



## Orientation Packet & Important Information – Lovett School Location

The Alliance Theatre is very excited about your student’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.

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**First Day Check-in & Orientation**  
8:30 – 9:00 am

Check-in & Orientation will happen in your student's class room at Lovett School. Lovett is located at 4075 Paces Ferry Rd NW, Atlanta, GA, 30327.

**Directions to the Lovett Campus:**

**From the south (Atlanta's Hartsfield-Jackson International Airport):**

Take I-85 North to I-75 North. Exit I-75 North at Exit 256/Mt. Paran Road. Turn left onto Mt. Paran Road. Continue on Mt. Paran Road across Northside Parkway. Mt. Paran Road will come to a dead end at Paces Ferry Road. Turn right onto Paces Ferry Road. Go approximately one-half mile to the entrance of Lovett on the right.

**From the north (Chattanooga, Tenn.):**

Take I-75 South and exit at Exit 256/Mt. Paran Road. Continue on Mt. Paran Road across Northside Parkway. Mt. Paran Road will come to a dead end at Paces Ferry Road. Turn right onto Paces Ferry Road. Go approximately one-half mile to the entrance of Lovett on the right.

**From the north (Charlotte, N.C.):**

Take I-85 South to I-285. Take I-285 west to I-75. Take I-75 South and exit at Exit 256/ Mt. Paran Road. Continue on Mt. Paran Road across Northside Parkway. Mt. Paran Road will come to a dead end at Paces Ferry Road. Turn right onto Paces Ferry Road. Go approximately one-half mile to the entrance of Lovett on the right.

**Coming east or west on I-285:**

Take I-75 South and exit at Exit 256/Mt. Paran Road. Continue on Mt. Paran Road across Northside Parkway. Mt. Paran Road will come to a dead end at Paces Ferry Road. Turn right onto Paces Ferry Road. Go approximately one-half mile to the entrance of Lovett on the right.

**Classrooms:**

**Musical Theater Camp grades 2-5** located in the Middle School Drama Classroom, Middle School

**Musical Theater Camp grades 6-8** located in the Woodward Black Box Theatre, Upper School

**Orientation & Check-in:**

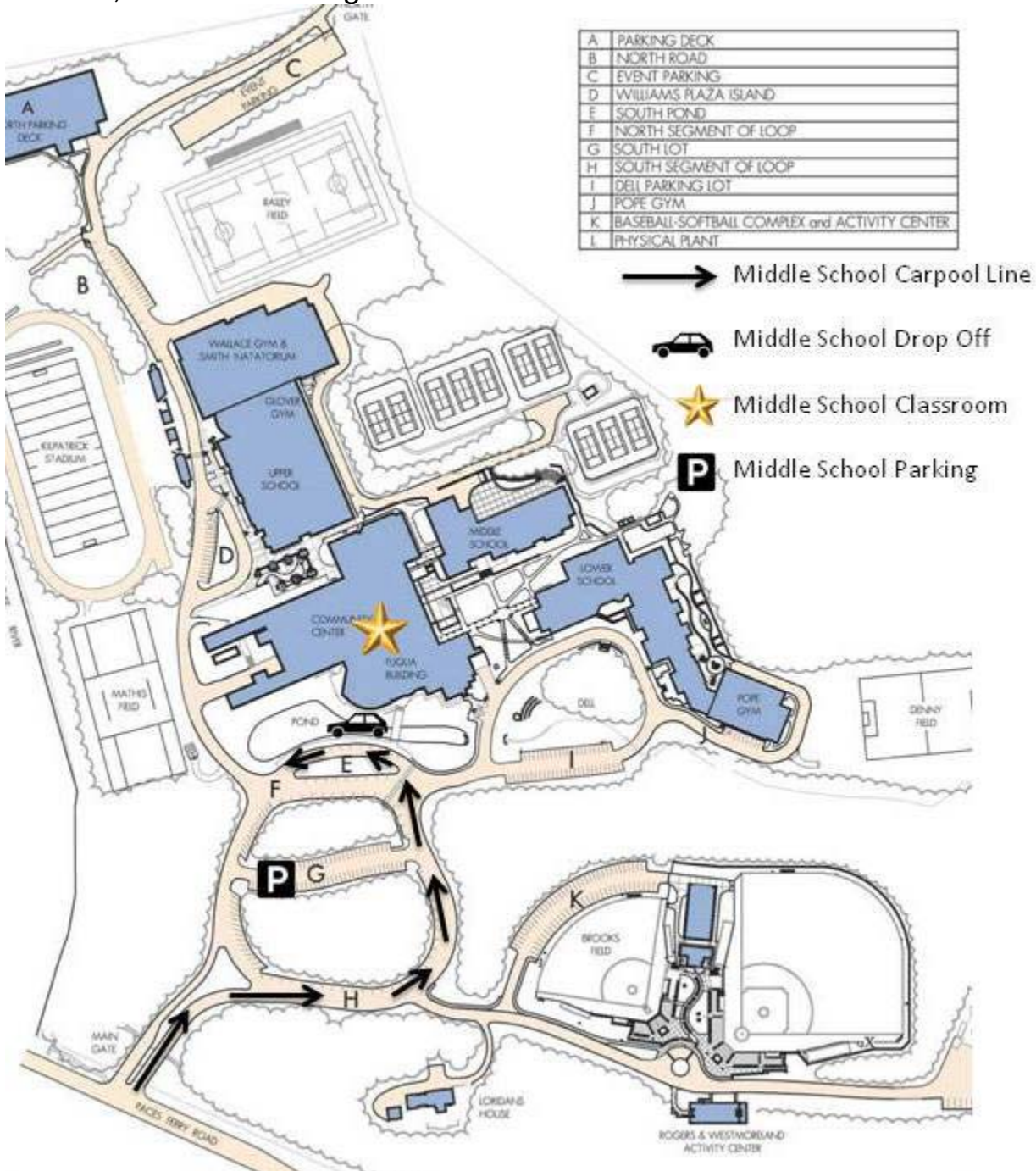
**When:** 8:30 am – 9:00 am

**Where:** In each group's studio/ space

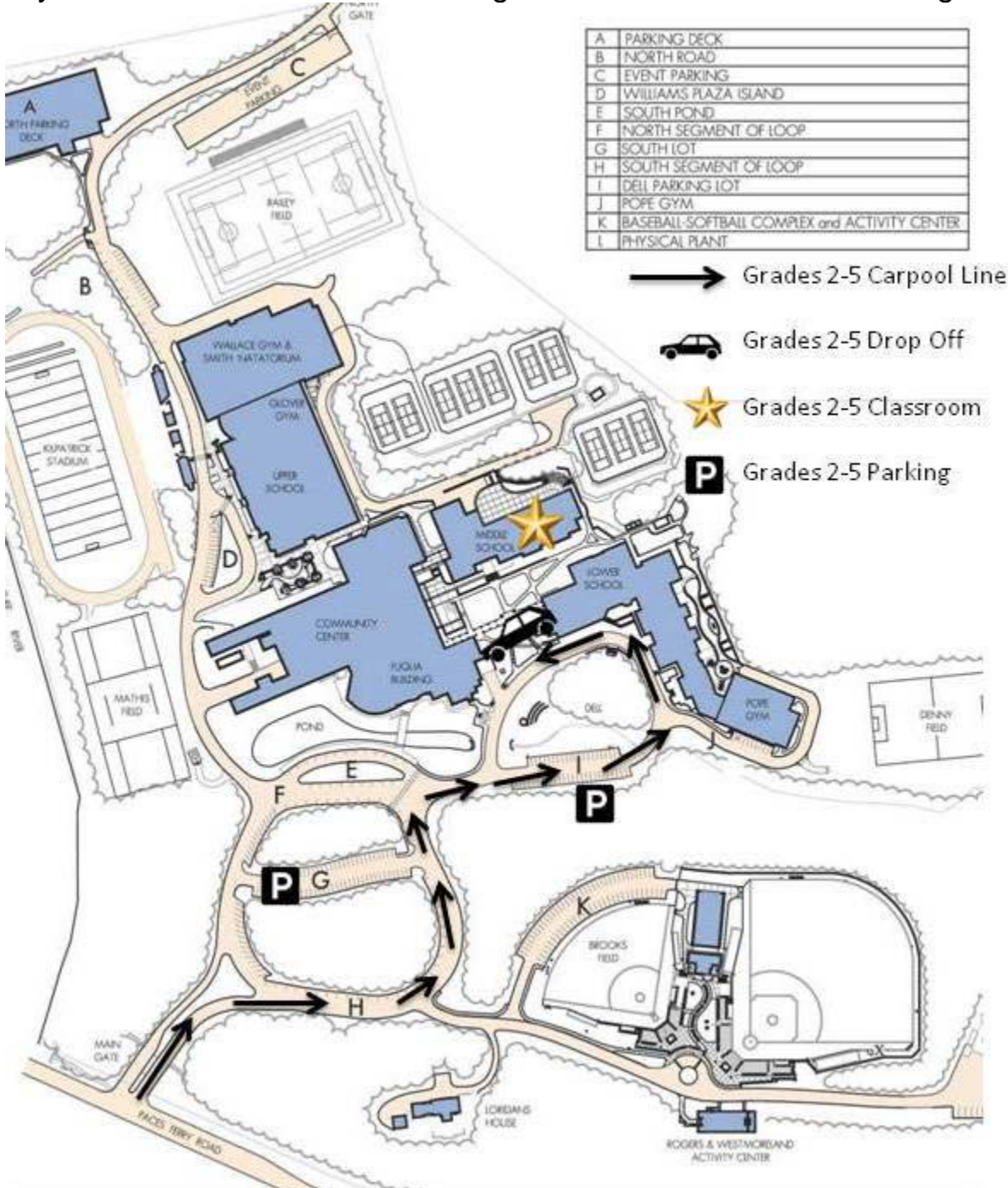
**What:** Parents and students will listen to a short presentation by the Camp Teachers about the schedule and expectations for the week's activities.

**PARKING: Parking on the First Day for Orientation and Final Day Performance: Musical Theater Camp grades 6-8: Directions to the Woodward Black Box Theater**

As you enter from Paces Ferry Road, follow the road around to the right (but do not turn at the baseball fields). Continue down the hill and as it follows to the left, you will see a pond with a bridge crossing to a building. Parking is available in the spaces in front of the pond and in the lot on the hill. The theater is in the **Fuqua Center** (the building across the bridge). As you enter the front doors, the theater is up the first set of stairs, around to the right. The entrance to the Woodward Theater is on the left.



**PARKING: Parking on the First Day for Orientation and Final Day Performance: Musical Theater Camp grades 2-5:** Directions to the Middle School Drama Room: As you enter from Paces Ferry Road, follow the road around to the right (but do not turn at the baseball fields). Continue down the hill and veer to the right. Please park in the parking spaces as you come around that turn. The Middle School is nestled between the Lower School and the Fuqua Building. The name on the building is the **Portman Family Middle School**. As you enter the front doors, turn to the right to find the elevator. The Drama room is on the third floor. As you get off of the elevator, head to your left and an immediate left again. The Drama Room is through the double doors.



## Daily Schedule

### Daily Breakdown:

- 8:15 am – 8:45 am - Drop-off
- 9 am – 12 pm - Morning class session
- 12 pm – 1 pm – Lunch
- 1 pm – 4 pm - Afternoon class session
- 4:05 pm – 4:30 pm - Pick-up

**\*Note: There is no aftercare at satellite locations. Please make pick-up arrangements accordingly.**

## Lunch Procedure

**\*\*\* Please note the Lovett School 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.*

### Lunch Advisory:

- Students **MUST** bring a lunch to camp. There are no options on site for purchasing food.
- We recommend bringing a towel or small blanket to sit on.
- Lunch will be held outside, weather permitting.
- Small snacks for morning and afternoon breaks are encouraged.
- No food or drink is allowed in the camp spaces. Water is permitted. All snacking and lunch will happen outside of the classroom.
- Please do not pack any meals that require refrigeration or microwaving. We do not have resources to offer these services to all campers.

## Drop-off & Pick-up Procedures

### **DROP-OFF PROCEDURES:**

*Starting the second day of camp:*

**When: 8:15 – 8:45 am**

**NOTE:** Drop off before 8:15 am is not permitted under any circumstances.

**Where:** Fuqua Center and Middle School Carpool lanes (see map on pages 3-4)

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

#### ***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. We will notify camp staff at Lovett School at that time.
- When you do arrive, park in the nearest available parking spot and escort your young actor to his/her studio. **Students may not walk up to their classrooms unescorted.**

### **PICK-UP:**

**When: 4:05 – 4:30 pm**

**Where:** Fuqua Center and Middle School Carpool lanes (see map on pages 3-4)

**What:**

- Students arrive at their carpool locations with their teaching assistants at 4:05 pm.
- State the child's name and provide identification upon pulling up. Your student will be escorted to your car only after verifying id.

*\*\*\* Please follow the instructions of any campus security officer. If you arrive before 4:05 PM security staff may guide you to a parking spot until the line can begin.\*\*\**

### **Substitute for Pick-up?:**

Parent/legal guardians 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 will check their identification to be certain they are on the approved list for pick up.*

NOTE: Non-Alliance Theatre Camps will be happening at the same time as our camp, so please be patient with our process to ensure your child is safely checked in and out daily.

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

## 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.** Many camps are happening while we are a guest on the Lovett School Campus, so 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 5 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).

Complete Forms [HERE](#)

**All forms must be completed by May 19.**

## Aftercare

Aftercare is **NOT** offered at satellite locations. If you are running late, please call the Education Offices at 404.733.4700 to notify a staff person, and leave a call-back number for easy communication.

## 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 carpool lane until you see a Camp Staff member.

### Can I eat lunch with my young actor?

--Yes!

- You may meet your student at their studio and walk with them to the lunch location of the day. We do ask that you let us know in advance so we can be sure to find you.
- Lunch is from **12:00 pm - 1:00 pm** every day. Students will leave their classroom around 11:55 am.
- 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.

### 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 on Thursday at **3:00 pm**. Your young actor will receive a note on Tuesday reiterating all performance times.

### 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](http://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.