

SCCT Classes: General Information and FAQs

Enrollment in SCCT Classes is open to children ages 3 through 12th grade. Registrants ages 3-5 must be fully potty-trained. Any questions or needs regarding SCCT Classes can be addressed with SCCT Registrar **Jill Wolf** at **864.235.2885** or by email at jill@scchildrenstheatre.org.

LOCATION

SCCT Classes take place at South Carolina Children's Theatre at 153 Augusta Street. The entrance for classes is at the back of the building, marked EDUCATION.

REGISTRATION and NOTIFICATIONS

Registration for 2021 Winter Classes begins November 5, 2020. To register online, please visit scchildrenstheatre.org and click on the Winter Mini-Mester tab. Online payment must be made with a credit card. You may also register by phone on Mondays, Tuesdays and Thursdays between 10:00 AM-3:00 PM. **Our classes tend to sell-out so don't delay in enrolling in the ones that you like.** Following registration, you will receive a confirmation email as well as a reminder email with class-specific information, the week before your class starts. Please pay close attention to the details of your class. Needs vary from class to class, based on theme or length.

CHANGES and REFUNDS

Tuition refunds—less a \$30 non-refundable cancellation fee—will be given only with written notification of withdrawal at least 10 days prior to your class' start date. No refunds or credits will be made after your class begins. SCCT reserves the right to cancel classes that have not met enrollment minimums before the first class. Classes, faculty and schedule are subject to change. If for any reason we have to CANCEL A CLASS, you will receive a full refund or may choose to move to another class.

Should SC be placed under a mandatory lock-down due to COVID-19, all in-person classes will shift to virtual and no refunds or credits will be issued.

WAITING LISTS

We do keep a waiting list on all classes that fill and if enough people are on it, we will try to add another session of the class or switch rooms to allow for a higher number of students. If you are interested in a class that is already marked as SOLD OUT, please email SCCT Registrar [Jill Wolf](mailto:jill@scchildrenstheatre.org) so that we can notify you in the case of an opening or another session being added.

WATER AND SNACKS

Water bottles labeled with your child's name are encouraged. We are discouraging water fountain usage due to COVID-19.

DROP-OFF/PICK-UP PROCEDURES

On the first class day, SCCT staff will meet your car at the curb for drop-off to double check the contact information we have on file for you. At that time, we will provide you with a parking pass for the semester which should be displayed on your dash during your class time. Unattended cars parked in the lot without a dash card will be ticketed or towed. After week 1, you may drop your child off at the curb or park and escort them to the Education Door. SCCT

staff is prepared to accept children beginning 10 minutes before class start times. Please look for the 'DROP OFF' star at the curb, which indicates that staff members are ready to receive students. If there is no 'DROP OFF' star at the curb please wait, until it is placed and staff is ready for student's arrival.

The line-up for pick-up will start 5 minutes prior to the end of your child's class. Specific instructions and the electronic door code (only functional during class times) will be emailed to each class participant one week before your class begins.

WHAT TO WEAR

Students should dress comfortably. Dresses are not recommended and light layers are ideal. No flip flops please! **Face masks are required, due to COVID-19.**

ATTENDANCE

Students should plan to attend all class sessions. If you know in advance that your child will be absent, please notify the instructor. If you will miss the first day, please notify SCCT Registrar [Jill Wolf](#). Because each class builds on skills and activities from the previous session, absences may affect a student's participation. There are no refunds or make-up classes for days your student is absent.

FOR VIRTUAL CLASS STUDENTS

Students should have a space near your computer/tablet with limited distractions that allows room for movement within view of the camera. It is best to prepare this BEFORE the first class. Every effort should be made to have snack and go to the bathroom before class time. It is most helpful if a parent is close by to help with connection problems if needed. An email will be sent about a week before your child's class begins that contains the link to join your class and any specific supplies your student should have access to during class times.

PARENT ATTENDANCE

Parents do not accompany students into the classrooms. Due to the truncated timeframe for Winter Classes, there will be no end-of-session sharings, unless the instructor opts to do so. If she does, she will email the class with details.

SPECIAL NEEDS

There is a field on the online registration form to list allergies and any other special needs. You may also discuss these with the instructor on the first day (or email them when you receive your reminder email a week before your class) of any medical conditions, allergies (especially food allergies), learning/processing issues or special needs that were listed on your registration. Open communication with families helps us create a successful environment for every student.