

Central Oklahoma Dance Center

106 E. Main Street

Ada, OK 74820

Dear Parents,

Welcome to Central Oklahoma Dance Center as we proudly celebrate our 39th year!

My dance training has taken me across the globe—from studying ballet at the Minsk Byelorussian State Academy in Russia to earning a Bachelor of Fine Arts Degree in Ballet Pedagogy from the University of Oklahoma. I've also trained in modern dance at the Quartz Mountain Summer Arts Institute, and in ballet, jazz, and tap in cities known for dance excellence, including New York, Hollywood, Las Vegas, Chicago, and Dallas.

In 1986, after graduating from the University of Oklahoma, I opened Central Oklahoma Dance Center with a mission: to share my passion, education, and experience with the young dancers of Ada.

Today, with the support of our dedicated instructors and staff, I'm proud to say we offer one of the most comprehensive and well-rounded dance programs available. It is both an honor and a joy to welcome your child into our dance family.

Warmly,

Cara

Our Staff

Richard Rambo

Richard has been a valued member of our team for 21 years, and we're thrilled that he continues to share his talents with our studio. His dedication to the success of our dancers is unwavering, and he has played a significant role in supporting and training our Cara's Kids.

Kaile Radford-Jarrett

Kaile is a teacher, choreographer, and dance competition judge whose lifelong love for dance began at an early age. She trained and competed at Central Oklahoma Dance Center for nine years before beginning her teaching career. Now entering her 15th year of teaching at CODC, Kaile focuses on skill development while nurturing her students' appreciation for the art of dance.

Avery Odom

Avery grew up dancing at CODC, spending 13 years with us and competing with Cara's Kids for 8 of those years. From student to teacher and everything in between, Avery has experienced nearly every facet of CODC life. She returns for her 9th year of teaching, excited to share her love of all things DANCE!

Chelsea Monday

Chelsea began her dance journey at CODC at age 5. She continued her training at Joffrey Ballet in NYC and the Oklahoma Summer Arts Institute at Quartz Mountain. Chelsea performed as Clara in *The Nutcracker* with the Oklahoma City Ballet and graduated with a B.F.A. in Modern Dance Performance from the University of Oklahoma in 2015. She was a member of Contemporary Dance Oklahoma, Hartel Dance Company, and Brave Art Dance Theatre. Chelsea has also held titles in the Miss America competition system, including Miss Ada's Outstanding Teen (2009) and Miss Southeast Oklahoma (2015). She currently teaches Performing Arts/Visual Arts and Math at Stonewall Public Schools.

Lauryn Watkins

Lauryn trained at CODC for 16 years, earning numerous awards and scholarships. She was a four-year member of the Ada High Couganns and an All-State dancer, as well as a member of Level Up All Stars and Bloom Dance Company. Lauryn was selected to attend the prestigious Oklahoma Summer Arts Institute for two consecutive years and has trained with top instructors nationwide. She is currently a student at the University of Oklahoma, majoring in Health and Exercise Science with a minor in Dance, and is a member of the OU Pom Squad. Lauryn is excited to begin her first year of teaching at CODC and looks forward to sharing her passion with the next generation.

Madison Dawson

Madison began dancing at age two and spent 12 years as a competitive dancer, finishing her training at Rock City Dance Center. She was a member of the Little Rock Christian Academy Pom Team, earning a state championship her sophomore year, and also danced with RCDC All Stars, competing at UDA Nationals. In 2022, she trained in ballet and contemporary at The Rock School for Ballet in Philadelphia. Madison is currently a student at the University of Oklahoma, studying Health and Exercise Science, and is a member of the OU Pom Squad, where she was recognized as the "Outstanding First Year Member." She is passionate about working with children and is excited to inspire young dancers.

Carol Carter

Carol graduated from ECU with a degree in Business and later completed additional coursework in Accounting. She worked in the Chickasaw Nation Headquarters Finance Department for 12 years and previously served as Assistant Comptroller at ECU for 9 years. Carol is thrilled to be joining us this year!

Kiah Anderson

Kiah has called Ada home for 28 years, where she and her husband raised their three children. She holds a B.S. in Family Relations/Child Development from OSU and a Master's in Education (Reading) from ECU. Her career

includes roles as a Pre-K/Kindergarten teacher, Director of Good Shepherd Preschool, and Homeschool Educator. She currently serves on the Ada School Board. Kiah has a love for dance and Pilates and feels blessed to be part of the CODC family.

In conclusion, all of us at Central Oklahoma Dance Center are here to help you and your dancer enjoy another exciting and inspiring year of dance!

Sincerely,

Cara Crawford
Artistic Director

CODC 2025-2026 Important Dates

Labor Day

Sept. 1

No Monday classes

Dance Begins

Sept. 2

Leap into Dance. Regular dance classes begin.

Dolly Day

Sept. 15-18

Bring your favorite doll to dance. (Preschool thru 2nd grade)

Fall Break

Oct. 14-16

No dance classes

Dress Up

Oct 27-30

Dress up in your favorite costume for dance (4th grade and under)

Guest Day

(Preschool-4th Gr.)

Nov 10-13

Parents may come and observe your children's progress in dance and receive costume information. Costume balances are due by the 20th of November.

(5th-12th Gr.)

Nov 17-20

All accounts must be current for costumes to be ordered.

Thanksgiving Break

Nov 24-27

Be thankful for dance! No dance classes

Christmas Parties

Dec. 15 Mon

4:00-5:30pm Mon. & Wed. Classes meet together and dance.

Dec. 16 Tues

4:00-5:30pm Tues & Thurs. Classes meet together and dance.

Dec. 17 Wed

Cara's Kids rehearsals

Dec. 18 Thurs

No dance classes

Christmas Holiday

Dec. 18-Jan. 5

No dance classes

Staff Development

Jan. 19

No dance classes

Mandatory Cara's Kids Rehearsal

Cara's Kids Winter Show

Jan TBA

Cara's Kids showing of competition dances

Valentines Parties

Feb 9-12

Share the love of dance with a treat during class.

Spring Break

Mar 16-19

No dance classes

Guest Day

(Preschool-4th Gr.)

March 30- Apr 2

Parents come to dance classes and see their children's recital dances!

(5th-12th Gr.)

Apr 6-9

Tickets on Sale

April 20

Recital tickets on sale to families

Tickets on Sale

April 27

Recital tickets on sale to public

RECITAL

May 7&8

Performance will be held at the Ataloa Theatre in the Hallie Brown Ford Fine Arts Center, ECU campus

Studio Policies & Guidelines

We're so excited to have you as part of our dance family! To ensure a smooth and enjoyable experience for all dancers and families, please review the following studio policies:

Tuition & Payment Information

- **Tuition Due Date:** Monthly tuition is due on the **1st of each month**. Our dance season runs from **September through May**.
- **First Payment:** Due at the time of enrollment.
- **Final Payment:** May tuition is due **with April's payment**, by **April 1st**.

Late Payments

- Accounts past due by more than one month will result in the dancer being placed on **probation** and temporarily **unable to attend class** until the balance is paid.
- Dancers with unpaid balances will **not be permitted to participate in recital performances**.

Accepted Payment Methods

- We accept **cash, check, Visa, MasterCard, and Discover**.
- A **credit card is required to be on file** for all enrolled families.
- Any unpaid balance will be **automatically charged on the 15th** of each month to the card on file.
- **Note:** Registration fees and tuition payments are **non-refundable**.

Recital Costumes

- Costume balances must be paid **in full by November 15th**.
- Costumes will not be ordered if the account is not paid in full by the deadline.
- Costumes **cannot be picked up** until all account balances are cleared.

We understand this timing is close to the holiday season, but ordering in December ensures timely delivery for the recital. Thank you for planning ahead!

Attendance Policy

Regular attendance is crucial for progress and preparation for performances. Our attendance policy is as follows:

- **1 Absence:** We missed you!
 - **2 Absences:** Makeup classes are encouraged.
 - **More than 2 absences per semester:** Makeup classes are **required** to remain eligible for the spring recital.
 - **4+ consecutive absences** without communication may result in **removal from class**.
 - *Cara's Kids Program:* Missing more than 2 classes per semester may result in **ineligibility for performances** unless makeup classes are completed.
-

Dress Code

Proper attire is required for all classes to ensure safety and maintain discipline. Dancers not dressed appropriately will be asked to sit out.

- **Ballet:** Black leotard, pink tights, pink ballet shoes; hair in a **bun**

- **Jazz/Tap:** Dance shorts or leggings, leotard or dance top; jazz/tap shoes; hair in **ponytail** (no gym shorts)
- **Lyrical:** Leotard and tights, capris, or booty shorts; hair pulled away from face
- **Hip Hop:** Jazz pants or sweatpants (no jeans); **clean sneakers only** (no street shoes)
- **Pom:** Leotard or crop top, and skort, leggings or booty shorts; canvas dance sneaker and jazz shoes

Dancers must wear warm-ups or sweatpants **to and from the studio.**

Class Conduct & Instruction

- CODC follows a **hands-on teaching approach**, where instructors may gently correct body alignment by touching the head, torso, or limbs. This is done professionally and with respect to ensure proper form and technique.
- **Please be punctual.** Classes begin on time to maximize instruction.

Withdrawals

If you need to withdraw from a class, please **notify the studio immediately.** Otherwise, you will be held responsible for any tuition posted to your account.

Studio Closings & Holidays

All studio holidays and closures are posted on our **website calendar.** Please refer to it regularly for updates.

Recital Tickets

- A **Recital Information Packet** will be sent in April to the **paying party** on the account (unless other arrangements are made).
- **Tickets may only be purchased if the account is paid in full.**

General Policies

- **Verbal abuse** toward CODC staff will not be tolerated. Any violation will result in immediate **termination of services**.
- **Appearance Standards:** No visible **tattoos**, body **piercings**, or **unnatural hair colors** are permitted.

Permission to Leave Premises

If your child has breaks between classes and wishes to leave the studio to get food:

- A parent or guardian **must give written permission** by circling the option on the permission form.
 - Dancers must **sign out and sign back in** when leaving and returning.
 - By granting permission, you acknowledge that **CODC is not liable** for the dancer's safety or actions while off premises.
-

Photography & Media Consent

Dancers may be photographed during classes, rehearsals, and performances. Photos and videos may be used by Central Oklahoma Dance Center for promotional or studio-related purposes, both individually and in group formats.

Thank you for being a part of our studio! We are committed to creating a positive, professional, and fun dance experience for every student. If you have any questions, feel free to reach out—we're here to help!