

Alliance Theatre

Drama Camp

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.

INFORMATION FOUND IN THIS PACKET:

- First Day Check-in & Orientationpg 2
- Daily Schedulepg 2
- Lunch Procedurepg 3
- Drop-Off and Pick-Up Procedurepg 4
- Guidelines for Young Actors.....pg 6
- Student Forms – **must be completed by May 17**pg 6
- FAQ Sheetpg 7

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

Check-in:

- **When:** 8:00 – 8:30 AM
- **Where:** 1st Floor, Lobby
Alpharetta Arts Center
238 Canton St, Alpharetta, GA 30009
- **Who:** There will be a table with camp staff to get you checked in!

Orientation:

- **When:** 8:30 - 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:

- **Where:** Alpharetta Arts Center Parking Lot

Daily Schedule

Daily Breakdown:

Morning Carpool Drop Off: 8:15 a.m. – 8:45 a.m.

Camp Morning: 9 a.m. – 12 p.m.

Lunch: 12:00 p.m. – 1:00 p.m.

Camp Afternoon: 1:00 p.m. – 4:00 p.m.

Afternoon Carpool Pick Up: 4:05 p.m. – 4:45 p.m.

Snacks:

- Small snacks for morning and afternoon breaks are encouraged.
- Please do not pack any foods that require refrigeration or microwaving. We do not have resources to offer these services to all campers.

Lunch Procedure

*** Please note the Alliance Theatre Drama Camp 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.

- **ALL STUDENTS MUST** bring a lunch to camp.
- 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.
- Please do not pack any meals that require refrigeration or microwaving. We do not have resources to offer these services to all campers.

Rain Plan: If it is raining, all classes will eat inside the designated lunch spaces.

Drop-off & Pick-up Procedures

DROP-OFF *Starting the second day of camp:*

- **When: 8:15 – 8:45 am**
NOTE: Early drop off is not permitted under any circumstances.
- **Where:** Alpharetta Arts Center Parking Lot
- **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 you do arrive, pull in to Alpharetta Arts Center Parking Lot as you normally would for drop-off.
- If you *do not* see a camp staff member, park in Alpharetta Arts Center Parking Lot and escort your young actor to their studio.
- **For the safety of your young actors, students may not walk to their classrooms unescorted unless you have completed the Departure Form section of the online camp forms (middle & high school students only)**

PICK-UP:

- **When: 4:05 - 4:45 PM**
- **Where:** Alpharetta Arts Center Parking Lot (see photo on following page)
- **What:**
 - Students arrive downstairs and the teaching assistants begin assisting students to their vehicles each group's assigned start time.
 - Please remain in your vehicle. A staff member will come by to ask name, retrieve your student, and walk them to your car.
 - Please follow all instructions so we can get your camper to you as quickly and safely as possible.

**** Please follow the instructions of the coordinator who will be directing traffic. If you arrive before scheduled carpool, please wait in line for Camp Staff. ****

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 caregiver 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

If the person picking up is a substitute, we will check their identification to be certain they are on the approved list for pick up.

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

Late Pick-up:

- Satellite locations do not offer Aftercare, so please plan accordingly.



Guidelines for Young Actors

The following guidelines are for your young actor's safety, comfort and enjoyment. Please read them carefully and talk through with your student. If you have any questions or concerns during the camp, please speak to any staff member, or call 404.733.4700.

1. Camp will start promptly at 9 am; attendance and punctuality are essential for every young actor.

2. Be sure to walk with quiet voices in the halls of office spaces. Because we are part of a business complex, we must conduct ourselves accordingly in the common areas.

3. Stay with your group and always travel with a teaching assistant or teacher. There will always be adult supervision.

4. Always take personal articles of value with you. If you leave these articles in the studio, be sure to tell your teacher so the door can be locked.

5. Follow Dress Code:

- Wear comfortable clothes with ease of movement in mind. These guidelines apply to all age groups.
- Skirts or dresses should be worn with leggings.
- Shoes should be closed-toe and closed-heel. Shoes must be able to stay on feet through dance/ movement activities.

6. Anti-bullying policy:

- Alliance Theatre Drama Camp 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 young actors before attending camp.

7. Lunch: We ask that you refrain from candies and other sugary 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](#)

https://alliancetheatre.formstack.com/forms/summer_drama_camp_form_2019

All forms must be completed by May 17. Any forms turned in after this date will incur a \$10 late processing fee.

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) until you see a Camp Staff member.

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 plan accordingly.
 - Lunch is from **12:00 pm - 1:00 pm** every day. You may meet your student outside of their classroom 5 minutes before the start of their lunch.
- If you want to take your young actor at lunchtime, you will need to let camp staff know and 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 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 during check in on the first day of camp as well as after each Friday performance. T-shirts are \$10 and can be purchased with cash, check or a debit/ 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 theater 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.

If my camper is carpooling with someone, what should I do? --Please indicate on your camp information form the names of the other campers your child will be carpooling with on your information form (including siblings). You can also let us know at morning check in on the first day of camp. Please pick up at your designated pick up time (see pg. 3).

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.

Additional Questions?

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