



Athens Theatre Youth Academy
After School Classes - Policies and Procedures

September 2025

Education Department Hours

Mon - Fri 9am - 6pm

Sat Closed

Sunday Closed

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

Youth Academy Director, Angelyn Rhode: angelyn@athensdeland.com

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

To contact the Youth Academy outside of business hours, please email youthacademy@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 skills to become confident performers. 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 class.
- 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 ATYA classes and lessons are CLOSED. Video and photography by students is prohibited. Electronic devices are to be kept out of sight during class 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 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 / 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 Director.

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 individuals picking up children must present a valid photo ID each week to pick up their child. Children will only be released to their parent, or to the person(s) designated by the parent. All persons authorized to pick up students must be at least 16 years of age.

If students are 13 years of age or older, parents/guardians may grant permission for self-checkout. By electing this option, the Sands Theatre Center Inc. assumes no responsibility for the well-being of the child once they leave our facilities.

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

Students **must** be picked up no later than 10 minutes after the conclusion of class. If the student is not picked up on time, 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 be 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 the Showcase. Students must attend this rehearsal in order to perform. (See calendar).

To report any absences or late arrivals, please contact the Youth Academy Director. (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 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 fever free and 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.
- 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.

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 are **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 tickets may be purchased by calling the Box Office at 386-736-1500 or visiting 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 Shareperformances and ATYA events. T-Shirts are distributed on the last day of class at the end of each semester. Replacement/additional T-shirts are \$15 each.

REFUND AND CANCELLATION POLICY

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

If a student withdraws from a class on or after the first day of class for whatever reason, no refunds are given, except in the following cases:

- If a student withdraws due to a medical issue, a physician's note is required. Tuition will be prorated, the unused portion refunded, and the \$25 administrative fee waived.
- If a class is canceled prior to the first day, a full refund is issued.

All withdrawal requests must be submitted in writing to Education@athensdeland.com.

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

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

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

VIDEO & AUDIO SURVEILLANCE POLICY

To ensure the safety and security of all students, staff, and visitors, the Athens Theatre Youth Academy uses video and audio surveillance in designated areas of our facility.

1. Purpose of Surveillance

Video and audio recording systems are used strictly for:

- The protection and safety of students, staff, and visitors.
- The security of school property.
- Monitoring building access and activity in common areas.

2. Camera & Audio Locations

Surveillance systems are installed only in public and common areas such as:

- Entrances and exits
- Hallways and lobbies
- Classrooms, studios, hallways, and entrances (as appropriate)

Cameras and audio devices are never placed in restrooms, changing rooms, or any area where individuals have a reasonable expectation of privacy.

3. Audio Recording

Our surveillance system records both video and audio in designated areas.

- Recordings are for safety and security purposes only.
- Audio may be reviewed only in the event of incidents, investigations, or safety concerns.

4. Access to Recordings

- Access to video and audio recordings is restricted to authorized administrators.
- Recordings may be reviewed in the event of safety concerns, incidents, or security needs.
- Recordings will not be shared publicly but may be provided to law enforcement if required.

5. Retention of Recordings

Recordings are stored securely for 90 days before being automatically deleted, unless required for an investigation.

6. Notification & Consent

By enrolling a student at the Athens Theatre Youth Academy, parents/guardians acknowledge and consent to the use of audio recording and video surveillance as outlined in this policy.