

SummerStage 2025

Student + Parent Handbook



The SummerStage program seeks to give students the opportunity to perform on stage. The culminating process seeks to **inspire creativity, build confidence,** and **instill a sense of community** while teaching students the **importance of teamwork, professionalism, and dedication.**

TABLE OF CONTENTS

Communication	2
Drop Off, Self-Release, Student Pickup	2
Parent Waiting Area	4
Attendance / Timeliness	5
Expectations	5
Behavior/Etiquette	6
Break Time	7
Rehearsal Clothing	7
Costumes	7
T-shirts	8
Scholarship Tickets	8
Purchasing Tickets	8
Video Recordings and Photography	8

Education Admin Team

EG Engle - Director of Education

Morgan Southard - Education Programs Manager

Mary Katherine Smith - Camps and Community Programs Manager

Communication

Stage Managers will communicate with families on a regular basis via Google Classroom, and as needed via email. Parents should check their email regularly for the most current notifications from the Classroom, which will be where CTC staff will communicate about any schedule changes and/or details regarding the rehearsal process. You are not able to send private messages in Google Classroom; therefore, CTC staff will reach out to families individually via the email address provided on their audition form if they need to speak with you directly or if discretion is needed.

Google Classroom

Production Google Classroom for Cast and Families - Stage Managers use this space to post daily calls, information, videos, etc to the cast. **Each production will use this Google Classroom as a means of primary communication to families, therefore it is crucial that you are plugged in. If you have difficulty accessing the Classroom, please notify your Stage Manager ASAP.**

Drop Off, Self-Release, Student Pickup

Drop-Off

- Students are responsible for getting to their rehearsal space on time.
- All students should enter through the front lobby of ImaginOn.
- Stage Managers will provide and post a sign-in sheet for each production; Students must SIGN IN with their name and time when they arrive. SMs will track all absences and tardies through sign-in sheets.

Self-Release Students (Student Drivers, Walkers, or LYNX Riders)

- **Self-Release Students are defined as:**
 - Student Drivers
 - LYNX riders or walkers (7th grade and up)
 - Those riding with Student Drivers (including siblings)
- **If you are utilizing the car pickup lanes OR picking up inside the building, you are not authorized for Self-Release!**
- Students driving themselves to and from rehearsals, walking, carpooling, or taking the light rail must indicate they are Self-Release on their audition form.
- Students must be **7th grade or older** to be considered Self-Release (exceptions can be made for siblings and carpool).
- Self-Release students will be released directly from their rehearsal room after checking out with their Stage Manager and will no longer be supervised by CTC staff.
- Student drivers are recommended to park in the 7th Street Garage, which validates tickets after 5:01 PM on weekdays and on weekends.

Pick-Up

- After rehearsal, the Stage Manager will lead all Pickup students down the ramp, where they or an Education staff member will be stationed at your production's pickup location.
- PICKUP OPTIONS:
 - **Car Line**
 - As you come through the car line, Education staff ask for the name of your student(s) and radio for your student to be sent outside. The Stage Manager will send the student to your vehicle.
 - **In-Building Pickup**
 - Parents who wait in the building or park downstairs must pick up their student from the designated pickup location.
 - **NOTE: If you need a parking sticker for validation, it can only be picked up at this location.**

PLEASE NOTE:

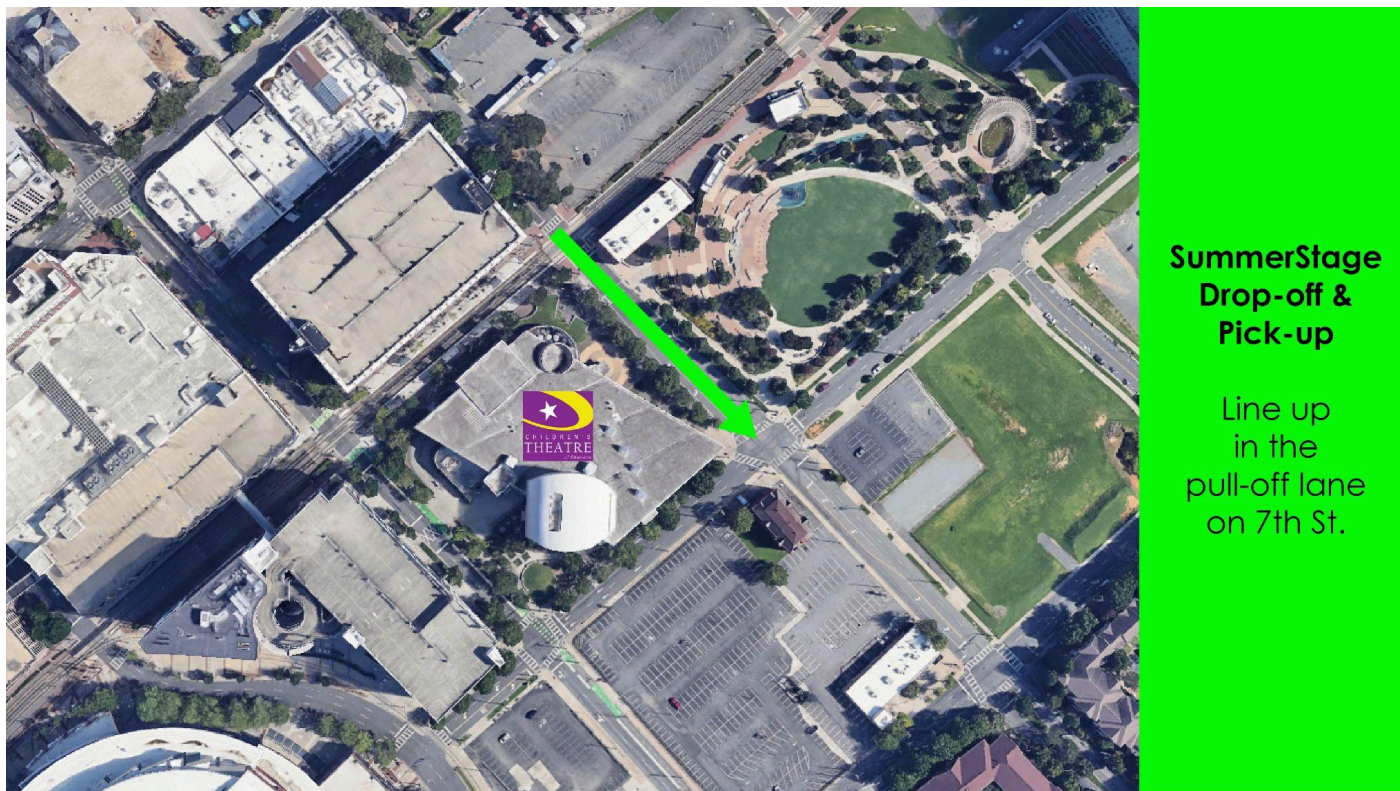
- Students are not permitted to wait for pickup in the CTC parking garage. If you would like to pick your child up in the parking garage, you must come upstairs in person. Please note, if you enter the garage, you will have to take a time-stamped ticket and receive a validation sticker from the stage manager.
- **Do not arrive early to wait for pick-up. If you block traffic, staff members or police will ask you to move your vehicle and you may receive a fine from the city.** Because pickup occurs on a busy city block, we may lose our privilege for a carpool line if cars are idling on 7th Street for extended periods of time.
- **If you are utilizing the car pickup lanes, you are not authorized for Self-Release!**
- Students - it is your responsibility to connect with your SM so they can CHECK YOU OUT before you go to your car.

Car Line Traffic Flow

Thank you for adhering to the directions below regarding the Car Line at Pickup. CTC has special arrangements with Charlotte's Department of Transportation, and failure to adhere to these directions could cause excessive traffic accumulation in Uptown Charlotte and may result in the loss of our street drop-off/pick-up privileges. We appreciate your help in keeping our carline safe and efficient!

7th St. Drop-Off/Pick-Up Procedures

- Standard pickup on 7th Street begins at 9 PM each evening (check your production rehearsal calendar for additional early release times). Students will exit the building from the FRONT doors of ImaginOn.
- Stay in your car and do not enter through ImaginOn's main entrance.
- **Pull your car as far forward as possible so there are no gaps between cars.**
- Do not turn onto Brevard after picking up your student. This causes congestion in the other production pickup line.
- If the Pick-Up Line is backed up, under no circumstances should the Light Rail be blocked while waiting for your student.



**SummerStage
Drop-off &
Pick-up**

Line up
in the
pull-off lane
on 7th St.

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.

Parent Waiting Area

- Parents are welcome to wait inside of ImaginOn in Tech Central, or on the mezzanine level. **Parents are not permitted in the Teen Loft.**
- Parents choosing to wait at ImaginOn during rehearsal must follow building policies.
- Students age 11+ are encouraged to use the PreTeen or Teen Lofts before rehearsals.

Attendance / Timeliness

SummerStage Attendance Policy

Attendance is mandatory at all SummerStage rehearsals. Excused absences will be considered on a case-by-case basis. Any absence that has not been pre-approved as an excused absence (excluding illness or unforeseen emergency circumstances) will be counted as an unexcused absence. After one unexcused absence, students are at risk of being removed from the program, recast AND/OR removed from scenes and/or music numbers that were staged while they were absent, at the discretion of the CTC Education Admin Team.

- Each cast member is an integral part of the show, and if one person is late, their tardiness affects everyone in their cast.
- All conflicts should have been listed during the audition process. Because of the limited rehearsal time, we are unable to accept additional conflicts after auditions.
- Cast members must attend all rehearsals and performances for which they are scheduled unless they have previously made arrangements with their director and stage managers. NO EXCEPTIONS.
- Each cast member is expected to be on time according to their rehearsal schedule and ready to start working. This means cast members should arrive early enough to use the restroom, eat a snack, chat with friends, change clothes or anything else that may need to happen before their rehearsal begins. Individual cast members may have their times adjusted for a previous conflict, but only if they have made arrangements with their director and stage manager.
- If a cast member is arriving late to a rehearsal due to extenuating circumstances, they must contact their stage manager as soon as possible (phone numbers are listed on the contact sheet).

Expectations

- The most important part of the SummerStage process is that students learn from each other, understanding that every role is vital and important. Students should conduct themselves in a professional manner while supporting their fellow cast members as well as cast members from the other productions.
- Cast members are expected to bring to every rehearsal their script, a pencil, paper or a notebook for performance notes, and homework for downtime.
- **TECHNOLOGY POLICY: No student cell phone use is permitted in the rehearsal room—this includes smart watches. Laptop use to assist in the completion of homework is allowed on a case-by-case, pre-approved basis.**
- Because ImagineOn spaces are used daily, it is important to maintain a professional attitude in regards to keeping these areas clean. Cast members are expected to follow theatre etiquette and take responsibility for the rehearsal and performance spaces, costumes, properties, and set pieces.
- **No cast member is allowed to leave ImagineOn for any reason during rehearsals or between performances.** This ensures student safety at all times. Children's Theatre of Charlotte does not accept responsibility for any student leaving the premises. Such action will result in removal from the program without a tuition

refund.

- **Valuables:** Do not bring large sums of money, expensive jewelry, or electronics to rehearsals and performances. Children's Theatre of Charlotte is not responsible for any personal belongings that are misplaced or stolen during rehearsals or performances.

Behavior/Etiquette

- Cast members are expected to maintain a positive attitude and show respect for the director, the production staff, and fellow cast members. Please remember we are all committed to putting together a fun, exciting, and successful production!
- **Bullying**
 - CTC will not tolerate bullying behaviors from anyone involved in our productions. Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the impact outweighs the intention.
 - We ask that students not address serious conflict issues with each other, rather inform a member of CTC staff immediately, preferably the Stage Manager, Production Stage Manager, Programs Manager, Director of Education, Director of Production, or Artistic Director.
 - CTC considers the following types of behavior examples of bullying:
 - Verbal bullying: Slandering, ridiculing, or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks. This includes 'cyber-bullying' on social media platforms.
 - Physical bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person's property.
 - Gesture bullying: Nonverbal threatening gestures or glances that convey threatening messages.
 - Exclusion: Socially or physically excluding or disregarding a person in show-related activities.
- **Language**
 - Not only are there students of all ages in the cast, but the library at ImaginOn serves children of all ages. Language must be appropriate for all. Please no swearing, sexually charged or other objectionable language/subject matter.
- **Touching**
 - CTC maintains a safe and professional work environment for students. This includes respecting appropriate physical boundaries of others at all times.
- **Smoking**
 - Cast members may not smoke, vape, or use illegal substances at ImaginOn or any Children's Theatre of Charlotte function. This includes rehearsals, performances or special events surrounding the production. Violation of this rule will result in immediate removal from the program without a tuition refund.
- **Discipline Policy**
 - Inappropriate behavior in rehearsal leads to the following course of action:
 - Student will receive a verbal warning from their director or stage manager.
 - Student will be temporarily removed from rehearsal until the director invites the student to return and participate appropriately.
 - Student will be removed for the remainder of that night's rehearsal and the

- director or stage manager contacts the parent/guardian.
- If the behaviors continue, a member of the Education staff contacts the parent/guardian and together will determine further action.

Break Time

- There will be at least one break during rehearsal, usually lasting 15 minutes or less. It is strongly recommended cast members bring a snack and water bottle to every rehearsal. **Soda and drinks with sugar are not allowed in rehearsal rooms or studios, only water should be brought to rehearsals.**
- Students are not allowed in the staff break room for vending machine use or any other reason. Water fountains are conveniently located throughout the building. Refrigerators and microwaves are not available for student use; please plan accordingly.

Rehearsal Clothing

- Cast members wear shoes and clothing that is easy to move in. Your director may also be in touch about specific actors wearing rehearsal clothing that might help prepare them for their costume.
- Jeans, dresses, or anything that would impair your movement are prohibited unless requested by your director. Sneakers are preferred unless your director has requested something else. Shoes are to be worn at all times during rehearsals. Sandals, flip-flops, Crocs or Ugg-type boots are prohibited.

Costumes

- Cast members attend at least one costume fitting. This normally occurs during rehearsal time. An email notice is sent home prior to the fittings. Below is a list of important things to know about costume fittings:
 - Please make sure to wear appropriate undergarments to your fitting. Boxer shorts or other baggie underwear change the line of a costume. All attempts for privacy are made during the costume fitting.
 - Please remain quiet and still during fittings, unless instructed to do so by the director or costume shop staff.
 - If you have any questions or problems during your fitting, don't hesitate to ask the costume shop staff.
- Underpinnings Policy
 - In many cases, CTC utilizes group dressing areas for changing. Once actors begin rehearsing in costume, students participating in SummerStage are required to wear "underpinnings" (undergarments to cover underwear and to maintain privacy such as a tank top and shorts) at all times while in costume for rehearsals and performances. All underpinnings are supplied by the student and must be worn to and from dress rehearsals and performances. These will not be provided by CTC.
 - [Underpinnings Examples](#) (with links)
- Other Costume policies
 - All students are expected to meet community standards and policies with regard to health, cleanliness and appearance.
 - Never remove a tag from a garment without asking the costume shop staff first. Items cannot be returned once price tags are removed.

- Please do not remove pins from a garment without asking the costume shop staff.
- If you are ever having trouble getting in or out of a garment, let the costume shop staff know and they can help you.
- Dressing room rules are covered in detail with each production's cast before dress rehearsals begin.
- Do not drastically change your hair without permission from the director or costume designer during the SummerStage process.
- Students may be asked to provide items if necessary. Do not purchase items without approval from Directors or Education Staff.

T-shirts

This year every student in SummerStage will receive (1) T-Shirt with tuition. If additional T-Shirts are available for purchase, information will be posted to the Google Classroom.

Scholarship Tickets

Limited scholarship tickets are available and based on need. To apply for scholarship tickets, contact education@ctcharlotte.org.

Purchasing Tickets

- You may order tickets at \$5-\$10 per ticket [HERE](#)
- CTC box office accepts Visa, MasterCard, Check, or Cash as forms of payment.
- Tickets can be purchased in-person at the CTC box office Tuesday-Saturday from 12 p.m. - 5 p.m. Tickets can also be purchased online or by calling the box office at 704-973-2828.

Video Recordings and Photography

Due to copyright law, video recordings and photography are not allowed during performances. A website link to our professional production photos is emailed to students after the performances. Photographs of students taken during productions may be used in CTC promotional materials.

Problems/Concerns

If there are any questions throughout the SummerStage process, please contact your stage manager first. If there are additional questions, contact our Education Team at education@ctcharlotte.org and/or the Education Programs Manager at morgans@ctcharlotte.org or call 704-973-2836. Any other feedback regarding positive experiences or suggestions for student success is also appreciated!



Handbook Acknowledgement

Student Cast Member:

I have read the information in this handbook. I understand I am held accountable for following the guidelines set out for me in this handbook. I understand that if I do not follow these guidelines, it may result in my removal from the SummerStage program. I understand that accepting this role involves a commitment of time, and I accept that commitment.

Parent of Cast Member:

I have read the information in this handbook. I understand my child is held accountable for following the guidelines set out for them in this handbook. I understand that if my child does not follow these guidelines, it may result in their removal from the SummerStage program. I understand that allowing my child to accept this role involves a commitment on the part of my child, and a commitment of my own time and effort, which includes providing transportation.

Please complete this [acknowledgement form](#) the following after reading through and discussing the SummerStage 2025 Handbook with your student. Form must be completed by the first day of SummerStage rehearsal.