



2011-2012 Education Workshop Session Handbook

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	
Jenny Goodfellow, Enrichment Coordinator	704-973-2835	jennyg@ctcharlotte.org
Andrea Derreberry, Education Program Administrator:	704-973-2837	andread@ctcharlotte.org
Sidney Horton, Scholarship Coordinator:	704-973-2836	sidneyh@ctcharlotte.org
Children's Theatre Web Site:	www.ctcharlotte.org	
ImaginOn Web Site:	www.imaginon.org	

Workshop Session Overview

Workshop sessions offer beginning students an opportunity to explore theatre through an introductory process and offer advanced students seminars and practicum in theatre concentrations. Like all Enrichment Classes at Children's Theatre, the Workshop sessions are process-driven. These unique classes are designed for students to find their own artistic voice in a collaborative, creative environment. Workshop sessions provide a great alternative for students unable to make the full-year commitment to the School of Theatre Training program. Advanced Workshop opportunities can also serve as a supplement to the School of Theatre Training or other theatre training programs, providing pre-college style concentrations for the dedicated student. Workshops are offered throughout the Fall, Winter and Spring. Be sure to check our website for new workshops added throughout the year!

Class Orientation

On the first day of classes, students should check in with the class assistant in the mezzanine. Please plan to accompany your student to class on the first day for a brief orientation and teacher introduction.

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. 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, 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.

Inclement Weather

If ImaginOn 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.

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 Education Program Administrator, Andrea Derreberry at (704) 973-2837.

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.

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.