

## **Education Class Handbook**

### Summer Theatre School

#### **Contact Information**

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#### **Summer Theatre School Overview**

Summer Theatre School classes at Midland Community Theatre meet from 9:00 AM to Noon, Monday-Thursday for four weeks. These four weeks are broken into three sessions. Students may enroll in one or multiple sessions. The first two sessions are one week long, serving rising kindergarten through 6 grade students. Rising kindergartners through ninth graders can attend the last session which is two weeks long. Art, dance, music, and theatre classes provide a chance for students to hone fine arts skill. Students are placed in groups by MCT based on grade level or age.

#### **General Information**

Summer Theatre School classes take place in the Midland Community Theatre basement where our Education classrooms are located. Students may participate in art and physical activities and may also be outside. Be sure your child is dressed appropriately for the day. Flip flops and wheelie shoes are not allowed. There is no snack or lunch time for Summer Theatre School classes. Any item your child brings to camp should be labeled in the event it is misplaced. Any lost items will be taken to the Education Office.

#### **Drop Off and Pick Up Information**

Drop off begins at 8:30 AM. Students and parent should come into the Midland Community Theatre lobby and check in. Students will be told what group they are in. Parents should meet their child's group leaders at this time. After the first day of class, only students need to check in at the main table in the lobby and then go to their groups.

Pick up occurs at Noon by the outdoor canopy that wraps around the north and east sides of the building. Students are to remain with their group leaders until they have been checked out by the parent or guardian picking them up. Parents should check in with their child's group leaders after the first day of class to let them know of any changes to pick up information (if someone else will be picking their child up from the theatre).

#### **A Note about Kids College**

The Education Department is partnered with Midland College for their Kids College program. Because of this, buses run from Midland Community Theatre to Midland College at the end of Summer Theatre School classes. Students must be enrolled in both Midland Community Theatre classes and Kids College classes for this service. To ride the bus to Midland College for the program, the student must be signed

up for this through Midland College. *Midland Community Theatre does not sign students up for bussing from Midland Community Theatre to Midland College for Kids College.* If your student is riding the bus to Midland College, they will be dismissed from class at 11:45 AM and taken to the bus pick up spot. Students not enrolled in this program will remain in class for additional activity time until noon.

### **Observation Policy and Separation Anxiety**

For Education classes, it is our policy that parents do not stay during class time. This can create a stressful situation for other students who do not understand why their parent is not in the classroom too. A quick, loving goodbye from the parent allows the child to connect with group leaders and other campers. Often group leaders engage students in some sort of activity to pass time until camp officially begins. Once they are engaged in activities, the anxiety typically goes away. There is no performance or observation time scheduled for Summer Theatre School classes.

### **Absences and Late Arrivals**

Check in for Summer Theatre School occurs between 8:30 AM to 9:00 AM. Students arriving after this time should report to the Education Office, where they can check in and someone will take them to the appropriate class. If a student is not present by 9:30 AM, the primary phone number listed on the ACTIVE registration will be called. If you know a student will not be in class please let the Education Staff and their group leader know.

### **Inclement Weather**

In the event of poor weather, the Education Department may not hold camp that day. Information about class cancellations will be posted on our Facebook page, [www.facebook.com/MCTEducationDepartment](http://www.facebook.com/MCTEducationDepartment).

### **Wellness Policy**

In order to maintain a healthy environment for our campers, we ask that a child not come to Education Department classes with

- A fever of more than 100° in the past 24 hours.
- Persistent or heavy cough.
- Green/yellow mucus from eyes or nose.
- Sore throat.
- Stomach ache accompanied by vomiting or diarrhea.
- Contagious rash of any type.

### **Discipline Policy**

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

1. Student receives a verbal warning.
2. Student will be asked to sit out of the activity until the teacher invites the student to return to participate.
3. Student will be asked to leave class and report to the Education Office. The student may return to class once the problem has been resolved.

4. The Education staff and parent may determine a plan for further action if the behavior persists.

**Special Needs**

The Education Department will note any medical conditions or allergies a student may have. Please inform the attendant at the check in table of allergies and medical needs. This information will be passed on to group leaders on a need to know basis. For more information regarding special needs students, contact the Education Office.

**Further Questions**

If you do not see the answer to a question regarding Summer Theatre School at Midland Community Theatre, check the FAQs and Programs sections of the website. You may also contact the Education Office for more information.