



2024-2025 Student Handbook

Important Dates

Fall Semester

Saturday Classes

First day of Classes: Saturday, September 7th

September 14, 21, 28

October 5, 12, 19, 26

November 2

Final day of Classes: Saturday, November 9th

RULES & EXPECTATIONS

Attendance:

- Students must check in when arriving for classes.
- Fort Wayne Youtheatre cannot be held responsible for students leaving the building with or without parental permission.
- If your child is going to be absent please let us know as soon as possible by contacting our office at admin@fortwayneyoutheatre.org

Excused or Unexcused... That is the question!

An excused absence is one that does not hinder the student's attendance record in order to participate in their final class performances. Absences are excused if:

- Illness/hospitalization
- A death in the immediate family
- Religious or School Obligation

All other absences are unexcused. We understand families' lives are busy, children get sick, cars break down, families go on vacation... there are a number of valid reasons students miss class. Any number of absences risk your student feeling unprepared or uncomfortable with their final class performances, and the best way to alleviate this is to try and not miss class, and to communicate to teachers if there will be an absence.

Classroom Etiquette:

- Students are expected to be courteous and attentive in their classes. They will be asked to leave if they become too disruptive. Negative behavior is not tolerated, though faculty will partner with parents to understand and obtain positive behavior.

Illness/Injury in the Classroom:

- If an illness or a serious accident occurs during class, parents will be contacted immediately. Youtheatre will follow parental instructions or call 911 for ambulance service. It is important to keep current emergency contact information or any health-related issue(s) on file at the Youtheatre office.

Communications:

- E-mail will be our main source of communication, please contact us if you are not receiving emails so we can add you to our list. Check to make sure Youtheatre emails aren't going to your junk folder.
- Facebook and Instagram: We utilize social media to inform families about class changes, important dates, cancellations, rehearsal times, and other information.
- Website (fortwayneyouththeatre.org): To find all current and upcoming class or camp information.

Class Length:

- Class length will be the standard 55 minutes to ensure there is ample transition time for the end of one class to the beginning of the next.

Arrival & Departure

- Please review our Youtheatre Academy at the Embassy FAQ for this information.

End Of Semester:

- All Performing Arts classes will hold a brief performance/show and tell on the last day of classes. Please be on the lookout for more information on this towards the end of the semester.

QUICK CONTACTS:

*Note: If calling our office, please leave a message if there is no answer. Saturday Classes requires all hands-on deck, meaning we are in and out of the office. To contact our technical theatre teachers, contact Kimee Gearhart to be put in touch with the appropriate teacher.

Youtheatre General Inquiries

- admin@fortwayneyouthetheatre.org
- 260-422-6900, Ext. 4

Heather Closson, Executive Director

“Dance” / “Musical Theatre” Teacher

- heather@fortwayneyouthetheatre.org
- 260-422-6900, Ext. 3

Christopher J. Murphy, Artistic Director

“Senior Drama” / “Musical Theatre” Teacher

- murphy@fortwayneyouthetheatre.org
- 260-422-6900, Ext. 2

Kimee Gearhart, Director of Marketing /Office Administrator

“Let’s Show Off” / “Pre-Creative Drama” Teacher

- admin@fortwayneyouthetheatre.org
- 260-422-6900, Ext. 4

Em Humbarger, Administrative and Artistic Assistant

“Creative Drama” / “Beginning Drama” Teacher

- admin@fortwayneyouthetheatre.org

Audrey Watson, “Creative Drama” / “Beginning Drama” Teacher

- audrey@fortwayneyouthetheatre.org

Gregory Stieber, “Putting It Together” Teacher

- greg@fortwayneyouthetheatre.org

Alyssa Plisco, “Voice for the Stage” / “Musical Theatre” Teacher

- alyssa@fortwayneyouthetheatre.org

Lindsay Hoops, “Junior Drama” Teacher

- lindsay@fortwayneyouthetheatre.org

REFUND/CANCELLATION POLICY

Class/Camp Cancellations must be completed 1 week prior to the first day of Class/Camp. Full refunds will be given to those who cancel within that 1-week period via their original form of payment. If cancelling within the week of class/camp, a 15% deduction will be processed for each late cancellation day (Ex. Camp starts on Saturday, but you cancel the Sunday before a 15% deduction will be applied, if cancelling on Monday a 30% deduction will be processed from your refund etc.). Please allow 5-7 business days for the refund to be issued. We reserve the right to cancel any Class/Camp at any time, and if we do so will issue a FULL Refund via the original form of payment.

Online Policy: If you have technical difficulties the day of (i.e trouble logging into zoom, internet issues etc.) we ask that you provide proof of the issue by taking a screenshot of the error code, connectivity issues etc. Youtheatre will determine on a case-by-case basis if you are eligible for a refund. The more proof you provide the better your eligibility. Please note that if you're enrolled in a multi-day program such as a camp, full refunds will not be given, but rather a pro-rated one if we find you are eligible. We will not provide refunds due to technical difficulties without PROOF.