OCSAC Dance Academy Handbook 2025-2026

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.

>**2025-2026 classes begin Tuesday, September 2, 2025**

>Enrollment will remain open through January.

>The last week of regular classes will be **Tuesday, May 26-Monday, June 1, 2026**

>Recital Dress Rehearsals will be **Friday, June 5, 2026** (times will be assigned for each class)

>The Spring Dance Concert (recital) will be **Saturday, June 6, 2026 11:00am and 4:00pm**

Holidays and Breaks

Dance classes will NOT meet on the following dates:

Fall Break – Monday, October 20-Saturday, October 25

Thanksgiving Break – Wednesday, November 26-Saturday, November 29

Winter Break – Monday, December 22, 2025-Saturday, January 3, 2026

Spring Break – Monday, April 6 - Saturday, April 11, 2026

Oaks Day & Derby Day - Friday, May 1 & Saturday, May 2, 2026

Memorial Day Weekend – Saturday, May 23-Monday, May 25, 2026

Classes *meet as usual* on the following dates:

OCS Teacher Work Days: Fridays - September 26, February 13, March 13 and Monday, January 5 and **Conference Day** Monday, November 3.

Halloween: Friday, October 31 *(individual classes may cancel if no students plan to attend)*

Martin Luther King Jr. Day: Monday, January 19

Presidents' Day: Monday, February 16

Saturdays before major breaks: 10/18 (before Fall Break), 12/20 (before Winter Break), April 4 (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 15 -Saturday, December 20**

SPRING DANCE CONCERT - Saturday, June 6, 2026

All students are invited to participate in the annual **Spring Dance Concert,** which will be **Saturday, June 6** with two performance times (11:00am & 4:00pm), in the OCS Arts Center Performance Hall. 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 will be sent to you by email in November.

Dress rehearsals

Dress rehearsals for Spring Dance Concert will be **Friday, June 5, 2026.** Classes will be assigned a 45-60 minute time block between 4:00 and 8:00pm on June 5 to rehearse on the stage and take class pictures. Dress rehearsal attendance is mandatory for all students participating in the SDC.

Costume fees

Recital costume fees will be billed in November, 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: overdue notices for tuition & fees, payment 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 Door 1 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.

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

COMPLETING YOUR REGISTRATION: When you register online, you will pay the $10 Annual Registration Fee and the first month of tuition. OCSAC does not have access to the card you used in Active and *cannot run payments using this card!* **In order to complete your registration, you must provide card information to the front office to be entered into our secure bookkeeping system.** For security reasons, this must be done by phone or in-person prior to attending your first class.

AUTOMATIC MONTHLY PAYMENTS: Once your payment method has been set up, your card will be processed for the monthly tuition during the first week of each month through May 2026. To cancel your enrollment, or change your card on file, you must contact the office before the 1st of the next month.

PAYMENT IN FULL: If you selected Payment in Full, once payment method has been provided, your card will be processed for the balance due for 9 months tuition (Sept. - May) with 10% discount applied. (The first month payment you made here will be credited as a deposit on the total and the balance adjusted accordingly).

Financial Aid & Alternative Payment Plans

Need-based scholarships and alternative payment plans are available by request. Financial aid is awarded only after a completed application has been received. *Financial aid cannot be awarded retroactively. If the student has already attended classes, the full tuition will be due up to the point the application is received.* Please contact Registrar Leslie Daland with any questions about financial aid: leslie.daland@oldham.kyschools.us

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:

Ballet/Tap 3/4s & Ballet/Tap 5/6s: Black or light pink leotard, light pink tights, pink ballet shoes, black tap shoes. Skirt or shorts optional.
Ballet/Tap/Jazz 7/8s & Ballet/Tap/Jazz 9-11s: Black leotard, pink or tan tights, pink ballet shoes, tan slip-on tap & tan slip-on 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 Kloset 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 8:30am-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
trinalynnjackson@gmail.com
Sabrina Robertson - Assistant Dance Program Coordinator
sabrina.robertson@oldham.kyschools.us

Ellen Broderick - Instructor
Jillian Carroll - Instructor
Georgia Downs - Instructor
Madalyn Durst - Instructor
Mary Einfeldt - Instructor
Ava Hough - Instructor
Lee Anne Meyer - Instructor
Jamie Weisbach - Instructor