



Orientation Packet & Important Information

We at the Alliance Theatre are very excited about your child’s upcoming drama camp experience! As we prepare for the arrival of your young actors, we ask you to look over the following information to ensure that you and your child are properly prepared to join us.

If you have any questions or concerns, please feel free to contact the Education Office at 404.733.4700.

INFORMATION FOUND IN THIS PACKET:

- First Day Check-in & Orientation.....pg 2
- Daily Schedule.....pg 2
- Lunch Procedure.....pg 3
- Drop-Off and Pick-Up Procedure.....pg 4
- Guidelines for Young Actors.....pg 5
- Student Forms – **must be completed by March 31**.....pg 6
- Aftercarepg 7
- FAQ Sheet.....pg 7-8

First Day Check-in & Orientation
8:00–9 AM

Check-in:

When: 8 – 8:30 AM

Where: 1st Floor, Lobby (outside the doors of the Alliance Theatre Mainstage)

Woodruff Arts Center, Memorial Arts Building
1280 Peachtree Street NE, Atlanta 30309

Who: There will be a table with camp staff to get you checked in!

Orientation:

When: 8:30 AM – 9 AM

Where: In each group's studio/ space

What: Parents and students will listen to short presentation by the Camp Teachers as to the schedule and expectations for the week's activities.

PARKING: Parking on the First Day for Orientation:

Where: **1280 Parking Deck** behind the Woodruff Arts Center Campus on Arts Center Way between 15th Street and 16th Street.

**For the first day of camp, you will take a ticket from the machine as you enter. As you exit, tell the parking attendant that you were attending the Camp Orientation and they will let you out without a charge.*

Daily Schedule – Tuesday - Friday

Daily Breakdown:

- **8:15 AM – 8:45 AM** - Drop-off
- **9AM – 12 PM** - Morning class session
- **12PM – 1 PM** – Lunch
- **1 PM – 4 PM** - Afternoon class session
- **4:05 PM – 4:30 PM** - Pick-up
- **4:30 PM – 6 PM** After-Care

***Note:** There is no Aftercare after the final Friday showcases. Please make pick-up arrangements accordingly.

Lunch Procedure

*** Please note the Woodruff Arts Center Campus is a NUT FREE ZONE ***



Due to the increased commonality of nut allergies, we ask that you refrain from packing nut products for any students that will have lunch or snacks on campus for the safety of all our campers.

Students **K – 3rd** grade:

- Students **MUST** bring a lunch to camp.
- We recommend bringing a towel or small blanket to sit on.
- Lunch may be held outside, weather permitting, in the piazza between the High Museum and the Alliance Theatre.
- Small snacks for morning and afternoon breaks are encouraged.
- Please do not pack any meals that require refrigeration or microwaving. We do not have resources to offer these services to all campers.

NOTE: Under **NO** circumstances will children be permitted to purchase lunches from Colony Square or surrounding vendors.

Students **4th – 12th** grade:

- Must bring a sack lunch or money to buy a lunch at Colony Square across the street.

Possible vendors include:

- [Chick-fil-A](#)
- [Blimpie](#)
- [Moe's](#)
- [Leaves and Loaves](#)
- Small snacks for morning and afternoon breaks are recommended.

We ask the campers to make sure they collect all personal items after lunch and leave their space clean. If there are problems with the lunch rules, *they may lose privileges.*

Note: If it is raining, it may be necessary to only allow those campers who brought money to go to Colony Square; everyone else may be asked to stay at the Arts Center for lunch that day. Please check the weather daily to plan accordingly.

Drop-off & Pick-up Procedures

DROP-OFF PROCEDURES:

Starting the second day of camp:

When: 8:15 – 8:45 AM

Where: Callaway Plaza (see map attached)

Who: Students will wait with camp staff and will be escorted to their classrooms.

NOTE: *Plan accordingly for ample time for drop-off, as Peachtree Street traffic can get congested.*

If You Are Running Late:

- Call the Education Office at 404.733.4700. We may not answer immediately because we will all be assisting with carpool, but please leave a message that we will receive when we return upstairs when the other students are in class.
- When you do arrive, pull in to Callaway Plaza as you normally would for drop-off.
- If you *do not* see a camp staff member, park in the fifteen minute box office parking and escort your young actor to his/her studio. **Please do not let your student walk to their classroom unescorted.**

PICK-UP:

When: 4:05 – 4:30 PM

Where: Callaway Plaza (see map attached)

What:

- Students arrive downstairs and the teaching assistants begin assisting students to their vehicles at 4:05 PM.
- If you are in your vehicle and have your number prominently displayed in your window, a TA will come by, check your number, retrieve your student, and put them in your car.
- Once the students are downstairs, the TAs can clear Callaway Plaza in as little as 10 minutes with traffic permitting. Allow us to use our system in order to get your child to you as quickly and safely as possible.

**** Please follow the instructions of the security officer who will be directing traffic. If you arrive before 4:05 PM security staff may guide you to a specific waiting spot in Callaway Plaza. ****

Substitute for Pick-up?:

Parent/legal guardian **MUST** send a signed note with their child the morning of the alternate pick up if someone other than the primary care-giver is picking up the child that day. The note must include the following:

- Name of the child/children
- Date of pick-up
- Name of the Parent(s)
- Name of the person(s) Picking-up

We suggest giving the alternate person picking up your child your car pool number.

If you have any questions concerning this procedure, please call the office at 404.733.4700.

Late Pick-up and Late Pick-up Cost:

At 4:30 PM, students who have not been picked up will be taken to the Education Department Offices located on the Third Floor of the Woodruff Arts Center for After Care. You will be assessed the \$20.00 fee for students enrolled in aftercare. (Cash only. Due at pick-up.)



Guidelines for Young Actors

The following guidelines are for your safety, comfort and enjoyment. Please read them carefully and abide by them. If you have any questions or concerns during the camp, please speak to any staff member, or call 404.733.4700.

- 1. Class will start promptly at 9 am; attendance and punctuality are essential for every young actor.**
- 2. There is absolutely no roughhousing, running or loud voices in the halls or office spaces.** Because we are part of a business complex, we must conduct ourselves accordingly in the common areas.
- 3. Never leave the group** and always travel with a teaching assistant or teacher. There will always be adult supervision.
- 4. Do not leave personal articles** of value anywhere besides the studios.

5. Follow Dress Code:

- Wear comfortable clothes with ease of movement in mind. These guidelines apply to all age groups.
- Please no skirts or dresses without leggings.
- No open-toed or open-heeled shoes; shoes must be able to stay on feet through dance/movement activities.

6. Anti-bullying policy:

- The Woodruff Arts Center is a **no tolerance zone** for bullying of any kind, verbal or physical.
- Any child exhibiting this behavior may be asked to leave camp at the discretion of the Camp Staff.
- Please encourage positive behavior with your children before attending camp.

7. Lunch: We ask that you refrain from candies and other sugar products as they can affect productivity and focus. See the lunch procedures on Page 3 for further information.

Student Information Forms

Please follow the below link to complete emergency contact/medical information, photo release waiver, and departure form (if applicable) by updating your account through our online system.

Complete Forms [HERE](#)

All forms must be completed by March 31.

To update your account with your student's information please follow these steps:

- Select "1" in the dropdown and click "Purchase"
- Log in and select your student from the dropdown menu
- Click "Start Registration Process"
- After entering information into the form click "Proceed to Checkout"
- Select "check in at door" as shipping method
- Click "Continue"
- On the Final review page click "Purchase now"
- Use the return link in the middle of the page to complete form for any additional students

Please note – in order to complete this form and update your account you **must** click "Purchase Now" at the end.

Aftercare

- We offer an Aftercare Program for those parents and guardians who would find it more convenient to pick up their students **between 4:30 PM and 6 PM.**
- Aftercare will be provided for a charge of **\$20 per day.** The students will be fully supervised, and may use this time to learn their lines, read, or watch a movie.
- Snacks will be available for purchase with cash only.
- A departure form is available for students 6th grade and up releasing them from our care at the end of the camp day. This option is available as an alternate to aftercare for those students.

Pre-register for Monday – Thursday aftercare on our website [HERE](http://alliancetheatre.org/education/class/spring-break-camp-aftercare)
(alliancetheatre.org/education/class/spring-break-camp-aftercare)

For single day registration please call the office at 404.733.4700 or complete a form at check-in.

NOTE: There are no aftercare services offered the final day of the camp.

NOTE: If you are registered for aftercare and are late for the 6 PM pick-up time, a \$10 fee will apply, in addition to the \$20 already paid for that day.

Drama Camp Frequently Asked Questions

When is the earliest I can drop off my young actor?

-- **8:15 AM.**

- That is the **earliest** any of our staff are available for supervision.
- If you arrive before **8:15 AM**, please wait with your actor(s) in the box office lane until you see a Camp Staff member.

If my 4th – 12th grader camper brings a lunch, can they still eat at Colony Square?

--Yes!

- Students in the above groups may bring their lunch and will still eat with the group that goes to Colony Square.

Can I eat lunch with my young actor?

--Yes!

- You can either eat with them at Colony Square, the Alliance Theatre, or take them to eat elsewhere. We do ask that you let us know in advance so we can be sure to meet you.
- Lunch is from **12:00 PM-1:00 PM** every day. You may either meet us at Colony Square (we will arrive there at 12:10 PM) or in the Galleria (between 12 PM – 12:10 PM).
- If you want to take your young actor at lunchtime, you would need to escort them to their class/rehearsal room when you get back. Please let us know if you have any questions.

My young actor is signed up for aftercare, where do I pick them up?

--Aftercare is held on the 3rd floor of the Woodruff Arts Center building in The Professional Learning Center (Room 3015).

- Just park in the box office lane ten minute parking and take the South Elevator up to the 3rd floor.
- If you arrive shortly after our normal pick up times, you may beat your student to The Professional Learning Center (Room 3015) because a camp staff member takes the students to the 4th floor to the vending machines for a snack right after car pool. Feel free to wait in the room and wait for your child to arrive.

Where/When is the final Showcase? Can we invite people to see it?

--There will be an **information sheet** about the showcase sent home mid-week during camp.

- The final showcase will be held in your young actor's classroom at **3:00 PM** on the final camp day.
- In addition to the final showcase Fridays at 3 PM, there will be preview performances throughout the day Thursday and Friday. Your young actor will receive a note on Tuesday listing all performance times.
- Some of our rooms have limited seating capacity, so we may limit the number of guests per student.

Where can I purchase the camp t-shirt?

-- Drama camp t-shirts will be on sale **in the lobby** on the first floor after each Friday performance. T-shirts are \$10 and can be purchased with cash or a credit card.

What will my young actor do all day?

--The activities for each group vary by group and day to day. The curriculum may include; warm-up exercises, improvisation games, group discussion of topics related to theatre or their lives, script readings, writing time, set decoration and of course rehearsal for the showcase.

Where can I find information about other classes, productions and auditions?

-- Alliance Theatre Education has a wide variety of classes for the stage and film for both adults and children.

- For more class information you can check out our website, www.alliancetheatre.org/education. Season ticket information is also available on our website.

Cancellation and Transfer Policy:

A full refund is available with a 30 day notice prior to the start of the camp session. Less than 30 days notice will result in a \$100 drop fee.

- Students may transfer camp dates based on availability without a processing fee, but will have to make up any cost difference if the camp tuitions are not equal.