



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

### Check-in:

**When:** 8:00 – 8:30 am

**Where:** 1<sup>st</sup> Floor, Lobby

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 – 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:** **1280 Parking Deck** behind the Woodruff Arts Center Campus on Arts Center Way between 15<sup>th</sup> Street and 16<sup>th</sup> 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

### Daily Breakdown:

- 8:15 am – 8:45 am - Drop-off
- 9 am – 12 pm - Morning class session
- 12 pm – 1 pm – Lunch A\*
- 12:30 pm – 1:30 pm – Lunch B\*
- 1 pm – 4 pm - Afternoon class session
- 3:50 pm – 4:05 pm- Pick-up (4yo – 1<sup>st</sup> grade)
- 4:05 pm – 4:25 pm- Pick-up (2<sup>nd</sup> – 3<sup>rd</sup> grade)
- 4:25 pm – 4:45 pm- Pick – up (4<sup>th</sup> grade – High School)
- 4:45 pm– 6:00 pm Aftercare\*\*

\*lunch groups will be decided each week and shared with parents during Monday morning orientation.

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

## Information for half-day, 3 year old camp

Creative Play half-day camp for 3 year olds will be in the Bankoff Gallery on the 1<sup>st</sup> floor of the Memorial Arts Building.

Follow the check-in procedures outlined above for the first day.

### Daily Breakdown:

- **8:15 am– 8:45 am** - Drop-off
- **9 am – 12 pm** – Class session
- **12 pm – 12:30 pm** – Dismissal

### Snacks for morning break:

- Small snacks for morning breaks are encouraged.
- **We are a nut-free zone, so please plan accordingly.**



- Please do not pack any foods that require refrigeration or microwaving. We do not have resources to offer these services to all campers.

### Pick-Up:

**When: 12 – 12:30 pm**

**Where: Bankoff Gallery**

**What:**

- Park in the 15 minute parking on Callaway Plaza and come to the Bankoff Gallery to pick-up your student.
- Check-out with the teacher or teaching assistant.

## 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.*

- **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, 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.

**Please Note:** The Colony Square food court will be under construction this summer, so no students will be permitted to purchase lunches across the street this summer. Please plan to pack a lunch for your student every day.

**Rain Plan:** If it is raining, all classes will eat inside the designated lunch spaces (South + North Alcove on the Balcony level, and Center Space on the 1<sup>st</sup> floor) inside the Arts Center.

## 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:** Callaway Plaza (see map on following page)

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

**NOTE:** Plan accordingly and allow 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 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 15 minute box office parking 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:**

- **3:50 pm – 4:05 pm-** Pick-up (4yo – 1<sup>st</sup> grade)
- **4:05 pm – 4:25 pm-** Pick-up (2<sup>nd</sup> – 3<sup>rd</sup> grade)
- **4:25 pm – 4:45 pm-** Pick – up (4<sup>th</sup> grade – High School)

**Where:** Callaway Plaza (see map on following page)

**What:**

- Students arrive downstairs and the teaching assistants begin assisting students to their vehicles at 4:05 pm.
- Please remain in your vehicle and have your number prominently displayed in your window. A staff member will come by to check your number, retrieve your student, and walk them to your car.
- Please follow all instructions of security personnel so we can get your camper 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 your scheduled carpool, security staff may guide you to a specific waiting spot in Callaway Plaza.\*\*\**

**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

*If the person picking up does not have the approved carpool number, 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 and Late Pick-up Cost:**

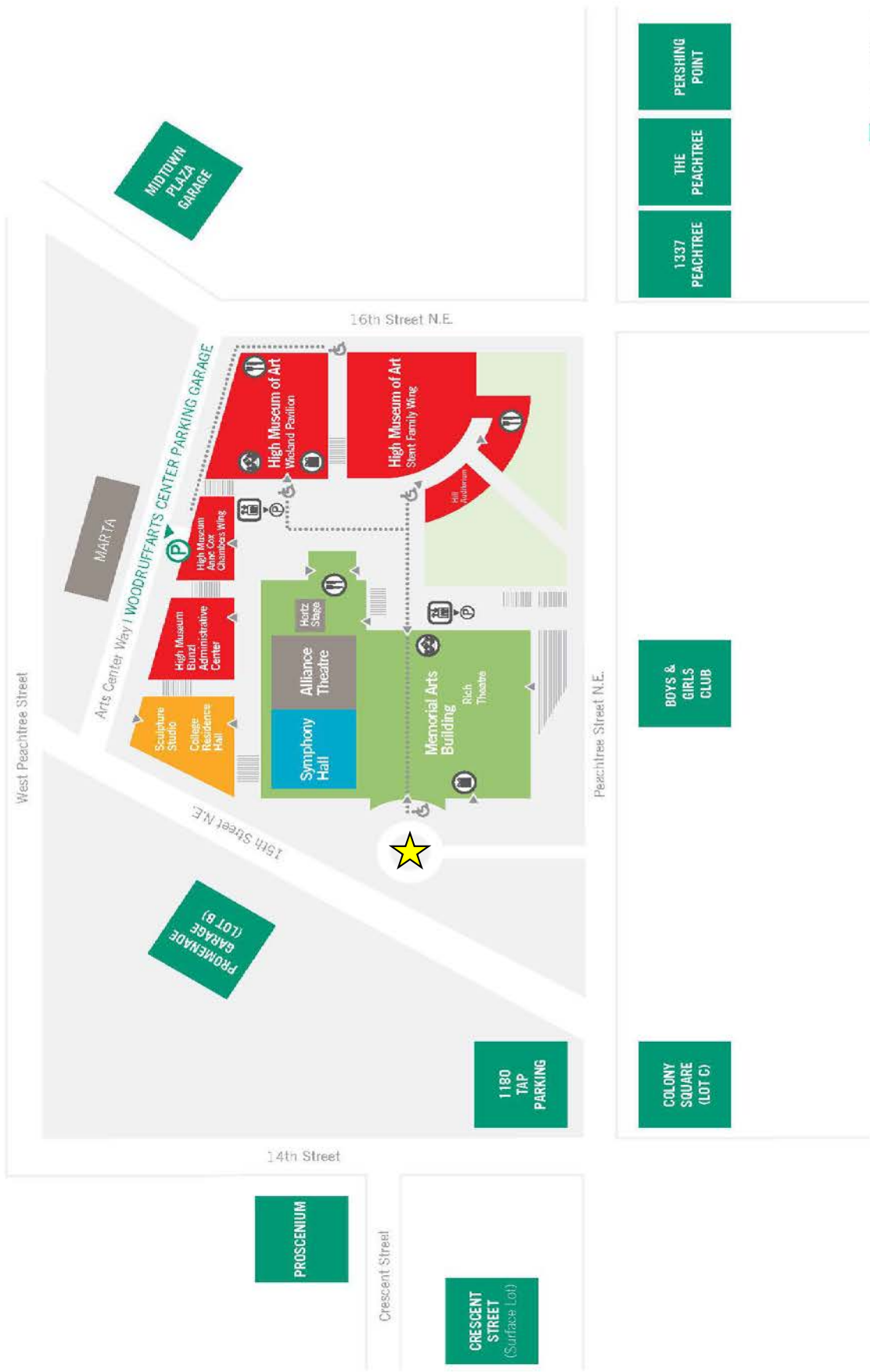
At 4:45 pm, students who have not been picked up will be taken to the Education Department Offices located on the Third Floor of the Woodruff Arts Center for Aftercare. You will be charged the \$20.00 fee for students enrolled in aftercare. (Cash or check only. Due at pick-up.)


- Parking for Aftercare can be found in the fifteen minute box office parking in Callaway Plaza.
- Aftercare is located in the Professional Learning Classroom, Room 3015 on the 3<sup>rd</sup> floor

**See map on the next page.**

 = Callaway Plaza

THE WOODRUFF ARTS CENTER



 Parking Options

## 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 – toed and close – heeled. 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 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 4 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\\_2018](https://alliancetheatre.formstack.com/forms/summer_drama_camp_form_2018)

**All forms must be completed by May 16. Any forms turned in after this date will incur a \$10 late processing fee.**



## Aftercare

- We offer an Aftercare program for parents and guardians who would find it more convenient to pick up their students **between 4:45 pm and 6 pm**.
- Aftercare will be provided for a charge of **\$20 per day**. Online aftercare registration can be found [HERE](#).
- The students will be fully supervised, and may use this time to learn their lines, read, play supervised games, or watch a movie.
- Snacks will be available for purchase with cash only.
- A departure form is available for students 6<sup>th</sup> grade and up releasing them from our care at the end of the camp day. This option is available as an alternative to aftercare for those students and is found at the link above with our other camp forms.
- Parking for Aftercare can be found in the 15 minute box office parking in Callaway Plaza.
- Aftercare is located in the Professional Learning Classroom on the 3<sup>rd</sup> floor

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

**NOTES:** There will be no aftercare services offered the final day of the camp. Aftercare is not available for half-day camps or full day satellite camps. 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.

**ALLIANCE THEATRE DRAMA DAY CAMP  
AFTERCARE REGISTRATION FORM**

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Group Name (circle one)

**Creative Play      Creative Drama      Performing Arts      Musical Theater      Other**

Grade Group: (circle one)

**4 year olds      K-1      2-3      4-5      6-8      9-12**

Parent's Name(s): \_\_\_\_\_

Best Phone: \_\_\_\_\_

Session(s) (circle all that apply):

May 29 – May 31	May 29 – June 7	June 4 – 7	June 11 – 14
June 18 – 21	June 25 – 28	July 2 – 5	July 2 – 12
July 9 – 12	July 16 – 19	July 23 – 26	July 30 – August 2

Days Needed (circle all that apply):

Monday      Tuesday      Wednesday      Thursday      Friday (2 week camps only)

Payment (circle one):

*CASH      CHECK      MC      VISA      DISC      AMEX*

CARD/CHECK #: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

NAME ON CHECK/CARD: \_\_\_\_\_

## 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.

### 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** or **12:30 - 1:30pm** every day (lunch groups will be assigned each week and announced in Monday morning orientation). You may meet your student between the glass doors where carpool is held 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.

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

--**Aftercare is held on the 3<sup>rd</sup> floor of the Woodruff Arts Center building in The Professional Learning Classroom, Room 3015.**

- Just park in the box office lane 15 minute parking and take the South Elevator up to the 3<sup>rd</sup> floor.

### 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, 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](http://www.alliancetheatre.org/education). Season ticket information is also available on our website.

**If my camper is carpooling with someone in a different pick up time, what time should I pick up?**

--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. If you are picking up students from both the first and second carpool time slots, we will send your entire carpool group to the first carpool at 4:05pm. Please pick up at your designated pick up time (see pg. 5).

**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](mailto:atedu@alliancetheatre.org)