

**ORLANDO  
BALLET  
SCHOOL**

**STUDENT HANDBOOK**

## **Table of Contents**

- Orlando Ballet School Faculty and Staff
- General Information
- Programs & Curriculum
- Placement
- Registration
- Tuition, Fees and Financial Policies
- Withdrawal
- Dress Code
- Absence & Attendance
- Medical Conditions, Injuries and Allergies
- Safety & Security
- Drop-off and Pick-up
- Class Observation
- Evaluations
- Showcase & Performance Opportunities
- Student Resources
- Behavior and Etiquette Policies

**Orlando Ballet School Leadership**



**Jorden Morris Christopher Alloways-Ramsey**

Artistic Director

Director of Education

**Principal Faculty**



**Gonzalo Espinoza**



**Kim Marsh**



**Natasha Glos**

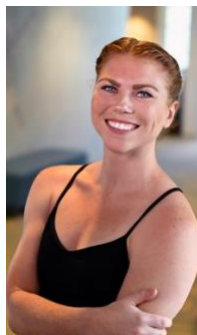


**Amyia Burrell**



**Jenny Logus**

School Administrative Sr. Manager Educational  
Manager



**Victoria Sarau Kayla Reyburn Aless Ramnarine-Kendrick**

School Administrative Sr. Manager Educational  
Operations



School Administrative Fitness Thru Dance Coordinator  
& Summer Intensive  
Coordinator



## General Information



### School Hours

**Monday – Thursday**

8:30 am - 8:30 pm

**Friday**

8:30 am – 7:30 pm

**Saturday**

8:30 am – 3:00 pm

**Sunday**

Closed



School Calendar



Parent Portal



**Orlando Ballet School App & Website**  
App available in Google Play or Apple Store

## **Programs & 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.

### **Preparatory Training Center**

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 level 4A will train under the ABT curriculum

### **Academy Program**

Orlando Ballet School's Academy program consists of Academy Preparatory and Academy. These programs are designed for students who are interested in significant ballet studies and a professional career in ballet. Students may be placed in the same leveled program as their previous school year until the student is proficient. Entry to the Academy program is by audition only.

### **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 September 1 <sup>st</sup>	<ul style="list-style-type: none"> <li>• Baby and Me (18 months – Age 3)             <ul style="list-style-type: none"> <li>• Pre-Primary for 2.5</li> <li>• Pre-Primary for 3's</li> <li>• Pre-Primary for 4's</li> <li>• Primary A (age 5)</li> <li>• Primary (age 6)</li> </ul> </li> <li>• Youth Dance (ages 8+)</li> </ul>
Placement Required Ages 7+	<ul style="list-style-type: none"> <li>• Primary C</li> <li>• Level 1A</li> <li>• Level 1B</li> <li>• Level 2A</li> <li>• Level 2B</li> <li>• Level 3A</li> <li>• Level 3B</li> <li>• Level 4A</li> </ul>
By Audition Only	<ul style="list-style-type: none"> <li>• Academy Program (ages 13+)</li> <li>• Academy Prep (Add-on to currently enrolled level 2A, 2B, 3A and 3B)</li> </ul>

## **Registration**

### **Registration Opens**

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 31<sup>st</sup>



### **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



### **Tuition Payment Option Selected**

#### Pay in Full

Full Tuition Charged upon successful enrollment. 5% tuition discount applied

#### Installment Plan

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.**

### **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 registrar@orlandoballet.org 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.
- The initial tuition installment is non-refundable if a student withdraws after August 1st.
- 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 forms can be submitted here.](#)



## **Tuition and Fees**

- Registration Fees
  - Enrolling families submit a non-refundable registration fee per student at the time of enrollment. This fee varies based on the level or program.
- Showcase Fees
  - The year-end showcase is the student's presentation of their training and skills, performed at our theater on site at Harriett's Orlando Ballet Centre.
  - The showcase fee includes all rehearsals, costumes, a memorable t-shirt and digital download of the performance video. Fees are non-negotiable.
  - Showcase Fees are non-refundable after November 1st.
  - Participation is optional. OBS assumes all enrolled students are participating. Families can opt of participation by contacting the School Registrar by email no later than October 31st.
  - The fee varies by level.
- Tuition
  - OBS assigns a yearly tuition to each level. Families can opt to pay in full with a 5% discount, or for the installment plan which divides the yearly tuition into 9 payments.
  - Installment payment schedule: 1st payment due upon enrollment, remaining 8 process on the 1st of the month, September through April.
  - Tuition cannot be adjusted or changed.
  - All families must have a valid credit card on file for the installment plan.

## **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.
- The tuition down payment is non-refundable after August 1st.




## **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.

## Dress Code

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

		
<b>Ballet Shoes</b> <ul style="list-style-type: none"><li>• ALL LEVELS &amp; BALLET CLASSES</li><li>Split Sole, canvas or leather</li><li>• Pink or matching skin tone</li></ul>	<b>Dance Tights</b> <ul style="list-style-type: none"><li>• Ballet Pink</li><li>• Bodywrappers C39/A39 for level's Pre-Primary through 2B</li><li>• Bodywrappers C45/A45 for level's 3+</li></ul>	<b>Optional: Matching Skin tone tights &amp; ballet shoes</b> <ul style="list-style-type: none"><li>• Students may opt for this option over the pink ballet shoes and tights.</li></ul>

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 students level. This leotard is only available for purchase from Dancewear Corner.

		
<b>Pre-Primary 3's &amp; 4's</b> <ul style="list-style-type: none"><li>• #44464 in Pink</li></ul>	<b>Primary A &amp; B</b> <ul style="list-style-type: none"><li>• #44464 in Light Blue</li></ul>	<b>Primary C</b> <ul style="list-style-type: none"><li>• #4453 in Lilac</li></ul>



### Level 1

- #4464 in Turquoise



### Level 2

- #4464 in Royal



### Level 3

- #4464 in Purple



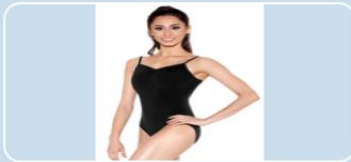
### Level 4

- #4464 in Navy



### Level 5 & 6

- #4464 in Eggplant



### Youth Dance

- Any solid black camisole leotard



### Men's Top



### Men's Tights & Footwear

- All level's should wear white socks with white ballet shoes



### Optional Young Men's Shorts

- For level's Pre-Primary & Primary only



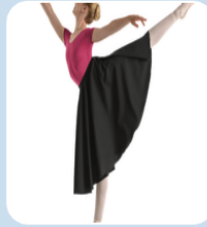
### **Jazz Shoes**

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



### **Jazz Pants**

- Black bootleg style
- Required for Primary C, Level 1.



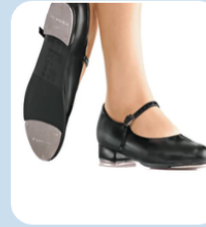
### **Character Skirt**

- Ballet Rosa Black Character skirt
- Required for levels 2A+



### **Character Shoes**

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



### **Tap Shoes**

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

### **Absences & 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 doctor's note 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 & Security

Security guard and security cameras

Auto-lock feature on studio doors

All entrances and exits are locked at all times

Orlando Ballet School staff is CPR certified

An AED is located at entrance to school corridor

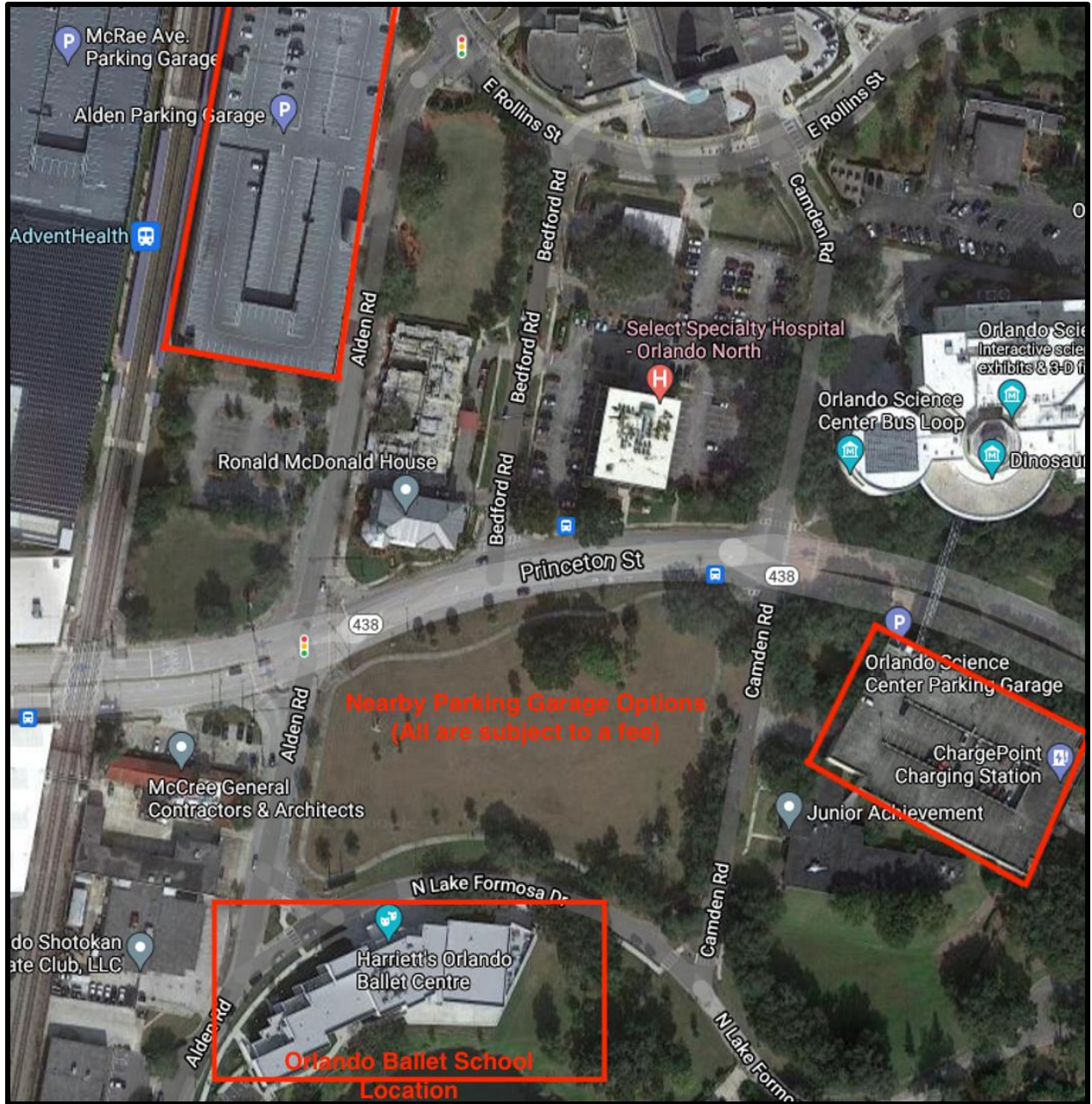
Emergency exit and fire escape plans posted in each studio

## 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

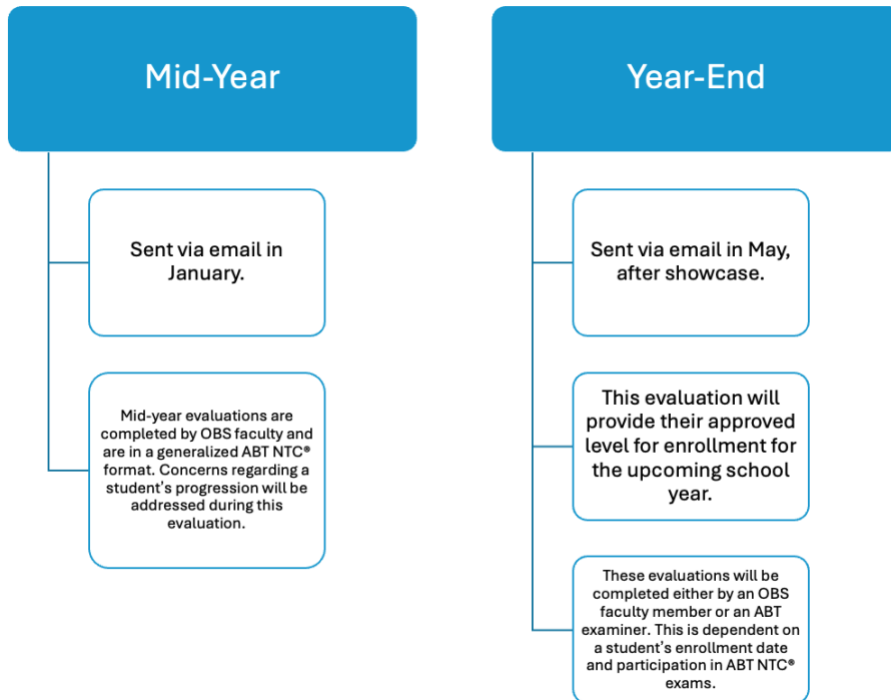
## Spring Observation

Monday through Saturday

In March, 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 3's 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.

### Fall Reparatory Concert

- Optional Showcase in November for students levels 2A+.
- Participation fee includes participation, video and costume rental

### 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.