



# Creative Drama (CD) Handbook 2019-20

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 (CTC)	704-973-2800	<a href="http://www.ctcharlotte.org">www.ctcharlotte.org</a>
Adam Montague, Early Childhood & SOTT Manager	704-973-2836	<a href="mailto:adammm@ctcharlotte.org">adammm@ctcharlotte.org</a>
Micah Hein, Camps & Community Programs Manager	704-973-2835	<a href="mailto:micahh@ctcharlotte.org">micahh@ctcharlotte.org</a>
ImaginOn website		<a href="http://www.imaginon.org">www.imaginon.org</a>

## Program Overview

Students explore their imaginations, build confidence and develop important social skills while investigating theatre concepts and vocabulary presented for their age level. There are separate Fall and Winter Sessions. While the structure of our classes remains the same, we introduce new materials and books to explore each session.

- Wear clothes you can move in comfortably and closed-toe shoes. No sandals, flip-flops, Crocs or Ugg-type boots.
- Students who wear skirts are strongly encouraged to wear shorts or leggings underneath.
- Students should **visit the restroom prior to class to prevent disruptions**. During class, the Class Assistant accompanies students to the restroom.

## Mandatory Parent/Student Class Orientation

On the first day of the session, travel to the mezzanine level at ImaginOn and speak with the Class Assistant at the check-in desk. Please plan to accompany your child for **the first 15 minutes of class** for introductions with the Teaching Artist, information about the curriculum and expectations for the session.

## Sneak-a-Peek and Final Sharing

With the exception of **Side-by-Side** classes, we provide a mid-session Sneek-a-Peek for families to sit on the sidelines and observe as a "fly on the wall." The length of time families are in the classroom will vary at the discretion of the Teaching Artist. Videography and photography are discouraged at this time. Please wait until the final Sharing.

Every session ends with a final Sharing for families and friends. At the Sharing, students will demonstrate activities and skills learned throughout the session. Students will also share an adaptation of one of the stories explored during the session, and you will play a part in telling it. As we say, "If you are in the room, then you are in the story!"

For both events, families and friends should gather at the check-in desk, and then the Class Assistant will escort you to the classroom when it is time. A reminder email is sent to families prior to Sneek-a-Peek and the final Sharing.

## CD Important Dates

Classes take place as scheduled on holidays and Charlotte-Mecklenburg School workdays unless noted below. Classes meet once a week for ten weeks, **except for Side-by-Side classes which meet for five weeks.**

October 1 - 5, 2019	Orientation week, first day of classes for Fall Session
October 22 - 26, 2019	Sneak-a-Peek for Fall Session (week 4)
November 2, 2019	Last day of class Side-by-Side Fall Session 1
November 9, 2019	First day of class Side-by-Side Fall Session 2
November 25 - 30, 2019	Thanksgiving week, no classes
December 10 - 14, 2019	Sharing week for Fall Session
January 7 - 11, 2020	Orientation week, first day of classes for Winter Session
February 4 - 8, 2020	Sneak-a-Peek for Winter Session (week 5)
February 8, 2020	Last day of class Side-by-Side Winter Session 1
February 15, 2020	First day of class Side-by-Side Winter Session 2
March 10 - 14, 2020	Sharing week for Winter Session

## **Special Needs**

All CTC classes are inclusive. Our staff will note any medical conditions, allergies or special needs listed in the medical section of your registration form. Open communication with families helps us create a successful environment for every student. If you have further questions, contact Adam Montague, Early Childhood & SOTT Manager.

## **Class Content and Questions**

With the exception of **Young Explorers** classes, students are given weekly handouts providing information about the content for that day's class, as well as some questions or activities to review at home as a family. Teaching Artists also send weekly email updates to keep parents/caregivers informed about class content and activities. Additionally, they may make themselves available a few minutes before and after class. You may also speak with the Class Assistant at the check-in desk or contact Adam Montague, Early Childhood & SOTT Manager.

## **Inclement Weather and Emergency Closings**

If the ImaginOn 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 our website [ctcharlotte.org](http://ctcharlotte.org) or call 704-973-2828 for information regarding building closings. Make-up days for cancelled classes may be arranged based on individual class schedules and circumstances.

## **Attendance Policy**

Theatre is a team sport - so we encourage the whole team to be present and ready to work for every class. We encourage strong commitment to attendance and full participation within the class. **If your child will be absent, for any reason, notify your Teaching Artist as well as Adam Montague, Early Childhood & SOTT Manager.** We understand that emergencies occur such as a sudden illness, car accident, etc. Please, as soon as you are able, contact the Education Staff about your child's absence.

Because each class builds on skills and activities from previous classes, absences may affect a student's participation in the program. Due to the structure of our program there are no make-up classes offered, and a student cannot transfer to a similar class within the same session to make-up the missed class. There are no refunds for missed classes.

## **Illness in Class**

If a student becomes ill during class, a parent/caregiver will be contacted to pick up the student. If they cannot be reached, the 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 of your child. **In the event of a serious emergency, 911 will be called first.**

## **Observation Policy and Separation Anxiety**

With the exception of **Side-by-Side** classes, each session is an independent experience for children to learn and explore. There are opportunities throughout the CD sessions to observe classes. For the first day, there is an Orientation for parents/caregivers. Additionally, there is a mid-session Sneak-a-Peek to observe the class. On the final day, friends and family are invited to watch a presentation of materials covered. Other than these instances, **parents/caregivers do not sit in on classes.**

Some of our youngest students may experience separation anxiety on the first day of class. We find the most effective method is a quick but loving goodbye from the parent/caregiver. Once students begin class activities, anxiety typically diminishes.

## **Discipline Policy**

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/caregiver after class and/or send an email.
4. If the behavior continues, Education Staff contacts the parent/caregiver and further action is determined.

## **Tax Information**

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

## **Videography & Photography**

Videography and photography are permitted for final Sharing. We ask that you avoid flash photography of any kind during the performance, and a group picture will be staged after the performance. CTC does not produce or sell videotapes. Photographs of students taken in class by staff members may be used in CTC promotional materials.