



Athens Theatre Youth Academy  
**Spring 2024 Classes - Policies and Procedures**

November, 2023

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**Education Department Hours**

Tues - Fri 9am - 8pm

Sat Closed

Sunday Closed

**Education Hotline:** 386-736-1500 ext. 3, [Education@athensdeland.com](mailto:Education@athensdeland.com)

**Youth Academy Manager, Angelyn Rhode:** [Angelyn@athensdeland.com](mailto:Angelyn@athensdeland.com)

All messages and emails will be answered during business hours only.

*To contact the Youth Academy Manager outside of business hours, please email [Angelyn@athensdeland.com](mailto:Angelyn@athensdeland.com). All emails will be answered the following business day.*

**PROGRAM INFORMATION**

The Athens Theatre Youth Academy programs are designed to foster self-confidence, creative thinking, problem-solving skills, collaboration, trust, and discipline through the medium of the performing arts. For over 35 years, the theatre has provided thousands of children in Volusia County and surrounding areas in Central Florida with professional and stimulating performing arts experiences. All camps, classes, and productions of the Youth Academy incorporate National Standards for Theatre Education and Florida Sunshine State Standards.

## **FACILITY & PARKING**

All classes take place at the Athens Theatre Rehearsal Hall, located at 108 N Florida Ave, Deland, FL 32720.

Our rehearsal hall is located in a separate building from the theatre, a few buildings over to the left when facing the box office/lobby.

Parking is free and located in the county parking lots, located across the street and on the north side of the Athens Theatre (access via Rich Ave).

**Parking is NOT permitted in the lot between the rehearsal hall and the theatre at any time. This is a private lot and is not associated with the Athens Theatre.**

All performances (unless otherwise stated in advance) will take place at the Athens Theatre, 124 North Florida Avenue, DeLand, FL 32720.

## **DROP OFF / CHECK IN**

Students may be dropped off no earlier than 5 minutes prior to their class time. The doors will remain locked until this time.

Drop Off occurs outside the building. Parents and family members are not permitted in the building at any time unless approved by the Youth Academy Manager.

## **PICK UP / CHECK OUT**

Check out will take place outside the building. Please line up alongside the building and have a valid photo ID ready.

The door will remain locked until the end of your child's class.

All parents or designated persons picking up children **must** present a **valid photo ID weekly** to pick up their child. No child is released to any person other than his or her parent, or person(s) currently designated, in writing, by such parent to receive the child. All persons authorized to pick up students must be at least 16 years of age.

**If you are running late, please call the Youth Academy Manager (above) with your ETA.**

Students **must** be picked up no later than 10 minutes after the conclusion of class. Students not picked up after 10 minutes are escorted to the Education office and a charge of \$1.00 per minute after that time is incurred.

## **ATTENDANCE**

All students are expected to be present in class weekly.

- If a student misses a class, it is their responsibility to learn the material they missed on their own time.
- If a student misses three (3) or more classes consecutively, they may risk being removed from whatever material the class learned during their absence.
- Grades 3 -12: There will be one (1) mandatory rehearsal per semester to prepare for Showcase. Students must attend in order to perform. (See calendar).

**To report any absences or lateness, please contact the Youth Academy Manager (see above).**

## **CLOTHING/FOOTWEAR**

All students should wear comfortable clothing they can move in.

- Athletic wear such as shorts and t-shirts are recommended.
- Closed toed sneakers or dance shoes **required**
- No dresses, skirts, sandals, flip flops, or crocs.
- Put hair up if it is longer than shoulder length.
- Please keep bracelets, bows, hair ties, anything that may distract your child at home.

**Apple watches and electronic devices are not permitted during class. Please place these items in silent mode and in your child's bag.**

## **WHAT TO BRING**

- Refillable water bottle (water fountains are not available in the facility)
- Any other items as instructed by the Teaching Artist

**Toys, books, hats, games, stuffed animals, etc. must be left at home.**

The Athens Theatre Youth Academy assumes no responsibility for lost personal articles.

## **SHOWCASE**

All classes will perform in an end of semester showcase to which family and friends are cordially invited. This will be a ticketed event. Seating is reserved. Each student will receive two (2) complimentary tickets. Additional guests may purchase tickets by calling the Box Office at 386-736-1500 or visiting [www.athensdeland.com](http://www.athensdeland.com).

## ATYA T-SHIRTS

All ATYA students are given one (1) Athens Youth Academy T-shirt per year of enrollment to be worn at all Shareformances and ATYA events. T-Shirts are distributed on the last day of class at the end of each semester.

## STUDENT CODE OF CONDUCT

Students are expected to adhere to the Student Code of Conduct and follow the same etiquette rules that the Athens Theatre staff follow. Please take the time to discuss with your child prior to their arrival.

- Be respectful of instructors, classmates, and theatre staff members.
- Listen carefully and don't talk when others are speaking or when teachers are giving instructions.
- Raise your hand if you have a question or comment.
- Be helpful to others who may need assistance.
- Speak quietly and respectfully at all times.
- Foul language, disruptive behavior and/or insulting remarks, in or out of class, will not be tolerated.
- No food or drink during class or rehearsal except in designated areas and during designated times.
- No gum in class, rehearsal hall, or theatre building.
- Clean up after yourselves. Throw garbage in proper receptacles.
- Do not touch anything that does not belong to you or that you are unfamiliar with (machinery, props, costumes, etc.).
- Avoid restricted areas unless supervised by an adult.
- Safety is key; please be aware of where you are and what is going on around you.
- Be on time. Be prepared for each day.
- HAVE FUN!

In the event a child becomes a disruption to the group, he or she will be given a short separation time from the group. The child will sit with an instructor and discuss his/her behavior. Should the problems persist, the parent will be notified during pick up.

*\*\*Please let the Youth Academy Manager know **before the first day** of class of any medical, physical, or behavioral conditions your student may have so that we are able to meet your child's specific needs.\*\**

## **HEALTH AND MEDICAL POLICIES**

**Please monitor your own child's health and keep them home if they are not feeling well.**

- If your student has any medical conditions **including allergies** that have not been included on your child's registration form, please email [Angelyn@athensdeland.com](mailto:Angelyn@athensdeland.com) prior to the first day of class. All information will be kept private.
- If your child becomes sick during class, you will be notified immediately to pick up your child. Students must be symptom free for 24 hours before returning to class.
- Basic first aid, such as adhesive bandages and ice packs, are available.
- Staff members will not administer pain relievers or any other medications to children without parental consent.
- Sands Theater Center, Inc requires emergency telephone numbers on file for parents/guardians, as well as emergency contact numbers for a secondary person when primary contacts cannot be reached. The medical release authorization on our registration form must be filled out completely. If medical treatment is necessary, every attempt to reach the primary parents/guardians will be made. Secondary contacts will be a last resort.

## **REFUND AND CANCELLATION POLICY**

If a student withdraws from a class before the first day, the tuition cost is refunded less a \$25 administrative fee per class.

If a student withdraws from a class at any time on or after the first day of class for whatever reason, no refunds are given. Exceptions are as follows:

1. If a student withdraws from class or camp due to a medical issue, a physician's note is required. The tuition total is prorated, the unused portion is refunded, and the \$25 administrative fee waived.
2. If a camp or class is canceled prior to the first day, a full refund is issued.

All withdrawal requests must be sent in writing to [Education@AthensDeLand.com](mailto:Education@AthensDeLand.com).

All refunds are processed and submitted to our Administrative Offices for approval and are not guaranteed. Refunds are credited back to your original form of payment. Credit vouchers may also be issued.

Should the Athens Theatre Youth Academy close due to extreme weather, a make-up class will not be offered.

The Athens Theatre reserves the right to alter or cancel scheduled programs as necessary.