



Creative Drama (CD) Handbook 2020-21

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!

Education Team

Michelle Long, Director of Education

Adam Montague, Early Childhood & SOTT Manager **Stephanie Hurtado-Hoyos**, Education Administrative Assistant

Contact Information

Children's Theatre of Charlotte (CTC)	704-973-2800	www.ctcharlotte.org
Education Department	704-973-2837	education@ctcharlotte.org
ImaginOn	704-416-4600	www.imaginon.org

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.
- During class, the Class Assistant accompanies students to the restroom.

COVID-19 Policies

For a detailed description of all HealthCheck procedures for class drop-off and pick-up, as well as all safety protocols, please read the [COVID Health and Safety Policy Sheet](#).

Parent/Student Class Orientation

Before the first day of the session, the Teaching Artist will share personal introductions, information about the curriculum and expectations for the year through email.

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**.

September 28 - October 3, 2020	Orientation week, first day of classes for Fall Session
October 26 - 31, 2020	Sneak-a-Peek for Fall Session (week 5)
October 31, 2020	Last day of class Side-by-Side Fall Session 1
November 7, 2020	First day of class Side-by-Side Fall Session 2
November 23 - 28, 2020	Thanksgiving week, no classes
December 7 - 12, 2020	Sharing week for Fall Session
January 4 - 9, 2021	Orientation week, first day of classes for Winter Session
January 18, 2021	MLK, no classes (Monday only)
February 1 - 6, 2021	Sneak-a-Peek for Winter Session (week 5)
February 6, 2021	Last day of class Side-by-Side Winter Session 1
February 13, 2021	First day of class Side-by-Side Winter Session 2
March 9 - 13, 2021	Sharing week for Winter Session
March 15, 2021	Last day of class for Monday classes

Sneak-a-Peek and Final Sharing

Both Sneak-a-Peek and Sharing on the final day of class will be presented virtually this year. With the exception of **Side-by-Side** classes, we provide a mid-session Sneak-a-Peek for families to observe the class. 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.

Inclusive Classrooms

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. You may also 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 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.** 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.

We understand that emergencies occur such as a sudden illness, car accident, etc. Please, especially for this year, if your student is not feeling well, we would rather they stay home.

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

As a safety measure in response to COVID-19, parents/caregivers will not be allowed in the classroom (except for Side-by-Side classes). They may enter the building if dropping off or picking up their student. Each session is an independent experience for children to learn and explore.

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 class activities begin, 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 to 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.

CTC Social Media

Want to follow along with the fun? Find us on [Facebook](#), [Instagram](#), and [Twitter](#).