



School of Theatre Training (SOTT) 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

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 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. Water fountains will not be accessible. No other food or drink is permitted in the classroom.

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.

SOTT Important Dates

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

September 28 - October 3, 2020	Orientation week, first day of classes
November 23 - 28, 2020	Thanksgiving week, no classes
December 7 - 12, 2020	Mid-session Drop-in week
December 14 (Mon.), 2020	Make-up classes for MLK (Monday only)
December 15, 2020 - January 3, 2021	Winter Break, no classes
January 4 - 9, 2021	Classes resume
January 18, 2021	MLK, no classes (Monday only)
February 15 - 18, 2021	OnStage Early Registration and Lottery Sign-up
March 8 - 13, 2021	Showcase week
March 21 - 22, 2021	OnStage Auditions
March 29, 2021	OnStage Callbacks
March 30, 2021	OnStage Orientation (6-7 PM) and Mainstage Audition Info. Session (7-9 PM)
April 12 - May 13 (Mon.-Thurs.) / May 14 - 20, 2020 (Tech.), 2021	OnStage Rehearsals
TBD	Auditions, SOTT Conservatory for 2021-22
May 21 - 23, 2021	OnStage Performances

Showcase

Every session ends with a final Showcase for families and friends. **Showcase on the final day of class will be presented virtually this year.** 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.

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

Teaching Artists send weekly email updates to keep parents/caregivers informed about class content and activities. You may also speak with the Class Assistant on Brevard Street 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 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, 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

As a safety measure in response to COVID-19, 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](#).