



Creative Drama Handbook 2021-22

Education Team

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Children's Theatre of Charlotte (CTC)

704-973-2800

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ImaginOn

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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.

- With the exception of ages 2-3, all students must wear a mask.
- 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.

Creative Drama Important Dates

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

September 28 - October 2, 2021	Orientation week, first day of classes for Fall Session
October 26 - 30, 2021	Sneak-a-Peek for Fall Session (week 5)
October 26 & 30, 2021	Last day of class Side-by-Side Fall Session 1
November 2 & 6, 2021	First day of class Side-by-Side Fall Session 2
November 22 - 27, 2021	Thanksgiving week, no classes
December 7 - 11, 2021	Sharing week for Fall Session
January 11 - 15, 2022	Orientation week, first day of classes for Winter Session
February 8 - 12, 2022	Sneak-a-Peek for Winter Session (week 5)
February 8 & 12, 2022	Last day of class Side-by-Side Winter Session 1
February 15 & 19, 2022	First day of class Side-by-Side Winter Session 2
March 15 - 19, 2022	Sharing week for Winter Session

Orientation & First Day

There will be a virtual orientation hosted on **Tuesday, September 21 at 7 PM** to answer questions about class content and building procedures. If you didn't receive the link, reach out to education@ctcharlotte.org.

On the first day of the session, travel up the ramp and speak with the Class Assistant at the check-in desk. If you need to wait in the building during classes, an area is provided in the Balcony for parents.

COVID Policies & Procedures

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](#).

Sneak-a-Peek & Final Sharing

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 demonstrate activities and skills learned throughout the session. Students will also share an adaptation of one of the stories explored during the session.

Due to ever-shifting COVID procedures, we are still discussing if these will be in-person experiences, or will be presented virtually this year. Teaching Artists will clarify with an email.

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 & 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.

Inclement Weather & Emergency Closings

If the ImaginOn building is closed due to severe weather or some other emergency, CTC will not hold classes. We will send out a text alert through EZ Text. Please make sure your account has your current cell number listed as the preferred number. Text alerts will be sent to the preferred number. You may also check our website, social media or call 704-973-2837 for information regarding 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. **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. 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 student. **In the event of a serious emergency, 911 will be called first.**

Observation Policy & 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 when 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 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](#).