



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 or atedu@woodruffcenter.org

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First Day Check-in & Orientation
8 AM – 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.*

Friday 3 PM Showcase Parking Options:

Camp parents and friends attending the 3 PM showcases on Friday may park in the Woodruff Arts Center lot for a \$5 rate. Upon exiting tell the attendant that you were here for the camp performance and you will be charged the discounted \$5 amount, you will not need a voucher. The discounted rate is only valid until 5 PM.

The Trump Tower Surface Lot on West Peachtree Street has a daily rate of \$6 for the upper lot or \$3.50 for the lower lot.

Promenade Parking Lot on 15th has an hourly rate \$4 per hour, \$13 maximum for the day.

Metered parking is available anytime on Peachtree Street in front of the Arts Center.

****Please note that is no parking at the Boys and Girls Club Lot before 5pm during the weekdays.**

Daily Schedule

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 After-Care after the final Friday showcases. Please make pick-up arrangements accordingly.

Lunch Procedures

***** 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 rising **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 rising 4th – 12th grade:

- Must bring a sack lunch or money to buy a lunch at Colony Square across the street. Students will be fully supervised at Colony Square by camp staff members and teaching assistants. Small snacks for morning and afternoon breaks are recommended.

Possible vendors include:

- Chick-fil-A
- Blimpie
- Moe's
- Giancarlo's Pizza & Pasta
- Leaves and Loaves

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 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 the main office, Suite 3025 to check in with the camp staff.

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 by 4:05. Students will be held in the lobby behind the glass doors during pick-up until a TA calls their name to escort them to your vehicle.
- 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 do not exit your vehicle.

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 talking 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

All forms are hosted through Formstack. 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 15th by 5 PM.

After Care

- We offer an After Care Program for those parents and guardians who would find it more convenient to pick up their students **between 4:30 PM and 6 PM.**
- After Care will be provided for a charge of **\$10 per day.** The students will be fully supervised, and may use this time to learn their lines, read, or watch a movie.

To pre-purchase After Care please visit our website at

<http://www.alliancetheatre.org/education/class/summer-camp-after-care>

For single day registration please call the office at 404.733.4700 or bring the completed form below to check-in.

NOTE: There are no after-care services offered the final day of the camp.

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

AFTER CARE REGISTRATION FORM

Student Name: _____

Grade: _____

Group Name (circle one)

Creative Drama

Musical Theatre

Performing Arts Camp

Grade Group: (circle one)

K - 1

2 - 3

4 - 5

6 - 8

9 - 12

Parent's Name(s): _____

Session(s):

May 26 – June 5

June 8 – 12

June 15 – 19

June 22 – 26

June 29 – July 3

July 6 – 10

July 13 – 17

July 20 – 24

July 27 - 31

Days Needed:

Monday

Tuesday

Wednesday

Thursday

Payment: **CASH**

CHECK

MC

VISA

DISC

AMEX

MO

CARD/CHECK #: _____

EXPIRATION DATE: _____ NAME ON CARD: _____

Drama Camp Frequently Asked Questions

Important Contact Information:

Alliance Education Office 404.733.4700 or atedu@woodruffcenter.org

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 student(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.
**** Students who eat lunch at Colony Square arrive by **12:10 PM** if you plan to meet them there, otherwise please meet your student in the Education Offices, Suite 3025.*
- 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.

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

--After Care 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.
- 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 youth & teens.

- For more class information you can check out our website, www.alliancetheatre.org/education. Season ticket information is also available on our website.
- For information about other productions and auditions for local theatres, we recommend the Atlanta Coalition for the Performing Arts. Their website lists auditions, job openings, and productions for member arts organizations. Their website is www.atlantaperforms.biz.

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.