



Play Days

Orientation Packet & Important Information

The Alliance Theatre is very excited about your student’s upcoming drama 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 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 staff to get you checked in!

Please park and walk your student to the 3rd floor every day, even if your child is returning. There will be no 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 students.

- Students **MUST** bring a lunch.
- 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 students.

NOTE: Under **NO** circumstances will students be permitted to purchase lunches from Colony Square or surrounding vendors.

Pick Up Procedure

4 PM – 4:30 PM

PICK-UP:

When: 4 – 4:30 PM

Where: 3rd floor

What:

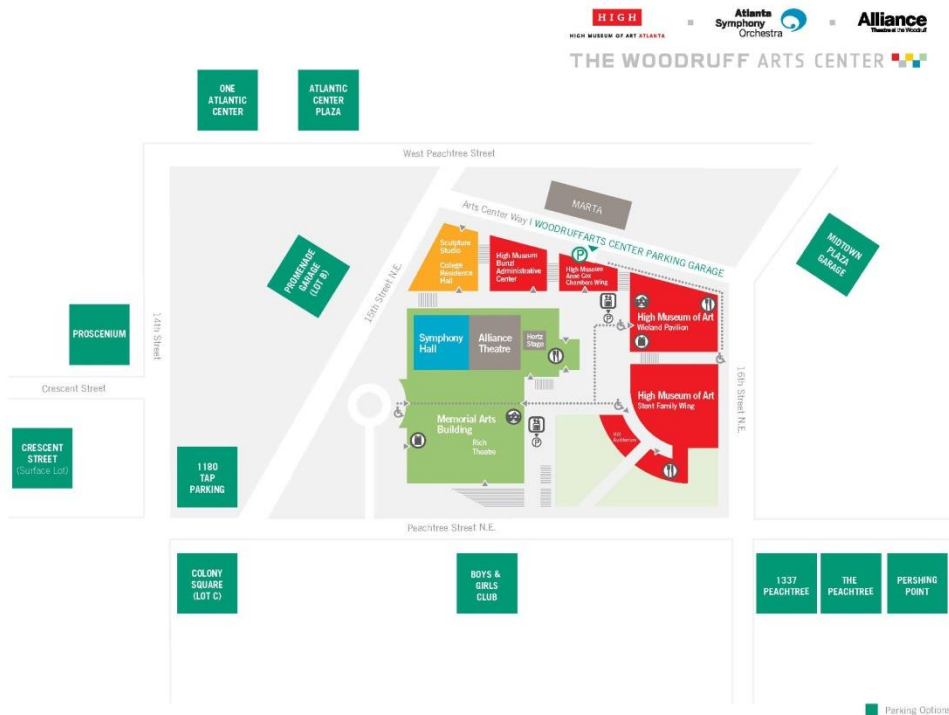
- Students will be in their classroom on the 3rd floor with their teachers and a staff member will be positioned outside the door. Signs will direct you to the classroom.
- When picking up, the staff member will ask for a Driver's license, confirm that they are approved for pick up, and send the student out. Whoever is picking up will be required to show a valid ID every time. **Please bring your ID with you to the 3rd floor.**

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



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, 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 at the discretion of the Education Staff.
- Please encourage positive behavior with your students.

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 your assigned day.