



Orientation Packet & Important Information

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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Daily Camp Schedule

Daily Breakdown:

- **8:30 AM – 9 AM** – Check In
- **9 AM – 12 PM** - Morning class session
- **12 PM – 1 PM** – Lunch
- **1 PM – 4 PM** - Afternoon class session
- **4 PM – 4:30 PM** – Pick Up

Check In & Drop Off Procedure

8:30 – 9 AM

Daily Check In and Drop Off:

When: Daily, 8:30 – 9 AM

Where: 3rd Floor

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!

Please park and walk your camper to the 3rd floor every day, even if your child is a returning camper. There will be no camp staff on the first floor to escort your students upstairs. **Students may not walk up to their classrooms unescorted.** Callaway Plaza (see map on page 4) has box office parking that will be available to you if you are just dropping off upstairs. You may park here for a maximum of 15 minutes.

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 check in, but please leave a message that we will receive when we return to our offices.

PARKING:

Parking Options nearby the Woodruff Arts Center

- [Woodruff Arts Center Parking Garage](#): Max Rate: \$15
- [Promenade Parking Garage \(Lot B\)](#): \$4 per hour, Max Rate: \$14
- [Boys and Girls Club Parking Garage](#): Max Rate: \$15
- [Colony Square \(Lot C\)](#): \$6 hour, Max Rate: \$16
- [LAZ](#): \$5 per hour, Max Rate: \$10
- [Atlantic Center Station](#): \$5 per hour, Max Rate: \$15
- Metered parking is available on Peachtree Street and there is free parking in the Ansley Park neighborhood (on Peachtree Circle) from 6am – 6pm on weekends, but please read the signs carefully if you choose this option as Park Atlanta is diligent in their ticketing. We are also easily accessible by MARTA at the Arts Center Station (N5) on both the Red and Gold lines.

Lunch Procedure

12 PM – 1 PM

*** 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 all students that will have lunch or snacks on campus for the safety of all our campers.

All Winter Break Camp Students

- Students **MUST** bring a lunch to camp.
- We recommend bringing a towel or small blanket to sit on.
- If the weather permits, lunch will be held outside on the piazza between the High Museum and the Alliance Theatre.
- In inclement weather, lunch will be held on the balcony level in the North and South Alcoves.
- 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 students be permitted to purchase lunches from Colony Square or surrounding vendors.

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 student exhibiting this behavior may be asked to leave camp at the discretion of the Camp Staff.
- Please encourage positive behavior with your students 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).

Complete Forms [HERE](#)

All forms must be completed prior to the first day of the camp session.

Drama Camp Frequently Asked Questions

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

-- **8:30 AM.**

- That is the **earliest** any of our staff are available for supervision.

Can I eat lunch with my young actor?

--**Yes!**

- You can either eat with them at 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 PM-1 PM** every day. You may meet us in the Alcoves on the Balcony level or outside on the Piazza (at 12 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.

Where can I purchase a camp T-shirt?

--Drama camp t-shirts are available for purchase at check in and pick up each day.

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 & teen.

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

Additional Questions?

Give us a call at 404.733.4700 or email atedu@woodruffcenter.org