



2016-17 Education Class Handbook

School of Theatre Training

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

Children's Theatre of Charlotte	704-973-2800	
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Children's Theatre of Charlotte Web Site		www.ctcharlotte.org
ImaginOn Web Site		www.imaginon.org

School of Theatre Training Overview

School of Theatre Training is a comprehensive 20-week program for studying the skills and techniques of acting and musical theatre. Class offerings vary at every age level, guaranteeing an entry point for every student in our progression of classes. Our open-enrollment classes for students grade 5 through grade 12 provide a curricular scaffolding to allow students entering the program at the **Foundations** level to explore theatre in a fun and casual approach; moving on to **Core** classes where students learn how to audition, create a headshot, and build a resume; continuing their development in specialized **Focus** level classes that vary from year to year. Our conservatory classes provide a more rigorous course of study for students grade 5 through grade 12 who auditioned for these specialized concentrations.

Students who participate in SOTT are invited to audition for OnStage, a unique performance opportunity. Please note that attendance and classroom behavior may impact eligibility.

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.
- Bottled water is permitted during class. No other food or drink is permitted in the classroom.

Showcase

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 email is sent to families prior to the end of the session.

SOTT Important Dates

Oct. 3-6, 2016	First day of class and mandatory orientations
Oct. 31, 2016	Halloween, no classes
Nov. 21, 2016	Make up Monday #1
Nov. 22-26, 2016	Thanksgiving, no classes
Dec. 12-15, 2016	Mid-Session Drop-In
Dec. 19, 2016	Make up Monday #2
Dec. 20, 2016-Jan.8, 2017	Winter Break, no classes
Jan. 9, 2017	Classes resume
Jan. 16, 2017	MLK, no classes
Feb. 20-23, 2017	OnStage Early Registration and Lottery Sign-up
March 13-17, 2017	Showcase Week
March 19-20, 2017	OnStage Auditions
March 27, 2017	OnStage Callbacks
April 3, 2017	OnStage Mandatory Orientation
April 17-May 18, 2017	OnStage Rehearsals
May 19-21, 2017	OnStage Performances

**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.

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. 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, mid-session Sharing and Showcase. 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.

School of Theatre Training Absence and Attendance Policy

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

- 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

We encourage students to audition for shows in their community, but if a student is **cast** in a production and cannot attend multiple classes, the student and parent should communicate with their CTC teaching artist *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." 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.

Be aware, that students who have multiple "excused absences" may have limited participation in the Showcase, and it may affect their eligibility to audition for OnStage.

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.

Observation Policy

We provide an opportunity for guests to observe the class experience during the Mid-Session Drop-In during week ten and on the final day for Showcase. Other than these two dates, parents do not sit in on classes.

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.