

ORLANDO BALLET SCHOOL



PREPARATORY TRAINING CENTER

ORLANDO
BALLET
SCHOOL

Student Handbook
2026-2027 School Year

Table of Contents

General Information.....	3
Placement and Auditions.....	4
Registration and Financial Information.....	5
Past Due and Failed Payment Policy.....	5
Tuition and Fees.....	5
Account Management.....	6
Withdrawal, Waitlist and Transfer Policy.....	6
Dress Code.....	8
Absence and Attendance.....	11
Medical Conditions, Allergies and Injuries.....	11
Safety and Security.....	12
Drop Off, Pick-up, Parking and Lobby Policies.....	12
Class Observation.....	13
Evaluations.....	13
Performances.....	13
Student Resources & Benefits.....	13
Behavior and Etiquette Procedures.....	14



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

The Preparatory Training Center is for students ages 18 months to age 18. Dancers train with American Ballet Theatre® Certified and pedigreed European Methodology faculty, building strong technical foundations and artistic expression through a comprehensive, progressive curriculum.

Levels of the Preparatory Training Center

- Baby and Me
- Pre-Primary 3
- Pre-Primary 4
- Primary A
- Primary B
- Primary C
- Level 1A
- Level 1B
- Level 2A
- Level 2B
- Level 3A
- Level 3B

Academy Prep add-on Program available by audition only to level 2A, 2B, 3A and 3B students.

Placement and Auditions

- Returning students are placed based on the results provided on their year-end evaluations provided in the spring. This information is provided in advance of the priority registration period.
- New students enroll based on their age as of September 1st.
 - Students age 6 and under can enroll directly into their associated level, whereas students age 7+ are carefully evaluated for placement into the Preparatory Training Center based on their age, ability, skill and potential.
- Students who did not complete a full school year or who were not enrolled consecutively with a gap of 6 or more months follow the enrollment protocols as a new student.

Placement by Age as of Sept 1st

- Baby and Me (18 months-Age 3)
- Pre-Primary for 3's
- Pre-Primary for 4's
- Primary A (age 5)
- Primary B (age 6)

Placement Required ages 7+

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

By Audition Only

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

Registration and Financial Information

- Priority registration opens to currently enrolled students first
- Registration opens to the public and newly accepted students on May 30th
- All registration is completed online by the family, which requires the following:
 - Registration down payment of 1st tuition installment and registration fee
 - Credit card saved on file and billing method selected
 - Agreement to all waivers
 - Updates to all contacts and student information on the account
- Confirmation emails are sent once registration is successful.

A credit card is required on file. Families may have up to 3 credit cards saved to the account. The primary card is automatically billed on the 1st of the month, September through April.

Past Due and Failed Payment Policy

Failed payments will continue to be processed daily following the 1st of the month to the primary card on file up until the 7th day of the month.

- If payment is not received by the 10th of the month, students will not be able to participate in any classes or programming, including requesting studio rentals or enrolling in any new or additional programming until reconciled.
- Late fees are applied on the 14th of the month in the amount of \$25
- Students are withdrawn once an account reaches 30 days past due.

Registration and showcase fees are due in full. Registration fees are non-refundable, and showcase fees are non-refundable after November 30th.

Tuition and Fees

Registration Fee

- Non-refundable fee due upon enrollment, per student each school year

Showcase Fee

- Fee for participation in year-end showcase, includes all costumes, rehearsals, t-shirt and downloadable performance video. Fee is due November 1st and is Non-refundable after November 30th.

Tuition Fees and Payment Options

There are two options to pay tuition: Payment in Full or Installment plan

- Payment in Full is completed upon enrollment a 5% discount will be applied to the student's tuition.

- The Tuition installment plan takes the yearly tuition and divides it among 9 payments, 1st upon enrollment and remaining 8, Sept-April. Tuition in the month it is collected does not automatically reflect tuition for that month.

Level/Program Name	Registration		Yearly Tuition	Total Yearly Cost	Pay in Full Yearly		Enrollment Fees (Reg Fee & Installment)
	Fee	Showcase Fee			Tuition (5% discount)	Installment (9 payments)	
Baby & Me	\$ 50.00	N/A	\$ 980.00	\$ 1,030.00	\$ 931.00	\$ 108.89	\$ 158.89
Pre-Primary for 2.5	\$ 50.00	N/A	\$ 980.00	\$ 1,030.00	\$ 931.00	\$ 108.89	\$ 158.89
Pre-Primary for 3	\$ 50.00	\$ 105.00	\$ 980.00	\$ 1,135.00	\$ 931.00	\$ 108.89	\$ 158.89
Pre-Primary for 4	\$ 50.00	\$ 215.00	\$ 1,053.00	\$ 1,318.00	\$ 1,000.35	\$ 117.00	\$ 167.00
Primary A	\$ 50.00	\$ 215.00	\$ 1,053.00	\$ 1,318.00	\$ 1,000.35	\$ 117.00	\$ 167.00
Primary B	\$ 50.00	\$ 215.00	\$ 1,053.00	\$ 1,318.00	\$ 1,000.35	\$ 117.00	\$ 167.00
Primary C	\$ 100.00	\$ 325.00	\$ 2,017.00	\$ 2,442.00	\$ 1,916.15	\$ 224.11	\$ 324.11
Level 1A & 1B	\$ 100.00	\$ 325.00	\$ 2,506.00	\$ 2,931.00	\$ 2,380.70	\$ 278.44	\$ 378.44
Level 2A & 2B	\$ 100.00	\$ 325.00	\$ 2,911.00	\$ 3,336.00	\$ 2,765.45	\$ 323.44	\$ 423.44
Level 3A & 3B	\$ 150.00	\$ 415.00	\$ 3,706.00	\$ 4,271.00	\$ 3,520.70	\$ 411.78	\$ 561.78

Account Management

Families are responsible for maintaining accurate and up-to-date account information, including contact details and student records. For the safety and security of all students, only the primary account holder may make updates to the account, and we do not process changes on behalf of other family members or third parties. It is the responsibility of the primary contact to ensure all information remains current and correct.

Additionally, families are responsible for managing and coordinating payments across multiple users or payment methods associated with their account. The primary account holder remains fully responsible for ensuring the total balance is paid in full and on time. We will communicate only with the designated primary contact and will not engage with additional family members regarding individual payment responsibilities.

Withdrawal, Waitlist and Transfer Policy

Withdrawal

- If a student is unable to complete their enrollment as a Preparatory Training Center student, they may withdraw from the program at any time.
- The [Withdrawal form](#) must be completed and submitted through the online form to officially withdraw from the school. Verbal notifications, phone calls or emails will not be processed as an official withdrawal.
- The family will be responsible for all tuition payments due until [the form](#) is received.
- The form should be submitted no less than 7 days prior to the upcoming billing date to avoid the next billing cycle.
- Tuition for the month a student stops attending classes is non-refundable, and tuition down payment is non-refundable after July 31st.
- Unused tuition will be refunded if the account was paid in full.

- All showcase items included with the fee will be forfeited if the student withdraws.
- If a student is administratively withdrawn either due to our financial policies or any other reason, the above withdrawal policies also apply.
- OBS may consider tuition or showcase fee refunds for withdrawals due to medical reasons or injuries, should they have occurred after enrollment into the program. Appropriate documentation should be provided with the withdrawal form for review.

Waitlist

- If a program is full or at capacity, students may enroll onto the waitlist at no cost. Waitlist registrations are completed by the family through the online registration form.
- Class transfer policies apply to any student who transfers to a waitlisted program from another program.
- Waitlisted students cannot be enrolled after January 31st.
- Waitlisted students are not eligible for the priority registration period the following school year.

Transfers

- Students may transfer to another program or level by faculty approval before December 1st.
- There is a \$25 fee for all transfers.
- OBS reserves the right to transfer students to another program or level as necessary for the safety and benefit of the student.
- Families must submit the [transfer request form](#) to initiate a request.

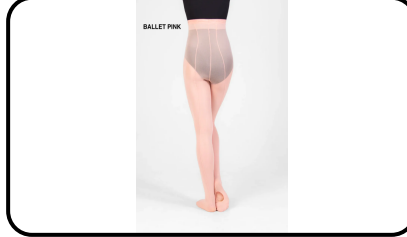
Dress Code

All students are to follow appropriate dress code for their registered level. Orlando Ballet School uniforms are available for purchase only at Dancewear Corner.



Ballet Shoes

- ALL LEVELS & BALLET CLASSES
- Split Sole, canvas or leather
- Pink or matching skin tone



Dance Tights

- Ballet Pink
- Bodywrappers C39/A39 for level's Pre-Primary through 2B
- Bodywrappers C45/A45 for level's 3A and 3B



Optional: Matching Skin tone tights & ballet shoes

- Students may opt for this option over the pink ballet shoes and tights.



Baby and Me

- No formal attire required. Students may wear Pre-Primary requirements, or dress comfortably.



Pre-Primary 3's & 4's

- #44464 in Pink



Primary A & B

- #44464 in Light Blue



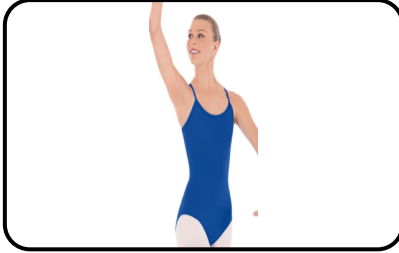
Primary C

- #4453 in Lilac



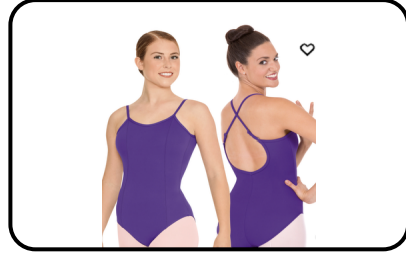
Level 1

• #4464 in Turquoise



Level 2

• #4464 in Royal



Level 3

• #4464 in Purple



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.

Absence and Attendance

- The artistic staff highly encourage all students to attend all classes to achieve the intended training and physical development of their program.
- Participation in all scheduled classes, including jazz, character, modern as included with a levels curriculum is required.
- Attendance is taken by instructors for each class; records of a student's attendance can be found in the parent portal.
- All planned absences should be submitted in advance by the student or their family in the parent portal. This will automatically mark the student absent and notify instructors.
- Students who accrue a considerable number of absences, both excused or unexcused may not be eligible to participate in the spring showcase or be considered for the program the following year.
- Students who stop attending classes will be administratively withdrawn after 4 weeks of accrued absences.
- If a student is late to class, they may not be able to participate at the instructor's discretion, where they may be asked to observe.
- Students should not attend class if they are sick and should be fever free for 24 hours without the use of fever reducing medication to resume classes.
- Make up classes are not available for student absences.

Medical Conditions, Allergies and Injuries

- Any medical conditions that affect a student's wellbeing or participation in classes should be provided in advance.
- OBS must be notified in writing regarding all requested accommodations and needs related to any condition in advance of the school year, or as soon as a condition develops.
- Students with allergies or emergency prescriptions should list all details in their profile.
- OBS is not responsible for administering medications or managing student medical conditions.
- Any student who has a chronic injury or becomes injured before or during attendance in their programming must notify the administrative team immediately by emailing registrar@orlandoballet.org.
 - A doctor's note must be provided with date of visit information, expected recovery dates or dates of specific restrictions, with the restrictions included.
 - Students must provide updates on their recovery, or any changes to their restrictions.
 - Unless stated in restrictions, students should observe all classes during their recovery that do not conflict with any appointments.
 - If an injury requires 6 weeks or more of recovery, students and their family will consult with faculty and staff regarding a leave of absence.

- During a leave of absence, students do not attend classes to focus on recovery for the duration of the absence set in place during consultation with faculty and staff.
- Tuition is not billed during a leave of absence.
- After 6 weeks, OBS will consult with the family regarding their recovery and ability to resume programming, or whether a withdrawal will be necessary to continue healing.

Safety & Security

Orlando Ballet School has the following safety features in place at our facility:

- Security Cameras and Security team in the evenings.
- Auto lock features on studio doors
- All entrance and exits are always locked, and all visitors and guests require check in.
- An AED is located at entrance to school corridor
- Staff members are CPR certified
- Emergency exit and fire escape plans posted in each studio, with fire drills are scheduled throughout the year.

Drop-off, Pick up, Parking and Lobby Policies

- The facility opens 30 mins before class start time for student arrival with a parent/guardian. Students should not be dropped off more than 15 minutes prior to class start time. Facility does not open prior to 8:30am for Saturday classes.
- Students should be picked up within 15 minutes of class end time.
 - OBS will contact all guardians/caregivers listed on a student's account to address late pick-ups. Students staying more than 15 minutes past class end time consistently may result in enforcement of additional pick-up policies or fees to ensure safety and supervision of all students.
 - Students whose class time corresponds with building closure times should not be picked up more than 15 minutes past class end time due to building operating hours.
- Street parking is available in surrounding streets, please review posted signage and time restrictions. OBS is not responsible for any students or guests who obtain a ticket.
- Nearby parking garages are privately operated, students or guests who choose to park at these locations are subject to their fees and policies.
- The carline is available for drop-off and pick-up.
 - Carline is one-way, no U-turns in or out of the carline is allowed.
 - There is no idling in car line. If a student is not ready to exit the vehicle upon arrival family may be asked to exit and re-enter once student is ready.
 - Staff, faculty and volunteers cannot unbuckle or buckle students in or out of car seats.
 - Any student or family who is unable to abide by carline protocols in place may have their carline privileges rescinded.

Class Observation

- Class observation is available twice per year:
 - Week before Thanksgiving Break
 - Week before Spring Break
- Students may invite two guests to attend a class, and all guests are required to sign in.
- Additional observation days are not available and requests for observation days outside of these periods cannot be accommodated.

Evaluations

- Students will receive both a mid-year and year-end evaluation.
- Mid-year evaluations are provided in January and gauge progress as well as areas for improvement.
- Year-end will follow Spring examinations, reviewing progression over the current school year and provide placement for the following season.
 - Not all levels will have an examination, levels that are not examined receive a teacher evaluation.

Performances

- Spring Showcase is the year-end production for all enrolled students to present their hard work and efforts from the school year. This production is in May and is associated with the showcase fee. Students who do not wish to participate should provide notice and opt out by October 31st.
- Company productions such as The Nutcracker or other programs where participation is available require participation fees. Not every production will have an opportunity, and students are selected either by audition, in class observation, or invitation.
 - Students in level Primary C+ are eligible to audition for the Nutcracker
 - Other productions will have varying level and height requirements.
- Academy Prep students may have community performance opportunities. These opportunities are available on case-by-case basis. Casting and participation are at the discretion of faculty for any community performance opportunity.

Student Resources & Benefits

- Studios
 - Students may rent studios through the studio request form only. Same day requests may not be accommodated.
 - Rental fees are \$35/hour or \$20 per half hour.
- Snack Bar
 - Students may purchase concessions through our snack bar during breaks.
 - Cash, card and mobile payments are accepted.
- Study Hall

- The study hall is open for students' levels 3A+ during their breaks or at the end of the day.
- Students will need to sign in and out of the study hall
- Lost and Found
 - OBS stores lost found items for up to 30 days at a time at the front desk. These are then disposed of monthly.
 - Students should not bring valuables to the facility, and we encourage students to label all items.
- Mainstage Production Tickets
 - Enrolled families in levels Baby and Me through Level 3B are eligible for the OBS ticket discount.
 - Academy Prep students receive 1 complimentary ticket to Orlando Ballet Mainstage performances. All restrictions and requirements to reserve the ticket will be provided to students via email, and students must follow box office protocol for requesting and receiving their ticket.
- Private Lessons
 - Students can request private lessons with OBS faculty to address specific needs or focus on assigned materials.
 - All private lessons require a studio rental and are subject to the studio rental fee and process.

Behavior and Etiquette Policies

Orlando Ballet School strives to provide the highest quality of training and the safest environment for all students. 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.

Orlando Ballet School believes the following guidelines and commitment will help create this environment:

- Be respectful to all and courteous to fellow students, faculty and staff
- Be mindful and respectful of different viewpoints, cultures and lifestyles.
- Remain disciplined and focused on daily training.
- Ensure punctual transportation and attend all classes as scheduled.
- Monitor school calendars and schedules, be responsible for consistent participation in all scheduled events.
- Adhere by all safety protocols or any other protocols that are put in place to protect all students, staff and faculty.
- Understand the importance of practicing good hygiene, and do not attend classes while sick or contagious.

- Bring any concerns or potential issues to administrative staff in a timely fashion to ensure all students' needs are being met and addressed. Students and their families can request an appointment to discuss any matters or their progress by reaching out to administrative staff.

Disciplinary Action and Zero Tolerance Policy

Students are expected to follow all rules and conduct themselves in ways that protect the interest and safety of all students, staff and faculty at Orlando Ballet School. Students who fail to abide by behavior and etiquette rules set in place by Orlando Ballet School will result in disciplinary action. The Orlando Ballet School disciplinary action plan is as follows:

- 1st offense: Verbal Warning.
- 2nd offense: Formal Written Warning. Outlines previous offense and expectations of improvements needed to abide by policies. Notification will be provided to parent/guardian or to student age 18+.
- 3rd offense: Final Written Warning. Student will be asked to leave program at the expense of the student and their family.

Orlando Ballet School may consider some infractions a second or third offense. The decision to warrant any situation, behavior or infraction a 2nd or 3rd offense before issuing a 1st offense is at the sole discretion of any Orlando Ballet School staff or faculty member.

Orlando Ballet School also practices a Zero Tolerance Policy for more serious offenses that will result in immediate expulsion from the program without consideration of a 1st or 2nd offense. Serious offenses include, but are not limited to:

- Any form of theft
- Destruction of, misuse or unauthorized use of Orlando Ballet property
- Any form of violence, harassment, or discriminatory remarks, both verbal and physical to any student, staff or faculty member.
- Possession of firearms or weapons anywhere on Orlando Ballet property and other locations of an Orlando Ballet School event.
- Use or possession of drugs, alcohol, or comparable substances
- Any other offense which Orlando Ballet School management in its sole discretion warrants termination

Violation of any these rules are subject to immediate dismissal of the student at the expense of the student and their family.