



2009-2010 Education Class Handbook

Welcome to the 2009-2010 session 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!

- Valerie Rhymer, Director of Education

Contact Information:

Children's Theatre of Charlotte:	704-973-2800
Jenny Goodfellow, Enrichment Coordinator	704-973-2835
Andrea St. Clair, Education Program Administrator:	704-973-2837
Sidney Horton, Scholarship Coordinator:	704-973-2836
Children's Theatre Web Site:	www.ctcharlotte.org
ImaginOn Web Site:	www.imaginon.org

(includes directions and parking information for ImaginOn)

Class Orientation

On the first day of classes, students will gather in the Mezzanine Area (for classes at ImaginOn) or in the main office / lobby (for classes in Satellite locations.) There will be a very brief orientation on the first day of class, where staff members will greet students, read the roll sheets, escort students to the classrooms and answer questions. Parents do not stay for class. Please be sure to review the information provided in this handbook carefully and do not hesitate to contact us with any further questions. If you have never been to ImaginOn, we strongly encourage you to visit the building during public hours before your first class day.

General Information for all Classes

- Please wear comfortable clothes and shoes. Classes involve many movement-based activities, so be sure to dress appropriately.
- Students are encouraged to visit the restroom prior to class.
- Bottled water is permitted during class. No other food or drink is permitted in the classroom.

Education Programs and Important Dates

Eight Week classes meet once a week for eight weeks. Classes meet at ImaginOn or Satellite locations. There are two separate sessions: fall and winter. Students are not required to audition.

- Eight week Fall Classes run September 28-November 21, 2009.
- Open Houses for Fall classes will be held November 16-21, 2009.
- Eight week Winter Classes run February 1-March 27, 2010.
- Open Houses for Winter classes will be held March 22-27, 2010.
- Open Houses will 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.

The School of Theatre Training program is a year-long program. Students are required to audition before registering.

- School of Theatre Training classes run September 28-March 11 with holiday breaks November 23-26 and December 14-January 1.
- School of Theatre Training showcases will be held March 8-11, 2010.
- For all Education programs, classes will take place as scheduled on holidays and teacher workdays except for MLK Day, Monday, January 18, 2010. Families will be notified in advance if there is an exception.

Open House/Showcase

On the last day of classes, family and friends are invited into the classroom for an Open House. An Open House is a sample class highlighting the activities in the eight-week program. A Showcase is the culminating class of the year long School of Theatre Training program. A reminder about the Open House/Showcase will be sent home with students prior to the end of the session.

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. Further information about the content of classes and a list of questions for discussion may be found on the CTC Web Site, www.ctcharlotte.org under *Education Programs, FAQ*. Additionally, parents are encouraged to attend the Open House on the final day of class.

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. For any additional circumstances, or if your child needs to take medication during the day, please contact our Enrichment Coordinator, Jenny Goodfellow at (704) 973-2835.

Observation Policy and Separation Anxiety

We provide an opportunity for parents to observe the camp experience during the Open House on the last day of class. Other than the Open House, parents do not sit in on classes. 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. It is our policy that parents do not accompany students into the classroom, as we have found that this heightens the distress of the student. Once students begin class activities, anxiety typically diminishes.

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.

Photography and Videography

It is our goal to create a friendly, non-stressful environment during Open Houses. Typically classroom and natural light provides ample illumination for photography; if a flashbulb is necessary please be considerate of the students and other audience members. Videotaping is permitted. Please be aware that an electrical outlet will not be accessible. Children's Theatre of Charlotte does not produce or sell videotapes. Photographs of students taken by staff may be used in Children's Theatre of Charlotte promotional materials.

Friend Requests

We try our best to pair together friends as requested on registration forms. However, there may be instances where friend requests can not be honored. Please understand that we are not able to transfer students into a different class after the start date.

Car Pooling

For confidentiality and safety purposes, Children's Theatre does not publish address or phone lists for carpools. Feel free to gather with other parents in the lobby area during class time to privately exchange information for carpool.

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.

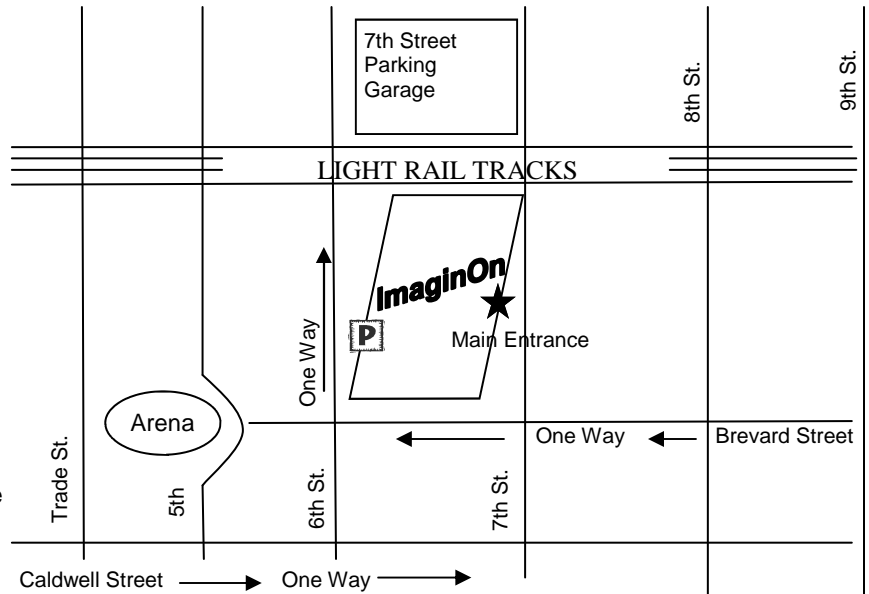
Directions and Parking Information for ImaginOn

(see reverse for satellite locations)

ImaginOn is located at 300 East 7th Street in Uptown Charlotte. Below are directions to ImaginOn:

From I-77 North, take John Belk Freeway / I-277 North (exit 9B) to the College Street exit. Take College Street (one-way) to 7th Street. Turn right onto 7th Street and cross the trolley tracks. ImaginOn is on the right, on the corner of 7th and Brevard, with the entrance facing 7th Street. To access the ImaginOn parking garage, turn right onto Brevard Street, then right onto 6th Street. The parking garage is on the right underneath ImaginOn.

From I-77 South or I-85, take I-77 South to Brookshire Freeway (exit 11). Take Brookshire Freeway East / I-277 South (exit 11A). Take the Church/Tryon Street exit onto 11th Street. Turn right onto Tryon Street. Turn left onto 7th Street and cross the trolley tracks. ImaginOn is on the right, on the corner of 7th and Brevard, with the entrance facing 7th Street. To access the ImaginOn parking garage, turn right onto Brevard Street, then right onto 6th Street. The parking garage is on the right underneath ImaginOn.



Drop Off/Pick Up at ImaginOn

Children's Theatre recommends that each parent park and escort your child to and from the mezzanine area before and after class. There is a pull-off area on 7th Street in front of ImaginOn for drop-off, but note that students will be responsible for getting into the building and to the mezzanine area without the supervision of a staff person. Cars are not permitted to park or idle (even with a driver) in any lane around the ImaginOn facility. **Children's Theatre is responsible for students during their class time only.**

- Students should wait for their teacher in the mezzanine lobby outside the McColl Theatre for class to begin. It is important that students arrive to class on time. Latecomers should report directly to the classroom.
- Parents are welcome to wait in the mezzanine area, the Story Lab area, the Courtyard or the Spangler Library while class is in session.
- At the end of class time, students will return to the mezzanine area for pick up. Pick up must be prompt, as teachers have ongoing classes and can not wait for parents who are late.

Students under 8: For classes in this age group, a Class Assistant will be posted in the mezzanine area to assist with class transitions. If a parent is not in the mezzanine area promptly at the end of class, the Class Assistant will escort the student to the Security Office in ImaginOn.

Students over 8: If a parent is not in the mezzanine area promptly at the end of class, students over age 8 will be released into the library area. At this time, Children's Theatre relinquishes supervision of the student.

Light Rail Line

The Charlotte Area Transit System's **LYNX Light Rail Train** has a stop directly at ImaginOn at the 7th Street station! You may want to consider riding the Light Rail to ImaginOn, particularly when Arena events are scheduled in the Uptown area.

Parking Information at ImaginOn On-Site

- Limited parking is available in the parking deck below our building, and the first 90 minutes are free for ImaginOn patrons during regular hours of operation. Please validate your parking ticket at the ImaginOn Welcome Desk located near the front entrance.
- The parking lot is accessed via Sixth Street, and there is direct elevator access from the parking deck to our lobby.
- The lot beneath ImaginOn typically shifts into "Event Parking" mode at 5:30 pm during arena events. At this time, there is a flat fee to enter the lot **unless you identify yourself as an ImaginOn guest**. Tell the attendant that you are visiting ImaginOn and take a ticket. You must get the ticket validated inside ImaginOn. This allows 90 minutes of free parking.

Seventh Street Station (subject to change)*

- ImaginOn patron who validate their 7th Street parking ticket at the ImaginOn welcome desk will receive 2 hours free parking.

Surface Lots

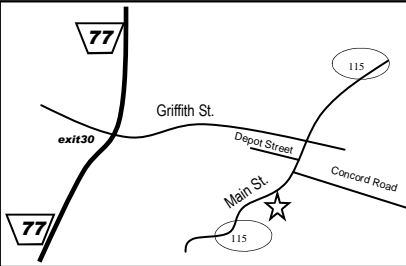
- Additional parking is available in multiple surface lots surrounding our building.
- Surface lots surrounding the building impose flat fees for parking, ranging from \$5-\$15 per day. These lots typically shift into event parking mode 3 hours before the event.

* (Please note: Children's Theatre does not have a formal relationship with 7th Street Station. The parking policies above may not be honored or may change after the printing of this material.)

Directions to Satellite Locations

(see reverse for ImaginOn)

Davidson Davidson Public Library 119 S. Main Street



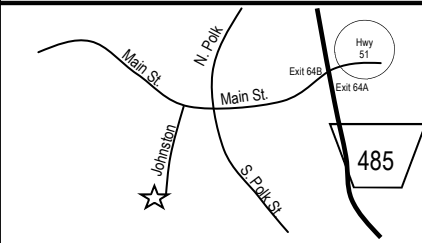
Directions to Davidson:

- From 1-77, take Exit 30 Davidson/Davidson College.
- Bear right off the exit onto Griffith Street.
- Turn right onto N. Main Street.
- N. Main Street becomes S. Main Street.
- The Davidson Public Library is on the left-hand side of the street.

Please park and walk students inside for drop off and pick up for each class.

Please be aware that this is a public library; families need to remain quiet while outside of the classroom.

Pineville Belle Johnston Community Center 1000 Johnston Drive

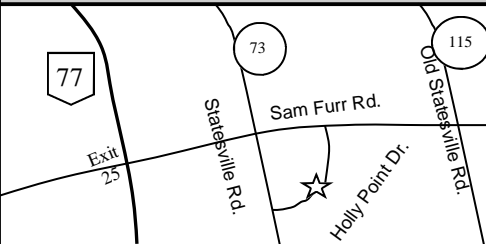


Directions to Pineville:

- From 485, take exit 64 for Hwy 51 S (Pineville-Matthews Road).
- Continue on Hwy 51 past the Carolina Place mall. You will come into an area with several small antique shops.
- On the right you will see the Police Station — immediately on the left will be Johnston Drive.
- Turn left onto Johnston Drive. This will dead-end into the parking lot of the Belle Johnston Community Center.

Please park and walk students inside for drop off and pick up for each class.

Huntersville North County Regional Library 16500 Holly Crest Lane

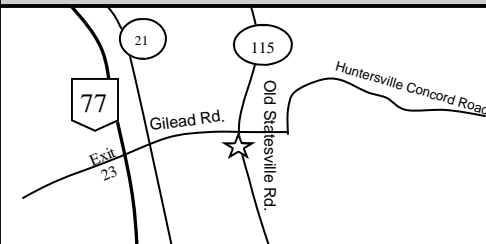


Directions to North County Regional Library (Huntersville):

- From 77N, take the exit 25 and turn right at the light on to Sam Furr Rd.
- From 77S, take the exit 25 and turn left at the light on to Sam Furr Rd.
- Turn right onto Holly Point Drive (on the left will be the shopping center with Target).

Please park and walk students inside for drop off and pick up for each class.

Huntersville Huntersville Arts and Cultural Center 109 S. Old Statesville Road



Directions to Huntersville:

- From I77N, take Gilead Road exit 23 and turn right onto Gilead
- From I77 S, take Gilead Road exit 23 and turn left onto Gilead
- Turn right onto route 115 in the center of downtown Huntersville
- The Huntersville Arts and Cultural Center will be immediately on the left with parking located behind the building

Please park and walk in for drop off and pick up for each class.

Ballantyne Metrolina Regional Scholars Academy 7000 Endhaven Lane



Directions to Ballantyne:

- From 485 E, take Johnston Road exit 61 and turn left onto Johnston Road/US-521
 - From 485 W take Johnston Road exit 61A and turn right onto Johnston Road
 - On the right you will see Toringdon Market with the Earth Fare Market. Turn right on Community House Road.
 - Community House Road will end and force you to go left.
 - Metrolina Regional Scholars Academy is the first building on the left.
- Please park in the parking lot (not in the front circle) and walk into the entrance under the gold awning that says *Metrolina Regional Scholars Academy* for drop off and pick up each class. Note that the British-American School is in the same location as Metrolina Regional Scholars Academy.