

OCSAC Dance Academy Handbook 2024-2025

Welcome

The Oldham County Schools Arts Center welcomes you to experience the power of the arts and cultivate the artist within by becoming a part of our Dance Academy. Through dance, students travel down a path of self-discovery where creativity, self-discipline, social skills and life skills are nurtured along with a lifelong appreciation for the arts. Our vision is to share the joy of dance with students of all ages and inspire and motivate the community to embrace the art of dance in a nurturing, structured and age appropriate environment.

Dance Academy Director, Trina Jackson

CALENDAR

- >The annual dance program runs **September-May** each school year.
- >**2024-2025 classes begin Tuesday, September 3, 2024**
- >Enrollment will remain open through January.
- >The last week of regular classes will be **Monday, June 2-Saturday, June 7, 2025**
- >Recital Dress Rehearsals will be **Friday, June 13, 2025** (times will be assigned for each class)
- >The Spring Dance Concert (recital) will be **Saturday, June 14, 2025 11:00am and 4:00pm**

Holidays and Breaks

Dance classes will NOT meet on the following dates:

Fall Break – Monday, October 21-Saturday, October 26
Thanksgiving Break – Wednesday, November 27-Saturday, November 30
Winter Break – Monday, December 23, 2024-Saturday, January 4, 2025
Spring Break – Monday, March 31 - Saturday, April 5
Oaks Day & Derby Day - Friday, May 2 & Saturday, May 3
Memorial Day Weekend – Saturday, May 24-Monday, May 26

Classes meet as usual on the following dates:

OCS Teacher Work Days: Fridays - September 27, February 14, March 14 and Monday, January 6 and **Conference/Flex Day** Monday, November 4.
Halloween: Thursday, October 31 (*individual classes may cancel if no students plan to attend*)
Election Day: Tuesday, November 5
Martin Luther King Jr. Day: Monday, January 20
Presidents' Day: Monday, February 17
Saturdays before major breaks: 10/19 (before Fall Break), 12/21 (before Winter Break), March 29 (before Spring Break)

December Visitors' Week

Parents/guardians of students in the youth classes are invited to observe the last 15 minutes of their children's classes the week of **Monday, December 16 -Saturday, December 21**

SPRING DANCE CONCERT - Saturday, June 14, 2025

All students are invited to participate in the annual **Spring Dance Concert**, which will be the second Saturday in June with two performance times (11:00am & 4:00pm). Participation in the recital is optional, but highly encouraged. Each class is assigned one performance & one dress rehearsal date (upper level classes & OCPT may perform at both times). Students will be fitted for costumes in December and begin learning recital choreography in January. Detailed information about costumes, the Dance Concert & a confirmed date will be sent to you by email in December.

Dress rehearsals

Dress rehearsals for Spring Dance Concert are scheduled the week preceding recital, in place of regular classes. Dress rehearsal attendance is mandatory for all students participating in the SDC.

Costume fees

Recital costume fees will be billed in December, prior to Christmas Break & must be paid before costumes will be ordered. **Costume fees are non-refundable.** Once you have committed to the recital, you will be asked to maintain regular attendance in classes as much as possible. Costume fees are **\$75 per student** for classes needing only one costume. Older classes (including all ballet/tap/jazz combo classes) will need more than one costume.

GENERAL POLICIES

Communications

Our primary mode of communication is email. We will use the *primary email listed on the original registration form* unless you request otherwise. **You may request that notifications be sent to more than one email address.** Email notifications include: monthly invoices and receipts, date reminders (holidays, performances, etc.), class schedule changes and cancellations, amendments to the Handbook, notes from your class teacher, and costume and recital information.

Inclement Weather

We do not always follow Oldham County Schools' decision for weather closings. Because we hold afternoon & evening classes, **our closing decision is typically not made until 2:00pm** on weekday inclement weather days (**8:00am on Saturdays**). If classes are canceled, a message will be posted on the Arts Center's website www.ocsartscenter.org as well as local news stations. If no message is posted by 3:00pm (9:00am Saturday), classes will meet as usual.

Health policy

Please do not send your child to class if they are experiencing any symptoms of any communicable illness or have been recently ill (fever, cough, diarrhea, vomiting, rash, etc.). Students must go three days without a fever (without the use of fever reducing medication) before returning to class.

Classroom Conduct

No gum, food or drink besides water is permitted in the studios. Students are expected to be respectful to peers and teachers and keep noise levels down, in consideration of other programs sharing the building space. Inappropriate behavior or language will not be tolerated and could result in the termination of classes for the student

Drop-Off, Pick-Up & Parking

-It is important for students to be on time, but please do not drop off more than 10 minutes prior to class and pick up promptly afterwards. ***Students of any age are not allowed to be unattended & teachers & staff are not able to provide supervision outside of class!*** Parents of students remaining unattended on the premises more than 15 minutes after class ends will be contacted. Repeat offenses may result in termination of classes.

All students and parents must enter through the Main Entrance (front lobby doors by the office) and walk through the building to the dance studios. **Please walk young children through the building.**

-All other doors will be kept locked for security reasons. You may exit through one of the back doors, and park in any lot, but entrance is through the **FRONT LOBBY ONLY.**

-Please do not park in or block the front semi-circle driveway

-Please use caution in the parking lot, especially during peak traffic times, and always accompany young children in the parking lot.

BAHS & CAPAA School Hours 7:00am-4:00pm Monday-Friday

Our building operates as a public high school **7:00am-4:00pm** daily while BAHS (Buckner Alternative High School) & CAPAA (Creative and Performing Arts Academy) classes are in session. **Anyone entering the building during these hours must come to the front lobby doors, sign in, and get a visitor badge.**

The front semi-circle is used for CAPAA bus and car-rider drop-off and pick-up in the afternoon. **During bus loading, 3:30-3:50 on school days, you must wait to enter the building until the buses have pulled away. (We will send out an email with specific instructions for classes which begin at 4:00 or earlier).**

Observers/Waiting Areas

To minimize distractions, observers are not permitted in the dance studios during class time except during Visitors' Week. A very limited amount of seating is available in the **hallway outside of Studios 2 & 3** and in the **small back lobby** by the Multi-Purpose Room (access to Studio 1), and there are small windows in the studio doors for parents to “check-in” on their children. If your child may need assistance in the restroom during class, we ask that you please stay on the premises, since the teacher will not be able to leave the rest of the class unattended to accompany a student to the restroom.

Storage & Changing Spaces

Students should bring all possessions into the studio and deposit them in the cubbies or another area designated by the teacher. Please do not leave personal items in the hallways. We highly recommend students arrive dressed in dance attire. We do not have changing rooms, & restroom space is limited.

PAYMENT OPTIONS

Tuition is due the FIRST week of each month. Students may not be allowed to continue classes if payments are overdue. *Tuition is based on the annual total for Sept.-May & is divided into **equal** monthly payments for your convenience regardless of the number of classes in a particular month.*

Monthly billing continues through May 2025 or until you notify the office that you are withdrawing from classes.

Payment plans are not carried over from previous years! You must specify your preferred payment plan each school year. If you have already registered for September 2024 online & want to change your payment plan, please call or email the office.

We offer three tuition payment options:

1) ***Payment in Full*** - Pay for Sept-May and receive a 10% discount off total tuition. (This option is only available for families registering in September or October). *Online registration will bill you the full amount for the first month, but an adjusted invoice with the discount applied will be sent to you.*

2) ***Automatic Monthly Payments*** – You authorize the Arts Center to keep your credit/debit card information on file in our secure system and **automatically process your card for monthly tuition the first of each month.** You will receive a receipt by email each month. **You may register for the first month online, but you must also contact the office by phone or in person to provide card information and authorize monthly payments.*

3) ***Standard Monthly Payments*** - You will receive invoices by email each month & may pay **online** through the link, or in the office with **cash, check** (payable to OCSAC) or **card** (Visa, MC or Disc).

Failure to receive the invoice does not cancel your obligation to pay during the first week of the month. If the office is closed at your class time, a secure drop-box for cash & checks is located on the front office door, or payment may be sent by mail, or made by phone.

Financial Aid & Alternative Payment Plans

Need-based scholarships and alternative payment plans are available by request. Please contact the office for more information. Financial aid is awarded only after a completed application has been received.

Attendance

There are no tuition refunds for absences (except in certain emergency cases). However, we can suspend billing if your child is dropping out of class or will be absent for a significant number of sessions.

You must notify the office in a timely manner in any of these circumstances in order to be eligible for suspended billing, credit or refund. During the Fall semester, missed classes may be made up by attending another similar class, *if one is available.* Check with your dance teacher or the office for your recommended makeup day. Makeups are not usually feasible once recital rehearsals begin in January.

Right to Cancel

OCSAC reserves the right to cancel, combine or reschedule any class or reassign teachers due to low enrollment or staff or classroom space considerations. *If you are unable to continue in a class or attend an offered make-up class due to a change made by OCSAC, you will be offered a credit or refund in full for the pro-rated amount for any missed classes for which you have already paid.*

DRESS CODE

All classes: Long hair must be pulled back away from the face. Girls' long hair should be secured in a neat bun. No jewelry. The shoes required depend on the class(es) for which you are registered.

Boys: t-shirt or tank & black shorts, jazz pants, or boys' tights; black ballet, tap and jazz shoes (depending on class).

Girls:

Pre-Ballet/Tap 3/4s & Primary Ballet/Tap 5/6s: Black or light pink leotard, light pink tights, pink ballet shoes, black tap shoes. Skirt or shorts optional.

Youth Ballet/Tap/Jazz classes (A1, A2, A3): Black leotard, pink or tan tights, pink ballet shoes, tan slip-on tap & tan slip-on jazz shoes.

Intermediate Jazz/Lyrical: black leotard, tan transition tights, tan jazz shoes

Musical Theatre Dance & Teen Jazz & Tap classes: Black leotard, tan tights, (shorts, skirt or jazz pants optional), tan slip-on tap shoes, tan slip-on jazz shoes.

Acro: leotard and footless tights, dance shorts optional. Feet should be bare.

Adult Tap (men & women): Comfortable dance/exercise clothes. Any color tap shoes.

During the Fall Semester (Sept.-Dec.), (and Spring if not participating in the Spring Dance Concert), **students may use the dance shoes they already have**, if they do not have the specified color or style. If you do not have all of your dance clothes and shoes for the first week of classes, please go ahead and come! The teachers and office staff will be glad to advise you on what you need to purchase.

To purchase clothes and shoes we recommend Kinney Dancewear

www.kinneydancewear.com 502-499-6262 1850 S Hurstbourne Parkway

Other sources may include Wal-Mart (small girls' ballet shoes), Shoe Carnival (girls' ballet, tap & jazz), Discount Dance (online) and local consignment stores such as Kaeli's Klosest in Crestwood. **We also keep a collection of used dance shoes (mostly small girls' sizes)** which are free to any student who needs them. Please inquire in the office or ask one of the teachers about these. We accept donations of outgrown shoes for our shoe baskets as well.

CONTACT INFO

The OCSAC front office is usually open 8:00am-8:30pm weekdays and 8:30am-3:00pm Saturdays during the school year. The office number is 502-241-6018. General inquiries may also be emailed to arts.center@oldham.kyschools.us.

Dance Program Faculty & Staff 2024-2025

Trina Jackson - Dance Program Director, OCPT Director

Sabrina Robertson - Dance Program Coordinator

Ellen Broderick - Instructor

Lee Anne Meyer - Instructor

Jillian Carroll - Instructor

Madi Redecker - Instructor

Lola Griffin - Instructor

Ellie MacWilliams - Instructor

