

OCOTA Policies & Expectations

OCOTA Dance Year 2023/2024 Dates (Each Session is 12 weeks of instruction)

* The 1st FALL Session dates are *August 21 - November 18, 2023*. Tuition is due Monday, August 14, 2023.

* The 2nd WINTER Session dates are *November 27, 2023 - March 2, 2024*. Tuition is due Monday, November 20, 2023.

* The 3rd SPRING Session dates are *March 4 - June 8, 2024*. Tuition is due Monday, February 26, 2024.

ATTENDANCE

Students are expected to attend all scheduled classes, arriving on time and prepared for class in proper attire and hair for their class. All absences must be notified by phone or email prior to any missed classes. A missed class may be made up in any class of the same or lower level. Tuition cannot be prorated for absences.

DROP OFF/PICK UP

STUDENTS MUST BE DROPPED OFF AND PICKED UP FROM THE STUDIO **from the Water Street entrance**. There is limited parking on the Boulevard and dancers will be released from the rear entrance of the studio.

Please do not park in the LOADING zone designated for drop-off or pick-up. Your child's safety is of the utmost importance to us and we ask that you please discuss the pick-up process with your student prior to drop-off.

Parents/guardians are asked to wait for their dancers outside the studio or in the hallway entrance. Parents do not have access to other parts of the building, including the office, dressing rooms or any dance studios.

NO CLASS OBSERVATION IS ALLOWED AT ANY TIME EXCEPT WHEN CLASS DEMONSTRATIONS ARE OFFERED. (First time Intro. to Ballet and Pre-Ballet dancers may have a parent stay with them for the first class.)

FOOD/DRINK

Please send a healthy snack and a water bottle with your dancer for those who have multiple classes or coming straight from school. Dancers ages 12+ with multiple classes/rehearsals may leave the studio for food/drink only with prior consent from a parent and only with another dancer of the same age or older. Food/drink containers should be clearly marked with the student's name. Any food allergies or medical conditions should be noted at time of registration. NO FOOD IS ALLOWED IN THE DRESSING ROOM or on the studio dance floor. All snacks must be consumed in the waiting lobby area. Dancers are expected to dispose of all their trash in designated dispensers prior to leaving the studio.

DRESS CODE

Students are expected to dress according to the requirements of each class, specified for their level. This includes no dangling earrings or other loose jewelry, no watches, no bracelets, no necklaces. Dancer's hair must be put neatly in a bun or pulled back if it's too short for a bun for ALL ballet classes. Ponytails and braids are ok for all other classes as long as pulled off the face and neck. No gum chewing is allowed at any time. O'Brien Center of the Arts is not responsible for lost or stolen items.

All dancers **MUST** wear cover-ups over tights and leotards when outside the studio and no dance shoes are to be worn outside.

ENROLLMENT

Registration is completed online via the JACK RABBIT portal. Payment is due at the time of registration with payment options offered. Dancers not registered

online MUST complete and return a signed Registration Form with Liability Release and Policy Acknowledgements, prior to attending the first class.

ANNUAL REGISTRATION FEE

All students enrolled in classes at OCOTA are required to pay the annual \$40 registration fee at the time of their initial enrollment, no matter what the start date during the year. Existing OCOTA students are still required to pay this fee yearly (at the start of Fall session).

PAYMENT PROCEDURES

Families can register and pay online through our registration platform, Jack Rabbit or by PayPal. Paper registration with a check or must be received prior to the first class attended. A bank fee for any returned checks is \$30.00. Tuition payments not received by the 3rd week of the session will be subject to a \$30.00 late fee.

REFUNDS

Registration and tuition fees are non-refundable. The school does not offer refunds for missed classes or for withdrawing after the session has started. There is no credit given for missed classes for any reason. All classes should be made up in a comparable or lower level class.

PERFORMANCE FEES

All students are required to pay performance fees in full by the designated due date of each production. These fees vary depending on the production, level of

dance and number of roles and is not a requirement to dance at OCOTA. Dancers are encouraged to participate in many performance opportunities throughout the year, both inside and outside the studio. Many of these performances do not require a fee. Students with delinquent accounts will not be eligible to participate in performances or TEAM competitions and conventions. No refunds for performance fees unless due to a medical reason with a physician's letter.

SIBLING DISCOUNT

Families with more than one student enrolled at OCOTA are eligible to deduct a 20% discount for each sibling tuition, after the highest tuition paid.

PARENT PARTICIPATION

Parents with dancers participating in a performance are required to volunteer for each production outside our studio. (When designated with a specific production contract), OR pay an opt-out fee of \$100.