



2016-17 Education Class Handbook

Creative Drama

Welcome to the 2016-17 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 of Charlotte Web Site		www.ctcharlotte.org
ImaginOn Web Site		www.imaginon.org

Creative Drama Overview

Creative Drama classes offer our youngest students a playful introduction to performing. Students gain the ability to express themselves, build confidence, explore their imagination and develop basic social skills. Classes are sequenced to build on vocabulary and concepts, but with the expectation that a student may enter at any point in the sequence. Classes are designed for new and returning students and cover new material each session. Creative Drama classes are offered in Fall and Winter sessions.

Students ages 2-3 can participate in a shared experience with a parent/guardian, in our **Side by Side** classes. Students ages 3-4 engage in creative drama and movement activities in **My Spotlight** classes. Students ages 5-6 use children's literature as a springboard for story dramatization in **Acting Adventures** classes. **Shooting Stars** classes introduce 1st-2nd grade students to the elements of a story through movement, characterization, and improvisation. **Young Performers** classes allow students in 3rd-5th grades to rehearse a scripted play with basic production elements.

Mandatory Parent/Student Class Orientation

On the first day of classes students should check in with the Class Assistant (on the mezzanine level at ImaginOn/in the lobby for Satellite locations.) Orientation will occur the first day of class. Please plan to accompany your child 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 closed-toe shoes. 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.
- 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 accompanies students who need a restroom break during the class time.

Sneak-a-Peek and Sharing Day

Sneak-a-Peek Day is a 30-minute opportunity at the end of week five 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. All CTC classes, except for **Side by Side** classes, conclude with a special Sharing Day that happen in the students' regular classroom. Sharing Day is when students present work and demonstrate skills learned throughout the session to an "audience" of their parents, family, and friends.

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 then are escorted to the classroom by the Class Assistant.

Creative Drama Important Dates

Creative Drama classes meet once a week for ten weeks, except for **Side by Side** classes which meet for 5 weeks. Classes meet at ImaginOn or Satellite locations. There are separate Fall and Winter sessions which different materials in each session.

Oct 4-8, 2016	First day of class and mandatory orientations for Fall Session
Nov. 1-5, 2016	Last day of class Side by Side (Nov. 5), Sneek-a-Peek for all other Creative Drama Classes
Nov. 12, 2016	First day of class Side by Side orientations for Fall Session 2
Nov. 22-26, 2016	Thanksgiving, no classes
Dec. 13-17, 2016	Fall Session Sharing for all Creative Drama Classes
Jan. 17-21, 2017	First day of class and mandatory orientations for Winter Session
Feb. 14-18, 2017	Last day of class Side by Side (Feb. 18), Sneek-a-Peek for all other Creative Drama Classes
Feb. 25, 2017	First day of class Side by Side orientations for Winter Session 2
March 21-25, 2017	Winter Session Sharing for all Creative Drama Classes

**For all Education programs, classes will take place as scheduled on holidays or school teacher workdays unless noted above.*

Inclement Weather and Emergency Closings

If the ImagineOn building is closed due to severe weather or some other emergency, CTC will not hold classes. Local news and radio stations will report library and location closings. You may also check the CTC website www.ctcharlotte.org or call (704) 973-2848 for information regarding building closings.

Observation Policy and Separation Anxiety

With the exception of the **Side by Side** classes, the Creative Drama classes are an independent experience for children to learn and explore. We provide an opportunity for parents to observe the class experience during Sneak-a-Peek as well as on the Sharing Day for Fall and Winter classes. Other than these two dates, parents do not sit in on classes. Rarely, some of our youngest students may experience separation anxiety on the first day of class. We find the most effective method for 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 soothe 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 Programs Coordinator, Tommy Prudenti at (704) 973-2837.

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 content for that day as well as some questions or facts to review at home. In addition, teaching artists send out weekly email updates to keep parents informed. If you ever have any additional questions about your child's experience, or are seeking more information regarding class content, teaching artists 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 Programs Coordinator at any time. Additionally, parents are encouraged 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.

Creative Drama Absence and Attendance Policy

Please notify CTC 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. If no one can be reached, we will take the necessary actions for the health and safety 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 are listed in the medical section of your registration form. CTC classes are inclusive. Open communication with families helps us create a successful environment for every student. To discuss your child's needs, please contact the Programs Coordinator, Tommy Prudenti at (704) 973-2837.

Discipline Policy

Inappropriate behavior will result in the following course of action:

1. Student receives a verbal warning.
2. Student is removed from the class activity until the Teaching Artist invites the student to return the activity.
3. The Teaching Artist will speak with the parent after class.
4. Student is removed from the class and sits with the Class Assistant.
5. Education Administration contacts the parent, and together determines 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 Showcase. Typically classroom and natural light provides ample illumination for photography; if flash 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 or videos of students taken by staff may be used in Children's Theatre of Charlotte promotional materials.