



Athens Theatre Youth Academy
Summer Camp 2024 - Policies and Procedures

May, 2024

Education Department Hours

Mon - Fri 8am - 7pm

Sat Closed

Sunday Closed

Education Hotline: 386-736-1500 ext. 3, Education@athensdeland.com

Youth Academy Manager, Angelyn Rhode: 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. All emails will be answered the following business day.

PROGRAM INFORMATION

The Athens Theatre Youth Academy (ATYA) is structured to teach students how to function in a professional theater company and gain the necessary skills needed to become confident performers and well rounded individuals. Our programs are designed to foster life skills through the medium of the performing arts, using the basic fundamentals of teamwork, confidence, respect, trust, and responsibility.

While participating in an ATYA class, lesson, or workshop, all students and family members agree to adhere to the policies, expectations, and code of conduct as outlined below.

CODE OF CONDUCT

All students and family members are expected to adhere to the Code of Conduct and follow the same etiquette and rules that the Athens Theatre staff, performers, and volunteers follow. Please take the time to discuss with your child prior to their arrival.

- Be on time. Be prepared for each day.
- Be respectful and kind to instructors and theater staff members at all times.
- Respect your classmates and their work. A great portion of learning about theater is interacting with others as mutual artists. Mistakes will be made, and that is ok. Mutual support of your classmates is ALWAYS expected.
- Refrain from talking when others are speaking or when teachers are giving instructions. Raise your hand if you have a question or comment.
- Use positive words ONLY. Foul language, negativity, disruptive behavior, insulting remarks, and/or any form of bullying during or outside of camp hours will not be tolerated.
- Keep your hands to yourselves at all times. Allow others their personal space.
- Public displays of affection are to be kept outside of camp hours.
- All rehearsals are CLOSED! Video and photography by students is prohibited. Electronic devices are to be kept out of sight during camp hours, unless approved by the Youth Academy Manager.
- Clean up after yourselves. Throw garbage away. Return pencils, props and borrowed items. When leaving for the day, ensure the room remains as clean as it was when you arrived.
- Do not touch anything that does not belong to you or that you are unfamiliar with in the Rehearsal Hall and Theater (all tech equipment, props, set pieces, 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.
- TRUST THE PROCESS! PRACTICE AT HOME! WORK HARD! 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. All serious offenses will be documented on an ATYA Incident Report and will be followed up with the administrative team.

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

FACILITY

All ATYA classes, camps, and lessons 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 theater, a few buildings over to the left when facing the box office/lobby.

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

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

CAR LINE

Drop Off and Pick-Up will occur CURBSIDE for Summer Camp 2024.

- Print the attached "ATYA CAR PASS". Print your child's name clearly. Place this decal on the passenger side of your dashboard.
- Join the CARLINE on the right hand side of the road for drop off and pick up.
- Drivers are not permitted to park in front of the rehearsal hall longer than 10 minutes prior to the beginning or end of class.
- DROP OFF will begin daily at 8:45am. The doors will remain locked until this time.
- PICK UP will begin at the designated end time of your child's class. No earlier.
- **HAVE YOUR VALID PHOTO ID READY! (See below)**

Students **must** be picked up no later than 10 minutes after the conclusion of camp. 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.

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

PICK UP VERIFICATION & IDENTIFICATION

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

To add a name to your child's authorized pick up list, contact the Youth Academy Manager (see above.)

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 prior to the first day of camp. All information will be kept private.
- If your child becomes sick during camp hours, you will be notified immediately to pick up your child. Students must be fever free and symptom free for 24 hours before returning to camp.
- 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.
- The Athens Theatre Youth Academy requires telephone numbers on file for the primary parent/guardian, as well as emergency contact numbers for a secondary person when the primary contact 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 parent/guardian will be made. Secondary contacts will be a last resort.

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

FOOTWEAR AND CLOTHING

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 are ***required***.
- No sandals, flip flops, or crocs.
- Shorts or leggings ***must*** be worn under dresses or skirts.
- Please keep bracelets, bows, hair ties, anything that may distract your child at home.

WHAT TO BRING

Please send your child with a **small** bag or backpack with the following items:

- Refillable water bottle (water fountains are not available in the facility)
- Pencil
- Camp folder or script (to be handed out the first day of camp)
- Lunch and snacks

- **All toys, books, games, Apply Watches, electronic devices, etc. must be left at home.**

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

LUNCH AND SNACK TIME

Please provide a **non-perishable** lunch and snacks for your child. Please make sure that your camper will have enough food for snack and lunch.

- Fruit, crackers, pretzels, granola bars, or sandwiches recommended.
- DO NOT bring candy or soda to camp.
- Sharing food with students and/or staff is strictly prohibited.
- Students attending camps that end at 12pm need only ONE (1) lunch sent with them.
- Water ONLY is permitted. A water fountain is not available. Send a refillable water bottle with your student to ensure they drink enough fluids throughout the day.

There is no microwave or refrigerator available. Food delivery to the facility is not permitted..

SHAREFORMANCES

All camps and classes conclude with a Shareformance on the final day of camp to which family and friends are cordially invited. The time of each camp's Shareformance will be sent via email in advance. All students will leave camp with their family after the Shareformance concludes, regardless of the camp's end time. There is no cost to attend, however donations are always welcome.

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 related events. T-Shirts are distributed on the Thursday of your child's first camp at the end of the day.

REFUND AND CANCELLATION POLICY

Payment is required to reserve your child's spot in camp.

In the event you need to cancel your child's enrollment for whatever reason:

- ATYA will only refund your tuition (minus a \$25 administrative fee) if cancellation is received at least 21 days prior to the start date of camp.
- If your cancellation is received 14 - 20 days prior to the start date of camp, ATYA will refund 50% of your tuition minus a \$25 administrative fee.

- Refunds or credits will not be given to cancellations made less than 14 days prior to the start date of camp.

All cancellation requests must be sent in writing to Education@AthensDeLand.com.

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