

ORLANDO BALLET SCHOOL

PHILLIP BROOMHEAD | SCHOOL DIRECTOR

STUDENT HANDBOOK

2022-23





MISSION STATEMENT

Orlando Ballet entertains,
educates, and enriches
through the highest quality of
dance.

ABOUT ORLANDO BALLET SCHOOL

Orlando Ballet School is the official school of Orlando Ballet. As one of only five American Ballet Theatre certified schools, OBS provides professional ballet training through year-round programs, summer intensive training, workshops and master classes. Students who have completed programs have accepted positions with American Ballet Theatre, New York City Ballet, San Francisco Ballet, Atlanta Ballet, Houston Ballet, Ballet Met, and Paul Taylor Dance Company.



SCHOOL CALENDAR | [Click to View](#)

Welcome Dancers!

It is my privilege to welcome you to the 2022-2023 year at Orlando Ballet School.

An even greater privilege for me is having the opportunity to shape your instruction in dance. It is my belief that a foundation of classical technique will give you everything you need in the ever-evolving world of dance, and dance companies. At Orlando Ballet School, we build on that foundation and expand your dance vocabulary.

The hallmark of our school is developing artistry and confidence in our dancers by performing continually, whether in a classroom or on stage. As you experience presenting your work to the audience, you will grow not only as a dancer, but as an individual. In my experience, and in my career, growth has come through a commitment to doing the work. That discipline will carry you beyond any talent or any moment in the spotlight might. The work ethic that is the culture of classical ballet lends itself to any prospective career. We are proud to be able to instill this life skill that helps not only develop you as a dancer, but helps you succeed in whatever path you choose in life.

Our mission to entertain, educate, and enrich through the highest quality of dance has never been more on display. I share your enthusiasm to fully rejoin in-person classes and performances after the challenges of the last year. Know that our commitment to the safety of our students, dancers, staff, and patrons continues, even as county, state, and federal guidelines change.

At Orlando Ballet School you will find truly inspiring faculty with unyielding passion and dedication to developing the person, the technician, and the artist in each of our students. They are the best in their fields. As we enter this season, I want to thank the faculty for their amazing efforts towards the health, safety, and continued education of our students.

And to you, our OBS students, I encourage you to invest in every moment. I know that all the hard work will pay off for you, and serve you throughout your life.

Have a wonderful year,



Phillip Broomhead
ORLANDO BALLET SCHOOL DIRECTOR



SCHOOL FACULTY AND ADMINISTRATION

Phillip Broomhead
School Director

Jenny Logus
School Administrative Manager

Victoria Sarau
School Registrar

Logan Faulkner
Summer Intensive & Administrative
Coordinator

Gonzalo Espinoza
Assistant to School Director, School
Choreographer & Head of OBII &
Trainee Programs

Kim Marsh
Head of Academy, Certifications
& Student Services

Natasha Glos
Head of Pre-Professional

Amyia Burrell
Head of Young Dancer

Yan Chen
Principal Academy Teacher

Charmaine Hunter
Principal Teacher &
Director of Community
Enrichment

General School Contact Information

Main Phone: 407-418-9818
schooladministration@orlandoballet.org

For registration, contact:
registrar@orlandoballet.org
407-418-9826



Photo: Zavaleta Photography 2020

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COMMUNICATION,
BENEFITS AND
CUSTOMER SERVICE



COMMUNICATION, BENEFITS AND CUSTOMER SERVICE

Your Orlando Ballet School (OBS) Faculty and Staff are committed to the Orlando Ballet's Mission to ENTERTAIN, EDUCATE, AND ENRICH THROUGH THE HIGHEST QUALITY OF DANCE. We also desire to create an overall customer experience for our parents and students who train in our school. This desired experience drives OBS communication planning as well as our overall processes and procedures. Please review this handbook carefully as it is the first step in aligning our Orlando Ballet school's expectations with those of our students and parents.

Desired OBS Student and Parent Experience

- Students, parents, and staff recognize OBS as having world-class dance facilities and instruction
- Students, parents, and staff feel valued—always treated with the highest respect and sincerity
- OBS fosters a fun and secure environment that promotes healthy living
- Internal and external communication is efficient, effective, and proactive—conducting business with OBS is easy
- Feedback from students, parents, and staff is encouraged, listened to, and acted upon when appropriate
- OBS Staff is knowledgeable, capable, and completely prepared to serve both students and parents

The Orlando Ballet School recognizes that Parents and Students lead busy lives and it is our goal to communicate upcoming events, reminders and changes in the schedule effectively. To accomplish this goal, OBS will use Social Media pages, Email, Text and regularly distributed electronic newsletters. It is very important that you review your spam filters to ensure acceptance of OBS communications and that you proactively check these agreed upon methods regularly and please update us in the event of any changes to your contact information.

We consider students and parents to be part of the Orlando Ballet family. A key benefit to our school is that we are closely aligned with the Orlando Ballet Company and can offer benefits that other dance schools just can't match. We offer registered students and their families:

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- Social events (School Cast Parties, Special Engagements)
- Discount tickets to all OB performances
- Discounts to Master Classes and camps
- Discounted Fitness thru Dance classes
- Performance opportunities with a professional company
- Special Pre-registration period for year round programming students prior to public availability



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UNIFORMS

UNIFORMS

Orlando Ballet School follows a dress code.
DanceWear Corner is the official dancewear
retailer for Orlando
Ballet School. They can be found at:

<https://dancewearcorner.com>

136 South Semoran Blvd, Orlando, FL 32807 | 407.770.1080

Photo: Zaveleta Photography 2020

Ladies Attire

- **Baby & Me:** No uniform required. We recommend that the student and parent attend class in athletic wear or dance attire that they can comfortably and safely move in.
- **Pre-Primary**
 - Leotard: Pink 44453 Camisole Dress
 - Tights: Pink tights Body Wrappers TPK C45/A45. Optional flesh toned tights
 - Shoes: Pink leather or canvas ballet shoes. Optional flesh toned ballet shoes to match tights
- **Primary A & B**
 - Leotard: Light Blue 44453 Camisole Dress
 - Tights: Pink tights Body Wrappers TPK C45/A45. Optional flesh toned tights
 - Shoes: Pink leather or canvas ballet shoes
 - Other: Capezio EJ2 Caramel Jazz Shoe (Only required if taking the jazz elective)
- **Primary C**
 - Leotard: Lilac 44453 Camisole Dress
 - Tights: Pink tights Body Wrappers TPK C45/A45. Optional flesh toned tights
 - Shoes: Pink leather or canvas ballet shoes & Capezio EJ2 Caramel Jazz Shoe
- **Level 1A & 1B**
 - Leotard: Turquoise – 4489 & 4402 Tank leo
 - Tights: Pink tights Body Wrappers TPK C45/A45. Optional flesh toned tights
 - Shoes: Pink leather or canvas ballet shoes & Capezio EJ2 Caramel Jazz shoe
- **Level 2A & 2B**
 - Leotard: Royal – 4489 & 4402 Tank leo
 - Tights: Pink tights Body Wrappers TPK C45/A45. Optional flesh toned tights
 - Shoes: Pink leather or canvas ballet shoes & So Danca RO01 or Freed Black Character shoes low heel
 - Other: Black Ballet Rosa Character skirt

Ladies Attire (Continued)

▪ Level 3A & 3B

- Leotard: Purple – 4489 & 4402 Tank leo
- Tights: Pink tights Body Wrappers TPK C45/A45. Optional flesh toned tights
- Shoes: Pink leather or canvas ballet shoes & So Danca RO01 or Freed Black Character shoes low heel & Capezio EJ2 Caramel Jazz shoe. Pointe shoes (upon faculty approval)
- Other: Black Ballet Rosa Character skirt & Eurotard 13843 C/A Black Jazz pants (optional for jazz elective only)

▪ Upper 1 & Academy 1

- Leotard: Burgundy – 4489 & 4402 Tank Leo
- Tights: Pink tights Body Wrappers TPK C45/A45. Optional flesh toned tights
- Shoes: Pink leather or canvas ballet shoes & So Danca RO01 or Freed Black Character shoes low heel & Capezio EJ2 Caramel Jazz shoe & Pointe shoes
- Other: Black Ballet Rosa Character skirt & Eurotard 13843 C/A Black Jazz pants (optional for jazz elective only)

▪ Upper 2 & Academy 2 & 3

- Leotard: Burgundy – Navy– 4489 & 4402 Tank Leo
- Tights: Pink tights Body Wrappers TPK C45/A45. Optional flesh toned tights and matching ballet shoes
- Shoes: Pink leather or canvas ballet shoes & So Danca RO01 or Freed Black Character shoes low heel & Capezio EJ2 Caramel Jazz shoe & Pointe shoes
- Other: Black Ballet Rosa Character skirt & Eurotard 13843 C/A Black Jazz pants (optional for jazz elective only)

▪ Jazz Elective (level 2A/2B and Youth Dance Program)

- Leotard: Solid colored leotard
- Tights: Pink or Flesh colored tights
- Shoes: Capezio EJ2 Caramel Jazz Shoe
- Other: Eurotard 13843 C/A Black Jazz pants

▪ Tap Elective

- Leotard: Solid colored leotard
- Tights: Pink or Flesh colored transition/convertible tights
- Shoes: Black lace up or buckle tap shoes (no buckle or bowtie)

Men's Attire

▪ Pre-Primary 2.5, 3's & 4's & Primary A & B

- Shirt / Leotard: White fitted OBS shirt or all in one
- Tights / Bottoms: Black tights or Black biker shorts
- Shoes: White nylon socks with white ballet shoes
- Other: Black leather belt

▪ Primary C

- Shirt / Leotard: White fitted OBS shirt or all in one
- Tights / Bottoms: Black tights or Black biker shorts
- Shoes: White nylon socks with white ballet shoes
- Other: Black leather belt, Capezio EJ2 Black Jazz Shoe & Eurotard 13843 Black Jazz pants

▪ Level 1 & 2

- Shirt / Leotard: White fitted OBS shirt or all in one
- Tights / Bottoms: Black tights
- Shoes: White nylon socks with white ballet shoes
- Other: Black leather belt, Capezio EJ2 Black Jazz Shoe & Eurotard 13843 Black Jazz pants

▪ Level 3, Upper Division & Academy 1

- Shirt / Leotard: White fitted OBS shirt or all in one
- Tights / Bottoms: Black tights
- Shoes: White nylon socks with white ballet shoes
- Other: Black leather belt, Eurotard 13843 C/A Black Jazz pants, Capezio EJ2 Black Jazz shoes, Capezio Quilted dance belt

▪ Academy 2 & 3

- Shirt / Leotard: White fitted OBS shirt or all in one
- Tights / Bottoms: Gray tights
- Shoes: White nylon socks with white ballet shoes
- Other: Black leather belt, Eurotard 13843 C/A Black Jazz pants, Capezio EJ2 Black Jazz shoes, Capezio Quilted dance belt

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ENROLLMENT AND PLACEMENT

ENROLLMENT AND PLACEMENT

Orlando Ballet School's curriculum is a year-round semester-based program consisting of 33 weeks. By design, this type of schedule pre-plans for holidays and other dates when classes are not scheduled. This eliminates the need to provide refunds or to schedule make-up classes during these anticipated breaks. As a result, OBS students are provided a full curriculum without being charged per class.

All students, new and returning, are carefully placed at the most appropriate level based on their age, ability, skill, and potential.

Students aged 6 and below as of September 1st can enroll in an available class based on their age.

New students aged 7 and up as of September 1st are required to complete a placement for enrollment into the school. The placement fee is \$40.

Returning students with continuous enrollment are placed based on their year-end evaluation results for the following school year.

Students registered with OBS for less than one school year will be required to take a placement class to be re-evaluated. Placement class supersedes year-end school evaluations and level recommendations from the last registered term. This includes students who have not completed a full school year or did not enroll consecutively with a gap of 6 or more months since last attending OBS.

Students that enroll in a class without approval or placement will be automatically disenrolled.

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REGISTRATION
AND FINANCIAL
INFORMATION



REGISTRATION AND FINANCIAL INFORMATION

REGISTRATION PROCESS

Orlando Ballet School accepts registrations throughout the school year based upon availability until January 31st. All registration is completed online.

- The registration fee and 1st month's tuition are due at the time of registration.
- A credit card or debit card must be on file in the system in order to register.
- Students must be officially registered before their first day of class to attend. Only students who are in good standing & current with the required payment before their first day of class will be permitted to attend.
- Returning OBS students must register in their recommended level based on their year-end evaluation.

WAITLIST

If a family's desired class option is full, we will suggest another available class session option for the family to enroll in, or the family may enroll on the waitlist at no charge.

If the family wishes to enroll on a waitlist for a preferred option while enrolling in another class option, they will be able to transfer to the preferred session up until November 1st pending a space becomes available in the preferred session. After November 1st, transfers are not able to be accommodated.

Families who enroll on a waitlist only can be registered to a class upon open availability until January 31st. Families who opt for this option will only be able to participate in the showcase if their child is officially enrolled by November 1st. Waitlist students enrolled after November 1st are not able to participate in the year-end showcase.

Returning Students with No Continuous Enrollment

Students registered with Orlando Ballet School for less than one school year will be required to take a placement class in order to be re-evaluated. Placement class supersedes year-end school evaluations and level recommendations from the last registered term.

Because of our open-enrollment, students and families that are in good standing (current on financial fees) are invited to register year-round.

PAYMENT OPTIONS

Orlando Ballet School offers two payment options:

1. One tuition payment in full at registration, with 5% tuition discount. Please contact the School Registrar to receive code for discount.
2. Monthly installments for the duration of the school year. Installments will be divided equally based on the month of registration and the remainder of months in the school year.

If the installment plan is selected for the student's leveled classes, auto billing will be processed on the 1st of every month (From September-April) regardless of the registration date.

Installment plans are also available for other sessions during the school year such as Competition, Winter Intensive, Spring Break Camp, etc. The auto-billing date will be noted during the registration process. Some programs require payment in full.

OBS accepts credit or debit cards, cash, check, and cashier's check as forms of payment. OBS does not accept PayPal or any form of direct deposits as a form of payment including eChecking accounts, eCheck or wire transfers.

TUITION AND FEES

Tuition and fees are yearly based and vary from level to level.

- Tuition is prorated based on the student's enrollment month, not by the number of classes associated in the school year.
- The registration fee is due yearly, per enrolled student and varies by program
- The registration fee includes the American Ballet Theatre (ABT) exam fee.
- The Showcase Fee includes costume(s), performance participation fee, and video of the showcase. Showcase is the OBS end of year performance for the parents/family/community.
- Academy Preparatory program is an add-on to the student's leveled classes, there are no associated fees.
- Participation fees for The Nutcracker are \$150 with an additional \$30 if curls are needed for those casted as Clara, Clara's friends or Party Children.
- Competition rehearsal fees are \$900 per participating competition with OBS. This includes choreography and up to 6 hours of rehearsal time with OBS staff. *This does not include costume rental fees (\$50-\$75 + refundable deposit of \$300) or registration fees due to the Competition.*

- OBS will offer optional workshops and Classe' De Excellence throughout the year. Cost to participate varies but can range from \$30-\$300 pending the number of days, hours and type of class or workshop.
- Students registering after November 1st will not be in the showcase and the fee will be waived.
- The showcase fee can be submitted in full at the time of registration or be paid in full by November 1st. The fee is non-refundable following this date.
- Tuition cannot be credited towards any future class sessions or class registration unless approved by OB management in writing. Tuition payment is non-transferable.

REFUND POLICY

If parents/students elect to withdraw from OBS before the first day of class, the tuition down payment and showcase fee (if submitted at the time of registration) will be refunded. The registration fee is non-refundable.

If a family elects to withdraw from any additional programming, they are subject to the refund policy as stated for that specific program.

Non-refundable fees and payments include:

- Registration fee
- Showcase (after November 1)
- Transfer
- All discounts
- Missed classes
- All tuition payments toward class hours
- Full monthly tuition payments
- All fees associated with auditions, professional performances*, and/or competitions
- Cancelled classes due to scheduled/holiday breaks, weather, unforeseen extreme emergencies, nationwide pandemic or government mandated emergencies.
- Full prepaid tuition and fees from students who have not notified administration of withdrawal promptly when the student stops attending classes.
- Participation Fees (If a student withdraws from OBS and is cast for a role in a professional performance, such as Nutcracker).
- Deposits or down payments made towards another program such as camps, workshops, intensives or other classes.

RETURNED/DECLINED AND LATE PAYMENTS

If any payments are returned or declined (specifically in the auto-billing installment plan), a courtesy email will be sent to parents/guardians. Families will have 10 calendar days to reconcile that payment. If the balance is not submitted by the 10th day, students will not be permitted to attend classes, performances, and rehearsals until the account is current.

- For every 4 days the tuition payment is late, a late fee of \$25 will be added to the account if any payments are not submitted after the 10th day.
- If the account reaches 30 days past due, Orlando Ballet School will administratively withdraw the student and they will revoke their spot in the class.
- If a student withdraws or is administratively withdrawn, any past due amount will be due in full, immediately.
- There will be a \$30 service charge for any returned check, regardless of check amount. OBS will not accept more than a total of two returned checks. After the second returned check, payments must be made by credit/debit card, certified check, or cash.

SCHOLARSHIPS

Orlando Ballet School offers scholarships for eligible students.

- Potential candidates must be an Orlando Ballet School student for at least one full consistent school year to be considered.
- They must be placed in Level 2B (in the current school year) and up. Family financial information is required to be submitted, including candidates for the STEPS and BRIDGE program.
- Scholarships are offered at the sole discretion of artistic directors and senior artistic staff along with the evaluation of financial information. The following documentation is required for all scholarship applicants, due no later than August 10th, 2021:
 - Headshot of Dancer (not professional, no selfies)
 - 250 word Essay/Bio. Written in the student's own words (parent's may assist). Includes hometown, past dance experience, aspiration as a future dancer, how the scholarship will benefit your dancer and what participation in our programs has meant to your student.
 - A required financial application submitted through FACTS. Application is submitted online [HERE](#) (\$40 fee).
- Incomplete applications will not be accepted or eligible for scholarship.
- Students who accept scholarships are required to participate in community enrichment performances and related events.
- Orlando Ballet Second Company and Trainee members are full scholarship positions. Students accepted for either program are required to submit all scholarship documentation prior to receiving their contracts and beginning the program.

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ORLANDO
BALLET SCHOOL
PROCEDURES



OBS PROCEDURES

CLASS SCHEDULE

Every effort will be made to conduct class as scheduled with the primary assigned instructor.

- Orlando Ballet School may, from time to time, combine classes, adjust class times or provide substitute instructors due to unexpected instructor absences or emergencies.
- The School may be closed due to holiday or assigned breaks, weather conditions or other notable and unforeseen emergencies. OBS will strive to communicate any changes as clearly and quickly as possible either by email or phone call.
- In the event of weather-related or other unexpected cancellations, Orlando Ballet School will follow the Orange County School System decision.
- Classes that fall on a national holiday or weather emergencies will not be rescheduled. If an unexpected cancellation occurs, notices will be published on social media (Facebook, Instagram), text or email.
- Some Academy classes will be combined with other OBS levels, the Trainees or Orlando Ballet Second Company (OBII's). This is to ensure that all aspects of dance training and education are being met.
- Adjusted or revised schedules are only permitted if approved by the School Director. However, the School Director may permit students to take additional classes that are outside their confirmed schedule. If so, the School Registrar will confirm with the School Director and communicate with the family. The approved classes will be an additional cost and it will be added to the account.

TRANSFER

All students transferring to another class or level (including mid-year promotion), after the first 3 weeks of the school year, require written approval from school staff or their instructor.

- There is an administrative \$10 fee for transfers which will be automatically added to the account.
- Transfers are completed after accounts have been updated with the fee.
- Transfers must be complete by November 1 due to showcase preparation.
- In order to ensure the safety and effective progression of students, they may be required to transfer from their original registered level to another class level from advice by artistic staff and instructors.
- Transfers can only be completed in classes that have space available.

ATTENDANCE

Students must be registered online before attending class. Artistic staff highly encourages all students to attend their classes to achieve the integral part of training and physical development. Staff understands emergencies and absences due to sickness may occur.

- Absences in relation to education, medical condition, or religious events are excused. As a courtesy, please notify administrators or instructors at least a day in advance before the absence.
- All absences such as planned (doctor appointments, family vacation, etc.) or excused absences (sickness, religious holidays or graded academic related events) must be communicated to school staff via the Absent Form found in the parent portal.
- Please keep your child home if he/she is sick for the safety of all.
- Please note that if a student arrives late due to personal schedule, appointments, etc., students may not be able to participate in class and will be asked to observe that day. This will be at the discretion of the instructor.
- During preparations for the year-end showcase, excused absences such as illness/injury (with doctor's note), observed religious holidays, or graded academic related events will not count against the student if notified in advance.
 - We will work with you to the best of our ability to mitigate any issue with showcase.
 - If the student has a considerable amount of absences, they may be required to "catch up" on material to be approved to perform in the showcase. The final decision on a student's participation will be made by the School Director.

- Extended absences of more than 2 days must be communicated through the parent portal, which will go to the administrative team and the appropriate division head.
 - If a student has extended absences without communication regarding the absences for more 30 days or more, they will be administratively withdrawn from the school.
- Academy students are required to participate in performance opportunities scheduled throughout the school year which includes community enrichment.
- Planned absences must be communicated in advance. Any student who accrues multiple unexcused absences without communicating to the school will be subject to approval for participation in registered events and other performances and may affect future performance opportunities.
- Students participating in Orlando Ballet Company related rehearsals and performances will be excused from their class.
- If a student accrues a considerable amount of absences, they are subject to evaluation for eligibility to promote to the next level.

MAKE-UP CLASS

At the discretion and approval from the School Director, make-up classes may be provided only if the school must close due to inclement weather or unforeseen emergencies. This will be contingent upon the school's schedule as well as the availability of class instructors. Make-up classes are not for student absences.

STUDENT RESOURCES

Lockers are available for Orlando Ballet Second Company (OBII's), Trainee, Academy, and Pre-Professional students only, at no charge.

- Students must complete and submit a locker request form in order to use a locker. Assignments will be based on availability and by descending class level (OBII's, Trainee, Academy, then Pre-Professional). Students must renew their locker request for each term.
- Cubby spaces are available for usage to students in the Young Dancer Division (Pre-Primary 2.5 through Level 2B). Please note that these spaces are not assigned and can be used on a first come first serve basis. Spaces will be cleaned at the end of every month. Any items left in the spaces will be disposed of.

- The Student Corridor (hallway) and Study Hall are designated student areas. However, these areas must be kept quiet as administrative staff offices are nearby. Bags and personal belongings should not be kept in the hallway. Students can bring their items in the studio or use the designated cubby spaces. The School is not responsible for any lost or stolen items left in these areas. Please be mindful of belongings specifically in the Student Corridor as this space is considered as a high traffic area.
- All lost and found items will be discarded at the end of every month. The lost and found is at the front check in desk.
- Orlando Ballet School is not responsible for lost or stolen items. As OBS has uniforms, please label all dance items with your dancer's name.

LOBBY

The Harriett's Orlando Ballet Centre lobby is available for all students waiting prior to and after classes as well as students who are on lunch or dinner breaks. The lobby is deemed a "quiet zone" and all students, parents or staff utilizing the lobby are asked to monitor their sound levels.

In the event that the lobby may become unavailable, OBS will assign other locations within the facility for students to wait or have their meal breaks. During these occasions, OBS will not be able to provide additional locations for waiting families.

Waiting families that are not able to obey lobby policies may be asked to leave the facility.

STUDIOS

Students are not permitted to be in the studios alone for Safety Reasons. They must be accompanied by an OBS Staff member or Instructor. Any student who would like to use the studio space for personal use must reserve the space and submit the studio rental fee.

SAFETY & SECURITY

The health and safety of all students, parents, faculty, and staff are of utmost importance to us. The following safety features are in place at our facility:

- All studios as well as entrances to the facility are equipped with security cameras that are monitored by staff.
- Studio doors are equipped with an “auto-lock” feature to protect individuals inside in the event of a lock down emergency
- All entrances and exits are locked at all times.
- OBS staff are CPR trained.
- An AED is located at entrance to the school hallway.
- In the event of a fire, signage to appropriate exits are posted in each studio and OBS may have routine fire drills.

PRIVATE LESSONS

Scheduling private lessons are contingent upon instructor and space availability. Students inquire with an OBS administrator to facilitate communication with requested OBS faculty member and to confirm space. Instructors have their individual fees in which this fee is submitted directly to them, while the studio rental fee is submitted to the School.

During private lessons, all studio doors remain open.

A parent must be present for the lesson with student's in all Pre-Primary, Primary, Level 1A/1B and Level 2A/2B. For student's in level's 3A, 3B, Upper 1, Upper 2 and all Academy levels, an OBS staff member will do periodic check ins

WITHDRAWAL

The Withdrawal Form must be completed and submitted to the School Registrar in order to officially withdraw from the School.

- Only written communication and complete forms will be processed. (No Voice mail and Phone calls)
- The parent or guardian will be responsible for all tuition payments due until the School Registrar receives the Withdrawal Form.
- In addition, full tuition for the month the student stops attending classes remains.
- Student withdrawals from the School will only be accepted once all financial obligations and balances have been met.
- The School may enlist an outside collection agency to recover any remaining overdue balances.
- Students/Families who notify OBS staff in writing and/or submit the withdrawal form will be refunded if tuition and fees were paid in full.
- Students may be administratively withdrawn if an account is outstanding for more than 4 weeks, a student has stopped attending classes without notice or if a student or family fails to comply with any payment or behavior policies as indicated in this handbook.
- All showcase items included in the showcase fee will be forfeited, if the student withdraws.

LEAVE OF ABSENCE

Students from time to time, may need to leave during the school year due to medical conditions or to recover from physical injury.

- A doctor's note must be submitted with the withdrawal form (with the Leave of Absence option checked) in order to keep his/her registration status as active.
- The parent(s) or student must notify the School Registrar in writing, when they intend to return.
- If students decide not to return, an official Withdrawal Form will need to be submitted to withdraw from OBS for the remainder of the school year.
- Excessive absences without notification to instructors or school staff does not constitute an official leave of absence. Families will still be responsible for tuition payments.
- Please keep your child home if he/she is ill for the safety of all. We will work with you to the best of our ability to mitigate any issue with the advancement and evaluation of your student by the discretion of our Artistic team.

STUDENT INJURY OR MEDICAL CONDITIONS

Any student who has a chronic injury or medical condition and becomes injured or ill either before or during attendance in their programming must provide notice to the school and their department head.

- A note from the student's doctor should be provided regarding the restrictions or details that will affect a student's participation in class.
- If the illness or injury will accrue extended absences for the student, or causes the student to be unable to fully participate for a period of time, a doctor's note will be required to be provided in order to resume full participation in classes or the showcase.
 - If the student is unable to perform at their registered level upon return from injury or illness, they may not be able to participate in the showcase or may be transferred to another level to best benefit their recovery.

OBS is not responsible for administering medications or managing a student's medical condition. Families must notify us regarding all requested accommodations and needs related to the condition in advance of the season start or prior to resuming classes.

EVALUATIONS

Students receive a mid-year and year-end evaluation for the purposes of gauging progress and areas of improvement. Mid-year evaluations will often be general and informal. However, year-end evaluations are the primary tool used for level recommendations into the following year.

- Year-end evaluations will be sent to families via email. If a student is not promoted to the next level for the following year, students have the option to be re-evaluated after the summer. These evaluations will be completed either by an OBS faculty member or an ABT examiner. This is dependent on a student's enrollment date and participation in ABT exams. As an ABT certified school, their exam results and evaluation by an ABT examiner are valid. These results are sent during the last week of the school year.
- Mid-year evaluations are completed by OBS faculty and are in general ABT format. Concerns regarding a student's progression will be addressed during this evaluation.
- Completing the school year in the registered level/class does not guarantee automatic progression into the next level. Students must meet their leveled requirements and proficiency.

COMPANY PRODUCTIONS

Orlando Ballet School provides opportunities for students to participate in professional productions. Students who audition for any Orlando Ballet Company production are subject to the casting decisions made by the Orlando Ballet and OBS Artistic Staff. Students who are chosen will be cast in roles necessary for the success of each production. This includes having adequate understudies in case of illness or injury for productions that may not allow for multiple casts. Attendance at rehearsals are pertinent, and absences from mandatory rehearsals could affect a student's ability to participate. More information on rehearsal attendance will be communicated at the appropriate time.

YEAR-END SHOWCASE

Baby & Me students and parents do not participate or have a year-end showcase.

Pre-Primary for 2.5 students do not participate or have a year-end showcase.

Pre-Primary for 3 students will have an in-house performance during their last week of class, April 24th-April 29th 2022.

Students who register and submit the showcase fee prior to November 1 will participate in the year-end showcase. Any students registering after November 1 cannot be in the showcase due to the timeliness of costume ordering and performance preparation. The showcase fee will be waived for these students. Please review the attendance policy for absences pertaining to the year-end showcase. In addition, to the attendance policy, accounts must be current and/or paid in full before the student's designated showcase.

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STUDENT AND FAMILY BEHAVIOR ETIQUETTE



STUDENT AND FAMILY BEHAVIOR ETIQUETTE

Orlando Ballet School strives to provide the highest quality of training and the safest environment for all students. In order to do so, the School Staff asks for all parents, guardians, and students to help with creating this environment. OBS faculty, staff and Director are always available to discuss any needs with a parent directly. The School believes the following guidelines and commitment will help create this environment:

- Follow school rules
- Be respectful to all
- Remain disciplined and focused on daily training
- Be courteous to fellow students.

Please understand the School practices a Zero Tolerance Policy and does not tolerate the following:

- Any form of bullying, including cyber bullying, and any similar actions that occur within the student body, offsite and/or onsite.
- Any form of violence, harassment or discriminatory remarks, both verbal and physical.
- Inappropriate conversations, talks, or comments.
- Any inappropriate social media posts, including photos or comments.
- Inappropriate physical touching of any kind.
- Possession of any kind of weapons, such as firearms, knives, or of the sort.

The School asks that all families accept the following responsibilities:

- Support your child in his or her efforts in attending Orlando Ballet School by ensuring punctual transportation, supporting classroom methodology, and respecting the relationship between your child and his/her instructor.
- Understand that your child may be dismissed from the Orlando Ballet School if he or she has unexcused and/or excessive absences or if circumstances become necessary.
- Monitor school calendars, schedules and be aware of policies (including helping my child be correctly dressed in proper attire and hair for class) and be responsible for your child's consistent participation in all scheduled events.
- Respect the advice of the OBS faculty regarding your child's progress in their program.
- Bring any problems or potential issues to OBS' attention in a timely fashion to ensure all students' needs are being met and addressed.
- Be mindful and respectful of different viewpoints, cultures and lifestyles.
- Be sure your child is aware of all OBS policies and the behavior that is expected of him/her while at OBS
- Understand that it is important that your child is practicing good hygiene and do not bring them to class if they are sick. If your child is determined to have a fever once on campus, they will be segregated from other students and will need to be picked up and taken home.
- Adhere by OBS COVID-19 Safety protocols, or any other protocols that may be put in place to protect all students, staff and faculty.
- If you would like to speak with an instructor to review a student's progress, please set an appointment by providing your request to the front desk personnel. Please provide contact information and an administrator will reach out within 2-3 business days to coordinate a meeting.
- In the event that an issue or change in may effect a student's participation or enrollment at OBS, please contact the School Registrar at registrar@orlandoballet.org to update your registration information.

Should you have any questions regarding the student handbook, please contact us at 407-418-9818 or schooladministration@orlandoballet.org

HARRIETT'S ORLANDO BALLET CENTRE



HARRIETT'S ORLANDO BALLET CENTRE

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ORLANDOBALLET.ORG

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