

## Education Class Handbook

### Theatre School

#### Contact Information

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Facebook page [www.facebook.com/MCTEducationDepartment](https://www.facebook.com/MCTEducationDepartment)

#### Theatre School Overview

Theatre School classes provide an introduction to acting and fine arts for new students, while working to build on skills for returning students. Theatre School classes are offered to K-6 grade students. Theatre School classes meet for four sessions during the school year. Each session meets once a week for five weeks. The fourth session is a performance based class and ends with a performance on our Davis Theatre One Stage. This session requires an audition and a student must have attended at least one of the previous sessions that school year. Students in Theatre School classes learn a wide range of fine arts skills which may include pantomime, improvisation, storytelling, art, dance, writing, and script work.

#### General Information

Theatre School classes meet in the Education classrooms located in the basement of Midland Community Theatre. It is important to note that students may participate in art as well as physical activities during class. Be sure to dress appropriately.

#### Registration and Refund Policy

We fill classes on a first come first served basis and they usually fill up rather quickly. A student is considered registered when they have completed the registration form and paid tuition. A spot in class cannot be held without tuition payment. Also note, there are no refunds or transfers of tuition, so be sure you are ready to commit the time and money to our program.

#### Class Schedule

Theatre School classes meet Mondays, Tuesdays, and Thursdays from 4:15 PM to 5:15 PM. Specific days for different age groups are listed below. Sessions are four to five weeks long, with two sessions in the fall and two sessions in the spring. The fourth session schedule is determined after auditions and casting.

*Mondays: K-1 grade; Tuesdays: 2-3 grade; Thursdays: 4-6 grade*

#### Drop Off and Pick Up Information

The Blakemore Classroom serves as our entrance into Education Classrooms. It is located on the east side of the basement at MCT. It can be accessed through the outdoor amphitheatre and the outside glass doors. Please accompany your child to the classroom on the first day of class to meet their

instructors. During the rest of the session, parents may drop students off via the parking lot or the pull through drive located on the east side of the building. Parents may also walk their child into the classroom and check them in, if they choose. If you need elevator access to our classrooms, you may enter through the lobby doors and cross to the south side of the building to find the elevator. Our Blakemore classroom is straight down the hall once you get off the elevator. Please let us know if you need access to the elevator so we can make sure the lobby doors are unlocked (if needing access after 5:00 PM). Someone will be in the classroom 10 minutes prior to the start of class. At the end of class, Class Assistants and Teachers will walk students to the outdoor amphitheatre, located just outside of the Blakemore classroom. Students are to check out with their Class Assistant, and then they may leave with a parent or other guardian. Parents may walk to the amphitheatre or use the pull through drive for pick up.

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

For Theatre School classes, it is the policy of the Education Department 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 come into the classroom setting and immediately be involved with activities. Once class gets going and students are engaged in the activities for the day, the anxiety typically goes away. A Parent Observation Day is offered at the end of each session for Theatre School classes.

### **Parent Observation Day**

On the last class day of the session, parents and family members may come to the last 15 minutes of class. Students will share activities to demonstrate what they have been working on during class time. We have found that when parents sit in regularly on classes, students tend to restrict their creative exploration in order to do activities “right.” Since this is not the goal of our classes, we ask that you follow our observation guidelines. Please note that after Parent Observation Day students are still required to walk outside with their Class Assistant to check out.

### **Absences and Late Arrivals**

Families are expected to bring students to class on time. Please inform your child’s instructor in advance of any necessary absences during the session when possible. Each class builds on skills and activities from previous classes, so a student benefits more from the class if they are present for all meeting times.

### **Inclement Weather**

If MISD has **closed** schools due to weather, the Education Department will not hold classes that day. Information about class cancellations will be posted on our Facebook page, [www.facebook.com/MCTEducationDepartment](http://www.facebook.com/MCTEducationDepartment).

Note, this policy applies to inclement weather only as MCT often holds classes when MISD is not in session due to student holidays, teacher workdays or student early release days.

## **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. For more information regarding special needs students, contact the Education Office.

## **Further Questions**

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