



Summer Camp Handbook 2019

Welcome to summer camp at Children’s Theatre of Charlotte (CTC)! Detailed camp information, including drop-off and pick-up procedures, is attached. Please review the following information carefully, and do not hesitate to contact us with any questions. We look forward to seeing you this summer!

Contact Information

Customer Sales & Service Center	704-973-2828
Micah Hein, Education Camps & Community Programs Manager	704-973-2835
Adam Montague, Education Early Childhood & SOTT Manager	704-973-2836
Michelle Long, Director of Education	704-973-2834
Children’s Theatre Web Site	www.ctcharlotte.org

Orientation

Early Childhood Camps (ages 3-5): Plan to accompany your child for the first 15 minutes on the first day of each camp session for orientation and staff introduction. Orientation will take place in the students' classroom.

Primary Camps/Performance Camps/Teen Studios (K-12th grade): There will be no orientation for camps at ImaginOn or satellite locations.

Friday Sharings and Showcases

All camps have a performance on Fridays. Bring your family and friends!

CAMP

Early Childhood Camps (ages 3-5)

Primary Camps (K-2nd grade)

Performance Camps (3rd-6th grade)

One-week Teen Studios (7th-12th grade)

One-week Behind the Scenes (7th-12th grade)

Two-week Teen Studios: Twelfth Night & Spamalot (7th-12th grade)

SHARING TIME

Friday at **11:30 a.m.**

Friday at **2:00 p.m.**

Friday at **3:00 p.m.**

Friday at **4:30 p.m.**

Friday at **4:30 p.m.**

Performance schedule online.

Snack/Lunch

For half-day programs, bring a snack and a drink each day. For full-day programs, bring a snack, bagged lunch and plenty to drink each day. There are no refrigerators or vending machines available for students. **No nut products including peanut butter**

Camp Clothing

Students should dress comfortably with shoes that will remain securely on their feet. Dresses and flip flops are not recommended. Art projects are common at summer camp and students should dress appropriately. All students are asked to wear their camp T-shirt on Fridays.

Absence Policy

Students should plan to attend the entire week(s) of camp. If you know in advance that a student will be absent, notify CTC by calling 704-973-2835. Because each class builds on skills and activities from the previous day, absences affect preparation for the Sharing on Friday and may affect a student’s participation. There are no refunds or make-up sessions for missed classes.

Special Needs

The Education staff will note any medical conditions, allergies or special needs that were listed in the medical section of your registration form. All CTC classes are inclusive. Open communication with families helps us create a successful environment for every student. If your child needs to take medication during the day, or to discuss your child’s needs further, please contact Micah Hein, at micahh@ctcharlotte.org or 704-973-2835.

Illness and Emergencies

If a student becomes ill during camp, a parent 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.** If it is necessary for you to pick up your child during the camp day at ImaginOn, please go to the welcome desk located at the main entrance. At satellite locations, please coordinate with the staff onsite if you need to remove your child during the camp day.

Observation Policy and Separation Anxiety

We provide an opportunity for parents to observe the camp experience during the Sharing each Friday. Other than that, it is our policy that parents do not accompany students into the classroom. Some of our youngest students may experience separation anxiety on the first day of camp. We find the most effective method is a quick but loving goodbye from the parent. Once students begin camp activities, anxiety typically diminishes.

Discipline Policy

Inappropriate behavior during camp 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. Student is removed from the class and reports to the Education office, a member of our team will contact you.
4. If the behavior continues, Education Staff contacts the parent/caregiver and further action is determined.

Aftercare for K-6th Grade Students at ImaginOn

Aftercare is offered Mon.-Thurs. (**not on Fridays, even with two-week camps**) for \$75/week. Students may be picked up any time between 3:30 - 5:30 p.m. Parents should park underneath ImaginOn and check-in at the welcome desk located at the main entrance. Unless a student is registered for aftercare, any student age eight or older **will be released into the ImaginOn Library** if they are not picked up at the end of the camp day. At this point, supervision of the student will no longer be the responsibility of CTC.

Charlotte Latin School also offers an aftercare option managed by their staff. For more information, please call Laura Walker at 704-846-7277 or visit their website at <https://charlottelatinsummer.com/beforeaftercare>.

Tax Information

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

Videotaping & Photography

Videotaping and photography are permitted for *most* Sharings and Showcases except when prohibited by copyright law. 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.

<u>CAMP</u>	<u>VIDEO</u>	<u>PHOTO</u>
Early Childhood Camps (ages 3-5)	Yes	Yes
Primary Camps (K-2nd grade)	Yes	Yes
Performance Camps (3rd-6th grade)		
Mary Poppins, Jr.	Yes	Yes
Aladdin, Jr.	Yes	Yes
Aristocats Kids	Yes	Yes
The Lion, the Witch and the Wardrobe	Yes	Yes
Teen Studios (7th-12th grade)		
Broadway Heroes & Villains	Yes	Yes
Insert Funny Title Here	Yes	Yes
Broadway on the Big Screen	Yes	Yes
Twelfth Night (Ticketed Performances)	No	No
Spamalot Young @ Part (Ticketed Performances)	No	No

Drop-off / Pick-up Procedures

Drop-off and Pick-up Times

Drop-off for all 3rd-6th grade camps	8:30-8:45 a.m.
Drop-off for Early Childhood and Primary Camps	8:45-9:00 a.m.
Drop-off for Teen Studios and Behind the Scenes	9:45-10:00 a.m.
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Pick-up for Early Childhood Camps	12:00 (noon)
Pick-up for Primary Camps	3:00 p.m.
Pick-up for all 3rd-6th grade camps	3:30 p.m.
Pick-up for Teen Studios and Behind the Scenes	5:30 p.m.

Security Cards

Pick-up security cards will be emailed approximately one week prior to the start date of camp. This card will serve as a security measure for camp pick up for the remainder of the week. Please keep this card in the front windshield of your vehicle, on the passenger side. In the event that a card is not present, a member of the camp staff will ask the driver for the student's name and the security code. **The security code is the birth date of the camper.** If a driver does not know the code, the student will not be permitted to get into the car. In this event, the parent or emergency contact will be called for verification.

Procedures at Satellites

Satellite Locations

North Charlotte Location

UNC Charlotte - Robinson Hall
9201 University City Blvd.
Charlotte, NC 28223

South Charlotte Location

Charlotte Latin School
9502 Providence Road
Charlotte, NC 28277

Early Childhood Satellite Drop-off/Pick-up

Please plan to accompany your child for the first 15 minutes on the first day of each camp session for orientation and staff introduction. During orientation staff will go over the drop-off and pick-up procedures. Pick-up procedures may vary by satellite location. For security purposes always bring your security card.

Full Day Satellite Drop-off/Pick-up

Satellite camps will have a drop-off and pick-up line. The satellite campus will have signs from the main entrance directing campers to the drop-off/pick-up line. Staff members will assist students in and out of the vehicle so that the driver must remain in the car at all times. Security cards will be required for pick up.

Parking for Orientation and Sharings and Showcases

UNCC

Primary and Performance Camps (Robinson Hall): After entering campus at the main gate off of Hwy 49/ University City Boulevard, bear right at the traffic circle onto Mary Alexander Road. Continue until you see the entrance to East Deck 1 on your right. After parking, cross Mary Alexander Road at the crosswalk, and proceed straight along the wide brick path. At the first walkway intersection, turn left. The back of Robinson Hall will be straight ahead across the quad. Walk straight along the side of the building and around the front to enter the main lobby.

Charlotte Latin

Early Childhood Camps (Shelton Hall): Turn onto Raintree Lane off of Providence Road. Take your second left, following the signs to Shelton Hall. Park in the lots directly across from the building.

Primary and Performance Camps & Teen Studios (Horne Performing Arts Center/Thies Auditorium): Enter through the main entrance for Charlotte Latin on Providence Road at the stoplight, bear right and then take your first left. Park in the lot next to the Horne Performing Arts Center/Thies Auditorium. Walk up the stairs to the front entrance of the building.

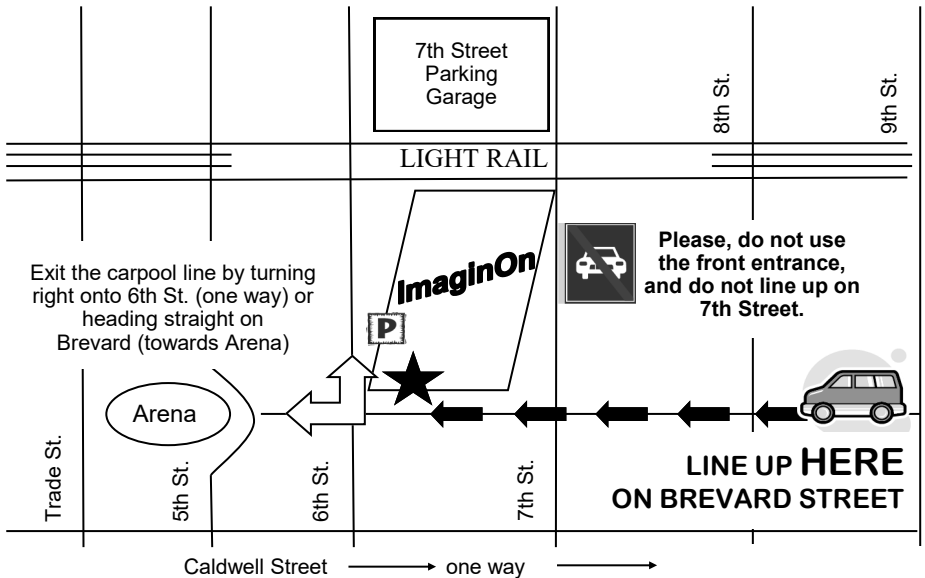
Procedures at ImaginOn

ImaginOn is located at 300 East 7th Street in Uptown Charlotte. Children's Theatre will offer a drop-off/pick-up line on Brevard Street.

We are not able to allow students into the ImaginOn earlier than 8:30 a.m.

Please do not arrive early in the morning and idle in your car along Brevard Street.

Because drop-off occurs during the morning rush hour, **we may lose our privilege for a carpool line if cars are idling on Brevard Street before 8:30 a.m.**



Directions to ImaginOn

From Providence Road, Randolph Road or Monroe Road: As you approach Uptown Charlotte, turn right on Caldwell Street and follow to 9th. Turn left on 9th and left on Brevard. Stay in the right lane to access the drop-off/pick-up line.

From 1-77 North: Take John Belk Freeway /I-277 North (exit 9B) to the College Street exit. Take College Street (one way) to 9th Street. Turn right on 9th, then right on Brevard. Stay in the right lane to access the drop-off/pick-up line.

From I-77 South or I-85: Take the Brookshire Freeway (exit 11). Take Brookshire Freeway East / I-277 South (exit 11A). Take the Church/Tryon Street exit onto 11th Street. From 11th, turn right on Brevard Street. Stay in the right lane to access the drop-off/pick-up line.

Ride the Light Rail

Avoid uptown parking by riding the light rail. The Lynx Blue Line stops at Seventh Street Station/ImaginOn. One-ride fares are \$2.20/adult, \$1.10/youth (K-12th grade), free for children 5 and under.

Drop-off / Pick-up Line

ImaginOn's main entrance will open at 8:45 a.m. on Monday mornings only for Early Childhood orientation. Tuesday through Friday ImaginOn's main entrance does not open until 9:00 a.m. All camps at ImaginOn will have a drop-off and pick-up line on **Brevard Street**. This is the SIDE entrance to the building, not the front entrance. Staff members will assist students to the vehicle so that drivers must remain in the car at all times. Please do not block intersections and parking lot entrances. Brevard Street is one way. When arriving for the drop-off or pick-up line at ImaginOn, access Brevard Street from 9th Street or above. **Do not access Brevard Street from 7th Street**. The city transportation director has made it very clear that no camp traffic can accumulate on 7th Street. In addition, cutting into the carpool line delays the process and is inconsiderate to other drivers. We appreciate your cooperation during carpool!

Walk-in Pick-up at ImaginOn

If you choose to walk into ImaginOn for pick-up, please enter through the front entrance of the building and walk through the Spangler Library to the far left corner of the first level. A summer camp staff member will be posted there to release students who are walking with their guardian. The guardian must have the student's security card or know the student's security code.

Parking for Orientation and Sharings

Parking is available in the parking deck below our building which is accessible from 6th Street only. See the **P** symbol on the map above. The first 90 minutes are free with validation at the welcome desk located at the main entrance of ImaginOn. All surface lots and parking garages surrounding ImaginOn impose a fee to park. Surface lots impose a flat fee and typically are less costly than the parking garages that impose a time-based fee. Parking is limited during Sharings and Showcases on Fridays, be sure to familiarize yourself with parking before then.