



2022 SUMMER CAMP HANDBOOK

Summer Camp Office Hours
Monday - Friday 8:15-5:15 PM
Saturday & Sunday - Closed

Primary Contact Information
704-973-2837
education@ctcharlotte.org

ctcharlotte.org

EDUCATION TEAM

Michelle Long, Director of Education
Mary Katherine Smith, Camps and Community Programs Manager
Adam Montague, Early Childhood & SOTT Manager
Cat Koski, Education Administrative Assistant
Karen Steele, Resident Teaching Artist
Kaitlin Gentry, Resident Teaching Artist

CONTACT INFORMATION

Box Office	704-973-2828	ctcharlotte.org
Education Department	704-973-2837	education@ctcharlotte.org
ImaginOn	704-416-4600	imaginon.org

TAX INFORMATION

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

EARLY CHILDHOOD CAMP ORIENTATION

Early Childhood parents and guardians are asked to attend the first 15 minutes of the first day of camp for a brief orientation. Parking will be available underneath the building and can be accessed on 6th St.

****There are no orientations for all other Summer Camp programs.***

FRIDAY SHARINGS AND SHOWCASES

All camps have a performance on Fridays.

CAMP

Early Childhood Camps (Ages 3-5)	Friday at 11:30 AM
Primary Camps (Rising K-2nd Grade)	Friday at 2 PM
Performance Camps (Rising 3rd-6th Grade)	Friday at 3 PM
One-week Teen Acting & BTS* (Rising 7th-12th Grade)	Friday at 4 PM
Two-week Teen Acting & BTS*(Rising 7th-12th Grade)	Friday at 7 PM & Saturday at 2 PM

*BTS - Behind the Scenes

SHARING TIME

REMINDER EMAILS

We are committed to providing you with all the information needed to be prepared and have a wonderful camp experience.



Reminder #1: Three weeks prior to the start of camp

You will receive a reminder email with brief information about your camp and a reminder about our cancellation policy. This reminder is sent to the email address you used at registration.



Reminder #2: One week prior to the start of camp

You will receive an email with important information about camp. If you do not receive this email, please contact us at: education@ctcharlotte.org.



STAFF

Children's Theatre of Charlotte is proud to employ theatre arts educators who hold personal creative drive and professionalism in our classrooms to inspire young people to excel on stage, and in life. We recruit our camp counselors nationally from colleges and universities.

All Summer staff are required to complete a minimum of 40 training hours including, but not limited to: First-Aid, CPR and AED. We take pride in the expectations we set for our Camp staff and hold them to the highest standard.

Questions? Contact Mary Katherine Smith: marykatherines@ctcharlotte.org or 704-973-2835.



INCLUSIVE CLASSROOMS

All classes at Children's Theatre of Charlotte are inclusive. Open communication with families helps us create a successful environment for every child. The Education staff will note any allergies, chronic illness or medical conditions that were listed on your registration form. This information is only shared with Education staff as necessary.

If you want to discuss your child's needs further or have any tips or strategies to help them be successful, contact marykatherines@ctcharlotte.org or 704-973-2835.



WHAT TO BRING TO CAMP

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

Dress comfortably with shoes that will remain securely on the feet. Dresses, crocs, and flip flops are not recommended. Art projects are common and can be messy at Summer Camp — children should dress appropriately. All children are asked to wear their camp T-shirt (provided by Children's Theatre) on Fridays.



WHAT NOT TO BRING TO CAMP

Camp is a natural setting for children to retreat from electronics and other technology and connect more with peers. Toys, radios, iPods, tablets, electronic games, and cell phones do not fit into this setting. Additionally, alcohol, drugs, tobacco products, weapons and lighters are never appropriate and will result in dismissal from Summer Camp.

LOW ENROLLMENT & REFUND POLICIES

Sessions with low enrollment two weeks prior to the start date may be subject to cancellation. Our policy allows for full refunds two weeks prior to the start date of the Summer Camp session.

ABSENCE POLICY

Children should plan to attend the entire week(s) of camp. If you know in advance your child will be absent, please notify us by calling 704-973-2837 or emailing education@ctcharlotte.org. Because each camp builds on activities from the previous day, absences affect preparation for the Sharings and Showcases on Friday and may affect a child's participation. There are no refunds or make-up sessions for missed camps.

DISCIPLINE POLICY

Our goal is that every child will have a wonderful experience during their camp week, and we encourage positive reinforcement and conflict management and resolution. In the case that we encounter behavior that negatively impacts the camp environment, the following incremental course of action will be taken:

1. Teaching Artist or Camp Counselor will talk with the child individually.
2. Child is asked to step away from the camp activity until the Teaching Artist invites the child to return.
3. Child will leave the classroom, and a member of our administration will contact the parent/guardian.
4. If the behavior continues, Education Staff contacts the parent/guardian and further action is determined. Grounds for immediate suspension or removal include but are not limited to causing physical harm, putting him/herself or others in danger, and harmful behaviors towards staff.



INCLEMENT WEATHER AND EMERGENCY CLOSINGS

If the ImaginOn building is closed due to severe weather or some other emergency, Children's Theatre will not hold camps. **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. 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 are not available for camps.



ILLNESS AND EMERGENCIES

If a child becomes ill during camp, the parent/guardian will be contacted to pick up them up. If they cannot be reached, the staff will call the emergency contact listed on the registration form. In the event of a serious emergency, 911 will be called first. There are staff on-site with First-Aid, CPR and AED training.

MEDICINE

We will never administer a drug of any type, even with parental consent. This includes Tylenol, Advil, etc. Therefore, all medication must be self-administered by the child.

**The exception to this would be emergency administering of an EpiPen by trained staff members.*

If the medicine must be administered by a parent/guardian, we are happy to make any arrangements. Please enter any important allergies, chronic illness or medical conditions during the registration process. If you have already registered and want to add this, contact our Education office at education@ctcharlotte.org or 704-973-2837.

VIDEOGRAPHY & PHOTOGRAPHY

Videography and photography are permitted for most Sharings and Showcases except when prohibited by copyright law. Recordings are for at home, personal use only. Please don't post these on social media. We ask you avoid flash photography of any kind during the performance. Children's Theatre does not produce or sell media/recordings. Photographs of children taken in class by staff members may be used in promotional materials.

CAMP	VIDEO	PHOTO
Early Childhood Camps (ages 3-5)	Yes	Yes
Primary Camps in-person and online (rising K-2nd grade)	Yes	Yes
Create-a-Play Camps online (rising 3rd-6th grade)	Yes	Yes
Performance Camps (rising 3rd-6th grade)		
<i>Roald Dahl's Willie Wonka KIDS</i>	No	Yes
<i>Roald Dahl's Matilda, Jr.</i>	No	Yes
<i>Dreamworks Madagascar A Musical Adventure, Jr.</i>	Yes	Yes
Teen Studios (rising 7th-12th grade)		
<i>On Broadway!</i>	Yes	Yes
<i>Shakespeare's The Comedy of Errors</i>	Yes	Yes
<i>Zombie Prom: Atomic Edition</i>	No	No
<i>The Hobbit</i>	No	No



DROP-OFF / PICK-UP PROCEDURES

Drop-off Times

Drop-off for Performance Camps	8:30-8:45 AM
Drop-off for Early Childhood and Primary Camps	8:45-9 AM
Drop-off for Teen Studios and Behind the Scenes	10:15-10:30 AM

Pick-up Times

Pick-up for Early Childhood Camps	12 PM (noon)
Pick-up for Primary Camps	3 PM*
Pick-up for Performance Camps	3:30 PM
Pick-up for Teen Studios and Behind the Scenes	5:30 PM

**If you have campers in both Primary and Performance Camps, please pick up at the Performance Camp time. Early arrivals for performance pick-up will be asked to drive around the block, so as not to block our car line.*

Security Cards

Security cards will be emailed prior to the start date of camp. This card will serve as a security measure for drop-off and pick-up. Please keep this card in the front windshield of your vehicle, on the passenger side. In the event a card is not present during pick-up, a member of the Camp staff will ask the driver for the child's name and the security code. The security code is the birth date of the child. If a driver does not know the code, the child will not be permitted to get into the car. In this event, the parent/guardian or emergency contact will be called for verification.



PROCEDURES AT IMAGINON | LOCATED AT 300 E 7TH STREET, CHARLOTTE, NC 28202

We are not able to allow children into the ImaginOn building earlier than 8:30 AM. Please do not arrive early 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 AM.

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.

From I-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.

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. Stay in the right lane.

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.



PROCEDURES AT IMAGINON CONT'D

Drop-off / Pick-up Car Line

The drop-off and pick-up point for Early Childhood, Primary, and Performance Camps is on Brevard Street. Brevard Street is located on the SIDE entrance to the building, not the main entrance. Brevard Street is one way. Please access Brevard Street from 9th Street or above. Do not access Brevard Street from 7th Street. If you try entering the line from 7th Street, our staff will ask you to circle the block and enter from 8th Street – no exceptions. The Director of Charlotte's Department of Transportation has made it clear that no camp traffic may accumulate on 7th Street.

The drop-off and pick-up point for Teen Camps is through the Courtyard entrance on 7th street. The Courtyard is located to the right of the main entrance on 7th Street. Teen drivers are welcome to park in the garage underneath ImaginOn (enter on 6th Street), ride the elevator up to the first floor, walk OUTSIDE through the sliding glass doors and enter the building via the Courtyard entrance.

Aftercare for K-6th Grade Students at ImaginOn

Aftercare is offered Mon-Thurs (not on Fridays, even with two-week camps) for \$75/week at ImaginOn. Children may be picked up between 3:30 - 5:30 PM. Children MUST be picked up by 5:30 PM. Parents entering the building for pick-up must park in a garage or surface lot. Limited free parking is available under the building, accessible from 6th Street. If you need to pick-up a child early, when you arrive, check-in with the Library Staff at the Welcome Desk. They will contact the Class Assistant to bring them to the main entrance.



PROCEDURES AT SATELLITE LOCATIONS

CHARLOTTE LATIN SCHOOL - 9502 PROVIDENCE RD., CHARLOTTE, NC 28277

Early Childhood Drop-off/Pick-up

(Shelton Hall): Turn onto Raintree Lane off Providence Road. Take your second left, following the signs to join the carpool line in-front of Shelton Hall. Staff members will assist children in and out of the vehicle and drivers must remain in the car at all times. For security purposes always bring your security card.

Primary, Performance & Teen Drop-off/Pick-up

(Horne Performing Arts Center/Thies Auditorium): Turn into the main entrance for Charlotte Latin on Providence Road at the stoplight, take your first left and follow signage to the carpool line. Staff members will assist children in and out of the vehicle and drivers must remain in the car at all times. Security cards will be required for pick up.

Click [here](#) for a map of Charlotte Latin School. Shelton Hall is letter H and Thies Auditorium is letter C.

Aftercare for Students at Charlotte Latin

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