



Education and Community Engagement

## 2022-2023 SCHOOLTIME POLICIES & REGISTRATION PROCEDURES

### TICKET PRICES AND CHAPERONES

- SchoolTime tickets are \$7 per seat.
- One chaperone for every 15 student registrations may attend at no charge.
- Additional chaperones may attend at the regular seat price.

### TO ORDER AN IN-PERSON SHOW

- Field trip requests are honored on a first-come, first-served basis and must be submitted through the online [2022-2023 SchoolTime Order Form](#) for approval.
- Completed order forms are not a guarantee of field trip reservation. You will be notified regarding the status of your order within ten business days. If you have not received a confirmation, please resubmit and contact the Education Department at 513-977-4116 or [education@cincinnatiarts.org](mailto:education@cincinnatiarts.org).

### TICKET AND TRANSPORTATION SUBSIDY

- You will find an application for ticket, transportation, and streaming subsidies within the [SchoolTime Order Form](#).
- [Click here](#) to learn more about the Transportation Subsidy Program.

### PAYMENT *(updated August 2022)*

- Seats are placed on a temporary hold for all approved field trips. **To finalize your SchoolTime reservation, payment for the full amount due OR a school purchase order for the full amount due must be received within ten working days of your field trip approval.** For orders submitted over the summer, payment or a purchase order must be submitted by September 30.
- Fee is payable by check, money order, or credit card (Visa, Mastercard, Discover, or American Express). Make checks payable to Cincinnati Arts Association (CAA).
- For in-person performances, you may adjust the amount of seats in your order up to **three weeks** prior to your scheduled performance, subject to availability. No reservation decreases will be accepted after this time. No refunds will be issued for schools who choose to pay in full prior to this deadline or for absent students on the day of the performance.
- **All orders must be PAID IN FULL at least two weeks prior to your scheduled field trip.** CAA reserves the right to cancel any reservation which is not paid in full two weeks prior to the field trip date.
- The person registering serves as the contact person and is responsible for the timely payment of fees.

### ACCESSIBILITY

- Please indicate your accessibility needs when placing an order.
- All Cincinnati Arts Association venues are wheelchair accessible. We request that there be an attendant for each wheelchair patron who cannot move the chair on their own.
- See performance descriptions for sign language interpreter availability.

#### CHANGES/CANCELLATIONS

- All changes and cancellations must be confirmed by the CAA Education Department at least **three weeks** prior to the presentation date.
- If this deadline is not met, responsible parties will be charged the original invoice amount.

#### SEATING

- Seating will be assigned by the Education Department based on registration date, age group of attendees, and accessibility needs.
- Tickets will not be distributed for school matinee performances, but groups will have assigned seats.
- Upon arrival at the performance, the contact person must check in at the SchoolTime Information Table. Ushers will escort the students to their seats.
- If bringing an infant, please inform the Education Department so we may seat you near an aisle. Infants and toddlers are only permitted in age-appropriate shows for preschool and kindergarten students.

#### WAITING LIST

- We offer a waiting list for all sold-out SchoolTime performances. Groups on the waiting list will be notified if space becomes available in the order in which inquiries were received.

#### INCLEMENT WEATHER AND "SNOW DAYS"

- CAA will monitor the weather report and school closings if bad weather is expected. If CAA decides to cancel a SchoolTime performance, we will contact you either by phone or email. Please provide us with an alternative phone number that is not the school's.
- Facts that influence our decision:
  - Can the staff and performers make it to the theater?
  - Is the yellow bus service running? For which school districts?
  - Are the schools that are scheduled to attend opened or closed?
- If CAA cancels a performance:
  - Schools may switch to a different performance in the same school year or receive a refund
- If a school is unable to attend:
  - They may schedule another performance in the same school year or receive a refund



## Education and Community Engagement

### YOUR SCHOOLTIME VISIT

#### DAY OF THE PERFORMANCE

- Please plan to arrive *at least* 30 minutes prior to the start of your performance.
  - CAA will begin calling schools that have not arrived 30-minutes prior to curtain.
- All school matinee performances are approximately 60 minutes in length unless otherwise noted.
- Share the [Aronoff Center Directions and Parking](#) or [Music Hall Directions and Parking](#) with bus drivers.
- Place the Bus Sign with the school name in the first passenger window next to the door. If windows are tinted, place the sign in the door's window.
- We make every effort to get you and your students back to school on time. On average, dismissal from a school matinee performance takes 25 minutes from when the show ends. Still, it may take longer depending on the number of schools in attendance. Please plan accordingly.

#### AUDIENCE ETIQUETTE

*Actors love to perform just for you... the audience. But they need your cooperation. While on stage, they can hear and see what the audience does, so please keep the following guidelines in mind:*

- No non-performance related talking or gesturing
- Turn off all electronic devices (cell phones, iPods, cameras, alarms on watches, etc.)
- No throwing objects or spitting
- No photographing or recording of the performance

*Please help us keep our buildings beautiful during your visit:*

- No gum, food, or drinks are allowed in the theater
- No smoking in the building
- Please keep your feet on the floor (not on the seat)
- No sliding on the banisters

#### ADDITIONAL NOTES

- All school groups are responsible for scheduling their own transportation, regardless of transportation subsidy status.
- Cincinnati Arts Association is not able to provide space for class lunches.



Education and Community Engagement

## 2022-2023 SCHOOLTIME SERIES

Ballet Hispánico

Friday, October 28, 2022, at 11:00 AM

Recommended grades: K-6

Black Violin: Give Thanks Tour

Monday, November 14, 2022, at 11:00 AM

Tuesday, November 15, 2022, at 11:00 AM

Recommended Grades: 2-12

Hot Chocolate

Thursday, December 8, 2022, at 10:15 AM and 12:15 PM

Friday, December 9, 2022, at 10:15 AM

Recommended Grades: K-8

Stellaluna

Wednesday, February 8, 2023, at 10:15 AM and 12:15 PM

Thursday, February 9, 2023, at 10:15 AM and 12:15 PM

Recommend grades: PreK-3

Nate the Great, The Musical

Tuesday, April 4, 2023, at 10:15 AM and 12:15 PM

Wednesday, April 5, 2023, at 10:15 AM and 12:15 PM

Recommend grades: K-3

Kevin Locke

Tuesday, April 18, 2023, at 10:15 AM and 12:15 PM

Wednesday, April 19, 2023, at 10:15 AM

Recommend grades: 2-8