak-a-Peek for Spring classes.
- Sharings for Spring classes will occur May 12, 2012.
- Sharings take place in the classrooms during regular class time.
- For all Education programs, classes will take place as scheduled on holidays or school teacher workdays. Families will be notified in advance if there is an exception.

Observation Policy and Separation Anxiety

With the exception of the 2-3 year old *Side by Side* program, Creative Drama classes are an independent experience for children to learn and explore in a classroom enhancing their social, developmental, and creative skills in a peer setting. We provide an opportunity for parents to observe the class experience during Sneak-a-Peek as well as on the Sharing Day. Rarely some of our youngest students may experience separation anxiety on the first day of class. We find the most effective method for separation anxiety is a quick but loving goodbye from the parent. Our class assistant or another staff member will provide your child with the one on one attention required to sooth them until they are comfortable and engaged in the class. Once students begin class activities, anxiety typically diminishes. If you have further questions or concerns, do not hesitate to contact the Program Coordinator, Andrea Derreberry at (704) 973-2837.

Sneak-a-Peek and Sharing Day

All Children's Theatre class sessions, except for *Side by Side* classes, conclude with a special Sharing Day. Sharing Day is when students present work and demonstrate skills learned throughout the session to an "audience" of their parents, family, and friends through a casual, fun, and interactive presentation in the classroom. Sneak-a-Peek Day is a 15 minute opportunity at the end of the 5th week of class for parents to sit on the sidelines and silently observe the classroom as a 'fly on the wall'. Interruptions and distractions to the classroom *including photography and video* are strictly prohibited on Sneak-a-Peek Day; however families are encouraged to take video and photos on the Sharing Day at the end of the session.

A reminder about the Sneak-a-Peek and Sharing will be sent home with students a week prior to the event. For both events parents should gather at the check-in area and will be escorted to the classroom by the class assistant.

Class Content and Questions to Ask

Parents are often curious about what happens in the classroom and how they may be more engaged in the class experience. Each class students will be sent home with a handout providing information on the class content for that day as well as some questions or facts to review at home. If you ever have questions about your child's experience or are seeking more information regarding class content, teaching artists strive to make themselves available a few minutes before or after class (schedule permitting) and are always accessible via email. Families may also speak with the Class Assistant or contact the Program Coordinator at any time. Additionally, parents are encourage to attend the class orientation, Sneak-a-Peek, and Sharing Day. Further details about the content of classes and a list of general questions for discussion may be found on the CTC Web Site, www.ctcharlotte.org under *Education Programs FAQ*.

Absence Policy

Please notify Children's Theatre if you know in advance that a student will be absent from class. Because each class builds on skills and activities from previous classes, absences may affect a student's participation in the program. There are no refunds or make-up sessions for missed classes. Theatre is a team sport which often involves scene partners and group interaction; excessive absences can affect the group dynamic. We encourage strong commitment to full participation.

Illness and Emergencies

If a student becomes ill during class, a parent will be contacted to pick up the student. If a parent cannot be reached, our staff will call the emergency contact listed on the registration form. In case of serious illness or accident, every effort will be made to reach the parent and the contacts listed on the registration form. If no one can be reached, we will take the necessary actions for the health of your child. In the event of an emergency, 911 will be called first.

Special Needs

The Education Department will note any medical conditions, allergies or special needs that were listed in the medical section of your registration form. Children's Theatre classes are inclusive. Open communication with families helps us create a successful environment for every student. For any additional circumstances, or to discuss your child's needs, please contact the Creative Drama Program Coordinator, Andrea Derreberry at (704) 973-2837.

Discipline Policy

Inappropriate behavior during class will result in the following course of action:

1. Student receives a verbal warning.
2. Student will be asked to sit out of the activity until the teacher invites the student to return to participate.
3. Student will be asked to leave class and report to the Education office.
4. A member of the Education staff will contact the parent.
5. The Education staff and parent will collectively determine further action.

Tax Information

Children's Theatre of Charlotte's Tax ID number is 56-1028031.

Inclement Weather

If ImaginOn or a Satellite location is closed due to severe weather, Children's Theatre will not hold classes. Local news and radio stations will report library and location closings. You may also check the Children's Theatre website www.ctcharlotte.org or call 704-973-2848 for information regarding building closings.