

**Alliance
Theatre**

Drama Camp

**DECATUR AT
THE MUSEUM
SCHOOL**

**SUMMER CAMP 2023
CAREGIVER
INFORMATION PACKET**

Camp Address

Museum School
923 Forrest Blvd,
Decatur, GA 30030

INFORMATION FOUND IN THIS PACKET:

Student Information Forms..... pg 2

Welcome to Summer Camps..... pg 3

Who to Contact..... pg 3

What to Bring to Camp..... pg 4

First Day Check-In..... pg 5

Carpool Map..... pg 6

Carpool: Morning Drop-Off..... pg 7

Carpool: Afternoon Pick-Up..... pg 8

Daily Schedule..... pg 9

Camper "Buddy" Form..... pg 9

Late Drop Off..... pg 10

Early Pick Up..... pg 10

Alternate Pick Up Person..... pg 10

Pedestrian Drop-Off/Pick-Up..... pg 11

Lunch Procedures..... pg 12

Nut Policy..... pg 12

Aftercare..... pg 13

Technology & Cell Phones..... pg 13

Friday Showcase Schedule..... pg 14

Costumes & Closet Shopping..... pg 15

When Do We Call Caregivers?..... pg 16

Behavior Agreement..... pg 17

Pro-Justice & Inclusion Policy..... pg 18

Accessibility & Accomodation..... pg 19

Bullying Policy..... pg 19

Alliance Theatre General Information..... pg 20

◆ STUDENT INFORMATION FORMS ◆

Please follow the below link to complete all necessary registration forms.

[**CAMP FORMS**](#)

Your forms must be completed the Friday before the start of camp. Missing the deadline will result in delays for your camper at FIRST DAY CHECK-IN and a \$10 administrative fee.

Dear Camp Families,

We are thrilled to welcome you to Alliance Theatre Drama Camp! We cannot wait to meet all of the amazing young artists that will be joining us this summer.

At the Alliance Theatre, we value process over product. This means that we focus on the creative journey, rather than the end result. Our summer camps are a perfect opportunity for young artists to explore their creative potential, learn new skills, and build lasting friendships with fellow performers. Our dedicated and experienced staff will provide you with a safe and supportive environment to express yourself and grow as an artist.

Please take some time to look over the information in this packet to ensure that you and your young actor are properly prepared to join us at drama camp.

We believe that theater has the power to change lives, and we can't wait to share that power with you this summer.

See you center stage,



Olivia Aston Bosworth
Head of Youth & Family Programs



Samantha Provenzano
Teen Programs Manager



Jayson T. Waddell
Camp Administrative Manager

◆ WHO TO CONTACT ◆

If you have any questions or concerns, contact us at
404.733.4466 or **CAMPS@alliancetheatre.org**.

WHAT TO BRING TO CAMP

- Backpack or Bag
- Packed Lunch (with Nut-Free Lunch!)
- Nut-Free Morning Snack
- Nut-Free Afternoon Snack
- An extra outfit (for Pre-K & K)
- Refillable Water Bottle
- Blanket or Towel to sit on during lunch
- Medication
 - Be sure medication is in a clear plastic bag that includes written instructions for our staff.
 - Caregivers must complete all medical forms associated with camper registration in order for camp staff to assist with personal medication.

WHAT NOT TO BRING TO CAMP

- Any food or snack containing NUTS
- *Technology (Laptops, iPads, Personal Gaming Devices, etc)
- Personal Jewelry or Treasured Family Items
- Chewing Gum or Candy
- Weapons or Toys Depicting Weapons
- Alcohol or Tobacco Products or Items Depicting Alcohol or Tobacco Products

*Please see page 13 concerning cell phone use during camp.



◆ FIRST DAY CHECK-IN ◆

- **All campers and caregivers will need to enter the lobby of The Museum School on the first day of camp for check-in.**
- At check-in, you will receive your carpool number and any other necessary paperwork our staff may need to give you for the week.
 - It is important to always keep your carpool number in the vehicle that you will be driving while picking up and dropping off your camper. Not having your carpool number will result in carpool delays.
- Once you have checked in, you will take your camper to their classroom to briefly meet their teacher before departing.
- **Use the chart below to determine the appropriate time to arrive for First Day Check In:**

ALL CAMPS

8:30am-8:50am

PARKING OPTIONS

Museum School has several parking options near the side and front entrances.

Additional street parking is available along connecting streets.

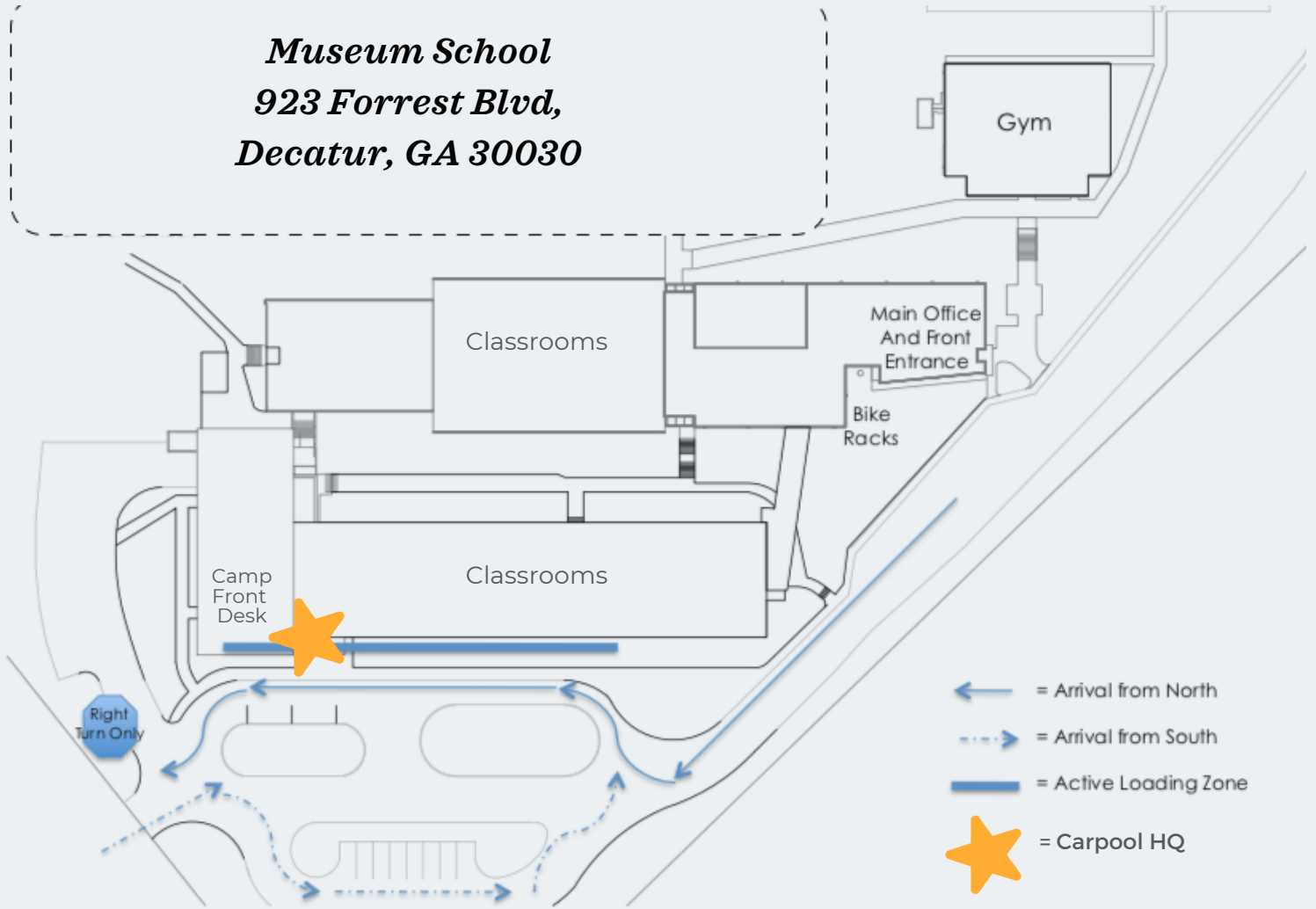
Please do not park in any reserved parking spaces.

Camp Address

Museum School
923 Forrest Blvd,
Decatur, GA 30030

◆ CARPOOL MAP ◆

*Museum School
923 Forrest Blvd,
Decatur, GA 30030*



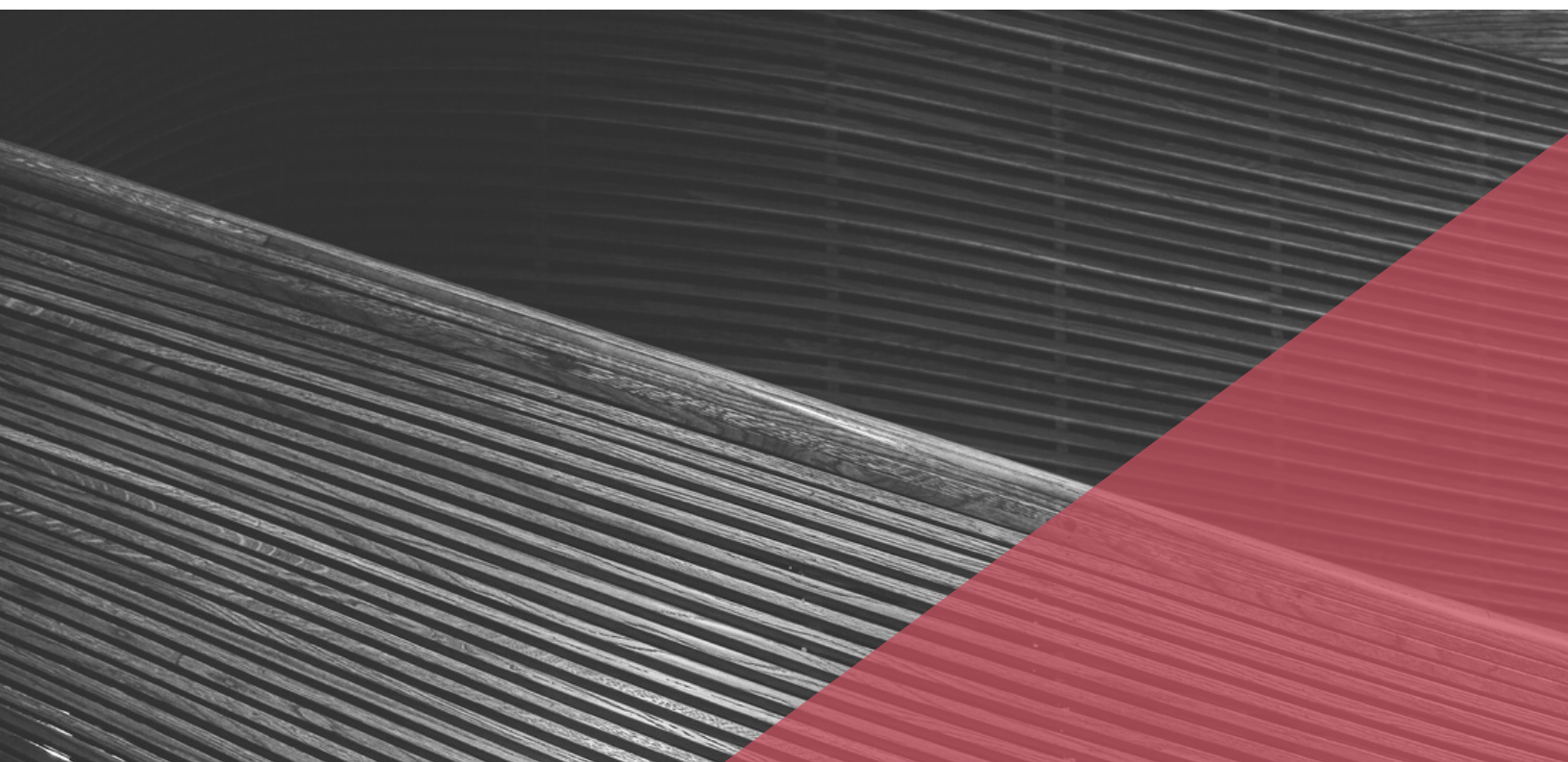
CARPOOL: MORNING DROP-OFF

- Morning Drop-Off occurs Tuesday-Friday mornings during the camp week.
- Place your carpool number on your rearview mirror/dashboard.
- Caregivers will be asked to line their vehicles up along the side entrance at Museum School. There are access points coming from the North and South.
- See the map on pg. 6 to see the flow of carpool traffic.
- Using the chart below, arrive at your camper's designated drop off time.

ALL CAMPS

8:30am-8:50am

For Pedestrian Drop-Off information, see page 11.



CARPOOL: AFTERNOON PICK-UP

- Afternoon Pick-Up occurs on Monday through Thursday during the camp week.
- Campers will arrive in the lobby area and camp staff members will begin assisting students to their vehicles at the time of their designated pickup.
- If you are in your vehicle and have your number prominently displayed in your window, a staff member will come by to check your number, retrieve your camper, and escort them to your car.
- **Caregivers must remain in their vehicles at all times unless assisting campers into their vehicle.**
- Using the chart below, arrive at your camper's designated pick up time.

ALL CAMPS

4:10pm-4:30pm

Any campers remaining after 4:30pm will be taken to our AFTERCARE program, and the caregivers will be charged \$25.

For more information on AFTERCARE, please go to page 13.

DAILY SCHEDULE

	<i>All Camps</i>
<i>Drop - Off</i>	8:30am-8:50am
<i>Morning Session</i>	9:00am-12:00pm
<i>Lunch Time</i>	12:00pm-1:00pm
<i>Afternoon Session</i>	1:00pm-4:00pm
<i>Pick - Up</i>	4:10pm-4:30pm

- Daily sessions include ensemble building activities, theatre games, and showcase focused exercises, such as script reading or rehearsal.
- NOTE: All campers take two 15-20 minute snack breaks throughout the day. These are usually taken halfway through the morning and afternoon sessions.

CAMP 'BUDDY' FORM

- If your young actor is in Rising Grades K-1 and is attending camp with a friend, please fill out the form below.

BUDDY FORM

LATE DROP-OFF

- If you are going to drop off your camper AFTER 9:00AM, call us at [404.733.4466](tel:404.733.4466) and a member of our staff will meet you and your camper at the front entrance and walk them to their class.

EARLY PICK-UP

- To coordinate an early pick-up for your camper, call us at 404.733.4466 or email us at CAMPS@alliancetheatre.org in advance and inform us of your arrival time.
- Call us when you arrive, and we will bring your camper to the front entrance.
- Make sure that your carpool number is displayed on your rearview mirror or dashboard to avoid unnecessary delays.
- **Please note, due to carpool staffing needs, we will not be able to honor an early pick-up after 3pm. No classroom check-outs are permitted.**

ALTERNATE PICK-UP PERSON

To arrange for someone other than the Parent/legal guardian or pre-approved person to pick up a camper, please send an email to CAMPS@alliancetheatre.org.

The email must include the following:

Name of the camper(s)

Age/Grade

Date of pick-up

Name of the Primary Caregiver(s)

Name of the Person(s) picking-up

The new pick-up person should be prepared to show ID.

PEDESTRIAN DROP-OFF/PICK-UP

- Caregivers may choose not to use a vehicle during drop-off or pick-up.
- To do so, locate a staff member during carpool and provide your carpool number.
- If your camper will use this service, please inform staff during first day check-in.

Note: Caregivers waiting in the carpool line are not permitted to exit their vehicles for a Pedestrian Drop-Off or Pick-Up.



◆ LUNCH PROCEDURES ◆

- Students **MUST** bring a sealed and labeled lunch to camp and two small snacks for morning and afternoon breaks.
- Students should bring a pre-filled water bottle to camp daily. There are water fountains throughout the building for refills throughout the day.
- We recommend bringing a towel or small blanket to sit on.
- Meals will be held outside, weather permitting. If we cannot eat outside due to inclement weather, campers will eat in their classrooms.
- If your camper's packed lunch requires utensils, please include them in their lunch box.
- We are not able to refrigerate or microwave your camper's meals.

NOTE: Under **NO** circumstances will children be permitted to purchase lunches from surrounding vendors.

NUT POLICY



Due to the increased commonality of nut allergies, we ask that you refrain from packing nut products for the safety of all our campers.



AFTERCARE



We offer an aftercare program for those parents and guardians who would find it more convenient to pick up their students between 4 PM and 6 PM.

- Aftercare will be provided for a charge of \$25 per day.
- The students will be fully supervised and may use this time to learn their lines, read, play games, or watch a movie.
- If registered for aftercare, your camper will not go to carpool. You must park and come inside to the Camp Front Desk to check them out.
- If you decide not to use aftercare on a day you have registered for, you must notify us at [404.733.4466](tel:404.733.4466) or CAMPS@alliancetheatre.org by 3 PM in order for your camper to be brought to carpool.

NOTE: There will be no aftercare services offered on Fridays. 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 \$25 already paid for that day.



TECHNOLOGY & CELL PHONES



At our summer drama camp, we offer a one-of-a-kind opportunity for campers to unplug and disconnect from their electronic devices. We understand that as a parent or guardian, you may be used to keeping tabs on your camper through calls or texts. However, while your camper is in our care, we kindly ask that they keep all devices that make calls, send texts, play music, access the internet or have games in their backpacks. This will help to make sure your camper cannot access harmful content while in our care.

Rest assured that our staff members are well-equipped to assist campers in overcoming any challenges that may arise during their time at camp. If necessary, we will certainly reach out to you, and you are always welcome to contact us as well.

◆ FRIDAY SHOWCASE ◆

We will invite friends and family to join us on campus for a showcase on the final day of camp.

Please plan to arrive early for your camper's showcase. We will not be able to delay the start time due to traffic or other issues.

For families who have multiple campers, please make note of the 11am preview performance. This will allow you to see two showcases in one day!

There is no carpool or aftercare on Friday.
Campers will depart with their caregiver following the showcase.

NOTE: We do not provide recordings of performances, but everyone is welcome to record on their own devices during the showcase!

*Preview
Performance*

11am

*Final
Showcase*

3pm

SHOWCASE PARKING OPTIONS

Museum School has several parking options near the side and front entrances.

Additional street parking is available along connecting streets.

Please do not park in any reserved parking spaces.

◆ CLOSET SHOPPING ◆

Students will come home buzzing about their new roles and costumes they need to source. We do not expect any students to purchase or stress about their costumes.

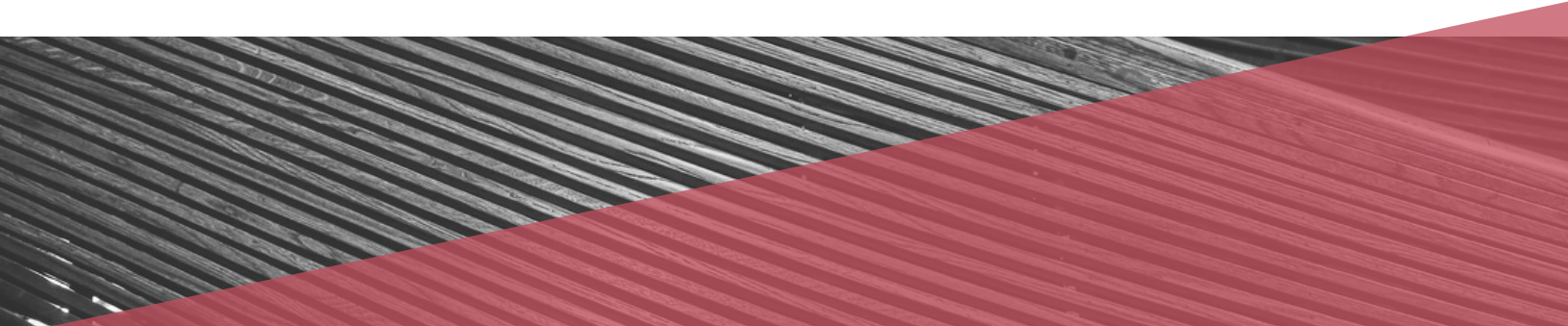
We highly recommend closet shopping for items you already own that can represent their characters.

If you would like to make something original, ask your student for their character name in the play, and use their script for inspiration. Scripts are sent home in advance, for your reference.

Please note: Many of our youngest campers will end up choosing their own character during the course of the week.

Keeping things simple is often the best way!

PLEASE DO NOT:

- ...spend large sums of money on a costume for your camper. The Friday Showcase should be fun and not induce stress or concern from you or your camper.
 - ...arrive in costume on Friday. Campers will have time during the day to get into costume. If they are wearing makeup as part of their costume, they should arrive with makeup already applied. Staff will not be able to assist with makeup needs.
- 

WHEN DO WE CALL CAREGIVERS?

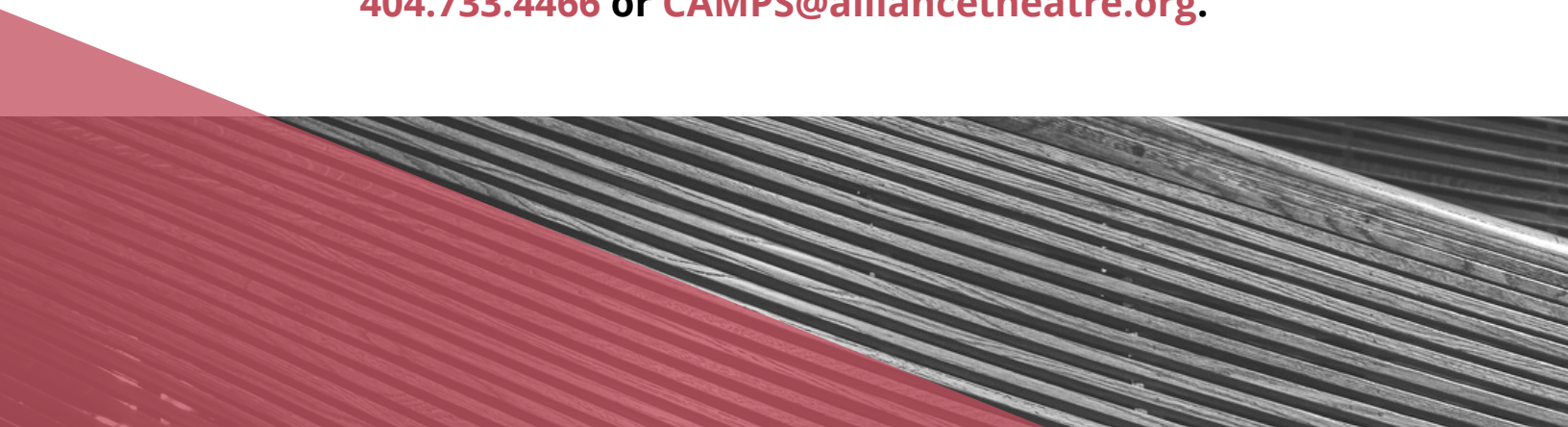
We will contact a Caregiver if a Camper:

- Experiences atypical homesickness.
- Experiences behavioral challenges
 - (see Behavior Agreement on pg 17).
- Is involved in a Behavior Dispute with another camper.
- Violates the Summer Camp Bullying Policy
 - (see Bullying Policy on pg 19).
- Has an acute, sudden or communicable illness.
- Has a temperature of 100.5°F or higher.
- Was involved in a minor accident resulting in a bandage or icepack.
- Needs to be taken to Urgent Care or the hospital.
- Has questions about their allergies.

If you receive a call from a member of our staff, please do not panic!

We want to make sure that caregivers are kept up to date on how their camper's day is going and the best way to do that is through direct communication with their caregiver.

**If you have any questions or concerns,
please feel free to contact us at
404.733.4466 or CAMPS@alliancetheatre.org.**



BEHAVIOR AGREEMENT

At the Alliance Theatre, we are constantly striving toward programming that is equitable and inclusive. It's our goal to create an environment where everyone feels welcome. In order to make this a reality, we are asking all of our students to acknowledge and agree to the following policies.

1. When traveling through the halls and around campus, campers should be mindful that we are part of a shared campus. Because of this, campers should be respectful and courteous to others in the building by keeping their hands and feet to themselves.
2. Be sure your camper knows to always stay with their teacher or teaching assistant so we can ensure that there is always adult supervision during the camp day.
3. Campers should keep track of their personal items and keep all personal electronic devices put away. The Alliance Theatre is not responsible for the damage, loss, or theft of articles of value brought to camp.
5. Campers should respect others. Treat your fellow campers and staff members with kindness and respect at all times. Bullying, teasing, or discrimination of any kind will not be tolerated.
6. Participate fully: Get involved in all activities and rehearsals with enthusiasm and a positive attitude. Be willing to take risks, try new things, and step outside of your comfort zone.
7. Campers should wear:
 - Comfortable clothes with ease of movement in mind. These guidelines apply to all age groups.
 - Leggings or tights with skirts or dresses.
 - Closed-toe and closed-heeled shoes that are able to stay on feet through dance/movement activities.

PRO-JUSTICE & INCLUSION POLICY

The Alliance Theatre believes that everyone has a right to exist and work in an environment without being subjected to abuse, insult, harassment, or harm. This institution acknowledges the systemic and continued oppression of Black, Indigenous, Non-Black People of Color in this country. We will not be complicit in, silent about, or contribute to these racist or oppressive ideologies such as sexism, homophobia, ableism, etc.

We are aiming to cultivate an environment that is professional, respectful, courteous, and inclusive for all. We are committed to creating and maintaining an anti-racist and inclusive space for all of our patrons, students, teaching artists, and staff members. When instances of racism, white supremacy, bigotry, and all other forms and degrees of discrimination are brought to our attention, it is our duty to stop it immediately.

We will remain open to criticism and ready to implement swift change. We stand with our community in our efforts to learn more and do more. We ask that you make this same personal commitment as we engage on this process together.

Any person who has experiences or witnesses harassment in any form from a Teaching Artist, staff member, or fellow student can report it to Education staff at (404) 733-4466 or CAMPS@alliancetheatre.org. If a student feels more comfortable reporting anonymously, you can fill out this form:

[INCIDENT FORM](#)

ACCESSIBILITY & ACCOMODATION

Accessibility and accommodation are crucial considerations for creating an inclusive environment for all our campers.

At our summer camp, we prioritize accessibility and accommodation to ensure that every camper has an enjoyable and inclusive experience. For more information on our accessibility and accommodation policies, please visit our website at <https://www.alliancetheatre.org/content/accessibility>.

Our team will make every effort to accommodate all requests but encourage participants to notify us three weeks in advance of your camp. Please note, you do not need to disclose any medical or personal information to our team. If you would like to inform camp staff of accommodations that you camper will need to have an amazing experience, please use the link below!

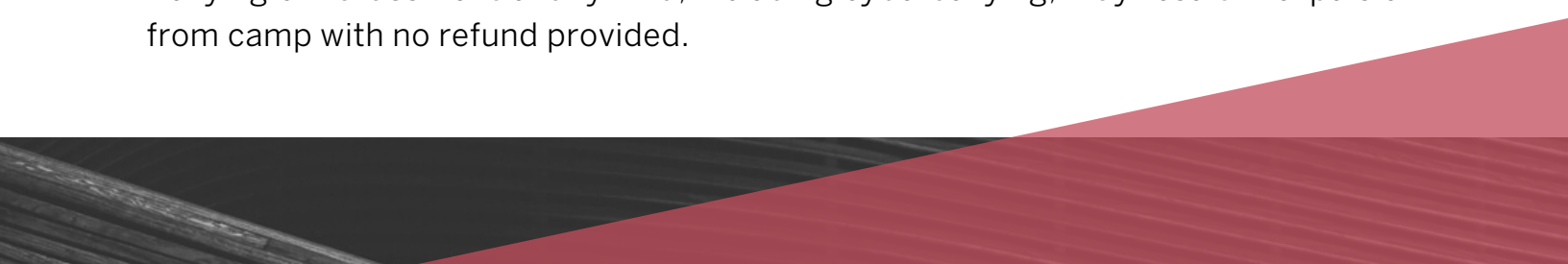
[**ACCESSIBILITY & ACCOMODATION FORM**](#)

SUMMER CAMP BULLYING POLICY

The Alliance Theatre is a no-tolerance zone for bullying of any kind which includes cyberbullying. Cyberbullying can occur through SMS, text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation.

Some cyberbullying crosses the line into unlawful or criminal behavior.

Bullying or harassment of any kind, including cyberbullying, may result in expulsion from camp with no refund provided.



GENERAL INFO & CONTACTS

Camp Address

Museum School
923 Forrest Blvd,
Decatur, GA 30030

General Information

*Not for CAMP business
Alliance Theatre
404.733.4600
INFO@alliancetheatre.org

Camp Contact Info

Alliance Theatre Camps
404.733.4466
CAMPS@alliancetheatre.org

Please do not contact the Museum School for questions concerning Alliance Theatre Drama Camps.

**Alliance
Theatre**

Drama Camp