

More logistics

Page 3



THEATRE
ARTS
TRAINING

Parent Information Handbook

SPRING 2010 APRIL 17TH—MAY 23RD

SUMMER 2010 JUNE 14TH—AUGUST 20TH

REFUND POLICY

There are no refunds or credits after the first day of class.

LATE PICK UP

Students picked up more than 15 minutes after their class ends will be charged \$1 per minute, for every minute until they are picked up.

STUDENT PICK UP and DROP OFF/ PARKING

Please arrange with your student where you would like to drop them off and pick them up.

The entrance to the McGuire Education Center is on the south end of the building, between the building and the parking ramp on 3rd Avenue.

There is a turn around driveway for pickup and drop off.

**Please pull all the way to the end of the drive,
turn around and pull to the right.**

Please do not drive in and immediately pull to the right and stop. Doing this creates a dangerous situation for students entering and exiting the building and for other traffic.

Please do not leave unattended vehicles in the turn around.

Tickets may be issued at the discretion of MIA Security.

Please do not park in any parking spots marked reserved.

If you wish to come in the building parking is available on 3rd Avenue, in the free parking ramp, the surface lot across the street from the parking ramp or the MIA surface lot on the corner of 3rd Avenue and 24th Street.

Do not drop off your student more than fifteen minutes prior to the start of class each day. Supervision will not be available.

Parents are welcome to wait during class in the lounge area located at the north end of the McGuire Education Center.

Education Offices
Theatre Arts Training Director
Debra Baron 612-879-5699
dbaron@childrenstheatre.org

or

Education Associate
Sean Nolan 612-879-5685
snolan@childrenstheatre.org

STUDENT SIGN IN AND OUT POLICY

All students must sign in with the Stage Door Attendant when they arrive for class and sign out when they leave the building for the day.

**THIS IS VERY IMPORTANT FOR THE
SAFETY OF EVERY STUDENT.**

Students between the ages of 3-8yrs old must be picked up from their classrooms each day of the session.

All other students may be picked up and signed out at the Stage Door.

WELCOME!!

Page 1

Welcome!

The Children's Theatre Company (CTC) exists to create extraordinary theatre experiences and to advance theatre as a means of educating, challenging and inspiring young people. We are committed to improving the quality of life for children and families in our community, state and region.

CTC's theatre arts training program is dedicated to providing an outlet for the natural creativity of the children and families of Minnesota. For over 44 years, our dedicated artists, craftsmen, administrators, young artisans and volunteers have worked together to ensure a meaningful artistic experience for all. We offer a comprehensive cohesive program that offers for some a pathway that fuels/informs their professional aspirations and for others provides the opportunity to develop the skills needed to adapt and thrive in a rapidly changing global community- a new lens through which their world may be re-shaped.

Guided by the National Education Standards at each age and grade level, our teaching staff provide a nurturing, positive and safe learning environment so that each individual child will find his/her unique voice while exploring the creative process within a community of their peers.

ORIENTATION DAY

Come and meet the teaching staff! A short orientation for parents/guardians is held during the first five minutes of the first class period to meet the teaching artists, and become familiar with the class space.

OPEN DOOR POLICY

Parents are welcome to observe class. You may do so from either the hallway, though the window, or if you choose to be in the classroom –know that you will be invited to participate in the classroom activities.

VISITORS

We do not allow visitors (other than parents) into the classroom while class is in progress. ANY visitor to CTC must sign in at the Stage Door with the attendant after stating their business. This is for your safety and the safety of our students.

Logistical Information

Page 2

WHAT TO BRING TO CLASS

No food, juice, or pop is allowed in the classrooms. Students are encouraged to bring water bottles. Students may also bring a healthy snack to have after the class session.

WHAT TO WEAR

Dance Classes: The more clearly the teacher can see the student's body joints, the more clearly the teacher can give the student technical feedback. Dressing in layers is a good idea, but wearing a lot of bulky clothing makes it difficult to give feedback. It can be a bit cool in the studio at the beginning of class and very warm by the end so please be prepared to shed extra clothing as we go along. Hair pulled back and out of face. Large and dangling jewelry is distracting and dangerous. Please remove it before class. Most dance classes require bare feet unless otherwise noted.

Creative Movement: children should wear clothing that is easy to move in and that won't inhibit movement. Sweatpants, shorts and t-shirts work very well, perhaps a sweatshirt during the winter months. Children are also encouraged to dance barefoot during creative movement classes. Dancing barefoot helps young dancers build a sense of connection with the floor through the sole of the foot, it also provides traction."

Ballet: leotard and tights or sweats

Jazz: Comfortable clothing, jazz shoes

Combo classes: Comfortable /no jeans or tight clothing

NO-NUT POLICY

CTC strives to meet the special needs of all students. We have several students each session with severe peanut allergies. Please make sure to thoroughly wash hands and faces of students who have consumed any nuts or nut-based products. Also, please do not send any nuts or nut-based products with your student/s. We apologize for any inconvenience and sincerely appreciate your cooperation in this matter.

SHARING SCHEDULE Spr/Sum 2010

Some of our classes will open their doors for the last 10 minutes for a sharing time with parents (at the discretion of the Teaching Artist). However, each family will receive a note from their Teaching Artist regarding the end of term sharing dates and times.