



# Summer Camp Handbook 2021

Welcome to summer camp at Children's Theatre of Charlotte (CTC)! Detailed information, including drop-off and pick-up procedures, can be found below. Please review the following information carefully, and contact us with any questions. We look forward to seeing you this summer!

## Education Team

**Michelle Long**, Director of Education

**Stephanie Hurtado-Hoyos**, Administrative Assistant

**Adam Montague**, Early Childhood & SOTT Manager

**Karen Steele**, Resident Teaching Artist

## Contact Information

Customer Sales & Service Center

704-973-2828

[www.ctcharlotte.org](http://www.ctcharlotte.org)

Education Department

704-973-2837

[education@ctcharlotte.org](mailto:education@ctcharlotte.org)

ImaginOn

704-416-4600

[www.imagion.org](http://www.imagion.org)

## Orientation

TBD. Please check back for updates.

## Friday Sharings and Showcases:

TBD. Please check back for updates.

## Reminder Emails

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

## 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 and AED. We take pride in the 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 Michelle Long at [michellel@ctcharlotte.org](mailto:michellel@ctcharlotte.org) or 704-973-2834.

## 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 Michelle Long at [michellel@ctcharlotte.org](mailto:michellel@ctcharlotte.org) or 704-973-2834.

## 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 students. **\*\*No nut products, including peanut butter\*\***

Students should dress comfortably with shoes that will remain securely on their feet. Dresses, crocs, and flip flops are not recommended. Art projects are common and can be messy at summer camp — students should dress appropriately. All students are asked to wear their camp T-shirt (provided by CTC) on Fridays.

## What NOT to Bring to Camp

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

## Absence Policy

Students should plan to attend the entire week(s) of camp. If you know in advance 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 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. **In the event of a serious emergency, 911 will be called first.** There are staff on-site with First-Aid, CPR and AED training.

## 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.
3. Student is removed from the classroom, and a member of our administration 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.

## Inclement Weather and Emergency Closings

If the ImagineOn 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.

## 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 any arrangements. 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.

## 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. 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>
<b>Early Childhood Camps</b> (ages 3-5)	Yes	Yes
<b>Primary Camps in-person and online</b> (rising K-2nd grade)	Yes	Yes
<b>Create-a-Play Camps online</b> (rising 3rd-6th grade)	Yes	Yes
<b>Performance Camps</b> (rising 3rd-6th grade)		
Disney's Frozen, Jr.	Yes	Yes
Disney's Moana Jr.	Yes	Yes
Disney's 101 Dalmatians Kids	Yes	Yes
Once Upon a Wolf	No	Yes
<b>Teen Studios</b> (rising 7th-12th grade)		
Comedy Club	Yes	Yes
Broadway Rocks the Stage	Yes	Yes
She Kills Monsters in-person and online (Ticketed Performances)	No	No
Curtains Young@Part (Ticketed Performances)	No	No
Freaky Friday (Ticketed Performances)	No	No

## Drop-off / Pick-up Procedures

### Drop-off and Pick-up Times

Drop-off for Performance Camps	<b>8:30-8:45 a.m.</b>
Drop-off for Early Childhood and Primary Camps	<b>8:45-9:00 a.m.</b>
Drop-off for Teen Studios and Behind the Scenes	<b>10:15-10:30 a.m.</b>
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Pick-up for Early Childhood Camps	<b>12:00 p.m. (noon)</b>
Pick-up for Primary Camps	<b>3:00 p.m.</b>
Pick-up for Performance Camps	<b>3:30 p.m.</b>
Pick-up for Teen Studios and Behind the Scenes	<b>5:30 p.m.</b>

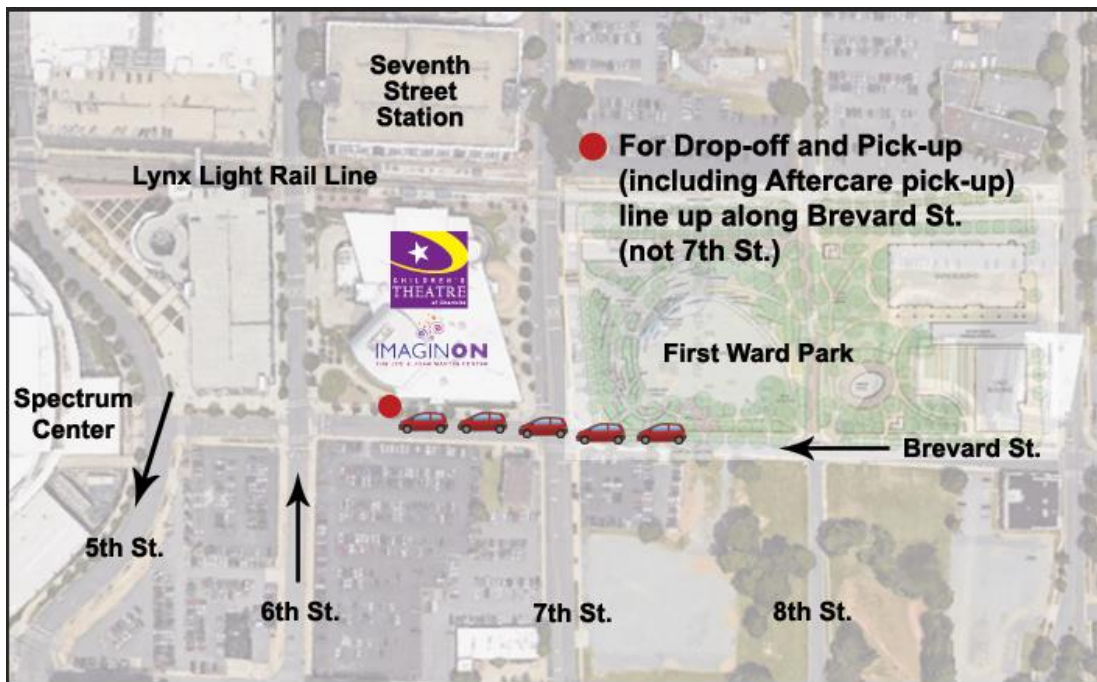
### Security Cards

Security cards will be emailed approximately one week 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 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 ImaginOn

**Uptown Location:** ImaginOn - 300 East 7th Street, Charlotte, NC 28202

We are not able to allow students into the ImaginOn building earlier than 8:30 a.m. **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 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.

**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.

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

The drop-off and pick-up point on **Brevard Street** (location subject to change) is 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.

### 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. Students may be picked up at the Brevard entrance (pick-up location subject to change) between 3:30 - 5:30 p.m. **Students MUST be picked up by 5:30 p.m. as ImaginOn is not currently open to the public, and students cannot be released into the building (subject to change).**

## Procedures at Satellites

### Satellite Location

**South Charlotte Location:** Charlotte Latin School - 9502 Providence Rd., Charlotte, NC 28277

### Early Childhood Drop-off/Pick-up

**(Shelton Hall):** Turn onto Raintree Lane off of Providence Road. Take your second left, following the signs to join the carpool line in-front of Shelton Hall. Staff members will assist students 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 students 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, please call Laura Walker at 704-846-7277 or visit their website at [www.charlottelatinsummer.com/beforeaftercare](http://www.charlottelatinsummer.com/beforeaftercare).

## Other Camp information

### Denial of Camp Services

**Refunds will not be granted for denial of 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 campers due to the behaviors of a camper.

### 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)