

**Alliance
Theatre**

Drama Camp

**WOODRUFF ARTS
CENTER**

**SUMMER CAMP 2024
CAREGIVER
INFORMATION PACKET**

2024 SUMMER CAMPS

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◆ STUDENT INFORMATION FORMS ◆

You should have recieved a link from CampDoc, our online registration portal. Please follow the link and instructions contained in your personalized email. If you have not received it, please check your spam folder or contact us at CAMPS@alliancetheatre.org.

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 theatre maker 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 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 Woodruff Arts Center 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:**

Rising K - Grade 2
8:00am-8:20am

Rising Grades 3 - 6
8:20am-8:40am

Rising Grades 7 - 12
8:40am-9:00am

PARKING OPTIONS

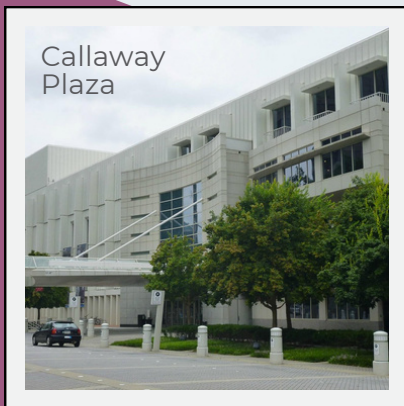
Park in the Woodruff Garage on Arts Center Way.
The first 30 minutes are FREE.

Additional parking options are available at the Promenade parking garage, located on 15th Street, and the Boys & Girls Club, located on Peachtree Street across from the Woodruff Arts Center.

Camp Address

Woodruff Arts Center
Memorial Arts Building
1280 Peachtree St NW
Atlanta, GA 30309

◆ CARPOOL MAP ◆



Callaway Plaza

Boys & Girls Club
 (P) Parking Garage

Alliance Theatre
 Drama Camp

★ Carpool HQ

CARPOOL: MORNING DROP-OFF

- Morning Drop-Off occurs every morning during the camp week (except first day - see pg. 5 for first day processes).
- Place your carpool number on your rearview mirror/dashboard.
- We will ask caregivers to drop off in Callaway Plaza by turning right off of Peachtree St. Following drop-off, caregivers can exit Callaway Plaza via 15th St.
- 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.
 - If you are bringing campers from different age groups, please arrive during the EARLIER time frame (the youngest's carpool time).
 - **Due to the high volume of traffic, we will not be able to allow caregivers into the carpool line prior to their designated time:**

Rising K - Grade 2

8:00am-8:20am

Rising Grades 3 - 6

8:20am-8:40am

Rising Grades 7 - 12

8:40am-9:00am

For Pedestrian Drop-Off information, see pg. 11.

NOTE: Plan accordingly for ample time for drop-off, as surrounding area traffic can get congested.

CARPOOL: AFTERNOON PICK-UP

- Afternoon Pick-Up occurs each afternoon during camp, excluding showcase day.
- 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.
 - If you are picking up campers from different age groups, please arrive during the LATER time frame (the oldest's carpool time).
 - **Due to the high volume of traffic, we will not be able to allow caregivers into the carpool line before their designated time:**

Rising K- Grade 2

3:40pm-4:00pm

Rising Grades 3 - 6

4:00pm-4:20pm

Rising Grades 7 - 12

4:20pm-4:40pm

Any campers remaining after 4:40pm will be taken to our AFTERCARE program, and the caregivers will be charged \$25.

For more information on AFTERCARE, see pg. 13.

For Pedestrian Pick-Up information, see pg. 11.

DAILY SCHEDULE

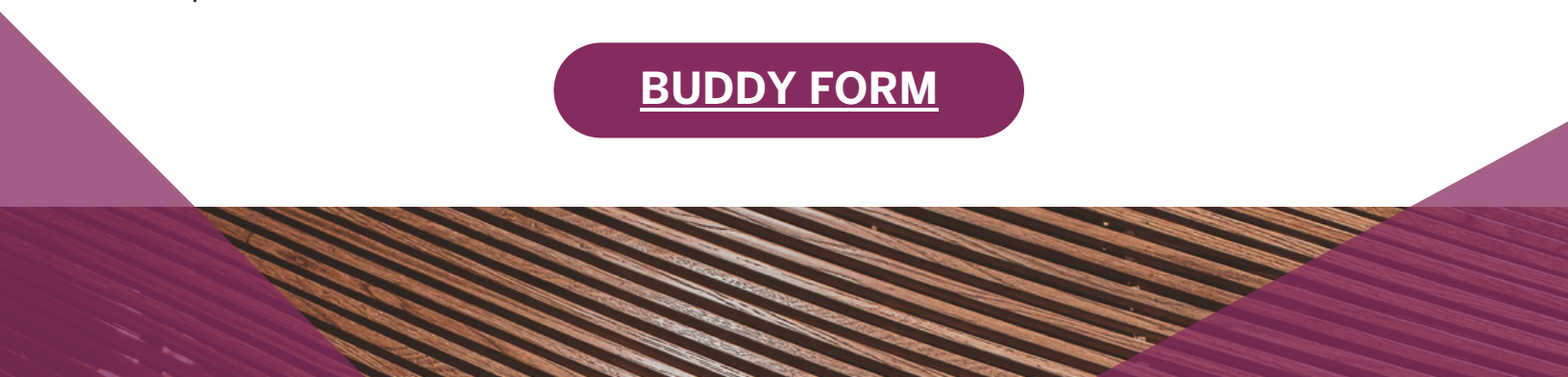
	<i>Rising K - Grade 2</i>	<i>Rising Grades 3 - 6</i>	<i>Rising Grades 7 - 12</i>
<i>Drop - Off</i>	8:00am-8:20am	8:20am-8:40am	8:40am-9:00am
<i>Morning Session</i>	8:30am-11:30am	8:50am-11:50am	9:10am-12:10pm
<i>Lunch Time</i>	11:30am-12:30pm	11:50am-12:50pm	12:10pm-1:10pm
<i>Afternoon Session</i>	12:30pm-3:30pm	12:50pm-3:50pm	1:10pm-4:10pm
<i>Pick - Up</i>	3:40pm-4:00pm	4:00pm-4:20pm	4:20pm-4:40pm

- 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. These are usually taken halfway through the morning and afternoon sessions.

CAMP 'BUDDY' FORM

- If your young actor is Rising K to Rising grade 6 and is attending camp with a friend, please fill out the form below so that they can be placed in the same class.

BUDDY FORM



LATE DROP-OFF

- If you are dropping off your camper AFTER 9:15AM, you must park and bring your camper to the third floor Education classroom suite and check-in with camp staff at the desk.
- **DO NOT take your camper directly to their classroom.**
- If you need assistance, call 404.733.4466.

EARLY PICK-UP

- To coordinate an early pick-up for your camper, call us at 404.733.4466 when you arrive, and then park and come up to the third floor Education classroom suite to pick up your camper.
- 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.

MARTA & STUDENT DRIVERS

- Campers in rising grades 6-12, who provide their own transportation to and from camp, are still required to check in and out with camp staff upon arrival and departure each day.
- Parent/legal guardian **MUST** complete the Authorized Departure Form included in their online Camp Forms.

If you have any questions concerning this procedure, please call the office at [404.733.4466](tel:404.733.4466) or email CAMPS@alliancetheatre.org.

PEDESTRIAN DROP-OFF/PICK-UP

- Caregivers may choose not to use a vehicle during drop-off or pick-up.
- To do so, locate the staff member near the pedestrian sign on Callaway Plaza 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.
- We recommend bringing a towel or small blanket to sit on.
- Meals will be held outside, weather permitting, on Sifly Piazza between the High Museum and the Alliance Theatre. If we cannot eat outside due to inclement weather, we will eat in an indoor location determined by camp staff.
- 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 Colony Square or 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 up to the third floor 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 the final day of the camp week. If you are registered for aftercare and are late for the 6 PM pick-up time, a \$25 fee will apply, in addition to the \$25 already paid for that day.



TECHNOLOGY & CELL PHONES



At our summer drama camp, we offer an 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 reach out to you, and you are always welcome to contact us as well.

◆ FRIDAY SHOWCASE ◆

We 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 the final day of the camp week. 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

*Rising K - Grade 4
Showcase*

3pm

*Rising Grades 5-12
Showcase*

3:30pm

SHOWCASE PARKING OPTIONS

Parking is available in the Woodruff Garage on Arts Center Way. Education Staff will provide you with a \$5 parking voucher for this garage after the showcase. Be aware that Friday is a busy day at the Arts Center, so arrive early, and be prepared to find alternate parking.

Additional parking options are available at the Promenade parking garage, located on 15th Street, and the Boys & Girls Club, located on Peachtree Street across from the Woodruff Arts Center.

◆ CLOSET SHOPPING ◆

Students are encouraged to wear their provided camp shirt for showcase day. Students will come home buzzing about their new roles and have ideas about costumes they may want to source. We do not expect any students or caregivers to purchase or stress about their costumes.

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

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.

PLEASE DO:

- wear your camp shirt on FRIDAY!
- 

WHEN DO WE CALL CAREGIVERS?

We will contact a Caregiver if a Camper:

- Experiences atypical homesickness.
- Experiences behavioral challenges
- Is involved in a behavior dispute with another camper.
- Violates the Drama Camp Bullying Policy
 - (see Bullying Policy on pg. 17).
- 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.**



ACCESSIBILITY & ACCOMODATION

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

At our drama camp, we prioritize accessibility and accommodation to ensure that every camper has an enjoyable and inclusive experience.

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**](#)

DRAMA CAMP BULLYING POLICY

The Alliance Theatre is a no-tolerance zone for bullying of any kind, including cyberbullying. Bullying is any unwanted aggressive behavior(s) by another student or group of students, that involves an observed or perceived power imbalance, and is repeated multiple times or is highly likely to be repeated.

Bullying may inflict harm or distress on the targeted student including physical, psychological, or social harm.

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



GENERAL INFO & CONTACTS

Camp Address

Woodruff Arts Center
Memorial Arts Building
1280 Peachtree St NW
Atlanta, GA 30309

Parking Information

Woodruff Arts Center
Parking Garage
Arts Center Way
Atlanta, GA 30309

Camp Contact Info

Alliance Theatre Camps
404.733.4466
CAMPS@alliancetheatre.org

Parking Rates

- Monday–Friday before 5PM:
- First 30 minutes: free
 - 30 minutes–1 hour: \$8
 - 1–5 hours: \$16
 - 5+ hours: \$18
- Monday–Friday after 5PM & Weekends:
- Flat rate: \$18

General Information

**Not for CAMP business*

Alliance Theatre
404.733.4600
INFO@alliancetheatre.org

*Camp Staff will provide a \$5 Woodruff Garage parking voucher for final showcase.

**Alliance
Theatre**

Drama Camp