



Athens Theatre Youth Academy  
**Private Lesson Studio Policies**

Updated August, 2024

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**Education Department Hours**

Mon - Fri 9am - 6pm

Sat Closed

Sunday Closed

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

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

**PROGRAM INFORMATION**

At the Athens Theatre Youth Academy (ATYA), it is our pleasure to offer private lessons for voice, acting, and dance. 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. We strive to give our client the best experience possible. 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.

*We offer the following payment options for weekly lessons:*

30 minute lesson (8 installments of \$118)

45 minute lesson (8 installments of \$173)

60 minute lesson (8 installments of \$228)

Tuition includes up to 30 lessons per school year.

Private lessons are a school-year commitment and are held weekly according to the ATYA Calendar.

## **TUITION AND PAYMENTS**

- ❖ Tuition is paid in eight (8) installments. Your first payment will be charged when registration has been received and confirmed. All remaining payments will be charged on the first of each month in October, November, December, January, February, March, and April.
- ❖ No matter how many lessons fall in any given month, the installment amount remains the same.
- ❖ If a student enrolls after September 1st, 2024, the initial payment will be prorated.
- ❖ Once enrolled, tuition must be paid in advance regardless of how many lessons the student plans to attend. Tuition is not adjusted, credited, carried forward, or refunded for weeks that a student does not attend a lesson for any reason.
- ❖ Tuition is due on the first of the month. All payments will be set up through PayPal automatic billing. If not paid on time, the lesson time slot is considered forfeit and may be reassigned to a new student.
- ❖ Cash or check will not be accepted.
- ❖ No refunds will be given at any time.
- ❖ To unenroll or pause lessons, please send an email to [Angelyn@AthensDeLand.com](mailto:Angelyn@AthensDeLand.com) at least one week prior to the first of the month.

## **ATTENDANCE/CANCELLATION POLICY**

*ATYA commits to paying your teacher in full for all lessons. This includes lessons a student does not attend for whatever reason, including planned vacations, illness, and holidays when ATYA is open.*

- ❖ Lessons will begin and end promptly at the scheduled time.
- ❖ If the student arrives late to the lesson, the end time will remain as scheduled.
- ❖ If the teacher cancels the lesson, a makeup lesson will be offered at a later date OR the equivalent time will be added to an existing lesson OR the lesson will occur as scheduled with a substitute teacher.
- ❖ If a student cancels the lesson for whatever reason, no make-up will be given.
- ❖ To cancel a lesson, please contact the Youth Academy Director via **EMAIL** at [Angelyn@AthensDeLand.com](mailto:Angelyn@AthensDeLand.com) no less than 24 Hours in advance. No makeup lesson will be given.
- ❖ Students who miss three (3) or more lessons in a semester will risk losing their scheduled time slot.
- ❖ In the event that a student pauses their enrollment mid-year, their lesson time slot will be released and will not be held indefinitely. If/when a student returns to lessons, their new time slot will be scheduled subject to availability.
- ❖ Should the Athens Theatre Youth Academy close due to extreme weather, a make-up lesson will not be offered.

## **STUDENT AND PARENT RESPONSIBILITIES**

- ❖ Students are responsible for bringing their personal music and theory books to their lesson.
- ❖ All students should bring water to every lesson.
- ❖ All students and parents agree to adhere to all procedures and protocol outlined by the Athens Theatre Youth Academy
- ❖ Parents and family members should remain outside of the lesson unless invited in by their teacher, as it is a distraction to our students and instructors.

## **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 class 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 Director.
- 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 during class, 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 and 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.

## **FACILITY & PARKING**

All classes and private 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.

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 theater 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 & PICK UP**

Students may be dropped off no earlier than 5 minutes prior to their lesson time.

If the door is locked upon your arrival, please knock or ring the doorbell.

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

To request to view a lesson, please send an email to [Angelyn@athensdeland.com](mailto:Angelyn@athensdeland.com) 24 hours in advance.

Students ***must*** be picked up no later than 10 minutes after the conclusion of their lesson time. A charge of \$1.00 per minute after that time is incurred will be billed to your account.

When you arrive to pick up your child, please wait outside the building. Your child will be released at the end of their lesson.

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