



# **Drama Time**

**2023-2024**

**Parent Handbook**

Welcome and thank you for choosing us for your child's after school program. We are excited for the partnership with the Community Theatre of Greensboro and The Experiential School of Greensboro. Our programs are designed to help participants develop socially, emotionally and of course theatrically!!! Children will participate in a variety of activities which develop physical and social skills at play each day.

In this handbook you will find necessary information pertaining to our policies and procedures.

We look forward to a school year of fun and learning where your child will develop friendships, memories and skills that will last a lifetime.

**LOCATION:** We'll be operating the program at the Starr Theatre (520 S Elm St.), the home of Community Theatre of Greensboro. TEGS will provide bus transportation to the theatre after school. Parents will pick up students from the theatre at the end of the program each day.

**HOURS OF OPERATION:** Programming will operate from 3:30pm until 6:00pm. All students must be picked up by 6:00pm. We will not operate on the following days when school is out:

- September 4th (Labor Day)
- September 25th (Teacher Work Day)
- November 2nd & 3rd (Teacher Work Day)
- November 10th (Veterans day)
- November 20th - 24th (Thanksgiving)
- December 21st - January 1st (Winter Break)
- January 2nd- 5th (Teacher Work Day)
- January 15th (MLK Day)
- February 20th (Teacher Work Day)
- March 1st, 4th & 5th (Teacher Work Day)
- March 25th - April 1st (Spring Break)
- April 29th (Teacher Workday)
- May 27th (Memorial Day)

During Holiday Breaks and various Teacher Work Days, CTG may offer day camps at the Starr Theatre (520 S Elm St.) These camps will be open to the public, and will not be included with the Drama Time registration. More information for each of these camps will be sent out through email as they approach.

**LATE PICK UP:** We ask that children be picked up promptly at the end of the day. If you are running late please call 336-340-4632 to let us know when you will arrive. A late fee of \$5 will be charged to your account for children picked up

after 6:10pm. Additional charges will continue to accrue at a rate of \$5 for every 5 minutes.

**PAYMENTS:** Registration and weekly tuition will be charged at the time of registration. Once completed an email will be sent with the Drama Time Handbook along with a Credit Card Authorization form that must be completed before your student attends our after school program. Community Theatre of Greensboro will deduct your afterschool payment of \$50 on the Thursday prior to the start of afterschool week. Should your payment not go through successfully a charge of \$5 will be applied for the next day processing. If your payment is still unresolved you will receive an additional fee of \$5 on that following Monday. After this final attempt should that payment be unsuccessful the school will be notified of nonpayment and your child will not be able attend the afterschool program. Payment is due regardless of how many days were attended that week!

**CHECK OUT:** Parents/Guardians are to show ID when picking up a child. Parents will be asked to complete a pick up authorization form which will be emailed.

**MEDICATION:** We strongly encourage medications to be administered at home. Written authorization is required from the parent/guardian on the Medication Authorization Form before staff can administer any medication. Medication includes prescription and over-the-counter medications. Medication must be labeled with your child's name on it and in a plastic zip lock bag. The labels on each bag must include the child's name, name of medication, dosage, and times to be administered. Medication will be secured while at Drama Time.

**ALLERGIES:** All allergies or medical conditions should be listed on the registration form. If your student has a food allergy, please make sure that we are aware so that we can provide an adequate snack each day.

**SNACKS:** Community Theatre will provide a snack for all students each day. Snacks vary each day, but include items such as fruit, crackers, popcorn, pretzels, and other peanut free items. Students are more than welcome to bring additional snacks from home.

**CELL PHONES:** CTG and TESSG staff are not responsible for any cell phones that are lost, stolen, or damaged. Drama Time is a SCREEN FREE program, meaning that we do not allow students to use technology while in our program. We ask that parents encourage students to keep these items away while the program is in session.

**CANCELLATION POLICY:** There are no refunds on registrations or weekly tuition. If your child would like to withdraw from the program, we must have two weeks written notice before payments will cease. Payment is still due irregardless of any decision made by TESSG that would affect your student (i.e.

suspension/dismissal) Please email Roz Fulton at [RFulton@ctgso.org](mailto:RFulton@ctgso.org) to submit your cancellation.

**ACCIDENTS:** Parents will receive notifications of any injuries that occur during Drama Time. If a child has a minor injury while in our program, an incident report will be sent home with that child.

**DISMISSAL FROM CAMP:** Your child's participation in this afterschool program may be terminated under any of the following conditions:

- Payments become 2 weeks late
- Camper exhibits inappropriate behavior or other serious disciplinary problems
- Bullying

**LOST AND FOUND:** All lost and found items will be kept in the office for one week.

**WEEKLY UPDATES:** Parents will receive weekly updates and payment reminders each Tuesday. If you would like to receive the CTG Newsletter, please let us know and we can add you to our list! :)

**PROGRAM AND BUILDING RULES:**

- All students will address staff as Ms. or Mr.
- No sitting, climbing, standing or jumping off stairwells or the stage.
- No pushing, hitting, pinching, kicking, scratching, biting, spitting, name calling and/or throwing things at each other.
- All students will help pick up and clean up the area.
- All students are expected to participate and follow directions.
- No child will be allowed to wander the building by themselves.
- All students will respect the theatre property, supplies, and equipment.