



**WELCOME TO OTE DANCE STUDIO**

**DANCER / PARENT HANDBOOK  
2015 /16 DANCE SEASON**

# INTRODUCTION:

Welcome to OTE Dance Studio! We thank you for choosing OTE for your child's dance education and we hope that your experience at our studio is just as memorable and special as we know it will be for your child. We want you to have as much information about our program as possible. This welcome packet will provide you with information about session dates, tuition rates, studio policies, class enrollments, performances etc! PLEASE KEEP THIS PACKET FOR FUTURE REFERENCE! If you have any questions or concerns, please do not hesitate to ask.

## **ABOUT OTE DANCE STUDIO:**

OTE Dance Studio is a creative, welcoming and non-competitive dance studio founded in 2014 by professional dancers and choreographers Kim Borgaro and Robert Gilliam.

We are committed to offering high-quality dance classes and training for all levels and experience. We believe a full dance education is developed by the practice of a variety of dance styles providing dancers all the proper tools and empowering them with versatility. Our kids program (ages 2.5-17) is founded on a student-centered approach which encourages dancers to embrace their individuality and reaching their full potential. We also offer an adult program focusing on dance training and technique building.

We offer over 40 classes a week including; Contemporary, Ballet, Pointe, Jazz, Lyrical, Hip- Hop, Jazz Funk, Modern, Krump, Musical Theater, Acro, X-treme Stretch and X-treme Training.

The studio is also home of two performance dance companies On The Edge Youth Dance Ensemble and The Crew.



# SESSIONS & STUDIO CLOSED DATES

## 2015/16 DANCE SEASON SESSION DATES

Fall 12-Week Session: August 24 - November 14

Winter 12-Week Session: November 16 - February 27

Spring 12-Week Session: February 29 - May 28

## STUDIO CLOSED:

Labor Day: Sept. 7

Thanksgiving Break: Nov. 23 - Nov. 28

Christmas Break: Dec. 21 - Jan 3

Spring Break: March 21 - March 26



# STUDIO COMMUNICATION:

For any questions about the studio classes, sessions, tuition, policies etc.. PLEASE feel free to talk with our front desk or contact us at: [info@otedance.com](mailto:info@otedance.com) | 310-730-6503

Please note the new studio office hours for the 2015/15 Season :

Mon - Wed. 4:00PM - 9PM, Thurs. 3:30-9:30PM, Fri. 4:30-6:30PM, Sat. 9:00AM-1:30PM, Closed Sunday

We send bi-monthly studio newsletters to keep all students and parents updated on all the studio news and schedule updates.

If you are not receiving these please confirm your email at: [info@otedance.com](mailto:info@otedance.com) (Subject line: Newsletter Confirmation)

# TUITION:

## TUITION RATES (12-Week Session)

1 class per week: \$192.00 (\$16/class)  
2 classes per week: \$360.00 (\$15/class)  
3 classes per week: \$540.00 (\$15/class)  
4 classes per week: \$672.00 (\$14/class)  
5 classes per week: \$840.00 (\$14/class)  
6 classes per week: \$936.00 (\$13/class)  
Drop-In Class Rate: \$18.00/class

Tuition Discounts for Siblings, OTE Companies  
(Youth Dance Ensemble & The Crew)

Please contact the front desk for more information.

## ANNUAL DANCER REGISTRATION FEE:

\$25.00 per dancer (Additional siblings fee \$10.00)  
Dancer registration fee will be added into the Fall Session tuition

We are offering to break the tuition into 2 payments during each 12-week session. These payments must be set-up with a valid credit card ONLY. Automatic charges will be charged to your card on the first day of the dancers class the 1st and 6th week of each session (i.e. if a student is enrolled in Wed 5PM Ballet the card will be charged on first and sixth Wed of the session). Please see payment schedule below:

PAYMENTS	FALL SESSION	WINTER SESSION	SPRING SESSION
Payment 1 (week of)	AUG 24 - 29	NOV. 16 - 21	FEB. 29 - MAR. 5
Payment 2 (week of)	SEPT. 28 - OCT. 3	JAN 4 - 9	APR. 4 - 9

## TUITION PAYMENTS

For your convenience, we accept several methods of payment.

\* Cash or Check (payable to OTE Dance Studio), Credit Card Visa/MasterCard (We will accept Discover and American Express with an added processing fee)

\* Online payments can be made through our Customer Portal (found on our website)

\* NO refunds will be issued for paid tuition. If a dancer drops a class(es) we can issue a credit to your account for future use if approved by the front desk. NO Cash, Check or Credit Card refunds will be issued once the tuition payment is made.

\* Please note that all returned check will be subject to a \$25 returned check fee

## TUITION LATE FEE:

In order to maintain the facility, it is imperative that all tuition payment be received on time. Tuition must in paid during the first week of the 12-week session or \$25 late fee will be applied for each week that the payment late.

# ENROLLMENTS & MISSED CLASSES:

## CLASS ENROLLMENT/PLACEMENTS:

- We are requiring that all kids students enroll in specific class(es) for full 12-Week Session.
- Classes are on a first come, first serve basis.
- If a dancer chooses to switch classes or withdrawal from a class during a session a written notification will be required and must be sent to info@otedance.com. Please note: NO refunds will be given if a dancer withdraws from a class during the session and a credit may be issued to the following session if approved by the front desk.
- We have a policy that we require a minimum of 5 students in each class for the class continue through the session. If we do not have 5 students the class may be cancelled or postponed until the enrollment is met. If the class is cancelled we will refund your tuition or credit you for the next session.
- Please keep in mind that your child's best interests are taken seriously and we are committed to making sure your child is placed in a class at the appropriate level to ensure that she/he is able to feel challenged but not overwhelmed. Part of our job as instructors is to make sure they are not bored with their class but also to make sure they are not overwhelmed. Please feel free to ask questions if you are not sure which class to enroll your child/children in. We are happy to help!
- New students with online deals (Groupon., Living Social) enrollment is based on class availability. The deal pass will be honored through the expiration date of the pass and if a student continues the regular tuition will be pro-rated for the current session only.

## MISSED CLASSES AND MAKE-UP CLASS POLICY:

- No credits, refunds or prorated tuition for missed classes.
- All missed classes must be made-up during the current class session ONLY, the classes will not extend to the next session - NO EXCEPTION.
- Tuition will be ONLY be pro-rated for classes that fall on holidays when the studio is closed (i.e. Labor Day)

# STUDIO POLICIES & ETIQUETTE:

\* **Please arrive to class on-time.** Students that arrive 15-minute after the start of the class may not be permitted in the class (pending teacher approval). Every class is designed with a warm-up exercise and gradually moves to more challenging work. When you miss the beginning of class you miss the importance of the warm-up and can risk injury.

\* **NO parents/friends in the studio during classes.** Please be considerate of our teachers and students and we kindly ask that all parents and friends stay out of the studio space. It may take a lesson or two for your child to open up, but if they learn from the first day that the studio is a “dancer only space,” then the rest of our classroom etiquette will be easier to follow.

**Please DO NOT interrupt classes by opening the studio door** to correct your child or give them “pointers.” This not only singles out your child and makes them uncomfortable, but distracts the entire class from the teacher and stops the flow of the class. Trust that we are capable of assisting your child as appropriate.

\* **Teacher/Parent Communication:** Teachers are always happy to speak with you, but please do not stop teachers between classes as this make the start time for the next class delayed. Please understand that prior to teaching class our teacher are focused on the class ahead, and after class they are often on their way to their next class. **DO NOT TRY TO TALK TO A TEACHER WHILE THEY ARE TEACHING CLASS.** Parents are welcome to set-up a meeting please call the studio at 310-730-6503 or email us at [info@otedance.com](mailto:info@otedance.com)

\* **Restrooms:** Both studio restrooms are located in each studio, therefore all parent/guardian/sibling may use the restroom before or after classes ONLY — we will not be permitting any restroom use during class.

\* **NO cell phones in class**

\* **NO food/snacks or gum allowed in the studio.**

\* **Dancers should always bring water or a drink;** bottled water can be purchased at the front desk

\* **All new students** are required to sign a dancer release form before attending any class at the studio.

\* **Parking:** We understand that parking can sometimes be a challenge at the studio. There is parking available in two building lots (front and back) and street parking. We ask that you **DO NOT** park in the 15- minute parking spots if you are planning to be at the studio for longer than 15 minutes. These spots are to accommodate guests that will be visiting the local businesses for a short period of time. You are welcome to park in this spots for pick-up and drop-off.

# PREPARING FOR CLASS:

## DRESS CODES:

Dancewear is designed to allow freedom of movement and allow the teacher to see the lines of the body. For these reasons, simple styles are best. We understand that each child has a unique personality that is open displayed through clothing, so we ask that you chose your dance wear keeping in mind the ultimate goal: Maximum freedom of movement with no distractions.

Please remove any and all jewelry before sending your child into class as well. It can catch, strangle, pull or scratch your dancer, the teacher or other children in class. Stud earrings are the only exception. We recommend that you put your child's name on all dance wear, out clothing and shoes that you bring to to studio as items are often left behind.

## WHERE TO BUY DANCEWEAR & SHOES:

**The Dance Store:** 2509 S. Robertson Blvd. LA 90034 | 310-271-3664

<http://www.thedancestore.com> | Hours: Mon-Fri 11AM-6PM | Sat-Sun 11AM-5PM

**Shelly's Dance&Costume:** 2089 Westwood Blvd. LA 90025 | 310-475-1400 |

<http://www.shellysdanceandcostume.com> | Hours: Mon - Sat 10am-6pm | Sun 11am-4pm

**Danny's Warehouse:** 5701 West Adams LA, 90016 | 323 954 8973

<http://www.dannyswarehouse.com> | Hours: closed Saturdays | Mon-Fri 10AM - 5PM | Sun. TBD

**Online Outlets:** [www.discountdance.com](http://www.discountdance.com) | [www.dancewearsolutions.com](http://www.dancewearsolutions.com)



# CLASS DRESS CODES:

## **Ballet (Ages 3-6):**

Leotard: Any color or style, ballet skirt with tights (white, pink, nude or black) or dance shorts

Please note: Dancers can wear dance shorts without tights, but if you wear just a leotard or leo and ballet skirt you must wear tights.

Boys: Black shorts and black or white t-shirt

Shoes: Ballet shoes (girls nude/pink/black | boys black). Be sure to cut off the excess string in the ballet shoes or tuck the bow into the shoe.

Hair: In a neat bun with pins and hairnet — HAIR must be in bun BEFORE entering the class.

## **Ballet (Ages 7-11)**

Leotard: Black or pink; ballet skirt (white, black, pink) with tights (white, pink, nude or black) or dance shorts

Please note: Dancers can wear dance shorts without tights, but if you wear just a leotard or leo and ballet skirt you must wear tights.

Boys: Black shorts and black or white t-shirt

Shoes: Ballet shoes (girls nude/pink/black | boys black). Be sure to cut off the excess string in the ballet shoes or tuck the bow into the shoe.

Hair: In a neat bun with pins and hairnet — HAIR must be in bun BEFORE entering the class.

## **Ballet /Pointe (12-17):**

Black leotard and black dance shorts or dance skirt with tights (tights are preferred for Pointe).

Shoes: Ballet shoes or Pointe shoes.

Hair: Tight and neat bun with pins and hairnet. HAIR must be in a bun BEFORE entering the class.

## **Contemporary/Horton (All Ages):**

Black leotard and black dance shorts.

Shoes: Dance paws or barefoot.

Hair: Must be pulled back in a bun or ponytail, unless instructed by teacher





# CLASS DRESS CODES:

## **Jazz/Lyrical (All Ages)**

Leotard or form-fitting dance top with dance shorts or leggings (black is preferred but open to solid colors —NO prints).

Shoes: Dance paws, barefoot or jazz shoes

Hair: Must be pulled back in a bun or ponytail (unless instructed by teacher to wear hair down)

## **Jazz Funk/Musical Theater (All Ages)**

Open to the discretion of the dancer. Sweatpants, leggings, gym shorts, t-shirt, tank top.

Shoes: Sneakers required.

## **Hip-Hop/Krump (All Ages):**

Open to the discretion of the dancer. Sweatpants, leggings, gym shorts, t-shirt, tank top.

Shoes: Sneakers required.

## **Acro/X-treme Stretch (Ages 8+)**

Leotard or form-fitting dance top with dance shorts or leggings (black is preferred but open to solid colors —NO prints).

No loose fitting clothes.

Kneepads are recommended for stretch.

Shoes: Dance paws or barefoot.

Hair: Must be pulled back in a bun or ponytail (unless instructed by teacher to wear hair down)

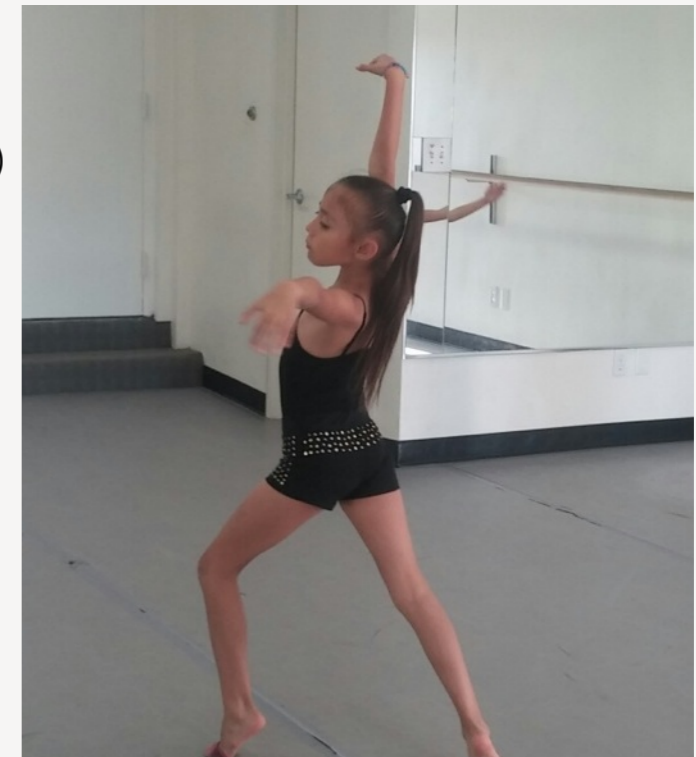
## **X-treme Training (All Ages)**

Leotard or form-fitting dance top with dance shorts or leggings - BLACK ONLY

Shoes: Dance paws, barefoot and sneakers

Hair: Must be pulled back in a bun or ponytail

Kneepads are recommended



# 2016 SPRING RECITAL:

One of the best parts of dancing is performing and we want to make sure our students have an opportunity to shine! We are currently working on securing multiple dates for our Spring Dance Recital. Once dates and venues have been confirmed, these dates will be announced and all pertinent information will be distributed to parents.

We recognize that some students may prefer to only take classes and have no desire to perform on stage. We completely support this decision and encourage parents/students alike to share any concerns about performing with us!

**RECITAL PENDING DATES: The weekend of May 20-22 & May 27-29 | Location TBD**

## **DANCER RECITAL COMMITMENT:**

This year we will be requiring dancers who are interested in performing in the Spring Recital return their commitment forms **no later than Nov. 19th**. Therefore, if a dancer is committed to the recital in November they will be required to continue their training and enrollment in class(es) during the Winter and Spring Session.

## **PERFORMANCE FEE:**

This year we will be implementing a dancer performance fee (exact cost TBD) at the time of the recital commitment. This fee will cover two recital tickets, assist with cost of the recital auditorium rent for rehearsals/ recital, props, lighting, audio and recital help. This fee is paid PER FAMILY, if you have one, two or three children you still only pay ONE performance fee.

## **COSTUMES:**

Each student that participates in the 2016 recital will need a costume for each class taken. In addition to the performance fee, each dancer will be required to pay a costume fee for each of their routines. Costume information will be sent home with students the week of Jan 4th.

Costume prices vary dependent upon size and make. Average costume cost for younger students (2-5) will range from \$45-\$65 per routine, for older students (8-17) the range is \$50-\$75 per routine, Company class costumes will range from \$60-\$100. We strive to keep costumes cost to a minimum. Costumes will be ordered on early January to assure all costumes arrive in time for the recital. All costume payments must be paid—in- full in advance or the costume will NOT be ordered. We will be sending additional information about the costumes as soon as we have the recital date confirmed.

## **RECITAL TICKETS:**

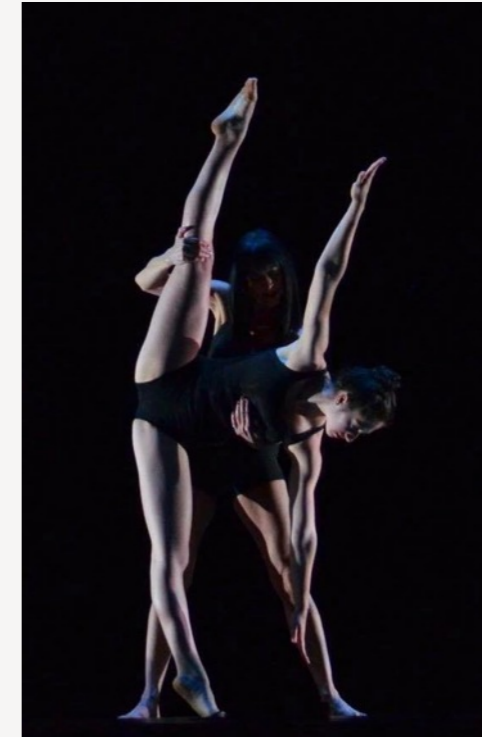
We will be charging admission to the studio recital. We will have two tiers of tickets this year: VIP & General Admission Tickets. More information will be send out about the tickets in a few weeks.

# PERFORMANCE COMPANIES:

For dancers interested in taking their dance training to the next level we offer two youth dance companies at OTE Dance Studio.

Auditions are required to become a member of both performance groups. For more information or to arrange for an audition please contact us at: [info@otedance.com](mailto:info@otedance.com)

**On The Edge Youth Dance Ensemble**, is a pre-professional contemporary dance company and training program for ages 8-18. The company's goal is to nurture young dancers in a more serious and artistic environment. The company trains every Saturday 12:15-2:30PM (Mini Me Company) and 1:30-5:30PM (Company).



The Crew, is the only kids street dance crew on the westside. The Crew is open to ages 7-17 and trains in a variety of street dance styles. The Crew meets every Friday



# ADDITIONAL EXPENSES

## ADDITIONAL EXPENSES INCURRED THROUGHOUT THE YEAR:

1. \$35-\$45 Recital DVD (Optional)
2. Group and Individual Pictures in Recital Costume (Optional)
3. Ad in Recital Program (Optional)
4. OTE Gear (Optional)
5. Studio Events /Fundraisers (prices vary)
6. Recital Tickets (cost TBD)



## STAY CONNECTED | SOCIAL MEDIA



*OnTheEdgeYDE*



*OTEDanceStudio*



*On The Edge Dance Studio*



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# TENTATIVE SCHEDULE/CALENDAR

## Session Dates, Studio Events, Tuition Payments, Studio Events & Performances

*(All Dates and Events Subject to Change)*

August 24 .....	Fall Session / Fall Tuition Due
Sept. 13.....	Studio Event: Open House
Sept. 26.....	Studio Event: Movie Night
Sept. 28 (week of).....	Fall Tuition Payment 2 Due
October 23.....	Studio Event: OTE Fundraiser Dance Battle
November 15 .....	Studio Event: Boogie Down Bingo
November 16 .....	Winter Session / Tuition Due
November 23-28 .....	Thanksgiving Break /Studio Closed
December (date TBD) .....	Studio Event: OTE Holiday Concert
December 21-Jan 3.....	Christmas Break / Studio Closed
January 4 (week of) .....	Winter Tuition Payment 2 Due
January 9.....	Studio Event: New Year Dance Party
January 11.....	Recital Commitment Forms Due
February 13 .....	Studio Event: Valentine's Day Party
February 21 .....	Studio Event: Open House
February 29 .....	Spring Session / Tuition Due
February 29 .....	Costume Fees Due
April 4 (week of).....	Spring Tuition Payment 2 Due
March 21-26.....	Spring Break/Studio Closed
May 9-14.....	Picture Week
May (date TBD) .....	Spring Recital & Dress Rehearsal
June dates TBD.....	Summer Dance Camp
July 5 -19.....	2-Week Summer Camp (ages 12-17)
July 20 - Aug. 3.....	2-Week Summer Camp (ages 8-11)
Aug. 4 - 12.....	7-Day Dance Intensive (ages 12-17)