



Summer Camp Handbook 2010

Welcome to summer camp at Children's Theatre of Charlotte! Attached you will find detailed camp information including drop off and pick up procedures. Please review the following information carefully, and don't hesitate to contact us with any questions. We look forward to seeing you this summer!

Contact Information:

Children's Theatre of Charlotte:	704-973-2800
Jenny Goodfellow, Summer Camp 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

Orientation:

Early Childhood and Primary Camps: Please plan to accompany your child for the first 15 minutes on the first day of each camp session for orientation and staff introduction. Orientation sessions at Satellite locations will take place in the facility lobby or classroom. Orientations at ImaginOn will take place in the Wachovia Playhouse. Please see pages 3 and 4 for parking information.

3rd-12th Grade Camps: There will be no orientation for 3rd-12th grade camps at ImaginOn or satellite locations. If you have questions or are new to CTC and would like a tour of the facility before camps begin, please call the Enrichment Coordinator, Jenny Goodfellow at (704) 973-2835.

Open House Fridays:

All camps have an Open House or Showcase on Fridays. Bring your family and friends!

CAMP

Early Childhood Camps (ages 3-5)
Primary Full-Day Camps (1st-2nd grades)
Primary Half-Day Camps (1st-2nd grades)
Musical Production Camps (3rd-7th grades)
MADD and Acting Camps (3rd-7th grades)
Teen Camps (8th-12th grades)
Technical Theatre (8th-12th grades)
A Night of One Acts (8th-12th grades)

OPEN HOUSE/SHOWCASE TIME

Friday at **11:30 am**
Friday at **2:00 pm**
Friday at **3:30 pm**
Friday at **2:00 pm**
Friday at **3:00 pm**
Friday at **2:00 pm**
Friday at **3:00 pm**
Friday at **7:00 pm**

Snack/Lunch:

For half-day programs, bring a snack and a drink each day. For full-day programs, bring a snack, bagged lunch and plenty to drink each day. There are no refrigerators or vending machines available for campers.

Camp Clothing:

Students should dress casually and comfortably with shoes that will remain securely on their feet. Dresses and flip flops are not recommended. Art projects are common at summer camp and students should dress appropriately. All campers are asked to wear their camp T-shirt on Friday.

Summer Camp T-shirts:

Campers receive one free summer camp T-shirt per summer. T-shirts will be distributed the third day of camp. T-shirts are limited to one per camper. All campers are asked to wear their camp T-shirt on Friday.

Absence Policy:

Please notify Children's Theatre if you know in advance that a student will be absent from camp. Because each class builds on skills and activities from previous days, absences may affect a student's participation in the Open House or Showcase. There are no refunds or make-up sessions for missed classes. Students should plan to attend the entire week of camp. Absences affect preparation for the final showcase.

Illness and Emergencies

If a student becomes ill during camp, a parent will be contacted to pick up the student. If a parent cannot be reached, the 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 a serious emergency, 911 will be called first. If it is necessary for you to pick up your child in the middle of the camp day at ImaginOn, please go to the welcome desk located at the main entrance. At Satellite locations, please coordinate with the camp instructor in advance if you need to remove your child during the camp day.

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 Program Administrator, Andrea St. Clair at (704) 973-2837.

Observation Policy and Separation Anxiety

We provide an opportunity for parents to observe the camp experience during the Open House each Friday. 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 camp. 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 camp activities, anxiety typically diminishes.

Discipline Policy

Inappropriate behavior during camp 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.

Aftercare for 3rd-7th Grade Students at ImaginOn

Aftercare is available for full-day camps at ImaginOn providing supervision for students until 5:30 pm, Mon.-Thurs. Students registered for aftercare may be picked up any time between 3:30 and 5:30 pm. Parents of aftercare students should park underneath ImaginOn and check in at the welcome desk, located at the main entrance to pick up their student each day. The fee is \$75/week. Aftercare is for 3rd-7th grade students only and is not available at satellite locations. Supervision is not provided for students not registered for this service in advance. Unless a student is registered for aftercare, any student who is 8 or older **will be released into the ImaginOn library** if they are not promptly picked up at the end of the camp day. At this point, supervision of the student will no longer be the responsibility of Children's Theatre.

Tax Information

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

Videotaping & Photography

Videotaping and photography is permitted for *most* Open Houses and Showcases except when prohibited by copyright law. Photography is permitted at any time for Open Houses that take place in the classrooms. Flash photography is prohibited during Showcases that occur in the theatres; an opportunity for flash photos will follow each Showcase. 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.

Drop Off and Pick Up*

Drop off for all 3rd-12th grade camps:	8:30-8:45 am
Drop off for early childhood and primary full-day camps:	8:45-9:00 am
Drop off for primary half-day camps:	12:45-1:00 pm

Especially at ImaginOn, it is essential that you adhere to the following drop off times. **Please do not arrive early in the morning and idle in your car along Brevard Street.** We are not able to allow students into ImaginOn earlier than 8:30 am. Because drop off occurs during the morning rush hour, **we may lose our privilege for a carpool line if cars are idling on Brevard Street before 8:30 am.**

Pick up for all 3rd-12th grade camps:	3:30 pm (3:30-5:30 M-Th if registered in after care)
Pick up for early childhood camps:	12:00 (noon)
Pick up for primary full-day camps:	3:00 pm
Pick up for primary half-day camps:	4:00 pm

*See page 3 for further instructions concerning drop off and pick up at ImaginOn.

Drop Off / Pick Up Procedures at ImaginOn

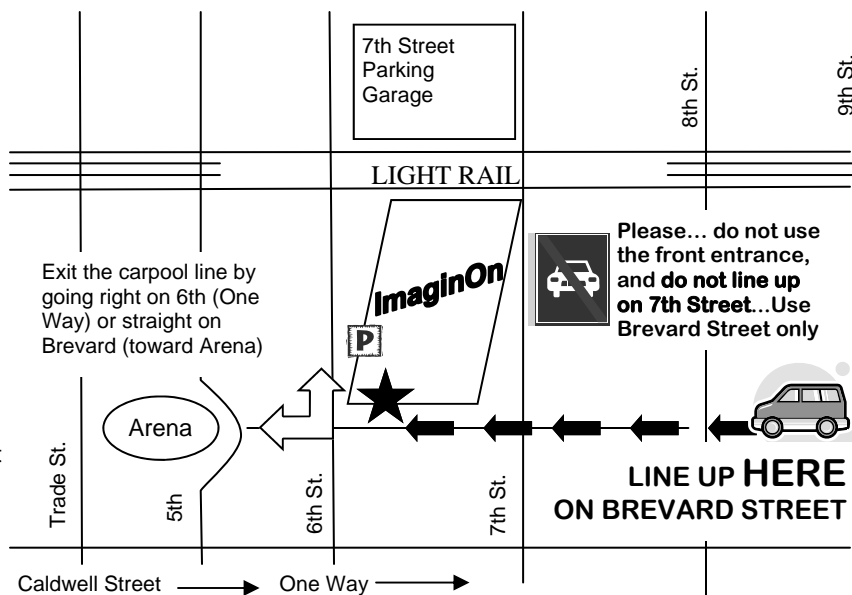
(see reverse for satellite locations)

ImaginOn is located at 300 East 7th Street in Uptown Charlotte. **Children's Theatre will offer a drop-off/pick up line on Brevard Street.** Below are directions to access the drop off/pick up line:

From Providence Road, Randolph Road or Monroe Road: As you approach Uptown Charlotte, turn right on Caldwell Street and follow to 9th. Turn left on 9th and left on Brevard. Stay in the right lane to access the drop off/pick up line.

From 1-77 North, take John Belk Freeway /I-277 North (exit 9B) to the College Street exit. Take College Street (one way) to 9th Street. Turn right on 9th, then right on Brevard. Stay in the right lane to access the drop off/pick up line.

From I-77 South or I-85, take the Brookshire Freeway (exit 11). Take Brookshire Freeway East / I-277 South (exit 11A). Take the Church/Tryon Street exit onto 11th Street. From 11th, turn right on Brevard Street. Stay in the right lane to access the drop off/pick up line.



Ride the Light Rail

Avoid uptown parking by riding the light rail. The Lynx Blue Line's northernmost stop is Seventh Street Station/ImaginOn. One-ride fares are \$1.50/adult, \$0.75/youth (grades K-12), free for children 5 and under.

Drop-Off / Pick Up Line

ImaginOn's main entrance opens at 9:00 am. Before 9:00 am, campers must enter the building via the camp entrance on Brevard Street. All camps at ImaginOn will have a drop off and pick up line on **Brevard Street**. This is the SIDE entrance to the building, not the front entrance. Staff members will assist students in and out of the vehicle so that the driver may remain in the car at all times. All vehicles should line up along Brevard Street. Please do not block intersections and lot entrances. Brevard Street is one way. When arriving for the drop-off or pick-up line at ImaginOn, access Brevard Street from 9th Street or above. **Do not access Brevard Street from 7th Street.** The city transportation director has made it very clear that no camp traffic can accumulate on 7th Street. In addition, cutting into the carpool line delays the process and is inconsiderate to other drivers. We appreciate your cooperation during carpool.

Security Cards

Pick-up security cards will be mailed approximately one week prior to the start date of camp. This card will serve as a security measure for camp pick up for the remainder of the week. Please keep this card in the front windshield of your vehicle, on the passenger side. In the event that a card is not present, a member of the camp staff will ask the driver for the student's name and the security code. **The security code is the birth date of the camper.** If a driver does not know the code, the student will not be permitted to get into the car. In this event, the parent or emergency contact will be called for verification.

Walk-in Pick Up at ImaginOn

If you choose to walk into ImaginOn for pick up, please enter through the front entrance of the building and walk to the far left corner of the first level. A summer camp staff member will be posted there to release students who are walking with their guardian. The guardian must have the student's security card or must know the student's security code.

Aftercare for 3rd-7th Grade Students at ImaginOn

Aftercare is available for full-day camps at ImaginOn providing supervision for students until 5:30 pm, Mon.-Thurs. The fee is \$75/week. Aftercare is for 3rd-7th grade students only and is not available at satellite locations. Supervision is not provided for students not registered for this service in advance. See page 2 for further information.

Building Policy regarding students in ImaginOn

Students who are 8 years or older are permitted to be in ImaginOn without the supervision of an adult. Unless a student is registered for Aftercare, any student who is 8 or older **will be released into the ImaginOn library** if they are not promptly picked up at the end of the camp day. At this point, supervision of the student will no longer be the responsibility of Children's Theatre.

Parking for Orientations, Showcases and Open Houses

Parking is available in the parking deck below our building and the first 90 minutes are free with validation. Patrons can self-validate their 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 and parking garages surrounding ImaginOn impose a fee to park. Surface lots impose a flat fee and typically are less costly than the parking garages that impose a time-based fee. Parking is limited during Showcases and Open Houses. Be sure to familiarize yourself with parking before Friday.

Directions and Drop Off / Pick Up Procedures at Satellite Locations (see page 3 for ImagineOn)

Early Childhood and Primary Satellite Drop Off/Pick Up

Please plan to accompany your child for the first 15 minutes on the first day of each camp session for orientation and staff introduction. During orientation staff will go over the drop off and pick up procedures. Pick up procedures may vary by satellite location. For security purposes always bring your security card (see page 3 'Security Cards').

Full Day Satellite Drop Off/Pick Up

Full Day satellite camps will have a drop off and pick up line. Staff members will assist students in and out of the vehicle so that the driver may remain in the car at all times. Security cards will be required for pick up (see page 3 'Security Cards').

Actor's Theatre—Uptown

Actor's Theatre of Charlotte
650 E. Stonewall Street
Charlotte, NC 28202



Directions to **Actor's Theatre**:

- From 277, take exit 1E for Stonewall Street toward Kenilworth Avenue.
- Turn right on S. McDowell Street.
- Turn right into the parking lot of Walton Plaza.
- Proceed straight through the parking lot to Actor's Theatre.
- Student drivers should check in with staff to receive a parking spot behind Actor's Theatre throughout the week.
- For Showcases at Actor's Theatre, family and friends can park in Walton Plaza.

Ballantyne—South Charlotte

Metrolina Regional Scholars' Academy
7000 Endhaven Lane
Charlotte, NC 28277



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 Earth Fare. 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 do not park in the front circle. Note that the British-American School is in the same location as Metrolina Regional Scholars Academy.

Note: Endhaven Lane is also accessible via Elm Lane.

Davidson—North Charlotte

Davidson College
120 Patterson Court Circle
Davidson, NC 28036



Directions to **Davidson**:

- Take I-77 to exit 30 (Davidson). Travel on Griffith Street toward Davidson College (traveling south on I-77 turn left; traveling north on I-77 turn right).
- Turn left onto Main Street then take an *immediate* right onto the campus on Glasgow Street.
- Turn left onto Patterson Court Circle and follow the loop to the 'Outpost' located on the right-hand side of the street.
- Parking is not restricted on campus unless otherwise posted.
- Signs for "Children's Theatre" should also be posted around campus to help direct families.