



School of Theatre Training (SOTT) 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	www.ctcharlotte.org
Adam Montague, Early Childhood & SOTT Manager	704-973-2836	adammm@ctcharlotte.org
Micah Hein, Camps & Community Programs Manager	704-973-2835	micahh@ctcharlotte.org
ImaginOn website		www.imaginon.org

Program Overview

This is a comprehensive 20-week program for studying the skills and techniques of acting and musical theatre. Our curriculum is structured around the Stanislavski System, a method of performing truthfully onstage through a created set of imaginary circumstances.

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.

- Wear clothes you can move in comfortably and closed-toe shoes. No sandals, flip-flops, Crocs or Ugg-type boots.
- Bottled water is permitted during class. No other food or drink is permitted in the classroom.

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 30 minutes of class** for introductions with the Teaching Artist, information about the curriculum and expectations for the year.

Showcase

Every session ends with a final Showcase for families and friends. Demonstrations of exercises and activities facilitated by both students and the Teaching Artists surround selections of monologues, scenes and songs. A reminder email is sent to families prior to the end of the session.

SOTT Important Dates

Classes take place as scheduled on holidays and Charlotte-Mecklenburg School workdays unless noted below.

September 30 - October 5, 2019	Orientation week, first day of classes
October 31, 2019	Halloween, no classes (Thursday only)
November 25 - 30, 2019	Thanksgiving week, no classes
December 9 - 14, 2019	Mid-session Drop-in week
December 16 (Mon.) & 19 (Thurs.), 2019	Make-up classes for MLK and Halloween (Monday & Thursday only)
December 20, 2019 - January 5, 2020	Winter Break, no classes
January 6 - 11, 2020	Classes resume
January 20, 2020	MLK, no classes (Monday only)
February 17 - 19, 2020	OnStage Early Registration and Lottery Sign-up
March 9 - 14, 2020	Showcase week
March 15 - 16, 2020	OnStage Auditions
March 23, 2020	OnStage Callbacks
March 30, 2020	OnStage Orientation and Mainstage Audition Info. Session
March 31 - April 8 / April 20 - May 7, 2020	OnStage Rehearsals
April 26, 2020	Auditions, SOTT Conservatory for 2020-21
May 15 - 17, 2020	OnStage Performances

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

Teaching Artists 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 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. Absences will affect whole group projects and smaller, scene partner involvement. **If your child will be absent, for any reason, notify your Teaching Artist as well as Adam Montague, Early Childhood & SOTT Manager.** The sooner we are made aware, the more accommodating we can be. 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 may be additional work assigned by the Teaching Artist.

Some absences may be pre-planned such as a school field trip or observance of a religious holiday. We also encourage students to participate in auditions and productions in their community, but if it will affect attendance then contact your Teaching Artist as soon as you are able.

Students who have multiple absences over the year may not be recommended to advance to the next class or may have limited participation in the final Showcase. Additionally, it may affect their eligibility for OnStage.

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.

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

There are opportunities throughout the SOTT sessions to observe classes. For the first day, there is an Orientation for parents/caregivers. Additionally, there is a Mid-session Drop-in 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.**

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 Showcase. 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.