



2018-19 Education Class Handbook

School of Theatre Training

Welcome to the 2018-19 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	
Tommy Prudenti, Education Programs Coordinator	704-973-2837	tommyp@ctcharlotte.org
Micah Hein, Education Systems Coordinator	704-973-2835	micahh@ctcharlotte.org
Adam Montague, Education Curriculum Coordinator	704-973-2836	adammm@ctcharlotte.org
Children's Theatre of Charlotte website		www.ctcharlotte.org
ImaginOn website		www.imaginon.org

School of Theatre Training Overview

School of Theatre Training (SOTT) 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 scaffolded curricula 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 on 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, 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 presentation the last week of classes. A reminder email is sent to families prior to the end of the session.

SOTT Important Dates

Oct. 1-6, 2018	First day of class and mandatory orientations
Oct. 31, 2018	Halloween, no classes (Wed. ONLY)
Nov. 19-24, 2018	Thanksgiving week, no classes
Dec. 10-15, 2018	SOTT Mid-Session Drop-In
Dec. 17 & 19, 2018	Make up classes for Halloween & MLK (Mon. & Wed. classes ONLY)
Dec. 20, 2018-Jan.6, 2019	Winter Break, no classes
Jan. 7, 2019	Classes resume
Jan. 21, 2019	MLK, no classes (Mon. ONLY)
Feb. 18-20, 2019	OnStage Early Registration and Lottery Sign-up
March 11-16, 2019	SOTT Showcase Week
March 17-18, 2019	OnStage Auditions
March 25, 2019	OnStage Callbacks
April 1, 2019	OnStage Mandatory Orientation
April 8-May 16, 2019	OnStage Rehearsals (<i>No rehearsals April 15-19</i>)
April 28, 2019	Auditions for SOTT Conservatory 2019-2020
May 17-19, 2019	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 ImaginOn building is closed due to severe weather or some other emergency, Children's Theatre of Charlotte will not hold classes. Local news and radio stations will report library and location closings. You may also check our 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, Tommy Prudenti at (704) 973-2837. Additionally, parents are encouraged to attend the class orientation, Mid-Session Drop-In and Showcase. Further details about the content of classes and a list of general questions for discussion may be found on the our website, 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, and absences affect the entire class. We encourage strong commitment to attendance and full participation within the class. Therefore, students are permitted **ONE** unexcused absence throughout the course of the year. The following reasons are which an absence will be considered an "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 teaching artist *immediately* to discuss how to make up class assignments and participation in the Showcase.

If a student receives an "excused absence," he/she has the responsibility 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. Children's Theatre of Charlotte 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 and/or send an email.
4. Education Administration contacts the parent and further action is determined.

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 a flash is necessary, please be considerate of the students and other audience members. Video recording is permitted. Please be aware that an electrical outlet will not be accessible. Children's Theatre of Charlotte does not produce or sell videos of the Showcase. Photographs or videos of students taken by staff may be used in Children's Theatre of Charlotte promotional materials.