



School of Theatre Training (SOTT)

Handbook 2021-22

Education Team

Michelle Long, Director of Education

Adam Montague, Early Childhood & SOTT Manager

Mary Katherine Smith, Camps & Community Programs Manager

Karen Steele, Resident Teaching Artist

TBD, Admin. Assistant & Office Coordinator

704-973-2837

education@ctcharlotte.org

Children's Theatre of Charlotte (CTC)

704-973-2800

ctcharlotte.org

ImaginOn

704-416-4600

imaginon.org

Program Overview

This is a comprehensive 20-week program for studying the skills and techniques of theatre. Our training is Stanislavski based. It presents a way of performing truthfully on stage through a 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 a mask or face-covering.
- 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.

SOTT Important Dates

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

September 27 - October 2, 2021	Orientation week, first day of classes
November 22 - 27, 2021	Thanksgiving week, no classes
December 6 - 11, 2021	Mid-session Drop-in week
December 13, 2021	Make-up classes for MLK (Monday only)
December 14, 2021 - January 8, 2022	Winter Break, no classes
January 10 - 15, 2022	Classes resume
January 17, 2022	MLK, no classes (Monday only)
February 28 - March 2, 2022	OnStage Early Registration and Lottery Sign-up
March 14 - 19, 2022	Showcase week
March 20 - 21, 2022	OnStage Auditions
March 28, 2022	OnStage Callbacks
April 4, 2022	OnStage Orientation and Mainstage Audition Info. Session
April 18 - May 19, 2022	OnStage Rehearsals
April 24, 2022	Auditions, SOTT Conservatory for 2022-23
May 20 - 22, 2022	OnStage Performances

Orientation & First Day

There will be a virtual orientation hosted on **Monday, September 20 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](#).

Mid-Session Drop-ins & Showcase

We provide a Mid-Session Drop-in for families to observe a typical class as a "fly-on-the-wall." 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.

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

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.

Incident 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. 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.** 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, 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, 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

As a safety measure in response to COVID, parents/caregivers will not be allowed in the classroom. They may enter the building if dropping off or picking up their student.

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](#).