

# ORLANDO BALLET SCHOOL

## 2024 - 2025 STUDENT HANDBOOK



HARRIET'S ORLANDO BALLET CENTRE  
600 N Lake Formosa Dr | Orlando, FL 32803  
407-418-9818  
[orlandoballet.org](http://orlandoballet.org)

## TABLE OF CONTENTS

Orlando Ballet School Faculty and Staff.....	3
General Information .....	4
Programs and Curriculum.....	5
Placement.....	6
Registration.....	7
Tuition, Fees and Financial Policies.....	8-9
Withdrawal .....	9
Dress Code.....	10-11
Absence & Attendance .....	12
Medical Conditions, Injuries and Allergies .....	12
Safety & Security .....	13
Drop-off and Pick-up.....	14
Class Observation .....	15
Evaluations.....	15
Showcase & Performance Opportunities .....	16
Student Resources .....	17
Behavior and Etiquette Policies.....	18

## ORLANDO BALLET SCHOOL LEADERSHIP



**JORDEN MORRIS**

Artistic Director



**CHRISTOPHER  
ALLOWAYS-RAMSEY**

Director of Education

## FACULTY



**GONZALO ESPINOZA**

Assistant to School Director,  
Head of Trainee Program  
gespinoza@orlandoballet.org



**KIM MARSH**

Head of Academy Program,  
Student Services and Certifications  
kmarsh@orlandoballet.org

*Kim can assist with any student and studio-related questions regarding the Academy 1, 2, 3 or Prep programs. Ms. Marsh also assists with student services such as housing, student resources and ABT examinations.*



**NATASHA GLOS**

Head of Pre-Professional  
Program  
nglos@orlandoballet.org

*Natasha can assist with any student and studio questions for students in levels 3A, 3B and Upper level programming*



**AMYIA BURRELL**

Head of Young Dancer  
Program  
aburrell@orlandoballet.org

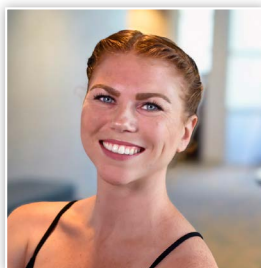
*Amyia can assist with any studio, teacher and class-related questions for levels Baby and Me, Pre-Primary, Primary A, B, C and levels 1-2.*

## ADMINISTRATION & STAFF



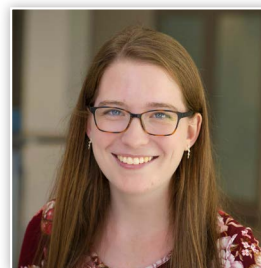
**JENNY LOGUS**

School Administrative Manager  
jlogus@orlandoballet.org



**VICTORIA SARAU**

Sr. Manager of  
Educational Operations  
registrar@orlandoballet.org



**LOGAN FAULKNER**

School Administrative and Summer  
Intensive Coordinator  
summerprograms@orlandoballet.org



**ALESS RAMNARINE-  
KENDRICK**

Fitness Thru Dance Coordinator  
aramnarine@orlandoballet.org

## GENERAL INFORMATION



### SCHOOL HOURS

Monday-Thursday: 8:30am-8:30pm

Friday: 8:30am-7:30pm

Saturday: 8:30am-3:00pm

Sunday: Closed



### SCHOOL CALENDAR



### PARENT PORTAL



### OBS APP

Available through Google Play and Apple Store.

## PROGRAMS AND CURRICULUM

OBS programming is a school year, semester-based program consisting of 34 weeks. By design, this schedule pre-plans for holidays and other dates when classes are not scheduled.

### AMERICAN BALLET THEATRE NATIONAL TRAINING® CURRICULUM

Orlando Ballet School is proud to include the AMERICAN BALLET THEATRE® National Training Curriculum, a breakthrough 8 level program. The ABT® National Training Curriculum consists of a comprehensive set of age-appropriate, outcome-based guidelines to provide the highest quality ballet training to dance students of all ages and skill levels.

All students in levels Pre-Primary through the Pre-professional and Academy levels will train under the ABT curriculum.

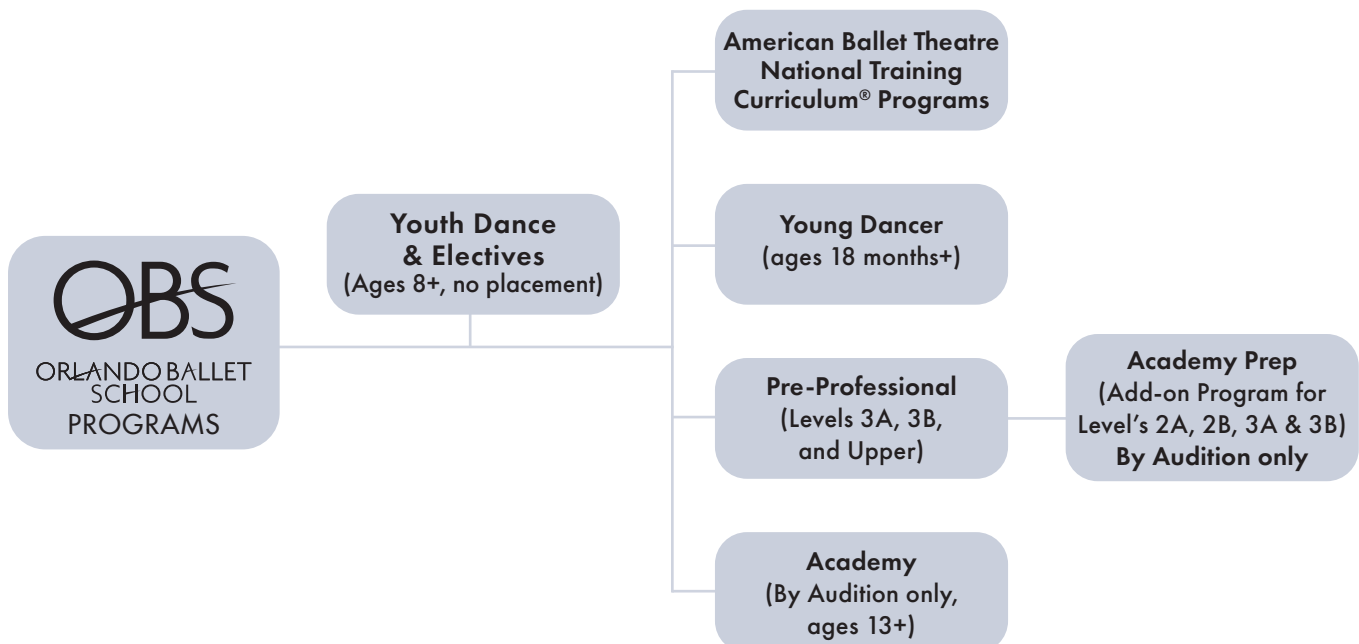
### YOUTH DANCE PROGRAM

The Youth Dance program is open to students ages 8-16 interested in learning the fundamentals of ballet and experience classical dance training. Utilizing the American Ballet Theatre curriculum, students will receive training to establish an understanding of dance basics while gaining confidence and technical proficiency.

Youth Dance includes elective styles such as jazz, tap, conditioning, and more without enrollment in a leveled class or ballet program.

No prior dance experience is necessary.

Students in the youth dance program do not have a showcase performance and are not eligible for OB performance participation.



## PLACEMENT

Returning students are placed based on their year-end evaluation results provided at the commencement of the previous school year. New students enroll based on their age, or after completing a placement class with us.

- Students aged 6 and below register based on their age as of September 1st.
- Students aged 7+ are carefully placed at the most appropriate level based on their age, ability, skill, and potential.
- Students enrolling in the youth dance program only enroll based on their age.
- 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 will need to be re-evaluated for placement.

### PLACEMENT BY AGE AS OF SEPT 1ST

- Baby and Me (18 months-Age 3)
- Pre-Primary for 2.5
- Pre-Primary for 3s
- Pre-Primary for 4s
- Primary A (age 5)
- Primary B (age 6)
- Youth Dance (ages 8+, recreational)

### PLACEMENT REQUIRED AGES 7+

- Primary C
- Level 1A
- Level 1B
- Level 2A
- Level 2B
- Level 3A
- Level 3B
- Upper Level

### BY AUDITION ONLY

- Academy Program (ages 13+)
- Academy Prep (Add-on to currently enrolled level 2A, 2B, 3A and 3B)

## REGISTRATION PROCESS

### 1 REGISTRATION OPENS



SCAN FOR MORE  
INFORMATION

- Priority Registration Period Opens for Current Families.
- General Registration opens to the Public on May 30th.
- *Registration is first come, first served.*
- *Students must be registered by November 1st to be eligible for the Spring Showcase.*
- *Registration closes on January 31st.*

### 2 ONLINE REGISTRATION COMPLETED BY FAMILY

- Registration Fee and Initial Tuition Deposit are due.
- Credit Card on file.
- Students must register at their approved level based on placement or evaluation results.

### 3 TUITION PAYMENT OPTION SELECTED

- Pay in Full
  - Full Tuition Charged upon successful enrollment. 5% tuition discount applied.
  - Installment Plan.
  - Nine (9) total Installments. Initial Installment at registration and remaining are processed September through April.
- Tuition is automatically processed on the 1st of the month to credit card on file.
- Installments split the yearly tuition obligation evenly across 9 total payments. Installments do not represent tuition for a specific month, or the month they are processed.

**ALL STUDENTS MUST BE OFFICIALLY REGISTERED WITH PAYMENT OPTION SET UP TO BE ELIGIBLE TO BEGIN CLASSES.**

## TUITION, FEES AND FINANCIAL POLICIES

TUITION AND FEES					
LEVEL	YEARLY TUITION	PAY IN FULL YEARLY TUITION (5% discount)	INSTALLMENT PLAN MONTHLY TUITION (Billed at registration and Sept-April)	REGISTRATION FEE (Due upon Registration)	SHOWCASE FEE (Due Nov. 1st)
Baby and Me	\$902.00	\$856.90	\$100.22	\$50	N/A
Pre-Primary for 2.5	\$902.00	\$856.90	\$100.22	\$50	N/A
Pre-Primary for 3s	\$902.00	\$856.90	\$100.22	\$50	\$95
Pre-Primary for 4s	\$968.00	\$919.60	\$107.56	\$50	\$95
Primary A	\$968.00	\$919.60	\$107.56	\$50	\$195
Primary B	\$968.00	\$919.60	\$107.56	\$50	\$195
Primary C	\$1,865.00	\$1,771.75	\$207.22	\$100	\$295
Level 1A & 1B	\$2,328.00	\$2,211.60	\$258.67	\$100	\$295
Level 2A & 2B	\$2,705.00	\$2,569.75	\$300.56	\$100	\$295
Level 3A & 3B	\$3,410.00	\$3,239.50	\$378.89	\$150	\$375
Upper Level	\$4,080.00	\$3,040.00	\$355.56	\$150	\$375
Academy 1	\$5,785.00	\$3,758.20	\$439.56	\$200	\$400
Academy 2	\$6,342.00	\$3,685.05	\$431.00	\$200	\$400
Academy 3	\$6,342.00	\$5,495.75	\$642.78	\$200	\$400
Academy Prep Levels 2	\$1,221.00	\$6,024.90	\$704.67	N/A	N/A
Academy Prep Levels 3	\$1,463.00	\$6,024.90	\$704.67	N/A	N/A

YOUTH DANCE PROGRAM TUITION AND FEES			
YOUTH DANCE TUITION BY HOUR	YEARLY TUITION	INSTALLMENTS (9 payments)	REGISTRATION FEE
.75-1 hr/week	\$950.00	\$105.56	\$50.00
1.5 hr/week	\$1,200.00	\$133.33	\$50.00
2 hr/week	\$1,350.00	\$150.00	\$50.00
2.5 hr/week	\$1,550.00	\$172.22	\$50.00
3 hr/week	\$1,650.00	\$183.33	\$50.00
3.5 hr/week	\$1,850.00	\$205.56	\$50.00
Added on to leveled ballet program	\$515.00	\$57.22	N/A

## REFUND POLICY

- Registration fees are non-refundable.
- All tuition towards class hours is non-refundable.
- Showcase fees are non-refundable after November 1st.
- Tuition installment payments are non-refundable for the month a withdrawal or cancellation is processed, regardless of withdrawal date.



## DECLINED, RETURNED AND LATE PAYMENTS

- Families have 7 days to reconcile a returned, declined or late payment.
- Returned payments, including credit card chargebacks, will be charged a \$30 service fee, regardless of amount.
- When an account reaches 30 days past due, OBS will administratively withdraw the family.
- Students cannot attend classes, or enroll in future programming until any past due tuition and fees are reconciled.
- OBS reserves the right to refuse specific payment types, administratively withdraw and decline future enrollment to any account that is extensively returned, declined, or late.

## WAITLISTS

- Once a class reaches capacity, a waitlist option will be available at no cost.
- Families can enroll in another available class while on a waitlist for a preferred option. Class transfer policies will apply to families who opt for this.
- Students cannot be enrolled after January 31st.
- Waitlist only families are not eligible for the priority registration period for the following school year.

## TRANSFERS

- Students may transfer sessions in a similar level before November 1st.
- Transfers to another level are by faculty approval only.
- There is a \$10 fee for all transfers.
- OBS reserves the right to transfer students to a different level as necessary for the safety and benefit of the student.

## WITHDRAWAL

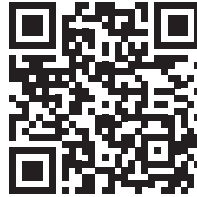
- The Withdrawal Form must be completed and submitted to the School Registrar to officially withdraw from the school. Verbal notifications and phone calls are not accepted for school withdrawals.
- The family will be responsible for all tuition payments due until the School Registrar receives the Withdrawal Form.
- Tuition for the month the student stops attending classes is non-refundable.
- Unused tuition will be refunded if the account was paid in full.
- Students will be administratively withdrawn if an account is outstanding for more than 30 days, 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.

Withdrawal Form can be submitted [HERE](#).

## DRESS CODE



- BALLET SHOES**  
**All Levels & Ballet Classes**
- Split Sole, canvas or leather
  - Pink or matching skin tone



Dress code and OBS Uniforms are required and available for purchase only at **Dancewear Corner**.



- DANCE TIGHTS**
- Ballet Pink
  - Bodywrappers C39/A39 for levels Pre-Primary through 2B
  - Bodywrappers C45/A45 for levels 3+



- DANCE TIGHTS**  
**Optional: Matching Skin tone tights & ballet shoes**
- Students may opt for this option over the pink ballet shoes and tights.

All OBS students will need the required leotard with OBS logo for their class. See below for the style and color as needed based on your student's level. This leotard is only available for purchase from **Dancewear Corner**.



- PRE-PRIMARY 3s & 4s**
- #44464 in Pink



- PRIMARY A & B**
- #44464 in Light Blue



- PRIMARY C**
- #4453 in Lilac



- LEVEL 1**
- #4464 in Turquoise



- LEVEL 2**
- #4464 in Royal



- LEVEL 3**
- #4464 in Purple

ORLANDO BALLET SCHOOL  
2024–2025 STUDENT HANDBOOK

All OBS students will need the required leotard with OBS logo for their class. See below for the style and color as needed based on your student's level. This leotard is only available for purchase from [Dancewear Corner](#).



**UPPER LEVEL &  
ACADEMY 1**

#4464 in Navy



**ACADEMY 2 & 3**

#4464 in Eggplant



**YOUTH DANCE**

Any solid black camisole leotard



**MEN'S TOP**



**MEN'S TIGHTS  
& FOOTWEAR**

All levels should wear white socks with white ballet shoes



**OPTIONAL YOUNG  
MEN'S SHORTS**

For levels Pre-Primary & Primary only



**JAZZ SHOES**

- Tan split sole
- Capezio EJ2
- Required for Primary C, Level 1, Academy Musical Theatre and all jazz electives/youth dance classes.



**JAZZ PANTS**

- Black bootleg style
- Required for Primary C, Level 1 and all jazz electives/youth dance classes.



**CHARACTER SKIRT**

- Ballet Rosa Black Character skirt
- Required for levels 2, 3 and all Academy levels.



**CHARACTER SHOES**

- Required for levels 2, 3 and all Academy levels.
- Bloch S0326G for levels 2A/2B
- Bloch S0325L for levels 3+



**TAP SHOES**

- Required for Tap electives only.
- Black with buckle strap.



Dress code and OBS Uniforms are required and available for purchase only at [Dancewear Corner](#).

## ABSENCES AND ATTENDANCE

- The artistic staff highly encourages all students to attend their classes to achieve intended training and physical development.
- All planned absences should be submitted by the family via the parent portal. Faculty will automatically mark the student as absent otherwise.
- Absences concerning academic or graded-related events, medical conditions or observed religious events are excused.
- Students who accrue a considerable amount of absences (excused or unexcused) may not be eligible to participate in the spring showcase or promote to the next level at faculty's discretion.
- If a student is late to class, they may not be able to participate or may be asked to observe at the discretion of faculty and for student safety.
- Please keep your child home if they are sick. Students should be fever free for 24 hours without the use of fever reducing medication to resume classes.

## MAKE-UP CLASSES

Make-up classes may only 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 available for student absences.

## MEDICAL CONDITIONS

- All medical conditions affecting a student's well-being or participation in classes should be listed in the student's profile.
- Families must notify us in writing regarding all requested accommodations and needs related to the condition in advance of the school-year, or as soon as condition develops.
- OBS is not responsible for administering medications or managing a student's medical condition.

## INJURIES

- Any student who has a chronic injury or becomes injured either before or during attendance in their programming must provide notice to their department head and school registrar.
- A note from a licensed doctor should be provided with any restrictions or details that will affect a student's participation in class.
- If an injured student has extended absences or has been unable to fully participate for an extended period of time, a note from the licensed doctor will be required to be provided to resume full participation in classes.
- If the student is unable to perform at their registered level upon return from an injury, they may not be able to participate in the showcase or may be transferred to another level to best benefit their recovery.

## ALLERGIES

- Students with allergies and emergency prescriptions should list all allergies, symptoms, and prescriptions to their student's profile.

## SAFETY AND 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.

**SECURITY GUARD AND SECURITY CAMERAS**

**AUTO-LOCK FEATURE ON STUDIO DOORS**

**ALL ENTRANCES AND EXITS ARE LOCKED AT ALL TIMES**

**OBS STAFF IS CPR CERTIFIED**

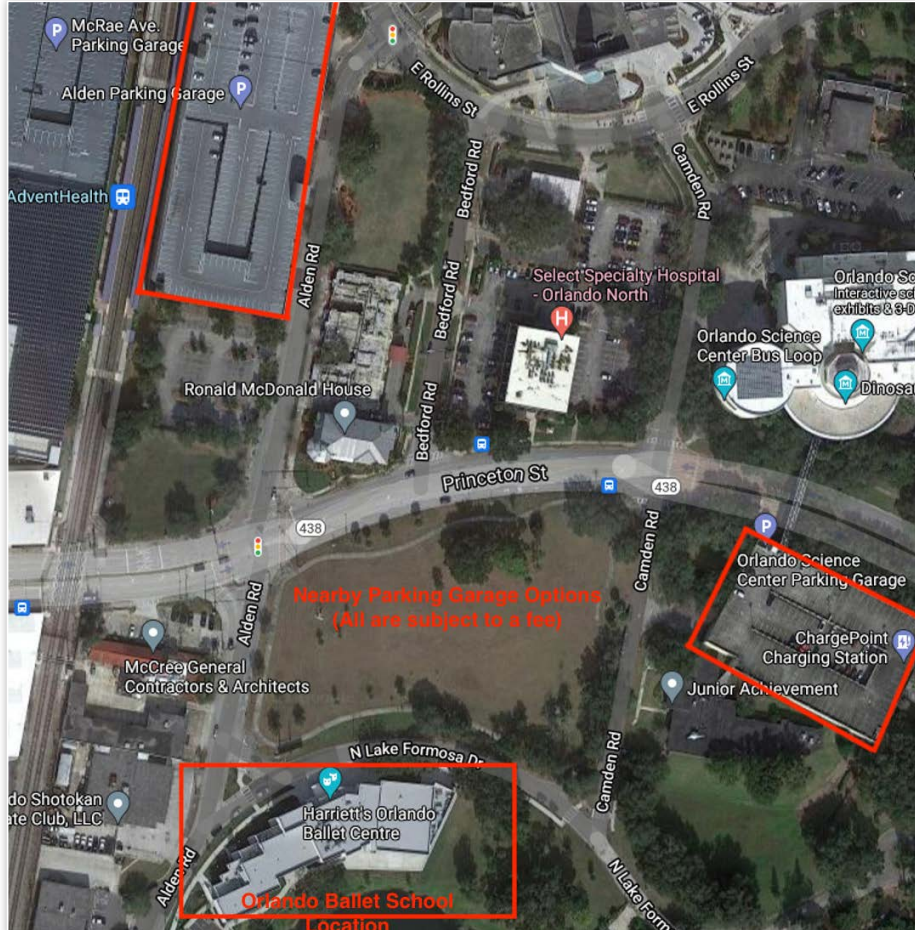
**AN AED IS LOCATED AT ENTRANCE TO SCHOOL CORRIDOR**

**EMERGENCY EXIT AND FIRE ESCAPE PLANS POSTED IN EACH STUDIO**



## DROP-OFF & PICK-UP

- Families can utilize our carline for drop-off and pick-up, or may park and walk their dancer to our facility.
- All families are provided a OBS identification tag for drop-off and pick up.
- Carline is one-way, there is no u-turn into or out of the carline. Student's should exit and enter through the passenger side and the driver should remain in the vehicle at all times.
- Families who park and walk up for drop-off and pick up should utilize nearby street parking and garages (subject to parking fees). There is no parking in the carline area or illegal parking zones.



## CLASS OBSERVATION

Up to two Parent/Guardians are invited to observe their student's classes during observation weeks.

### FALL OBSERVATION

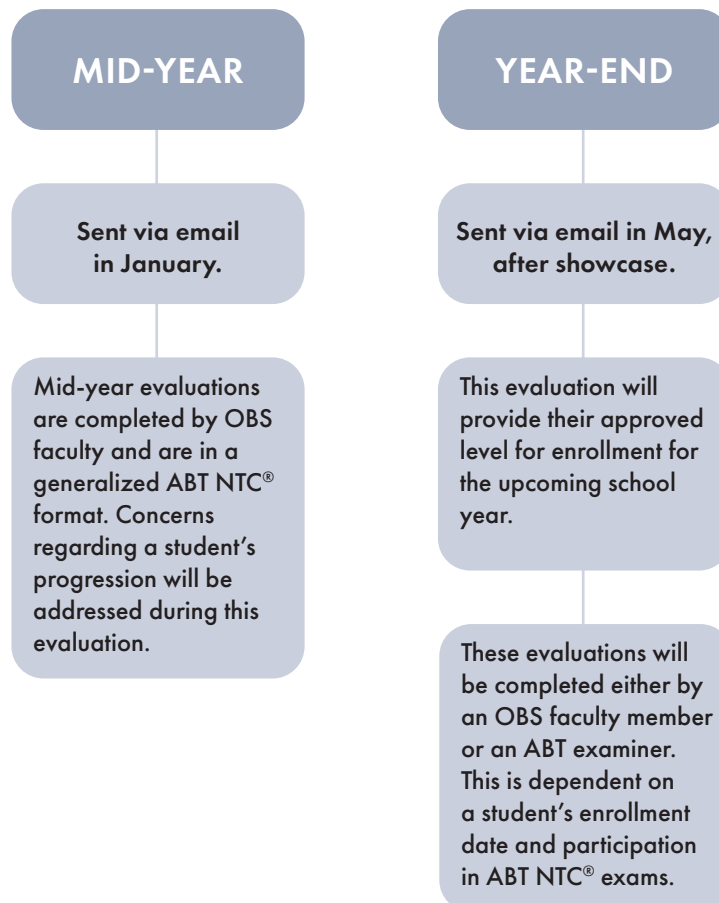
- Monday through Saturday
- The week before Thanksgiving break

### SPRING OBSERVATION

- Monday through Saturday
- In February, exact dates provided in the spring.

## EVALUATIONS

Students receive a mid-year and year-end evaluation to gauge progress and areas of improvement.



## SHOWCASE AND PERFORMANCE OPPORTUNITIES

### SPRING SHOWCASE

- Year-end performance that commences school year programming.
- Baby and Me and Pre-Primary for 2.5 students do not participate in a showcase.
- Pre-Primary for 3s have an informal showcase.
- All other students must be enrolled by November 1st with a submitted showcase fee to participate.
- Showcase fees include their participation, rehearsals, costumes, t-shirt, and digital copy of the showcase.

### THE NUTCRACKER

- The Nutcracker is a professional production, students have the opportunity to perform alongside the professional company.
- Participation is by audition only.
- Attendance at rehearsals is mandatory.
- Program run dates vary, students must be available for the entire run to participate.

### COMPANY PRODUCTIONS

- Orlando Ballet School provides opportunities for students to participate in professional productions when casting calls for student roles. Not every production will have an opportunity.
- OBS will either host an audition or select students by invitation only for any company related performance opportunity other than The Nutcracker.



## STUDENT RESOURCES

### LOCKERS

- Available for Academy and Pre-professional students on a yearly rental basis.
- Rental fee is \$25.
- The request form must be submitted to receive locker assignments.

### STUDIOS

- Students may rent studios by submitting the rental request form.
- Students are not permitted to be in the studios alone for safety reasons. They must be accompanied by an OBS Staff member, Instructor, or guardian.

### LOBBY

- The lobby is available for all students up to 15 minutes before and after classes as well as students who are on lunch or dinner breaks.
- One Parent/Guardian may wait in the lobby during their student's class after 4:00pm. Only siblings enrolled in a class on the same day may wait in the lobby.
- During events, the lobby may become unavailable for any waiting guests.

### STUDY HALL

- The Study Hall is located on the second floor and is available for students in levels 3A and above only. Students must sign in and out at the front desk to use the study hall. The Study Hall is a quiet zone and there is no food or drink allowed.

### STUDENT CORRIDOR

- Bags and personal belongings should not be kept in the hallway as this is a high traffic area.
- The School is not responsible for any lost or stolen items left in these areas.

### LOST AND FOUND

- Any lost items that are turned in will be stored at the front desk.
- The lost and found is discarded monthly.

### PRIVATE LESSONS

- Students interested in private lessons should contact their department head for details and connecting with an instructor.
- Students are responsible for the studio rental fee and payment to their instructor.

### VISAS

- Orlando Ballet School is approved by the US Department of Immigration to enroll foreigners on the F-1 student visa.
- International Students must be age 16+ to attend.
- The student is responsible for all fees associated with the visa process.

## BEHAVIOR & ETIQUETTE POLICIES

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 and courteous to fellow students.
- Remain disciplined and focused on daily training.
- 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 and 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.
- Adhere by OBS 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.

## ZERO TOLERANCE POLICY

Please understand the School practices a Zero Tolerance Policy with regards to more serious offenses and does not tolerate the following:

- Any form of bullying, including cyberbullying, 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.
- No student shall tamper with or borrow without permission the personal property of others.
- If any of these rules are violated, this will be cause for the immediate dismissal of the student at the expense of his/her parent or guardian.

## DISCIPLINARY ACTION PLAN

Failure to abide by the rules set in place by the Orlando Ballet staff may result in disciplinary action up to removal from the program. OBS will take the following disciplinary action for all reported offenses:

- 1st Offense: Warning and notification to parent/guardian.
- 2nd Offense: Notification to parent/guardian.
- 3rd Offense: The student will be asked to leave the program at the expense of the student's parent/guardian.