

## **THE CHILDREN'S THEATRE COMPANY**

### **CLASS SCHEDULE & TUITION**

Students, ages 9 to 18, attend Acting Classes on Wednesday from 4:00-6:00PM. Monthly tuition is \$75.00 per month (1<sup>st</sup> month is \$120.00 including registration fees.) Students, ages 5 to 8, attend Acting Class on Wednesdays from 4:00P-5:00PM. Monthly tuition is \$60.00 per month (1<sup>st</sup> month is \$110.00 including registration fees.)

Acting classes will conclude with a performance to be held at Westlake High Theatre in April.

### ***To Pay Monthly Tuition Online***

Visit [www.childrenstheatre.cc](http://www.childrenstheatre.cc)

1. Click on Classes (Home Page bar)
2. On the left side, under Pay Monthly Tuition for Current Students- choose your child's age, Creative Dramatics (5 to 8) OR Stageworks (9 TO 18). Type Child's Name. Click on PAY NOW. Complete payment information.

### **LOCATION**

Classes are held in the studio space of *ERDACE* building located at the **corner of Ryan & W. Division Streets. The entrance is on Ryan & W. Division Street. (Place Ryan and W. Division Street in GPS.)** Parking is on the street.

### **PARENT NOTIFICATION UPDATES**

CTC uses the REMIND System to send updates & information. It will also be used in case of an emergency. This is a requirement for parents. NOW, using your mobile phone, send a text message to 81010 with the message: @ctcparents. (You may opt out at any time.)

### **ATTANDANCE**

- The students must arrive approximately 5 minutes before their acting class to prepare for the rehearsal! If a student cannot make a rehearsal, the parent/ guardian must email – [mail@childrenstheatre.cc](mailto:mail@childrenstheatre.cc)
- CTC follows the Calcasieu Parish School holiday schedule unless otherwise noted.

### **DRESS CODE**

- The actor must wear warm-ups or shorts. Hats are **NOT** allowed.
- The actor must always wear a theatre shirt.
- Tennis shoes are allowed. The actors will not be allowed to wear hard sole shoes/dress shoes, sandals, or flip flops.
- The actors are not allowed to wear jewelry, watches, necklaces, or bracelets.

### **SUPPLIES Bring ALL supplies to rehearsals & performances.**

- Binder with paper & script. Pen or pencil
- Script

## **GENERAL POLICIES**

- There are NO REFUNDS on tuition or fees. Tuition is due in full at the first class of each month.
- NO drinking, eating, or chewing gum is allowed in the studio.
- Cell phones must be turned OFF and stored in bags.
- CTC operates as a yearlong acting school; therefore, assuming the student is registering for a year of lessons.
- It is the responsibility of the student and the parent to memorize all music and lines on the show by the given deadline.
- Please check your email weekly for parent notes.
- Parents or visitors are **NOT** allowed to wait inside Erdace building during rehearsals.
- The taking of photos or videos (before, during or after rehearsals, dress rehearsals or performances including intermission) is strictly prohibited by copyright law.

## **PICK UP PROCEDURE AFTER CLASS**

- Please pick your child up immediately after acting classes at the Drop Off location.

## **APPLAUSE SUBSCRIPTIONS**

- To keep production costs down, actors MUST sell 5 APPLAUSE SUBSCRIPTIONS! Please make sure the actor's name is on each subscription form! Return each of the subscription forms and fees to the theatre office as you sell them. Suggestions for prospective APPLAUSE MEMBERS include your relatives, friends, doctors, vets, dentists, politicians and insurance agents. Actors not selling APPLAUSE SUBSCRIPTIONS will not be listed in the program.

## **PARENT PARTICIPATION**

- Parents must assist during the performance with ushering, box office or concessions duty.
- Parents must participate in fund-raising, set building days, painting, and putting show posters up.

## **COSTUMES & MAKEUP KIT FEES**

- Costumes & stage props are the responsibility of the parent & actor.
- Parents must pay a MAKEUP KIT Fee of \$30.00. CTC uses professional theatre make up. Street or over-the-counter makeup is not allowed.

## **WEBSITE/ SOCIAL MEDIA**

- Join us on our FACEBOOK page and follow us on Instagram @ctcstage