



## Absence Policy

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

## Illness and Emergencies

If a student becomes ill during camp, the parent/guardian 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.

If it is necessary for you to pick up your child during the camp day at ImaginOn, please go to the welcome desk located at the main entrance. At satellite locations, please coordinate with the staff onsite if you need to remove your child during the camp day. There are no refunds for days missed due to illness.

## Observation Policy and Separation Anxiety

We provide an opportunity for parents/guardians to observe the camp experience during the Sharings and Showcases on Friday. Other than that, it is our policy that they do not accompany students into the classroom. Some of our youngest students may experience separation anxiety on the first day of camp. We find the most effective method is a quick but loving goodbye. Once students begin camp activities, anxiety typically diminishes.

## Discipline Policy

Inappropriate behavior during camp will result in the following course of action:

1. Student receives a verbal warning from Teaching Artist or Camp Counselor.
2. Student is removed from the class activity until the Teaching Artist invites the student to return the activity.
3. Student is removed from the class and reports to the Education office, a member of our team will contact you.
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 fighting, when the child puts him/herself or another student in danger, and violent behaviors towards staff.

## Aftercare for K-6th Grade Students at ImaginOn

Aftercare is offered Mon.-Thurs. (not on Fridays, even with two-week camps) for \$75/week. Students may be picked up any time between 3:30 - 5:30 p.m. Parents/guardians should park underneath ImaginOn and check-in at the welcome desk located at the main entrance. Unless a student is registered for aftercare, any student age eight or older will be released into the ImaginOn Library if they are not picked up at the end of the camp day. At this point, supervision of the student will no longer be the responsibility of CTC.

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

## 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 that you avoid flash photography of any kind during the performance, and a group picture will be staged after the performance. CTC does not produce or sell videotapes. Photographs of students taken in class by staff members may be used in CTC promotional materials.

<u>CAMP</u>	<u>VIDEO</u>	<u>PHOTO</u>
Early Childhood Camps (ages 3-5)	Yes	Yes
Primary Camps (K-2nd grade)	Yes	Yes
Performance Camps (3rd-6th grade)		
Disney's Frozen, Jr.	Yes	Yes
*Surprise Island Musical*	Yes	Yes
Disney's 101 Dalmatians Kids	Yes	Yes
The Somewhat True Tales of Robin Hood	Yes	Yes
Teen Studios (7th-12th grade)		
Stage Combat in the Classics	Yes	Yes
Broadway Rocks the Stage	Yes	Yes
Frankenstein (Ticketed Performances)	No	No
Curtains Young@Part (Ticketed Performances)	No	No
Freaky Friday One-Act Edition (Ticketed Performances)	No	No

## Drop-off / Pick-up Procedures

### Drop-off and Pick-up Times

Drop-off for all 3rd-6th grade camps	8:30-8:45 a.m.
Drop-off for Early Childhood and Primary Camps	8:45-9:00 a.m.
Drop-off for Teen Studios and Behind the Scenes	10:15-10:30 a.m.

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Pick-up for Early Childhood Camps	12:00 (noon)
Pick-up for Primary Camps	3:00 p.m.
Pick-up for all 3rd-6th grade camps	3:30 p.m.
Pick-up for Teen Studios and Behind the Scenes	5:30 p.m.

### Security Cards

Pick-up security cards will be emailed approximately one week prior to the start date of camp. This card will serve as a security measure for camp pick up for the remainder of the week. Please keep this card in the front windshield of your vehicle, on the passenger side. In the event a card is not present, a member of the camp staff will ask the driver for the student's name and the security code. The security code is the birth date of the camper. If a driver does not know the code, the student 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 Satellites

## North Charlotte Location

UNC Charlotte - Robinson Hall  
9201 University City Blvd.  
Charlotte, NC 28223

## South Charlotte Location

Charlotte Latin School  
9502 Providence Road  
Charlotte, NC 28277

## Early Childhood Satellite Drop-off/Pick-up (Charlotte Latin)

Please plan to accompany your child for the first 15 minutes on the first day of each camp session for orientation and staff introduction. During orientation, staff will go over the drop-off and pick-up procedures. Pick-up procedures may vary by satellite location. For security purposes, always bring your security card. This security card, along with a map of Charlotte Latin, will be sent to the email of registration one week out from the start of camp.

## Full Day Satellite Drop-off/Pick-up (UNCC or Charlotte Latin)

Satellite camps will have a drop-off and pick-up line. The satellite campus will have signs from the main entrance directing campers to the drop-off/pick-up line. Staff members will assist students in and out of the vehicle and the driver must remain in the car at all times. Security cards will be required for pick up. This security card, along with a map of Charlotte Latin or UNCC, will be sent to the email of registration one week out from the start of camp.

## Parking for Orientation and Sharings and Showcases

### UNCC

Performance Camps (Robinson Hall): After entering campus at the main gate off of Hwy 49/University City Boulevard, bear right at the traffic circle onto Mary Alexander Road. Continue until you see the entrance to East Deck 1 on your right. After parking, cross Mary Alexander Road at the crosswalk, and proceed straight along the wide brick path. At the first walkway intersection, turn left. The back of Robinson Hall will be straight ahead across the quad. Walk straight along the side of the building and around the front to enter the main lobby.

[Click here for a map of UNCC](#). Robinson Hall is building #51.

### Charlotte Latin

Early Childhood Camps (Shelton Hall): Turn onto Raintree Lane off of Providence Road. Take your second left, following the signs to Shelton Hall. Park in the lots directly across from the building.

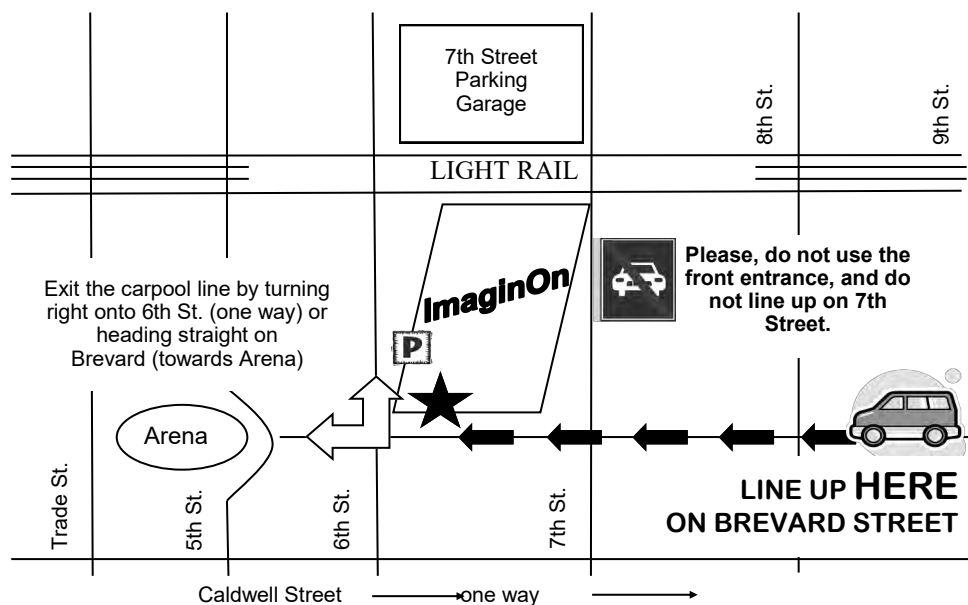
Primary and Performance Camps & Teen Studios (Horne Performing Arts Center/Thies Auditorium): Enter through the main entrance for Charlotte Latin on Providence Road at the stoplight, bear right and then take your first left. Park in the lot next to the Horne Performing Arts Center/Thies Auditorium. Walk up the stairs to the front entrance of the building.

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

## Procedures at ImaginOn

ImaginOn is located at 300 East 7th Street in Uptown Charlotte. Children's Theatre will offer a drop-off/pick-up line on Brevard Street.

We are not able to allow students into the ImaginOn building earlier than 8:30 a.m. Please do not arrive early in the morning 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 a.m.



### 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 to access the drop-off/pick-up line.

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 to access the drop-off/pick-up line.

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 Street. Stay in the right lane to access the drop-off/pick-up line.

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.

### Drop-off / Pick-up Car Line

ImaginOn's main entrance will open at 8:45 a.m. on Monday mornings only for Early Childhood orientation., the rest of the week it does not open until 9:00 a.m. All camps at ImaginOn will have a drop-off and pick-up point on Brevard Street. This is 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. Our staff members will assist students in and out of their vehicle so that the driver may remain in the car at all times.

## Walk-in Drop-off / Pick-up at ImaginOn

If you choose to walk into ImaginOn for pick-up, please enter through the front entrance of the building and walk through the Spangler Library to the far right corner of the first level by the Brevard Street door. A summer camp staff member will be posted there to release students who are walking with their parent/guardian. They must have the student's security card or know the student's security code.

## Parking for Orientation and Sharings

Parking is available in the parking deck below our building which is accessible from 6th Street only. See the P symbol on the map above. The first 90 minutes are free with validation at the welcome desk located at the main entrance of ImaginOn. All surface lots and parking garages surrounding ImaginOn impose a fee to park. Surface lots impose a flat fee and typically are less costly than the parking garages that impose a time-based fee. Parking is limited during Sharings and Showcases on Fridays, so be sure to familiarize yourself with parking before then.

## Inclement Weather and Emergency Closings

If the ImaginOn building is closed due to severe weather or some other emergency, CTC will not hold camps. Local news and radio stations will report library and location closings. You may also check [ctcharlotte.org](http://ctcharlotte.org) or call 704-973-2828 for information regarding building closings. Make-up days are not available for camps.

## Staff

Children's Theatre of Charlotte is proud to employ some of the finest theatre arts educators in the country. Their personal creative drive and professionalism in our classrooms inspire young people to excel on stage, and in life.

Additionally for summer camps, 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, AED, and reviewing "Working with Minors" safety policies prior to the first day of camp. We take pride in the high expectations we set for our camp staff and hold them to the highest standard. If you have any questions about our summer staff, please contact Micah Hein at [micahh@ctcharlotte.org](mailto:micahh@ctcharlotte.org) or 704-973-2835.

## Reminder Emails

We are committed to providing you all the information needed to be prepared and have an awesome camp experience! You'll receive a reminder email with detailed camp information the Monday before your student's camp begins. Please read through it thoroughly. If you do not receive an email on Monday prior to camp starting, please email us ([education@ctcharlotte.org](mailto:education@ctcharlotte.org)). Remember this reminder email is sent to the email of registration.

## Denial of Camp Services

Children's Theatre of Charlotte reserves the right to deny camp services if one or more of the following conditions exist:

- ◆ The camper refuses to participate in the program.
- ◆ The camper uses offensive language or violence towards a staff member.
- ◆ The staff cannot provide adequate or safe care to other enrolled campers due to the behaviors of a camper.

Refunds will not be granted for denial of services.

## 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 student.

If the medicine must be administered by a parent/guardian, we are happy to make an exception and allow them to visit the student during the camp day. Please enter any important allergies, chronic illness or medical conditions during the registration process. If you have already registered and would like to add this information, please contact our Education office at [education@ctcharlotte.org](mailto:education@ctcharlotte.org) or 704-973-2837.

## Lost and Found

Please label all belongings that will accompany your child to camp (water bottle, lunch box, sweatshirt, etc.) with permanent marker or laundry label. After camps conclude on Friday, we take all lost items down to ImaginOn's Lost and Found located by the Security Office. Due to the high volume of lost items during the summer, ImaginOn will only keep lost water bottles and food containers for 24 hours and all other items are regularly donated to charity once the Lost and Found fills up. Please note that we are not responsible for any lost, broken or stolen items.

## Inclusive Classrooms

All CTC classes are inclusive. Open communication with families helps us create a successful environment for every student. 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, please contact Micah Hein at [micahh@ctcharlotte.org](mailto:micahh@ctcharlotte.org) or 704-973-2835.

## 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](#).

Summer Camp Office Hours

Monday—Friday 8:00-5:30 PM

Saturday—Closed

Sunday—Closed

Camp contact Info: 704-973-2837 or [education@ctcharlotte.org](mailto:education@ctcharlotte.org)  
[www.ctcharlotte.org](http://www.ctcharlotte.org)