

OBDA
ONE BROADWAY
DANCE ACADEMY

PARENT AND STUDENT
HANDBOOK
2019-2020

OBDA Parent and Student Handbook

Please read this very important information!



Welcome to OBDA!

Welcome to the new dance season! Thank you for entrusting your child to us for their dance education. This handbook will serve as your guide to One Broadway Dance & Performing Arts Academy, our procedures, policies, guidelines and information for your best dance experience possible.

We take our roles as teachers and mentors in your child's life very seriously. It is our objective to inspire a passion for the art of dance in every child who passes through our doors. In the process, we strive to set the right example and help your child (and you) create memories that will last a lifetime.

OBDA is committed to providing high-quality dance classes to enhance the overall development of the child. We provide a safe and child-centered environment to encourage our students to explore dance with qualified, nurturing teachers. We believe that dance training encourages young people to develop a positive self-image as they increase awareness of their physical being. Along with improving coordination skills and developing muscular awareness, dance classes give children the freedom to express themselves through movement.

We believe that our success comes as a result of providing solid training and quality service, as well as our underlying belief in the strength of our organization. We have created this handbook to offer our students and their parents a clear understanding of their commitment and responsibility to the studio.

Benefits of Dance, Why should my child dance?

Not all children will develop into professional dancers. One of the primary goals of our faculty is to teach life lessons and skills that offer children the best chance for success. Dance education encompasses far more than technique and the steps your children learn. We believe the discipline of dance training gives young people a better understanding of commitment through learning, experiencing the spirit of teamwork, and discovering what they can accomplish through hard work. Our goal is to educate the minds, bodies, and souls of our students, teaching them the skills needed for a successful life, whether or not they stay involved in dance.

- ✓ Improved body awareness
- ✓ Increased physical strength, flexibility, and range of motion
- ✓ Improved coordination and balance
- ✓ Develops proper posture
- ✓ Increases heart rate, endurance, stamina, and overall cardiovascular health
- ✓ Encourages a healthy lifestyle
- ✓ Improves mental and emotional health
- ✓ Helps to reduce stress
- ✓ Instills a sense of pride and accomplishment
- ✓ Encourages self-confidence
- ✓ Develops grace, poise, and self-assurance at an early age
- ✓ Fosters teamwork, communication, trust, and cooperation
- ✓ Create friendships with like-minded individuals
- ✓ Helps in overcoming shyness or awkwardness in social situations
- ✓ Enhances the ability to perform in front of an audience
- ✓ Enhances concentration skills
- ✓ Offers multifaceted education in art, music, and performance
- ✓ Improves the ability to learn, memorize, and recall material quickly

For Our Parents

As a parent, you play an important role in supporting your student financially, but your emotional support is of even greater value. Please encourage your child to be the best that he or she can be, regardless of what others may achieve or what level they are placed in. All dancers develop at a different pace. **All students will progress at a different rate, even if they experience the exact same training.**

It's important to encourage children to focus on themselves, give their all, and be proud of their own accomplishments. Our dance program will give children self-discipline, self-confidence, and self-esteem. We believe dance gives our students discipline and character that will carry with them for life; while enjoying the much-needed fun that comes from their dance family, friends and classes.

Your child's presence/attendance at all classes and rehearsals is imperative. The spirit of teamwork and the lesson of dedication are a big part of our studio's educational process. Mutual respect among our faculty and our students' parents provides the children with the ultimate care and education.

As a condition of enrollment at OBDA, students and their parents or guardians agree to abide by all the policies set forth by OBDA, its owner, faculty, and staff. OBDA reserves the right to terminate any student's enrollment at any time for misconduct or inappropriate actions by either the student or his or her parent(s).

For Our Students

The first step to becoming a successful dancer is making a solid commitment to your classes in both attendance and attitude. Strong technique is a key ingredient and class is where you develop that technique. Come to each class prepared to learn and without personal distractions. Class time is your chance to focus on yourself, so try to leave your concerns or worries at the studio door. **True progress is made when you look at each class as an opportunity to become better at what you love to do.** Dance full-out, stretch a little further, become more aware of your technique, and make the most of every class.

Respect for the teachers is essential. Listen to each correction given, whether it's directed at you or another dancer. A correction is an honor; it shows you how much a teacher cares about your progress as a dancer. Always say thank you when a teacher or choreographer offers you constructive criticism. Nothing can stop those students who apply themselves in every class and appreciate their teachers' knowledge and experience.

The Importance of Taking Ballet

All dance forms have Ballet technique as their base. Students with strong Ballet technique progress more rapidly in other dance venues. It is a requirement at OBDA that dancers in levels 5 and up take 2 Ballet classes per week. Any student wishing to take Jazz, Modern, Contemporary or Lyrical must also take Ballet. No exceptions.

The Importance of Taking More Than One Class

Students who wish to intensify their training should take more than once class per week. Students taking more than one class will enjoy crossover benefits. Several excellent examples are:

- The posture, strength and body awareness developed in Ballet enhances the development of Jazz technique.
- The musicality and body coordination developed in Tap reinforces the work in Jazz
- The flexibility developed in Jazz assists Ballet.
- Hip Hop and Lyrical help further develop the dancers' style and versatility.
- Acro is excellent for a dancers' equilibrium, balance and flexibility. However, strong Ballet and Jazz technique bring Acro training to life.
- All dance study will help in Musical Theatre as Musical Theatre enables a dancer to find a voice for movement.

OBDA Polices and Guidelines

Arrival / Parking

- **The studio does not open until 4:00 pm.** (with exception of Assistant class, special rehearsals, etc.)
- Please DO NOT arrive before that time. OBDA is not responsible for students who are outside on the porch prior to opening. Please do not leave students in levels 1-6 unattended for long periods of time before or after class.
- To benefit everyone and alleviate traffic jams, **PLEASE follow our parking policies!** When possible, park in our parking lot. You may also park on W. Granada Ave., and across Cocoa Ave. at the Hershey Theatre. Please DO NOT park in the church parking lot.
- **Our parking lot is ONE WAY! DO NOT ENTER FROM THE ALLEY.**
- **DO NOT STOP IN THE MIDDLE OF THE STREET** to “drop off” your dancer. We want to be good neighbors, and blocking the street is both illegal and dangerous. If you must “drop and run”, PLEASE pull into our parking lot and drop off your dancer at the large side double doors. Your dancer can then walk to the front door on the sidewalk to enter the studio. Derry Township Police have patrolled the street and they will STRICTLY enforce all traffic laws. You WILL get a ticket if you stop and drop in the middle of the street.
- Please do your best to be on time for drop off and pick up. If you are running late for pick up, please call the studio (717) 533-1111. We will make sure your dancer is notified. During open studio hours, our front desk staff checks the voicemail frequently if unable to answer.

Dancer Info / Class Guidelines and Etiquette

- ✓ **All dancers in levels 1-5 please sign in at front desk upon arrival.** Sign in sheets for each class will be at the front desk.
- ✓ Please arrive 5-10 minutes before scheduled class time, **dressed in proper, required dance attire, shoes and hair** ready to go for dance class. **Store all dance bags in cubbies**, do not leave on benches or the floor. If needed, share a cubbie with a buddy! 😊
- ✓ **Please use the restroom BEFORE class.** Line up quietly with your class, and wait for the dance assistant to call your class.
- ✓ **Bring water bottle to class.** WATER ONLY! No juice, sports drinks, soda allowed. Colored/syrupy drinks stain and ruin the dance floor, and WATER is the best hydration for exercise! **Please feed your children at home before they come to dance. No food of any kind or chewing gum is permitted in the dance rooms**
- ✓ **Please label all dance shoes with permanent marker.** This is very important, as many dancers have “back to back” classes and must change shoes quickly. **Please leave ALL valuables at home.** OBDA is not responsible for lost or stolen property! Any personal items left at studio will be placed in the “lost and found” bench. Please ask front desk for assistance.
- ✓ **Cell phones are not permitted in the classrooms.** All cell phones must be set to silent or turned off and stored in dance bags before entering dance class. Videos and pictures strictly prohibited.
- ✓ **All students must show respect for their teachers, OBDA staff and fellow students at all times.** OBDA has a “zero tolerance” policy for misbehavior and any kind of bullying. Inappropriate behavior from a student or parent could result in dismissal from class and ultimately the studio. Please reiterate to your dancer to come to class ready to learn, work hard and have fun. We are a dance family and always try our best to practice kindness.

Parent Info / Studio & Lobby Environment / Etiquette

- Please note the entrance/foyer area is for students to sign in, parents to make payments, etc. Our front desk staff is very busy and much work is done at the front desk. If you are waiting for your dancer, please do so in the waiting room/lobby area.
- No sitting in the entrance/foyer, nor on the steps as that is a private residence.
- **Please note that the waiting room/lobby is made available for the convenience first of our students getting ready for class and second for parents collecting their dancers.**
- We ask that you please respect the classes in session and the areas around you - **please allow plenty of room for dancers to change shoes and prepare for class.** Your courtesy will be greatly appreciated
- Children/siblings must be supervised at all times and are not free to run around the lobby, hallways or classroom areas. **Please leave toys and crafts at home.** Small items to occupy toddlers are acceptable. There is no room for non-dancers to play in our lobby. We ask that the noise level from siblings and parents waiting be kept low when classes are in session. Please take younger sibling outside if crying or disruptive.
- Please only bring water into the studio. No juices, sports drinks, sodas allowed. No messy snacks of any kind allowed including popcorn, cheesy snacks, chocolate or sticky candies. Please throw away all wrappers and food boxes.
- Parents and students should never interrupt a class in session. Dance classes are closed to observers. Dancers ONLY in the classrooms. Class time will be shown on the TV in the lobby, **however, taking pictures or video of class time is strictly prohibited.** This is for the privacy of all of our students. Parents are invited each year to "Parents Peek" in December to view levels 1-5. Dates and times will be sent in November.
- **Please do not approach teachers in between class times.** We run back to back classes and there is no time for parent meetings during class time. Please contact studio manager Stacy O'Connor with any questions or concerns. We are more than happy to schedule an appointment to discuss your child's progress.
- Never speak negatively or gossip about faculty, staff, other students, or parents from OBDA, nor other studios – this includes social media. We, as parents and teachers set the example for our youth. **We are a dance family, and always try to practice kindness.**

Attendance

Please email any/all absences to "absences@onebroadwaydance.com"

- **All students are expected to attend their regularly scheduled classes.** Regular attendance is important to the progress of each student and the class as a whole. Each class offers a step forward in the educational process. A missed class could leave a child one step behind the other students.
- Excused absences are school commitment, family obligation, illness & injury.
- Dancers placed in Levels 6-10 who fall below and 85% attendance rate will be moved down a level. Students who miss more than 2 mandatory rehearsals for performances may be removed from or limited in the number.
- It is especially important for children to feel completely confident with the choreography and the year-end performance. Missing class could result in frustration for the students and their teachers and classmates.

Private Lessons

Private lessons are offered each summer on a first come, first serve basis. Scheduled times with Instructors are offered on a first come first serve basis. We try to honor the students' teacher requests; however, you may be placed with another instructor based on availability. Privates coincide with the regular summer dance season, and are only offered to students who are taking regular dance classes year-round.

Absence/Illness

Dancing is a strenuous physical activity. Parents must inform OBDA of any known health condition that may affect their child's participation. It is the Parent's responsibility to inform OBDA of any medical issues and to obtain a physician's written consent to participate in class if any health problem(s)/injury(s) exist or develop.

- The health and well-being of our dancers and teachers is of the utmost importance to us. Because of this, we ask that if any student has any illness or condition that could be spread to the other dancers, they stay home until they are healthy again.
- For more severe illnesses, once a dancer is diagnosed, we ask that they stay home for at least 24 hours and return to the studio once they have been cleared by a medical professional. This can include but is not limited to: strep throat, the flu, and head lice. Please submit a Doctors' note for re-entry into class.
- We ask that any other medical conditions such as Autism, ADD, ADHD, etc please be listed on your child's registration form. This helps our Faculty to be informed and best understand each dancer.

Injury

- Injured students under a Doctors care (PT included) MUST have a Doctors release to return to class. **NO EXCEPTIONS!** With regards to injury outside of the studio, Parent must communicate with OBDA before class if child has an injury and what child is cleared to do. If the injury is severe enough (physically inhibits participation), Parents must retrieve written consent from a physician for clearance to dance.
- Injured students in levels 4 & 5 are encouraged to observe class, especially during choreography time. Injured students in Level 6 & up will be asked to "sit-write" and take notes during class.
- Students that inform staff of an injury without parental communication, will have to observe class without participation. Students that inform staff of an injury three times without parental communication, will be required written consent from a Physician to return to dance class.

Tardiness

Students are not allowed to participate in a class if they arrive 10 minutes past the start time, unless you have prior permission. Dance is a physical activity that requires the body to be warmed up in order to execute movement safely. Late students miss the proper warm-up and/ or barre and therefore may sustain injury. Students who arrive more than 10 minutes late will be asked to observe class for reasons of personal safety.

Substitute Teachers

- OBDA has the right to provide a substitute teacher if the regularly scheduled teacher is unable to teach the class. **Students should not miss a class because they know a teacher will be absent.**

OBDA Dance Assistant Program

OBDA utilizes Dance Assistants in classes for our level 1-6 classes. Dance Assistants help the instructor in multiple ways including demonstrating technique, taking class attendance, helping our younger students with all classroom needs including bathroom breaks, tying shoes, etc. In this elite program, our Dance Assistants represent OBDC as leaders and are expected to be excellent role models for the younger dancers.

Dance Assistants are asked to audition once the student has entered 9th grade, takes **ALL** dance venues, has achieved placement in Level 9/10 and dances a minimum of eight hours per week. At the Assistant audition, dancer must achieve a certain level of points. The assessment is on technical ability, skills, performance factor, attendance, attitude throughout the year and questionnaire. Assistants are ranked according to their score sheet and placed in the Platinum, Gold and Silver Levels. You are not automatically an Assistant because you auditioned.

Junior Assistants are chosen to audition if they have entered 9th grade, take ALL dance venues, have achieved placement in Level 8 and dance a minimum of eight hours per week throughout the year. Audition requirements are the same as above. You are not automatically a Junior Assistant because you auditioned.

Assistant Area

No one is permitted in the assistant area, except regular and current assistants. This is their "home away from home" and an area to eat, study and relax. Their hours of dedication and hard work have earned them this privilege. Please do not utilize this space for your own use.

The OBDA Star Company

The OBDA Star Company is our award-winning competitive dance team. Members of this small and select travel team are hand-picked by our Instructors and Faculty who are looking throughout the year for standouts.

A student's "audition" is their attendance, attitude, work ethic, motivation, maturity, team player mentality and performance factor **every day** in dance class. Star Company is a fast paced, progressive team that trains technically year-round, and competes from January – April each season.

New team members are asked to train with the team at their age level in the summer. Team placements are done in late August. You are not automatically on the team because you were asked to train.

If you are a new student to One Broadway, you must train at OBDA for one year before you can be considered; even if you are coming from a competition dance school.

Dance Class & Level Placement

OBDA takes level placement seriously as it is important for your child and our studio to properly place each dancer. It is our policy to offer appropriate opportunities to every child.

Placement decisions are derived from many years of teaching experience. Our team feels we have come up with a very successful and fair formula to ensure the best training and education from beginner to advanced. Placement is highly individual once maturity, coordination and fine motor skills have kicked in.

Our placement policy and formula look at several criteria. For Levels 1-5, we place the students mainly by age and grade, as all children ages 3 ½ -10 can be considered a "beginner" in different levels of dance as fine motor skills are still developing and listening skills are maturing. For example, Pre-K and Kindergarten students who are 3 ½ - 5 years old students are considered our "level 1", 2nd graders "Level 2" and so on. In our Pre-school and Elementary program, if we see a dancer that blossomed in coordination, ability, maturity, listening and focusing skills, we will move that student up a level.

For students to be placed in levels 6-10, we look at development, maturity, growth, improvement, mastering of technical skills and ability, while continuing to consider age, grade, and number of years dancing. Along with the above, we also look at attendance and those who train in the summer. Students in this grade range are ages 11-18. This gives us an age and grade spectrum of 7-8 years, with 4-5 levels of dance to climb. **Your dancer will remain in a level 2-3 years in most cases. This does not mean they are repeating the same technique or steps; our instructors raise the level and add curriculum to push the students forward in their progress.**

As stated in our registration paperwork, OBDA offers between 9 and 10 "levels" of dance; classes and levels are offered based on registration from year to year. We offer over 60 dance classes weekly, starting our dancers at age 3 ½ and continuing through their senior year of high school or age 18. If a dancer begins at age 3 ½ or 4, and stays with us, that dancer would be with our studio for 14-15 years. **OBDA cannot and will not move a student up a level every year they dance. OBDA does not have 15 levels of dance.**

Dance Class & Level Placement, cont.

While we appreciate the fact that the students want to be with their friends, and may have hurt feelings not being "moved up", it is imperative as dance educators to assess the students' personal ability, mastering of technique, steps, work ethic and focus. **Each new season our teachers evaluate the class as a whole, and teach to the highest level in that class.** We ask the parents to "take with a grain of salt" when your dancer claims they are "bored, or not learning anything new". There is ALWAYS something new to learn, and attempt to master by hard work. The most important way to progress and grow as a dancer is to **ATTEND CLASS**. Students in Levels 6-10 must attend 85% or higher in their classes or they will be moved down one level. When the class as a whole has a high attendance rate, the class pushes and grows at a technically higher and faster rate. Much of dance is repetitive, especially Ballet, the basis for all dance. World class ballerinas spend many hours at the barre' repeating the same movement and perfecting technique. Dedication is key to your child's growth and success.

As we begin this new season, our Faculty will begin the process of teaching classes, keeping a mindful eye on the class and making any necessary adjustments in mid-October. **It is OUR GOAL to have your child develop into the BEST dancer they can and want to be! It is our goal for every dancer to progress and grow in their dance education.** We ask for your help in explaining this policy to your dancer.

Dress Code

For specific dress code and shoe requirements per class/venue, please see the dress code/shoe requirement form. It is important for students to abide by our dress code policy for the following reasons:

A neat and tidy appearance sets an attitude of attentiveness and respect for the teacher, and the art of dance. Uniformity in dancewear allows the teachers to assess how well the students are implementing the technique being taught, problems with alignment, and other important aspects of dance training. Teachers must be able to see the dancer's body outline clearly for the dancer's safety and in order to make proper corrections.

- ✓ Students should carry their dancewear, shoes, and other belongings in a dance bag. Please print your child's name on the bag as well as on all of its contents. **Dance bags must be stored in cubbies.**
- ✓ For safety, hair must be properly secured and tied up off the face and neck **for all styles of dance.** Hair should be secure enough to withstand movement and not need to be adjusted during class. **All female Ballet students must wear their hair tightly secured in a bun.**
- ✓ **Jewelry – only small stud pierced earrings and Fitbits are allowed.** NO dangling earrings, necklaces, rings, bracelets, anklets, Apple or Android watches, nose or belly button piercings. (Any new piercings MUST be covered with a band aid) This is for the safety of all dancers.
- ✓ Boys age 10 and older must wear a dance belt.
- ✓ No loose-fitting pants, blue jeans or t-shirts (street and/or school clothes) - **dance attire only.** Not only is it disrespectful to the teacher, studio, and the artform, but street clothes do not allow the dancer to move properly or allow for proper moisture absorption.
- ✓ Appropriate dance shoes must be worn in class to prevent foot injury as well as provide for the proper technique. No street shoes are allowed in the studio rooms at any time with the exception of sneakers for Hip Hop. Dance shoes should never be worn outside.
- ✓ For safety and respect of the class, if a dancer arrives without the proper dance attire/shoes they will be asked to observe the class for that day.
- ✓ Students are expected to observe good personal hygiene habits. Deodorant is required for students age 10 and older.

Student and Parent Use of Social Media

Use of Facebook, Twitter, LinkedIn, Instagram, blogging, and other online social media vehicles is commonplace. This policy is intended to provide OBDA students and parents with guidelines to eliminate any confusion concerning the use of social media.

- You DO NOT have permission to reveal any information that compromises OBDA. By that we mean you are forbidden to share personal information about the owners, faculty, other students or their families, or anything that is proprietary and/or confidential to them or OBDA.
- Students and parents should neither claim nor imply that they are speaking on behalf of OBDA.
- Never post anything that could compromise the self-esteem of students who attend OBDA.
- OBDA owns the copyright to all choreography and material taught at the studio and performances. You may not post any video from class time, rehearsals and/or stage time.
- Respect the law, including those laws governing defamation, discrimination, harassment, and copyright and fair use.
- Parents and students should never post negative comments about other studios or teachers. Also, please do not post negative comments about studio activities such as conventions and performances, or about the directors of those events.
- Ensure that your social networking conduct is consistent with all of the policies contained in this handbook.

Discipline Policy

In order to maintain a happy, nurturing, healthy, professional environment, students are taught the importance of respect and being a part a team. We encourage students to have respect for other students, the teachers and staff, and studio property, and we foster the development of good habits and compliance with rules of conduct.

For the pre-school and elementary aged students, our staff and faculty use constructive techniques of discipline to maintain class control and handle individual misbehavior. Parents will be notified if continued poor behavior is exhibited.

For students in middle school and high school:

- Respect and proper behavior towards staff, faculty, other students and parents is required at all times while at OBDA. This include the OBDA property, the waiting area, the bathrooms and the dance classes.
- **OBDA has a zero-tolerance policy for any kind of bullying or mistreatment of others. This includes social media.**
- Students will be asked respectfully to follow rules and polices if a staff or faculty member sees an issue.
- Instructors and staff will speak to the dancer directly, and if the behavior does not change, the student will be called to the Studio Managers office and spoken to.
- If further issues continue, parents will then be called for a parent/student meeting.

Studio Closings/ Inclement Weather

- **Please refer to the OBDA year calendar for holiday and special event closings.**
- In case of inclement weather, OBDA will follow Derry Township School District. If Derry Township is closed, we are also closed. If Derry Township dismisses early, we will also be closed.
- If bad weather begins in the early evening, we may close early. We understand that we have many new and young student drivers. For safety, please use your best judgment in sending your dancer to class.
- All closings will be emailed to all dance accounts and posted on social media by 3pm, unless we must close later in the evening if weather worsens.

Tuition

OBDA is a tuition-based program, not "pay per class". Tuition for the dance season (September – May) is divided into 9 monthly payments with discounts offered to families who enroll more than one child.

- **Tuition payments are non-refundable and non-transferable.**
- **Tuition is due the 1st of each month.** The first payment is due August 1 and the final payment is due April 1.
- If your tuition is being mailed directly from your bank, please make sure check arrives on the 1st of the month to avoid late fee.
- **Tuition is considered late on the 10th of the month.** A \$15 late fee will be automatically assessed after the 10th unless prior arrangements have been made with the studio manager.
- **All tuition must be paid in full prior to other deposits due.** This includes costumes, fundraisers, patron ads, show tickets. *If tuition remains unpaid, all deposit money will be applied to unpaid tuition first.*
- Dance accounts that are 45 days past due, will be placed on hold and the student will not be able to attend class until the account is made current.
- **There are no discounts or refunds issued for missed classes.** Students are permitted to take a make-up class in a lower level within 30 days of missed class. Make-up classes must be approved by Studio Manager. No drop-ins allowed.
- **There are no tuition refunds for studio closings due to holidays, special events or inclement weather.** OBDA has built in weekend rehearsals for all classes/show numbers starting in January to offset studio closings.
- No credit or refund is given for student absences, holiday closures, special event closures or weather-related closures.
- Tuition invoices are not sent unless the account becomes past due.
- At showtime, if tuition remains unpaid, costumes and show tickets will be held until account is made current.

Payment

OBDA accepts cash, checks & credit cards for payment.

- **Please make checks payable to "One Broadway".**
- Payments may be mailed or paid in person at the front desk.
- There is a 3% fee for use of credit cards. Automatic payments may be made with CC usage and noted on registration form.
- There is a \$35 returned-check fee.
- Returned checks must be replaced with cash or a money order.

End of Year Production / Show time Information

OBDA's annual end of year production "Tappin" is held each May at the Hershey Theatre. We perform 2 shows, Friday and Saturday. The show date weekend will vary from year to year due to the Hershey Theatre date assignments. OBDA is very proud of the large and professional production we produce that is well known as the best show in the surrounding community. Our team takes "show time" seriously as it is the exclamation point on a year of growth and learning.

Our show offers our students a professionally directed performance that allows them to present to their families and friends the results of a year's hard work, dedication, and progress. A big part of dance training includes learning through performance. Although performance opportunities can help prepare some students for a possible career in dance, they also contribute to children's success in non-dance activities.

Each OBDA student will perform both nights in the show, in a number for each class they take. (with the exception of Acro & Ballet Tech classes) For example, if your child takes Tap, Jazz and Ballet, he/she will be in 3 show numbers.

In the Spring, each dance family will receive a "Show Packet", and production handbook with all needed information to make the show experience enjoyable or all.

Rehearsals

Much work is accomplished at the weekend rehearsals. Students learn choreography, staging, placement. Each show number is considered a team, and when a teammate is missing it affects the class as a whole.

- **All rehearsals are mandatory.**
- Each show number is rehearsed 2-4 times on the weekends starting in mid-January thru April.
- Students who miss more than 2 rehearsals may be limited in or pulled from the show number.
- Rehearsal schedules are handed out in December.

Show Costs

Costumes

We spend many hours determining the correct costumes for each class. They are always age appropriate and of the highest quality possible. Every student will be required to purchase one costume (per class).

In an effort to ensure that costumes are delivered in time for studio photographs and an organized distribution to our students, costume orders are placed in December. Costume manufacturers do not accept cancellations or offer refunds; therefore, the studio does not refund costume payments.

- Costume deposit forms will be handed out to all students in October. Costume measurements are required at this time.
- Levels 1-4 costume deposit is \$60 and covers most of the cost of the costume and accessories.
- Levels 5-10 costume deposit is \$75 and covers most of the cost of the costume.
- Costume deposits do not include jewelry, tights or shoes.
- Showtime shoes – we do our best to utilize the required shoes worn to class in the show. However, on occasion, a special shoe is required to match a character/role/costume. Hip hop students WILL need to purchase chosen shoes for the show as they are permitted to wear sneakers throughout the dance year.
- OBDA offers a "costume fundraiser" to help dance families pay for costumes. Fundraiser dates TBA and always run in October.

Performance Fee

- To defray the high cost of leasing the Hershey Theatre, OBDA requires all performers pay a performance fee.
- The performance fee is \$110 per dancer.
- OBDA offers a fundraiser in the form of our "patron ad book" for families to sell advertisement space in our show program to cover the performance fee.
- The Ad sold can be to any local business or company. Some parents choose to place their own Ad with their dancer's picture and well wishes.

Show Tickets

Show ticket order forms are mailed in March to our dance families first as "pre-sale" for all reserved seating. Tickets will then go on sale to the public in April. Please follow the year calendar for the date the order forms are mailed. (always on a Monday) Parents then mail ticket order forms and payment to the "Tappin" PO Box and tickets are filled on a "first come, first serve" basis by postmark. **Please see ticket order form for all needed information.**

- Tickets are all reserved seating.
- Each person attending the show is required to purchase a ticket.
- Children sitting on laps is not permitted at the Hershey Theatre regardless of age.

Show Photos / Class Pictures

Show photos will be taken at OBDA studio the week before show. Please see year calendar for dates. Schedule TBA.

- All students are strongly encouraged to be present for their class photo.
- There is no obligation to purchase photos.
- Class photos are a service for our Dance Families and OBDA does not profit from them.
- Class photos prior to show are also a great time to check all costumes and accessories so they are perfect for show time!

Stay Informed

The OBDA Team works hard to make the dance experience organized and fun. Keeping you informed is one of our primary goals. **Please read all e-mail communication thoroughly.** Check the web site and Facebook page frequently for the most up-to-date information.

Contact Us

Our door is always open to happily answer questions and concerns!

- **Please do not use social media as a form of communication.**
- **We use social media for advertisement and informational purposes only.**

We do our best to answer all questions via email or phone call within 24 hours, **except on weekends.** Please be patient with us during peak times, such as registration, opening week and showtime.

One Broadway Dance & Performing Arts Academy

38 W. Granada Ave
Hershey, PA 17033
717-533-1111

Front Desk / Studio Hours are:

Monday-Thursday, 4:00 pm – 9:30 pm
Saturday, 9:00 am-1:00 pm

Management Office hours are:

Monday – Thursday, 10:00 am-7:00 pm

Stacy O'Connor, Studio Manager

obdastacyoconnor@gmail.com
717-533-1111

Laurie Rippon, Studio Owner & Director

obdalaurierippon@gmail.com
717-533-1111

***Thank you for taking the time to read all the information
in this very important handbook.***

We are thrilled to welcome you and your child to the OBDA Dance Family! <3

**Visit our NEW website!
www.onebroadwaydanceacademy.com**

OBDA is constantly updating our web site. News, important parent and student information, contact information, needed forms and more are available online 24 hours a day.

***Don't forget to "Like" and follow the OBDA Facebook, Instagram, Twitter & YouTube pages to receive daily updates on studio events. Please invite your family and friends to as well!**