



Policies & Procedures

Welcome To Orion Oxford Dance Arts

Dancing brings joy and excitement to life. Orion Oxford Dance Arts is a diverse dance school, which offers a warm and friendly atmosphere that appeals to beginners as well as advanced dancers. You will enjoy your dance lessons in a supportive, growing community. Our dance program offers a variety of dance instruction, such as Ballet, Pointe, Tap, Jazz, Lyrical, Clogging, Hip-Hop, Dancenastics, Tumbling, Cheer, and Technique classes at recreational and competitive dance levels. We also offer Couples Dancing which includes a range of dances from Ballroom to Two-Step. Classes are offered from ages three to adult. There is truly something for everyone and different programs to fit nearly any skill level and budget.

Can anyone learn how to dance? Absolutely! No skill is required and it doesn't matter if you think you have two left feet or "no rhythm". Dancing has the power to completely transform people's lives. It's great exercise, great fun, builds self-confidence, self-esteem, and improves physical coordination. Dancing gives everyone the chance to express themselves in a more creative and open manor. Our enthusiastic instructors will get you moving in an exciting and comfortable atmosphere!

We encourage open communication at Orion Oxford Dance Arts. Please know that our staff welcomes and appreciates any comments and/or questions you may have. We want this to be a welcoming and comfortable experience for the students as well as parents.

Orion Oxford Dance Arts is located at 1230 Lapeer Road in the Orion Market Place Shopping Center, just south of Clarkston Road next to "The Gym".

Mission Statement

We are committed to providing quality dance education for aspiring dancers, regardless of their ability. Our staff is committed to creating talented dancers in our recreational program, as well as our competitive program. We strive to encourage dreams while building self-esteem and confidence in a warm, caring, and fun family environment.

Staff

Cheryl Ziegelbaur, Owner/Instructor

Jamie Hoffman, Instructor
Jessica Carnaghi, Instructor
Jenna Peterson, Instructor
Jalyn Adragna, Instructor
Cori Price, Instructor
Allison Cumper, Instructor
Jennifer Rhitarchik, Instructor
Brittany Ziegelbaur, Instructor
Kayla Petty, Intern
Zoe Goodnight, Intern
Corey Hrischuk, Front Desk

Physical Address

1230 Lapeer Road
Lake Orion, MI 48360

Mailing Address

547 Bay Pointe Drive
Oxford, MI 48371

Phone Number & Web Site

248-933-1060
www.orionoxforddancearts.com

Recreation Class Offerings

Recreational classes are designed to teach technique with basic dance rhythms, patterns, and dynamics. These classes provide repetition with a variety of patterns and styles that are an essential part of your dance education. The beginning of each dance year focuses on teaching proper technique and stretching. Dance combinations will then be introduced, with recital choreography beginning once the students are ready.

- Class sizes are kept to @ 15 students, 10 for Preschool & Creative Movement classes.
This may vary based on the number of teachers and/or teacher assistants instructing the class.
- Must have a minimum of 4 students enrolled in the class.
- Students may take one or more of the offered genres.

Baby Beegie (Ages 1 ½ -3)

- Intro to dance (ballet and creative movement) , 30 minute class

Preschool Classes (Typically ages 3-4, but based on skill level)

- Ballet & Tap – Intro to ballet and tap technique, incorporating creative movement, 45 minute class
- Tumbling – Intro to beginner Tumbling, 30 minute class

Petite Classes (Typically ages 5-7, but based on skill level)

- Ballet, Tap, & Jazz - Beginner level technique, 90 minute class (30 minutes each genre)
- Hip-Hop - Beginner level Hip-Hop movements, 45 minute class

Jr. Classes (Typically ages 7-9, but based on skill level)

- Ballet, Tap, & Jazz - Advanced Beginner level technique, 90 minute class (30 minutes each genre)
- Hip-Hop – Advanced Beginner level Hip-Hop movements, 45 minute class

Intermediate Classes (Typically ages 10-13, but based on skill level)

- Ballet/Lyrical, Tap, & Jazz - Intermediate level technique, 90 minute class (30 minutes each genre)
- Hip-Hop - Intermediate level Hip-Hop movements, 45 minute class

Senior Classes (Typically ages 14& up, but based on skill level)

- Ballet/Lyrical, Tap, & Jazz – Intermediate/Advanced level technique, 90 minute class (30 minutes each genre)
- Hip-Hop – Intermediate/Advanced level Hip-Hop movements, 45 minute class

Dancenaestics Classes

- Combination of tumbling with Jazz and Hip-Hop technique, 60 minute class (Beg/Int – Level 1, Int/Adv – Level 2)

Clogging

- Beginner/Intermediate Clogging technique, 45 minute class

Pom Pon

- Pom Pon movements and routines performed to music, 45 minute class (Beg/Int – Level 1, Int/Adv – Level 2)

All Boys Classes (Typically ages 7-12)

- Hip-Hop - Beginner/Intermediate Hip-Hop movements for just boys, 45 minute class
- Tap - Beginner/Intermediate Tap technique for just boys, 30-45 minute class

Adult Classes

- Classes are offered in a relaxing non-competitive environment
- Tap & Jazz - Beginner/Intermediate level technique, 60 minute class (30 minutes each genre)
- Hip-Hop - Energetic and fun workout with Hip-Hop movements, 45 minute class
- Beginner/Intermediate Clogging technique, 30-45 minute class

Competitive & Pre-Competitive Dance Companies

Competitive dance line classes are designed to teach students to take their dancing to the next level. Choreography for these students starts at the beginning of the dance season to prepare for competitions throughout the dance year. Below are lists of requirements:

- Students must audition or be recommended by an instructor. Auditions will be scheduled prior to the required summer session. Special arrangements can also be made to schedule by appointment. Please note there is no guarantee that all dancers will be placed on one of our competitive companies.
- A Competitive Agreement Form must be signed by the student, as well as the parent, that states the understanding of the commitment involved in competing. This, as well as a signed Registration Form, must be turned in prior to being considered for one of our teams.
- Final placement is based on skill level, dance style, movement and will solely be determined by the instructors.
- Ballet Technique is required for all dances lines.
- Summer classes are required (schedule will be handed out in May). We understand family vacations may be schedule during this time. Please speak to an instructor to see if different arrangements can be made.
- Workshop offerings will be made available, but are not mandatory.
- Dancers may compete in the following genres: Tap, Jazz, Lyrical, Hip-Hop, Clogging, Contemporary, Open. Within these genre's they have the opportunity to compete in a Solo, Duet, Trio, Small Group, Large Group, Line, Super Group, and/or Production. Final placement will solely be determined by Instructors. Please note that students with less than 3 years of competition experience may only compete within Tap and Jazz on their designated line, unless recommended by an instructor. This includes Solo's, Duet/Trio's, and specialty groups.
- Additional practices may be added prior to competitions and/or performances. Additional fees may apply.
- Workshop offerings will be made available, but are not mandatory.
- We strongly encourage students to attend as many of their classes as possible, especially the weeks prior to a competition. It will be at the instructor's discretion whether or not they feel the student is prepared to perform in a competition. We understand that students will need to miss class due to an illness, as well as school and family commitments. Abusive absences due to other activities may affect the individual performance of the student, as well as the teams. If you do need to miss a class, we ask that you please notify the studio prior to your scheduled class time. It is also your responsibility to get with another team member and see what was covered in class.
- A parent meeting will be scheduled in the fall to determine which Regional's OODA will be attending for the season, as well as the determination of attending a National Convention. Please note there is a 50/50 chance of attending. This is determined by the majority votes of both parents and instructors, with the studio director breaking any ties.
- You are responsible for paying all comp fees, as these are non-refundable by the individual competitions.
- A meeting will also be setup in the fall to demonstrate how hair and make-up must be worn for competitions and performances.

Black Company

- Consists of several different Dance Lines.
- Geared toward the more serious and intermediate/advanced dancer.
- Requires 1 ½ hours of ballet technique per week.
- Will attend 4-5 Regional Competitions

Pink Company

- Consists of several different Dance Lines.
- Requires 1 ½ hours of ballet technique per week, Pink Company C is only required to take 1 hour per week.
- Will attend 3-5 Regional Competitions, Pink Company C will only attend 3. Regional Competitions.

White Company (Pre-Competitive)

- This is the pre-competitive Company, see instructor for recommended level.
- Geared toward the more serious dancer that is interested in preparing for competition
- Ballet is required with the option of taking Tap and/or Jazz technique.
- Will attend 1-2 Regional Competitions to compete their Tap and Jazz routines.
- Actual competitions will be based on the Regional's determined by the Complete Team.

Tuition Pricing

- Tuition is due the **first class** of each month; Cash, Check (payable to OODA), Visa, MasterCard, or Discover.
- A \$10.00 late fee will be assessed for each missed payment.
- A \$25.00 fee will be charged for return checks.
- Tuition is non-refundable. *Discounts, refunds, and make-up classes will not be given due to vacations, illness, or severe weather, etc.*
- Balances must be paid prior to the last day of classes. Any student with an outstanding balance will not be allowed to participate in the yearly dance recital.

Total Class Time (per week)	Monthly Tuition	One Time Fee
Baby Boogie & Preschool Classes	\$40.00	
30 minutes	\$45.00	
45 minutes	\$50.00	
1 hour	\$55.00	
1 hour 15 minutes	\$57.50	
1 hour 30 minutes	\$60.00	
1 hour 45 minutes	\$62.50	
2 hours	\$65.00	
2 hours 15 minutes	\$67.50	
2 hours 30 minutes	\$70.00	
2 hours 45 minutes	\$72.50	
3 hours	\$75.00	
3 hours 15 minutes	\$77.50	
3 hours 30 minutes	\$80.00	
3 hours 45 minutes	\$82.50	
4 hours	\$85.00	
4 hours 15 minutes	\$87.50	
4 hours 30 minutes	\$90.00	
4 hours 45 minutes	\$92.50	
5 hours	\$95.00	
5 hours 15 minutes	\$97.50	
5 hours 30 minutes	\$100.00	
5 hours 45 minutes	\$102.50	
6 hours	\$105.00	
Each addition 15 minutes	Add \$2.50	
<i>Adult Classes</i>	<i>Less 20% of above rate</i>	
Solo Choreography Fee	\$5.00/session*	\$400.00 (per student)
Duet/Trio Choreography Fee	\$5.00/session*	\$225.00 (per student)
Drop-In Technique	\$10.00 per hour	
Private Lessons (1-3 students)	\$40.00/hour per student	
Semi-Private Lessons (4+ students)	\$20.00/hour per student	
Registration Fee		\$10.00 (per student)
Late Payment Fee (per item due)	\$10.00	
Returned Checks (per return)	\$25.00	
Multi-Family Discount	Full Price – 1 st student 20% off – 2 nd student 30% off – each additional student	

* The \$5.00 per session will start after the Solo/Duet/Trio dance has been completed.
This may be a group session with multiple dancers and routines.

Couples Dancing

- Orion Oxford Dance Arts offers Couples Classes in Ballroom, Swing, Salsa, and 2-Step.
- Groups Sessions will be offered, as well as open Dance Parties.
- We offer Group Sessions, Private Parties, Wedding Parties, and Private Lessons.
- Rates vary based on the number of sessions desired and the number of couples enrolled.

<i>Rates *</i>					
Per Couple/Per Session (Sessions .45 minutes – 1 hour)					
Number of Sessions					
		1	2-4	5-8	9+
Couples	1	\$50	\$45	\$40	\$35
	2	\$45	\$40	\$35	\$30
	3	\$25	\$20	\$20	\$20
	4+	\$20	\$20	\$20	\$20

Birthday Parties

- Orion Oxford Dance Arts offers Birthday Party Packages in Hip-Hop, Cheer Dance, or Ballet Princess.
- Two Packages to choose from
- **Package #1:**
 - Cost \$200 for up to 10* Party Goers (*\$15.00 for each additional person)
 - 2 hours (1 hour dance instruction, 1 hour for celebration)
 - Pizza, Snacks, & Beverages
 - Birthday Paper Products
 - Balloons
 - Orion Oxford Dance Arts T-Shirt for the Birthday Dancer
 - *Bring along your own specially designed Birthday Cake*
- **Package #2:**
 - Cost \$150 for up to 10* Party Goers (*\$10.00 for each additional person)
 - 1 ½ hours (1 hour dance instruction, ½ hour for celebration)
 - Snacks & Beverages
 - Birthday Paper Products
 - Balloons
 - Orion Oxford Dance Arts T-Shirt for the Birthday Dancer
 - *Bring along your own specially designed Birthday Cake*

Studio Policies

Schedule & Yearly Registration

- Summer and Fall Schedules for the upcoming season will be posted the first week of May.
- Normal Classes run from September through June Recital.
- We will follow the official Oxford School District schedule for holidays and designated time off.
- Students must register for their desired classes each year. This will guarantee students a spot in the class of their choice for the upcoming dance year. Enrollment is on a first come first serve basis.
- Each year, a registration fee of \$10.00 per student will be required.

Dance Attire & Shoes

- All students are encouraged to wear comfortable dance apparel of any color (leotards, pants, shorts, skirts, etc.), to allow easy movement in class. Tank tops may be worn over leotards. (Please, no jeans).
- Competition Ballet Technique: Ballet shoes, leotard, and pink tights are required. Instructor *may* allow ballet skirts and shorts.
- Hip-Hop students are allowed to wear comfortable and loose fitting apparel and socks (Please, no jeans).
- Hair must be worn up away from face.
- No dangling jewelry and No chewing gum.
- **PLEASE, No Street shoes on the dance floor.**
- Ballet – Pink leather split sole ballet slipper
- Tap – Black leather tap shoe (tie or slip on)
- Jazz – Tan/Carmel leather split sole jazz shoe (tie or slip on)
- Hip-Hop – White athletic shoe, *never worn outside.*
- *NOTE to Competition students – shoes will be determined once costumes are selected.*

Costumes

- Students will be required to purchase *at least* one costume for the annual dance recital.
- A \$40 per costume deposit is due by October 15th. This will allow Orion Oxford Dance Arts time to place the order early enough to guarantee delivery by picture day.
- All costume deposits are non-refundable, since orders have already been placed.
- The remaining Costume balances are due by January 30th.
- A \$10.00 late fee will be assessed for missed payments

Pictures

- Picture day will be scheduled in early spring of each year. This will allow students to get a picture with their entire group, as well as individual pictures in their costumes.
- Dance packets and/or pricing will be provided prior to the scheduled date.

Annual Recital

- An annual recital will be held in the Oxford High School Performing Arts Center at the end of each dance year in early June, typically the 1st or 2nd Saturday.
- A dress rehearsal will be scheduled prior to the annual recital. This will allow students the opportunity to prepare for the recital and perform their routines in full costume and make-up.
- Recital tickets will go on sale prior to the actual recital date and will not be pre-assigned seating.

Severe Weather

- In the case of severe weather, dance classes may be cancelled.
- Morning class cancellations will coincide with the Lake Orion School District cancellations.
- For afternoon and evening classes, please check the studio voice mail after 3:00 pm to determine if your class will be held.

Parental Viewing

- Parental viewing will be allowed through the viewing windows located at the front of each studio room.

- Once choreography begins, parents will also have the ability to watch their child's progress at the end of each week's class.

Referrals

- Receive half-off one month's tuition, of one student, for each new family you refer to the studio that enrolls in the fall session. This must be noted on the new students enrollment form. *NOTE: Your referral students must be a paying student, enrolled in classes for at least 2 months before a referral credit will be posted to your account.*

Evaluations

- Students will be provided with an evaluation at the end of each dance year, which will summarize the students overall progress for the past year. Evaluations will focus on individual strengths and areas that may need more attention, as well as fall class recommendations.

Newsletters/Bulletins

- A monthly newsletter will be provided to each family, informing them of any news and upcoming events.
- The scheduled studio closed dates for the entire dance year will be included on each monthly Newsletter
- A bulletin board will also be visible in the lobby area to list "need to know" information.

Payment/Suggestion Box

- A payment/suggestion box is available in the back lobby for parents and students to drop off payments, offer suggestions, comments, and or ask questions in an anonymous manor. Orion Oxford Dance Arts welcomes and encourages open communication between parents, students, and staff.

Fundraising

- Fund raising will be available to help reduce the cost of tuition, costumes, and competition expenses.
- Money earned will be placed in each student's account and can be applied where you see fit.
- A fundraising committee will be formed by parents to coordinate each fund raising activity. *Volunteers welcome!!*
- Individual fund raising activities will be decided by the committee on a yearly basis.

Academic Achievement Program

- Orion Oxford Dance Arts understands that school comes before dance and we strongly encourage all of our students to achieve high academics.
- Students that bring in their report card and have achieved all A's and B's throughout the school year will be recognized at the annual recital.

Private/Semi-Private Lessons

- Available upon request, please contact a staff member for more information.
- Private Lessons, 1-3 Students
- Semi-Private Lessons, 4+ Students