

**OVATION - SCHOOL OF MUSICAL THEATRE
2020 - 21**

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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 questions you may have. Nothing is too big or too small, we promise! 😊

We at Ovation - School of Musical Theatre are looking forward to welcoming you or your student to camps or classes at our new studio. We would like you to know that we are doing everything possible to follow the CDC Guidelines to keep our school as safe as possible.

Please help us in making the opening of our school for classes in studio a safe as well as enjoyable experience.

Welcome to Ovation!

QUICK REFERENCE STUDIO INFORMATION

Address: 4602 E. St. Rd. 64, Bradenton, FL 34208

Phone Number: 941-400-4854

Email: ovation@ovation-musicalschoo.com **Website:** www.ovation-musicalschoo.com

Owners: michelle@ovation-musicalschoo.com / matt@ovation-musicalschoo.com

2 / Studio Manifesto

To start us off, it's important to us at Ovation - School of Musical Theatre 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.

Ovation is place where kids of all ages shapes and sizes learn to dance, sing 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 jazz shoes, it's important that all students and/or parents – whether returning or new - fill out and sign your registration paperwork so we can ensure we have the most up-to-date contact details for you. This information includes your registration form and a media release and public liability.

To register and secure your space in the classes you choose for the 2020 -21 Season, we ask that you pay the annual registration fee as well as your August tuition in full at the time of registration.

Get your choice of classes approved by the Ovation faculty before registering. If you have any questions about the level of class that is right for you or your child, please contact us at 941-400-4854.

You can register by going to our website: www.ovation-musicalschoo.com or directly to our Studio Director App: <https://app.thestudiodirector.com/ovationmusicalschoo/login.sd>

There you will either create an account or sign into your account. You will be able to sign your liability waiver, you can register for camps , workshop or classes as well as pay all fees that pertain to your class choices.

Our annual registration fee is \$25 per student/ \$35 per family.

VERY IMPORTANT-

We want all parents/ students to realize that you are signing up for the ENTIRE session.

If you decide to stop taking classes during the season there is a \$50 Early Release Fee and you must notify Ovation 2 weeks before the beginning of the month you end classes, otherwise payment will be taken.

Ovation will not refund missed classes, we allow students to make up the classes missed in the same level class or lower.

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 inquiries within 24-hours and we will never leave a query unanswered. Our friendly office staff can be contacted on 941-400-4854 between 9 am - 3 pm or you can leave a message between the hours of 3pm - 8pm Mon. - Fri.

For convenience, our primary means of communication is via email. 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@ovation-musicalschoool.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 join our closed **Ovation - School of Musical Theatre** Facebook group. This group can be found at <https://www.facebook.com/OvationSchoolOfMusicalTheatre> and will be monitored to ensure all content is appropriate and relevant.

We always display important information, dates and studio details on our noticeboard in reception 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 on **941-400-4854** to chat with one of our helpful team members.

5/ Important Dates

We understand wholeheartedly how busy the lives and schedules of our musical 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 family will be unable to attend these events due to planned holidays or existing commitments, please let reception know at your earliest convenience.***

Date	Event	Description	Who it involves
06/1/20	2020-21 Registration Begins	Registration begin for 2020- 21 Season.	Everyone
	Open House /Registration	Due to the social distancing guidelines , we will not be hosting an Open House this year!	
08/10/20	2020 -21Classes Begin	Classes begin	All students
09/07/20	Labor Day	Labor Day - No Classes	All students
11/11/20	Veterans Day	Open for classes!	All students
11/23 - 11/27/20	Thanksgiving Break	Manatee County Thanksgiving Break - No classes	All Students
12/21/20- 01/03/21	Christmas Break	Manatee County Christmas Break - No Classes Classes resume January 4, 2021	All Students
01/18/21	MLK Day	MLK Day - No Classes	All Students
02/15/21	Presidents Day	Presidents day - Open For Classes	All Students
03/15/21- 3/20/21	Spring Break	Manatee County Spring Break - No Classes	All Students

TBA	End of Year Showcase Dress Rehearsals and Performance	End of Year Showcase Dress rehearsal and Performance Weekend Exact times TBA	All students
05/28/21	Last day of classes	Classes End	All students

6/ Code of Conduct

To ensure the smooth, safe running at Ovation - School of Musical Theater and to provide 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. Costume expenses are the responsibility of the parent, and costumes will not be issued to students with unpaid class fees.

Parents who have paid the performance fee and/or costume fees from the 2019-20 Season WILL NOT BE CHARGED for the 2020-21 Season.

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 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 reception – parents and students are not permitted to contact Ovation 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 directors can happily be arranged via reception.

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 principal. Physical, mental, emotional or cyber bullying by parents, staff or students will not be tolerated and may result in dismissal from the studio.

Ovation - School of Musical Theater 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.

Ovation - School of Musical Theatre management reserves the right to change teachers or timetabling when necessary at any time throughout the year.

Choreography, costuming and studio policies remain the intellectual property of Ovation - School of Musical Theatre and may not be reproduced or sold by any students, parents or staff without permission of the principal/s.

7/ Safety

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 see our reception staff who will happily assist you.

The directors and staff at Ovation are educated in the negative impact of inappropriate music and costume selection when it comes to performing dance routines and are wholeheartedly committed to ensuring children in all of our dance routines 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 or contain explicit graphic 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.

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

8/ Privacy

When you purchase or hire services with Ovation - School of Musical Theatre the information we may collect from you includes your name, address, telephone numbers, email addresses, medical information and perhaps credit card or bank details. It may also include details of the 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 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.

9/ Timetable

Timetabling our classes is a huge task and we take all care to ensure that children are given classes at an age-appropriate time without long hours that may lead to fatigue or disrupt home / school life. Please find below our timetable for 2019-20 and please contact us if you have any questions at all.

OVATION - SCHOOL OF MUSICAL THEATRE 2020 - 21 CLASS SCHEDULE

<https://app.thestudiodirector.com/ovationmusicalschool/login.sd>

10/ Attire

At Ovation we believe that wearing 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 encourages discipline and increases a sense of belonging and school pride.

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.-11am–7pm/Fri.-11am-5pm/Sat.-1am-4pm

Please ensure all parts of your child's dance clothing are clearly labelled - individual shoes, socks, underpants...you'll be amazed at the amount of lost property we generate!

Further style-specific uniform 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

Please find below the fee structure for 2020 - 21 below.

Ovation - School of Musical Theatre - Class Tuition Rates - 2020-21

38 weeks of classes 10 payments 2 payment (Aug.20 & Jan. 21)

# CLASS HOURS		2%
30 minutes	\$32	\$157
45 minutes	\$48	\$235
60 minutes	\$64	\$313
90 minutes	\$96	\$470
1 hour 45 minutes	\$112	\$548
2 hours	\$128	\$627
2 hours 30 minutes	\$144	\$784
2 hours 45 minutes	\$160	\$862
3 hours (3% discount)	\$186	\$931
3 hours 30 minutes	\$218	\$1086
4 hours (5% discount)	\$233	\$1164
4 hours 30 minutes	\$244	\$1216
5 hours (7% discount)	\$298	\$1488
5 hours 30 minutes	\$328	\$1636
6 hours (12% discount)	\$338	\$1671
6 hours 30 minutes(15% discount)	\$350	\$1750
Triple Threat Package Deal - Single student ONLY		
7 - 10 classes (20% discount)	\$360	\$1800

Please speak with Ovation Staff about:

- *More than 10 classes pricing
- *Sibling Triple Threat Offers
- *Student Intern Possibilities

Fee Info:

Ovation classes begin August 10, 2020 and end May 28, 2021, this is a period of 42 weeks.

No one is charged for Thanksgiving Break or Christmas Break which leaves 38 weeks of payment.

The 38 weeks are divided into 10 equal payments with the first payment due before classes start in August and the following payments always due on the first of the following month.

Holidays such as Labor Day or Martin Luther King Day where Ovation is closed can be made up.

Feel free to contact our office staff if you have any fee-related queries.

Siblings get a discount by adding the hours together thus getting more of a discount!

We offer the following options for fee payment:

10 monthly payments or 2 half year payments per season

1) 10 Monthly Payments – you will receive your monthly invoice prior to the commencement of month and the monthly tuition is due the 1st of the month.

Payment options include cash, check or credit card.

Payments can also be made directly on our Studio Director App:

<https://app.thestudiodirector.com/ovationmusicalschool/login.sd>

*A Late Fee of \$10 per class will be added to payments made after the 5th of the month!

2) Direct Debit – This is our most popular and simple payment method, in which you may choose to pay your fees in monthly installments through our Direct Debit provider. Clients who have previously paid by direct debit will need to sign up for this feature on the Studio Director App or speak to a staff member to assist you.

****If you decide to withdraw from classes mid-term for any reason, we ask that you kindly give us 15 day written notice or you will still be charged for the next month. There will be a \$50 early Release Charge.***

****Refunds will not be issued for missed classes due to cancellation or public holiday – where possible, we will endeavor 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 or check directly to your teacher. We ask for a 24-hour cancellation or the student will still be charged for the class.

12/ Attendance

Your child's attendance in class is 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 concert 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.

Unfortunately we are unable to accommodate make-up sessions for students who miss classes for any other reason than illness.

*For our Performing Students-

We are more than willing to work with students that are performing in the community and may miss some classes. For those students performing we ask that a **50% tuition payment** for the time missed be paid to secure the students place in class. Otherwise the student will have to pay the \$50 early release fee and then reregister to continue classes.

13/ Social Media

Ovation'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'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's 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 with an Ovation t-shirt on) 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 principal 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 encouraged to join our closed Facebook group for public discussion and warned against discussing Studio matters in their private online groups.

- You may not post photographs / videos that feature Ovation dancers 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/ Our Teachers / Faculty

Finally, it's our pleasure to introduce our hand-picked faculty for 2018-19! Our enthusiastic, passionate and dedicated teachers are thrilled to be a part of your family's dance/ theatre journey this year. We are truly looking forward to growing together to mould this generation of skilled, confident, genuine and unique performers.



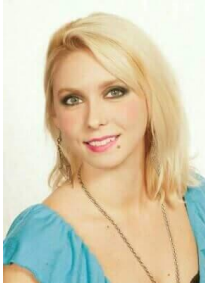
Michelle McCord - Owner/ Director - Ballet, Musical Theatre Performance



Matt McCord - Owner /Director -Acting



Charlie Logan - *Musical Theatre Performance*



Kathryn Kulik - Hip Hop, Acro, Lyrical, Combo Dance, Stretch & Conditioning



John Baker - Jazz, Tap, Musical Theatre Dance



Danielle Calabrese – Tap, Hip Hop, Ballet, Jazz



Krista Benson – Vocal technique, Musical Theatre Performance



Lauren Teyke - Ballet, Combo, Stretch & Conditioning