



PARENT / STUDENT

HANDBOOK
2025- 26

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1/ Introduction

It's our absolute pleasure to warmly welcome you into our family at Ovation – School of Musical Theatre. Our team is thrilled to see many familiar faces return to the studio and even more excited to see some new faces join our community. We have created this one-stop handbook to hopefully shed some light on how things will run throughout the year as well as answer a lot of queries you may have before the year begins. While we would love you to take the time to read this information carefully and keep your handbook in a safe place to refer to as you need, don't forget that our friendly office staff are always here to help and will happily answer any queries you may have. Nothing is too big or too small, we promise! ☺

QUICK REFERENCE STUDIO INFORMATION

Address: 4602 E. St. Rd. 64, Bradenton, FL 34208 / Phone Number: 941-400-4854

Email: ovation@ovationfla.com

Website: www.ovationfla.com

Owners: michellemccord20@gmail.com / flyndivematt@aol.com

2 / Studio Mission Statement

To start us off, it's important to us at Ovation that all members of our team share our vision, our purpose and the philosophy that encompasses everything we do both in and outside of our classes. This is a vision that is shared and demonstrated by the directors, teachers and staff members at our studio and it is the driving force behind every interaction with our students and their families.

Our purpose is to teach the tools and techniques necessary as well as inspire and motivate passionate students to become the best they can be as performing artists whether it be as a hobby or professional, while nurturing the excitement and creativity of their individual spirit.

Ovation – School of Musical Theatre is place where kids of all ages, shapes and sizes learn to dance, sing, act and perform. This is a studio where creativity, individuality and self-expression is encouraged and has a community of teachers, students and families who are passionate about performing arts. Our goal is to create a positive and happy experience for all of our students. We strive to nurture and develop talent, celebrate the achievements of all students and inspire a love and appreciation of all styles of dance and the arts. We are committed to providing a safe and positive environment in which all students can feel empowered, comfortable and free to express themselves.

3/ Registration

Before lacing up those dance shoes, it's important that all students and/or parents – whether returning or new - register on line so we can ensure we have the most up-to-date contact details for you.

To register and secure your space in the classes you choose for the 2025-26 Season, we ask that you pay the annual registration fee as well as your August tuition in full at the time of registration.

When you register online it includes the following important Terms of Agreement that you will be asked to initial:

*I have received or will obtain a copy of Ovation - School of Musical Theatre's [Parents and Student Handbook](#) (please click on link to be redirected to the handbook) and will take the responsibility to carefully read and follow the rules and policies therein.

*I understand that Ovation - School of Musical Theatre **does not give credit and/or refunds** for class(es)/camps missed due to holiday, vacation, illness, weather, etc.

* I understand that if governmental quarantines are set in place, that all classes / camps will continue in a modified virtual online format. **No refunds** will be given should classes be changed to an online format.

*I understand due to the COVID -19 pandemic that there are specific risks of becoming infected which may result from my or my child's participation with Ovation - School of Musical Theatre, and I voluntarily assume the risks associated with such participation.

*I further understand that there are specific risks of physical or property damages, losses, or injury that may result from my or my child's participation with Ovation - School of Musical Theatre, and I voluntarily assume the risks associated with such participation.

*I understand that a student whose behavior or conduct is disturbing to the rest of the class, as well as students not following the safety guidelines implemented by Ovation may be dismissed from class.

*I allow Ovation - School of Musical Theatre LLC to photograph my enrolled child for publicity purposes.

You can register by visiting our website at www.ovationfla.com

Or you can go directly The Studio Director at : <https://app.thestudiodirector.com/ovationmusicalschoo/portal.sd>

Our annual registration fee is \$45 per student / \$50 per family and August tuition must be paid in full prior to the commencement of classes.

Payments can be made on line at the time you register or you can get your payment in via Credit Card, Cash or Check at the Ovation Studio. Failure to pay your registration fee in time may result in losing your place in the class. Payments are always due the 1st of the month after the initial August payment.

You can set up to have you payments paid automatically by ACH, autopay either online, when registering for classes, by calling us at 941-400-4854 or at the Ovation studio front desk.

We encourage all of our students and families to try a variety of classes and we are more than happy to accommodate trial classes for existing students who want to try something a bit different. Please contact the front desk if you would like to try a new class and we will happily schedule a quick meeting and fit you in for a trial (provided the class has not reached capacity).

4/ Communication

By now you have probably noticed that we are BIG on communication here at Ovation – School of Musical Theatre. It is our promise to respond to all enquiries within 24-hours and we will never leave a query unanswered. Michelle or Matt can be contacted at 941-400-4854 between 9am – 3pm or you can leave a message during class times of 3pm -9pm.

You can call the mobile/cell numbers Michelle: 941-932-5765 or Matt: 941-544-4670 in an emergency.

For convenience, our primary means of communication is via email and text. You will receive regular newsletters and important information via email so please ensure you have provided the studio with an up-to-date email address that is regularly checked. We are of course happy to include multiple email addresses per family if you would like your correspondence sent to numerous recipients.

- Don't forget to add our email address ovation@ovationfla.com to your contacts so we don't end up in the dreaded Spam folder!

In the infrequent case of urgent information (for example, unexpected class cancellations or performance changes), we will send an SMS and/or telephone to all families. So, for this reason, please make sure the mobile phone number you have provided to the studio is correct and up-to-date.

Facebook is a great way for us to keep in touch with a large number of people at once, so we encourage all families to like our page at: <https://www.facebook.com/OvationSchoolOfMusicalTheatre>

We always display important information; dates and studio details on our noticeboard in the Ovation Lobby, so please have a quick look when dropping off and picking up in case there is anything you may have missed. We are always happy to chat in more detail about communications you may receive from the studio, so if you need any clarification please don't hesitate to call us at 941-400-4854 to chat with one of our helpful team members.

5/ Important Dates

We understand how busy the schedules of our theatre families can get as the year rolls on, so we have tried to get all of our important dates organized and ready for you so you can plan other commitments. Below we have listed some of our most important "Save the Dates" with more information (including times, costumes, requirements, etc.) to be communicated via **email** as we get closer to the events. If you know ahead of time that your child will be unable to attend these events due to existing commitments, please let the front desk know at your earliest convenience.

Date	Event	Description	Who it involves
06/01/2025	Registration Begin 2025-26	Register for your 2025-26 classes	Everyone
08/11/2025	2025-26 Classes begin	Classes Begin	All students
08/15/2025	"The Addams Family" "Rehearsals begin	Ovation Theatre Inc will be presenting the musical "The Addams Family" - Nov 1-9	
09/01/2025	Labor Day	No Classes	
09/28/2025	Auditions for "Matilda Jr"	<p>Ovation Theatre Inc will be presenting the musical "Matilda Jr" on February 28 - March 1 in the Ovation Black Box Theatre.</p> <p>Rehearsals begin on November 14th and will take place on Fridays from 5:30-8:30 and solo roles will be asked to rehearse on Saturdays from 4:00-7:00</p> <p>There is a \$65 monthly fee to participate in this show and families are asked to help with fundraising and some backstage tasks.</p>	Students ages 8-Teen wanting to perform in Ovation Theatre's production of "Matilda Jr" the Musical can sign up to audition starting 7/1/25

10/30/2025	Halloween Spooktacular	Students and some classes will perform for the Ovation Theatre Inc's annual Halloween Fundraiser!	Any students wanting to perform a solo or duet!! Contact Michelle McCord to sign up!
11/1,2,7,8,9/2025	The Addams Family Performances	Ovation Theatre will be presenting 6 performances of "The Addams" in the Ovation Black Box Theatre	
11/24-11/29 2025	Thanksgiving Break	Manatee County Thanksgiving Break – No Classes	Everyone
12/14/2025	Auditions for "Drowsy Chaperone"	<p>Ovation Theatre Inc will be presenting the musical "A Drowsy Chaperone" - Rehearsals begin January 9 -</p> <p>6 Shows - April TBA - 2026</p> <p>Rehearsals will take place on Fridays from 5:30-9:30 and solo roles will be asked to 4:00-8:00</p> <p>There is a \$65 monthly fee to participate in this show and families are asked to help with fundraising and some backstage tasks.</p>	Students ages 12 - college age wanting to perform in Ovation Theatre's production of "A Drowsy Chaperone" can sign up to audition starting 12/1/23
12/21/2025	Ovation Holiday Concert @ 6pm	Students and some classes will perform for the Ovation Theatre Inc Holiday Concert Fundraiser! There will be a North Pole for all ages!	Any students wanting to perform a solo or duet!! Contact Michelle McCord to sign up!
12/22/2025-01/04/2026	Christmas Break	Manatee County Christmas break – Last class before Christmas Break 12/20 Classes Begin Monday, January 5th	Everyone
1/19/2026	MLK Day	Closed for Classes	All students

02/01/2026	End of Year Showcase Performance Fees Due	End of Year Performance \$50 Fee	All Students participating in the End of Year Showcase- This Showcase is NOT mandatory
02/16/2026	Presidents Day	Open For Classes	All Students
03/16/2026 03/21/2026	Spring Break	Manatee County Spring Break No Classes	All Students
3/1/2026	Costume fees will start to be collected class by class for the End of Year Showcase		All students performing.
April TBA 2026	Ovation Theatre presents "A Drowsy Chaperone" Performances	Ovation Theatre will be presenting 6 performances of "A Drowsy Chaperone" in the Ovation Black Box Theatre	Students who have auditioned in December will perform.
May TBA 2026	End of Year Showcase Tech/ Dress Rehearsals / Performances Lakewood Ranch High School	End of Year Showcase Show Tech- Show Dress	More info coming
5/23/2026	Last day of Classes		

6/ Code of Conduct

To ensure the smooth, safe running of Ovation – School of Musical Theatre and an enjoyable experience by all, below you will find our code of conduct. As always we are open to feedback, so if any of the requirements outlined below are unclear or concerning, please give us a call to discuss further. Following a formal meeting, we do reserve the right to dismiss or take disciplinary action on any students or parents who breach our studio's code of conduct.

Families who do not comply with their fee or costume payment obligations may be charged a late fee, and/or excluded from performances. External debt collection may occur when fees remain overdue and this will be at the expense of the client.

No classes (including private lessons) or teachers are to be disturbed unless it is an emergency. Parents are not to approach teachers or students during class and if messages or food/drink/medication needs to be passed on to a student, it must be done through an Ovation staff member. All parents must wait in the waiting areas or outside of the studios until classes have been dismissed. We ask that parents to speak with low voices in the waiting areas so as not to disturb the classes in session.

We are unable to take responsibility for our students before or after their scheduled classes and it is the responsibility of the parent to ensure their child is picked up and dropped off on time. In the case of an emergency or unavoidable delay, please contact the studio immediately to inform us of the situation so we can keep your child calm and safe until they can be picked up.

Any questions or complaints must go through the directors, Michelle or Matt McCord.

Parents and students are not permitted to contact Ovation's teachers via phone, in person, or via email / social networking with studio issues unless it has been broached with the directors first. Personal meetings with the studio owners can happily be arranged.

In the rare case of a parent or student showing disrespect or defamation to any parent, staff member or student, a meeting will be called immediately and dismissal may be considered at the discretion of the directors. Physical, mental, emotional or cyber bullying by parents, staff or students will not be tolerated and may result in dismissal from the studio.

Ovation takes no responsibility for any stolen or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio where possible.

Private lesson students are permitted to enter solo competitions with the permission of their teacher and choreographer.

Ovation management reserves the right to change teachers or class schedule when necessary at any time throughout the year.

Choreography, costuming and studio policies remain the intellectual property of Ovation and may not be reproduced or sold by any students, parents or staff without permission of the directors.

7/ Class Levels Ovation – School of Musical Theatre Class list 2023 -24

STUDENTS ARE PLACED BY A COMBINATION OF AGE AND ABILITY

All age groups are approximate

Class	Ages	Instructor	Day / Time
Acting Level 1	5-8	Matt McCord	Wednesday / 4:15 - 5:00
Acting Level 2	89-12	Matt McCord	Monday / 5:00-6:00
Acting Level 3	12-Teen	Matt McCord	Monday / 6:30- 7:30
Combo Dance - Ballet / Tap	3-5	Emma Mandzik	Monday/ 4:15-5:00
Ballet Level 1	5-8	Emma Mandzik	Monday 5:00 - 5:45
Ballet Level 2	7-10	Emma Mandzik	Monday / 5:45 - 6:45
Ballet Level 3	10-Teen (Beg / Int)	Michelle McCord	Wednesday / 6:00-7:00
Ballet Level 4	10- Teen (Int)	Michelle McCord	Wednesday / 7:00-8:30
Ballet/ Point Level 5	11 - Adult (Int/ Adv)	Michelle McCord	Monday / 6:45 - 8:15
Ballet Level 5	11- Adult (Int/ Adv)	Michelle McCord	Saturday / 12:00 - 1:30
Point/ Variation	Teacher Placement	Michelle McCord	Saturday/ 1:30 - 2:00
Heels Class	12 - Adult (Int/ Adv)	Gabrielle Mundy	Thursday / 5:00-6:00
K-Pop / Hip Hop Level 1	6-9	Madelyn Benner	Tuesday / 5:00 - 6:00
K-Pop / Hip Hop Level 2	10-Teen (Beg / Int)	Madelyn Benner	Tuesday / 6:00 -7:00
K- Pop / Hip Hop Level 3	10-Teen (Int / Adv)	Madelyn Benner	Tuesday / 7:00 - 8:00
Tap Level 1	6-10	Gabriella Cruz	Tuesday / 4:00-4:45
Tap Level 2	11-Teen (Int)	John Baker	Wednesday /5:00 - 6:00
Tap Level 3	Teacher Placement	John Baker	Wednesday /6:00 -7:00
Lyrical Level 1	6-9	Gabriella Cruz	Monday 5:00 - 5:45
Jazz Level 1	9-Teen	Gabrielle Mundy	Tuesday / 6:00 - 7:00
Lyrical / Contemporary Level 2	11-Adult (Beg / Int)	Gabrielle Mundy	Tuesday / 7:00 - 8:00

Lyrical / Contemporary Level 3	11-Adult (Int / Adv)	Gabrielle Mundy	Thursday / 6:00-7:00
Musical Theatre Performance Level 1	5-7	Gabriella Cruz	Tuesday / 4:15 -5:00
Musical Theatre Performance Level 2	7-10	Gabriella Cruz	Thursday / 5:00-6:00
Musical Theatre Performance Level 3	9-12 (Beg / Int)	Michelle McCord	Thursday/ 6:00-7:00
Musical Theatre Performance Level 4	10 - Teen (Int/ Adv)	Michelle McCord	Thursday / 7:00-8:00
Musical Theatre Performance Level 5	11 — Teen (Adv)	Michelle McCord	Saturday / 10:00-11:00
Musical Theatre Performance Level 6	12 - Teen (Adv)	Michelle McCord	Saturday / 2:00-3:00
Singing for Musical Theatre 1	7-10	Michelle McCord	Wednesday / 6:00-6:45
Singing for Musical Theatre 2	10 -Teen	Michelle McCord	Saturday / 10:00-11:00

8/ Safety / Health

With the safety of our families a number one priority, Ovation – School of Musical Theatre is very serious about upholding Child Protection laws and policies within the studio as well as at public performances and in the online arena (website and social media).

As part of your registration, you will have read and signed a media waiver allowing us to proudly use images and video footage of your student for advertising and promotional purposes. Should you have any concerns whatsoever with signing this declaration, please seek out the Ovation Staff who will happily assist you.

We have a number of parent viewing sessions within the studio rehearsal space, which can be viewed by parents and family members when the opportunity is given.

The directors and staff at Ovation are educated in the negative impact of inappropriate music and costume selection when it comes to performing and are wholeheartedly committed to ensuring children in all of our performances are not subjected to any inappropriate songs or costuming. We recognize that songs with sexist, explicit, violent, racist, homophobic or criminal content may influence our dancers and/or audience and will strive to avoid using such music.

We are committed to restricting costumes that project sexuality; contain explicit graphic or textual content.

We enforce a nut-free policy at the studio to ensure the safety of any students or parents with allergies to nuts or nut products and encourage gluten and dairy free foods when involved in fundraisers or studio events.

Ovation takes no responsibility for any stolen or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio where possible.

You will find within our enrollment paperwork a public liability statement. Please read this statement carefully and initial it on the registration form prior to the commencement of classes so you fully understand the rights and responsibilities of your family and our studio.

9/ Privacy

When you purchase a service with Ovation, the information we may collect from you includes your name, address, telephone numbers, email addresses, medical information and perhaps credit cards. It may also include details of the products and services we provide to you as well as the status of your enrollment. We only collect information directly from our students or their parent/guardians primarily for the purpose of providing services and products to you and to administer and manage invoicing and debt collection.

We will never sell or pass on any of your information to third parties unless required by government authorities or in the event of debt recovery. Any information passed on will be done so with appropriate privacy and confidentiality protection.

Information is stored securely in paper or electronic form and is accessible only by authorized personnel.

If you would like to know what information we hold about you or wish to update the information, or if you wish to be removed from all further direct marketing communications, please contact our office on telephone at 941-400-4854.

10/ Attire

At Ovation, we believe that wearing the proper class attire give students a sense of belonging to our family as well as creating an identity for our studio in the greater community.

Our set attire also:

- Encourage discipline, Increase a sense of belonging and school pride and Improve attendance

The proper shoes and dance attire can be purchased year-round from: The Dance Wear Shoppe either online at <http://www.thedancewearshoppe.com> or at their store at 315 Interstate Blvd, Sarasota, Florida 34240 -Hours - Mon – Thurs. -11 am – 7 pm/ Fri. -11 am -5 pm/ Sat. -1 am - 4 pm

Please ensure all parts of your child's clothing are clearly labelled - individual shoes, socks, dance shorts...you'll be amazed at the amount of lost property we generate! Further style-specific attire requirements are as follows:

Ballet- Female Ballet students must have split sole pink canvas ballet shoes which can be purchased from The DanceWearShoppe shop. You will also need pink ballet stockings and a black leotard. Hair is to be in a bun. Combo class students may wear pink or blue leotards.

- Male Ballet students must have split sole black or beige canvas ballet shoes. You also need black shorts and white t-shirts.

Jazz and Tap- Students require black jazz and/or tap shoes with socks. For their uniform, students may wear any combination of shirts, crop tops, shorts or pants.

Hip Hop- Students require black dance sneakers along with any combination of shirts, crop tops, sweat pants or hip hop pants.

Lyrical- Students can wear bare feet / foot thongs / foot gloves or ballet shoes for this class. Students may wear any combination of shirts, crop tops, leotards and dance shorts.

Acrobatics/ Gymnastics- Students do not need footwear for this class. They must wear tight fitting clothing with their hair tied back so that they cannot get it caught or tangled in any way when they are doing their tricks.

Acting – Students require comfortable clothing where they can move easily. Jeans are not the best choice.

Musical Theatre Performance - Students require black or beige jazz and/or black or beige character shoes with socks. Students may wear any combination of shirts, crop tops, shorts or pants.

11/ Fee Structure

Ovation Class Tuition Rates - 2025 - 26

37 weeks of classes 10 monthly payments

CLASS HOURS

30 minutes	\$34 monthly
45 minutes	\$50 monthly
1 hour	\$68 monthly
1.25 hours	\$85 monthly
1.5 hours	\$102 monthly
1.75 hours	\$119 monthly
2 hours	\$136 monthly
2.25 hours	\$153 monthly
2.5 hours	\$170 monthly
2.75 hours	\$187 monthly
3 hours	\$204 monthly
3.25 hours	\$221 monthly
3.5 hours	\$238 monthly
3.75 hours	\$255 monthly
4 - 4.75 hours per week -	\$270 monthly
5 or more classes	Ask for pricing

Private Voice Lessons - \$35 - 1/2 hour / \$70 - full hour

***Important Information!**

When registering for a class at Ovation you are entering a contract for 10 months.

If you wish to leave this contract early there is an Early Release Fee of \$50. No exceptions will be made.

We offer the following options for fee payment:

Monthly Payment – you will receive your monthly invoice prior to the commencement of month and the monthly tuition is due the 1st of the month.

*A Late Fee of \$5 per class will be added to payments made after the 5th of the month!

*A Late Fee of \$10 per class will be added to payments made after the 15th of the month!

ACH Direct Payments from Checking Account - With Credit Card Merchant Fees so incredibly high we ask our customers to set up automatic monthly payments via ACH this upcoming season.

Direct Debit / Autopay – You may choose to pay your fees in monthly installments through our Direct Debit provider but we will be adding a \$2 surcharge fee to help cover our immense merchant fees.

Check or Cash

Please note: All students are invoiced based on a 37 week term with either 10 monthly payments per semester. Your monthly invoice will be the same each month unless you change classes.

***Important Information!**

***When registering for a class at Ovation you are entering a contract for 10 months.**

***If you decide to withdraw from classes mid-term for any reason, there is an Early Release Fee of \$50. We ask that you kindly give us 15 day written notice or you will still be charged for the next month.**

***Refunds will not be issued for missed classes due to cancellation or public holiday – where possible, we will do our best to arrange make-up lessons for classes cancelled by Ovation – School of Musical Theatre or will offer an alternative class.**

Private Classes

Our private classes are to be paid **before class** by cash, Venmo, Zelle or check directly to your instructor. We ask for a 24-hour cancellation or the student will still be charged for the class.

12/ Attendance

Your child's attendances in class are very important to their peers and our teaching staff. As a member of the team, it is a commitment for you to ensure your child attends their classes on time each week and attends all lessons planned for them. Not only do absences impact the performance routines we create, it also impacts the social and confidence-building principals we work hard to foster in each age group.

If you know ahead of time that your child will be absent due to holidays/vacations, commitments or school trips, please let us know ahead of time so the class impact is minimal. If your child is too unwell to attend class, we ask that you inform our admin team as soon as you can so they can let the teachers know and preparations can be made to catch up on any missed work.

***We are more than willing to work with students that are performing in the community and may miss some classes. A personal arrangement can be made with the directors.**

13/ Social Media.

Ovation – School of Musical Theatre’s Social Media Policy refers to all social networking sites, video/photo sharing sites, blogs, micro-blogs, wikis, podcasts, forums, instant messaging and geo-spatial tagging (for example, Facebook check-ins). Please see below for our regulations regarding Social Media and feel free to contact our office staff if you have any questions.

- Please remember that your anonymity on Social Media is never guaranteed and to exercise particular caution when posts, images or videos identify children in your care.
- Remain mindful that your behavior on Social Media remains in keeping with Ovation – School of Musical Theatre’s code of conduct as outlined in chapter 6 of this handbook.
- Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory or hateful towards Ovation – School of Musical Theatre staff, students or families may subject the owner to disciplinary or legal action.
- Should you wish to engage on Social Media while identifying as a studio volunteer or employee, you may only do so with integrity, respect, and adhere to privacy and confidentiality policy.
- Any content revealing or referring to sensitive studio information is not allowed to be shared online.
- Intellectual property laws (for example, costume design and choreography) must be observed by all studio patrons when posting online.
- While affiliated with our studio, (for example, images of your child in Ovation – School of Musical Theatre’s uniform) we will not tolerate any posts that are racially, sexually, physically or religiously offensive.
- All matters pertaining directly to the studio - whether it be fees, scheduling, placements or performance opportunities - may not be communicated via Social Media. We have an open door policy and encourage all communication, complaints and feedback to be communicated to the owners directly.
- We discourage parents / students and teachers from becoming ‘friends’ or ‘followers’ on Social Media, unless there is an existing relationship. We consider all studio members to be family and as such feel the obligation to respect and monitor personal boundaries.
- Families found to be engaging in ‘hidden’ or ‘private’ groups formed for the specific purpose of discussing studio matters will be warned against discussing Studio matters in their private online groups.
- Photos or Videos taken from performances or rehearsals may NOT be posted online without the consent of Ovation – School of Musical Theatre.
- You may not post photographs / videos that feature Ovation – School of Musical Theatre students other than your own online without the proven consent of their parent/guardian.
- Identifying information of any featured minors - including names, ages or location - must be removed when posting on Social Media.

14 / Faculty - All Bios on our website - www.ovationfla.com

John Baker - Tap, Jazz

Madelyn Benner - K-Pop / Hip Hop

Gabriella Cruz - Tap, Lyrical, Musical Theatre

Emma Mandzik - Ballet , Combo Dance

Matt McCord - Acting

Michelle McCord - Ballet, Musical Theatre Performance, Singing, Private Voice

Gabrielle Mundy - Jazz, Lyrical, Heels class

Guest Instructors

Charlie Logan

Thayne Jasperson

Lauren Teyke

TBA