



2011-2012 Education Class Handbook

School of Theatre Training

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:

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Children's Theatre Web Site:	www.ctcharlotte.org	
ImaginOn Web Site:	www.imaginon.org	

School of Theatre Training Overview

School of Theatre Training (SOTT) Classes are geared toward students who are dedicated to studying the skills and techniques of theatre. Classes meet once a week October 3-March 8. Students build theatre skills and techniques by moving through the levels of programming. **Level I Foundation** classes are designed to broaden students' knowledge as a performer and introduce them to the requirements of auditioning. As students move into **Level II Core** classes they deepen their understanding of theatre concepts while learning how to audition, create a headshot and build a resume. **Level III Focus Areas** are designed to introduce students to advanced acting and performing theories. All **Level IV Intensive and Specialty** classes as well as the **Level V Ensemble** program classes immerse students in the application of theatre disciplines. Students who participate in SOTT are invited to audition for **OnStage**, a unique performance opportunity.

Mandatory Parent/Student Class Orientation

Class orientations will occur the first week of class. Your specific orientation date and time was provided during the registration process and is on your email confirmation; additionally a reminder postcard will be mailed the week of Sept 26th. Please plan to accompany your student to the mandatory orientation for teacher introductions and further information about the curriculum, class structure, and expectations for the year.

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 so be sure to dress appropriately.
- Bottled water is permitted during class. No other food or drink is permitted in the classroom.

Showcases

At the end of the SOTT session, students will participate in "Showcase Week". Students will demonstrate the work done throughout the year in a culminating showcase the last week of classes. A reminder about "Showcase Week" will be sent home with students prior to the end of the session.

SOTT Important Dates

- October 3-6 Classes begin
- November 21-25 No classes
- December 19-31 No classes
- January 2 Classes resume
- January 16 MLK observed, no classes/OnStage registration begins
- March 14-15 OnStage auditions
- March 5-8 SOTT Showcase week
- April 16 OnStage rehearsals begin
- May 18-20 OnStage performances
- For all Education programs, classes will take place as scheduled on holidays or school teacher workdays unless noted above. Families will be notified in advance via email if there is an exception.

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 Showcase on the final day of class.

School of Theatre Training Absence and Attendance Policy

Theatre is a team activity which often involves scene partners and group interaction; excessive absences can affect the entire class. We encourage strong commitment and full participation. Therefore, students are allowed 3 unexcused absences throughout the course of the year. The following include reasons which an absence will be considered "excused":

Illness.

Death in the family.

Observance of a religious holiday .

Family emergencies or other circumstances beyond the student's control.

School sponsored field trip.

Other reasons, such as court appearances or medical appointments .

While we do not condone students missing class due to vacations, we do recognize that there are rare instances when a student must be absent due to parental vacation or travel requirements.

We encourage and support students practicing their theatre craft. If a student is cast in a production and cannot attend multiple classes, the student and parent should communicate with their teacher *immediately* to discuss how to make up class assignments and participation in the final showcase.

If a student receives an "excused absence," he/she has the responsibility and obligation to contact the teacher *in advance* of the absence and make-up work missed immediately upon return. Any reasons other than those mentioned under "excused absence" will be considered "unexcused." Examples include: vacation days, opening day of baseball season, birthdays, jobs, etc..

If a student is dismissed from the program due to unexcused absences they may not advance to the next level and a refund will not be issued.

Each class is planned and specifically created to ensure a quality experience for all students. Therefore, it is important to communicate all absences in advance. Students are responsible for making-up all missed assignments. Be aware, that students who miss class because of multiple excused absences will have limited participation in the final showcase.

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

We provide an opportunity for guest to observe the class experience during the Showcase on the last day of class. Other than the Showcase, parents do not sit in on classes.

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 Showcases. 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.

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 their student to and from the check-in 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 check-in 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 check-in area for class to begin. It is important that students arrive to class on time. Latecomers should check-in with the class assistant.
- Parents are welcome to wait in the check-in area while class is in session.
- At the end of class time, students will return to the check-in 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 check-in area to assist with class transitions. If a parent is not in the check-in area promptly at the end of class, the Class Assistant will escort the student to the Security Office in ImaginOn.

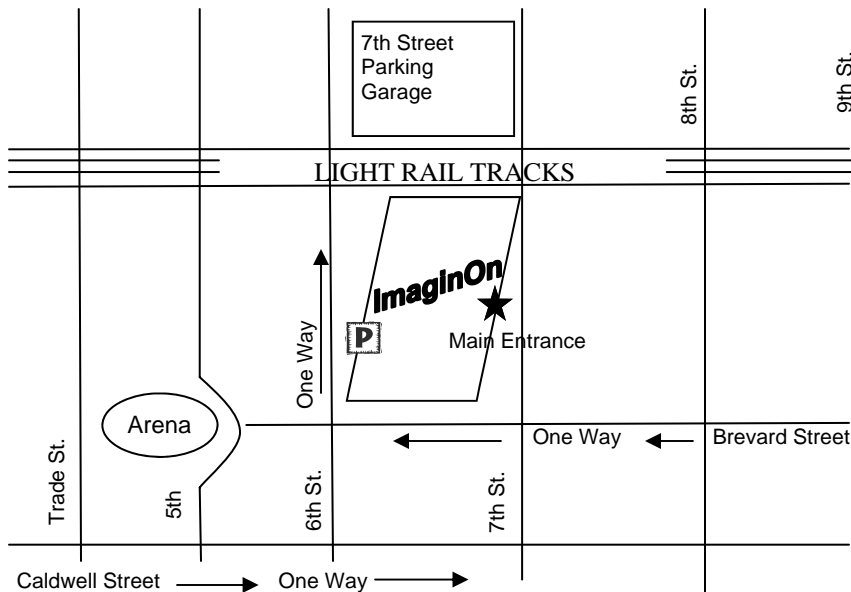
Students over 8: If a parent is not in the mezzanine area promptly at the end of class, students over age 8 will be released into the library area or to security if the building is closed. At this time, Children's Theatre relinquishes supervision of the student.

ImaginOn Public Building Hours

(effective July 6, 2010 and subject to change)

Monday: closed to the public
Tuesday-Thursday: 10 am-7 pm
Friday - Sunday: 10 am-5 pm

SOTT families will have access to the building for class; however students may only use the library facility during public hours. It is important that families drop off and pick up on time when the building is not open to the public.



Parking Information at ImaginOn

On Site

Parking is available in the parking deck below our building and the first 90 minutes are free with validation. You can self-validate your parking pass at the Information desk near the front entrance of ImaginOn. The entrance to the parking deck is accessible from 6th Street. See the P symbol on the map above. All surface lots surrounding ImaginOn impose a flat fee to park.

Surface Lots

Parking is available in multiple surface lots surrounding ImaginOn. Surface lots surrounding the building impose flat fees for parking, ranging from \$3-\$15 per day.

Seventh Street Station Parking Garage (subject to change)

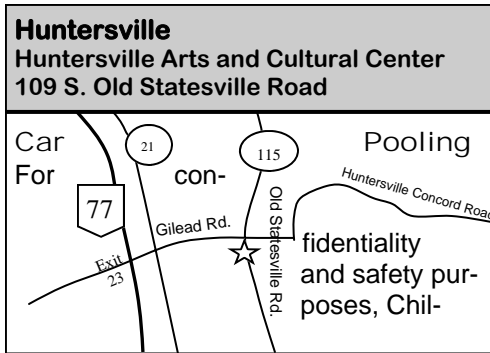
ImaginOn patrons who enter the deck **after 5:00 pm** and validate their 7th Street parking ticket at the welcome desk near the main entrance of ImaginOn should receive 2 hours free parking. Before 5:00 pm, regular hourly rates apply. Please note that parking at a flat rate surface lot is typically less costly than hourly parking. ImaginOn does not own or operate 7th Street Station. 7th Street parking policies are subject to change without notification. Children's Theatre and ImaginOn are not responsible for 7th Street parking policies or fees.

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.

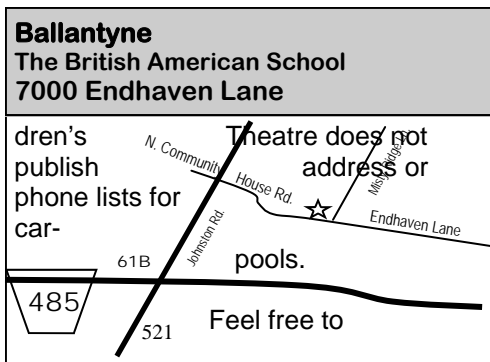
Directions to Satellite Locations

(see reverse for ImaginOn)



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



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.
 - The British American School is the first building on the left.
- Please park and walk students inside for drop off and pick up for each class.

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.