



EVELYN OTT

S C H O O L O F D A N C E

PARENT HANDBOOK



7921 Harold St, Norfolk, VA 23518 | (757) 588-1162 | www.evelynott.com



WELCOME TO

EVELYN OTT

SCHOOL OF DANCE

Dear Parents,

We are honored that you have chosen Evelyn Ott School of Dance for your dancer's education. On behalf of our dedicated staff and faculty, I would like to extend a warm welcome to you and your family. We're excited for a year filled with growth, creativity, and memorable performance opportunities.

This handbook is designed to serve as a helpful resource throughout the season. Inside, you'll find important information about our studio policies, dress code, class descriptions, key dates, and more. We encourage you to review these guidelines to ensure a smooth and successful year for both you and your dancer.

WARM REGARDS,

Jayne Otero

Owner & Artistic Director



OUR VISION

At Evelyn Ott School of Dance, our vision is to inspire a lifelong love of dance in every student by nurturing creativity, confidence, and character through exceptional dance education. We are committed to providing a positive, inclusive, and supportive environment where dancers of all ages and skill levels can grow artistically, emotionally, and physically. Through discipline, passion, and performance, we aim to empower each dancer to reach their fullest potential—both on and off the stage.

OUR MISSION

At Evelyn Ott School of Dance, our mission is to provide high-quality dance education in a nurturing and inspiring environment. We are dedicated to developing strong technical skills, artistic expression, and personal growth in each dancer, while fostering a deep appreciation for the art of dance.

We teach more than just steps—we shape confident, creative, and disciplined individuals through the power of dance.

OUR MISSION IS ROOTED IN:

Excellence in Dance Training – Offering comprehensive instruction in a wide range of dance styles.

Positive Learning Environment – Creating a safe, supportive space where every dancer feels seen and encouraged.

Character Building – Instilling values of discipline, teamwork, respect, and perseverance.

Performance Opportunities – Inspiring confidence and joy through recitals, competitions, and community events.

Inclusivity and Community – Welcoming dancers of all backgrounds and skill levels to grow together as a dance family.

2026-2027 CLASS SCHEDULE

		STUDIO A	STUDIO B	STUDIO C
 MONDAY	4:00 PM – 5:00 PM	–	(4:30–5:15) TINY TOTS (ARIZONA)	(4:45–5:30) ACRO-LYR AGES 6–10 (CAT)
	5:00 PM – 6:00 PM	–	(5:15–6:00) HIP HOP AGES 5–8 (ARIZONA)	(5:30–6:15) ACRO-LYR AGES 11+ (CAT)
	6:00 PM – 7:00 PM	(5:30–7:00) POINTE (LAURA)	BEGINNER TAP (KENDALL)	(6:15–7:00) INT. HIP-HOP TEAM (ARIZONA)
	7:00 PM – 8:00 PM	BALLET II (LAURA)	INTERMEDIATE TAP (KENDALL)	ADVANCED BALLET TECH (LINDI)
	8:00 PM – 9:00 PM	BALLET III (LAURA)	ADULT BALLET (LINDI)	ADVANCED TAP (KENDALL)
 TUESDAY	5:00 PM – 6:00 PM	PRIMARY COMBO (LAURA)	JAZZ AGES 6–10 (ARIZONA)	(5:30–6:30) ADVANCED TECHNIQUE (SJ)
	6:00 PM – 7:00 PM	BALLET I (LAURA)	HIP-HOP AGES 6–10 (ARIZONA)	(6:30–7:30) ADVANCED JAZZ (SJ)
	7:00 PM – 8:00 PM	TEEN JAZZ (NYJA)	(7:00–7:45) JR. HIP-HOP TEAM (ARIZONA)	(7:30–9:00) ADVANCED BALLET (LAURA)
	8:00 PM – 9:00 PM	TEEN CONTEMPORARY/ LYRICAL (NYJA)	CONTEMPORARY/LYR AGES 9–12 (ARIZONA)	–
 WEDNESDAY	5:00 PM – 6:00 PM	(5:30–6:15) TINY DANCERS (BAILEY)	JR. CHARISMA TECHNIQUE	(5:30–7:00) SR. STRETCH & COND (JAYME)
	6:00 PM – 7:00 PM	(6:15–7:15) DANCIN DIVAS (BAILEY)	JR. CHARISMA REHEARSAL	–
	7:00 PM – 8:00 PM	(7:30–8:30) HIP-HOP AGES 9–12 (EVA)	TEEN HIP-HOP (ARIZONA)	ADVANCED LYRICAL (JAYME)
	8:00 PM – 9:00 PM	–	BEG-INT TAP AGES 11+ (JAYME)	ADVANCED CONTEMPORARY (ARIZONA)
 THURSDAY	5:00 PM – 6:00 PM	(5:30–6:15) CREATIVE MVMT AGES 3–5 (NYJA)	–	INT/SR MED. TECHNIQUE (ARIZONA)
	6:00 PM – 7:00 PM	(6:15–7:00) BALLET/TAP AGES 4–5 (NYJA)	(6:30–7:20) ADULT JAZZ/CONT/LYR/FUSION (JO)	INT/SR MED. REHEARSAL (ARIZONA)
	7:00 PM – 8:00 PM	JAZZ AGES 9–12 (NYJA)	(7:30–8:20) ADULT HIP-HOP (JAYME)	ADVANCED HIP-HOP (ARIZONA)
	8:00 PM – 9:00 PM	–	–	SENIOR HIP-HOP TEAM REHEARSAL (AZ)
 STAR SATURDAY STUDIO C ONLY		 9:15–10:30 MODERN (LAUREN)	 10:30–11:30 CHOREOGRAPHY CLASS (ARIZONA)	



REGISTRATION STARTS
MONDAY
AUGUST 3RD



CLASSES START
TUESDAY
SEPTEMBER 8TH



REGISTRATION HOURS:
MON, TUES, THURS
5:30PM–7:30PM

Registration for the new season starts on Monday, August 3, 2026. Registration hours are Monday, Tuesday, and Thursday 5:30pm pm to 7:30 pm. Please stop by our office or call us to secure your spot.

Class starts on Tuesday, September 8, 2026.

The schedule is subject to change.

Please visit www.evelynott.com for the most up-to-date class schedule.

TUITION, RATES, AND FEES

Tuition for the full-year dance program is based on 10 months. September 2026 tuition will be collected at the time of enrollment. Whether the month is short (3 weeks) or long (5 weeks) tuition remains the same.

TUITION RATES (PER MONTH)		
CLASSES PER WEEK	MONTHLY RATE	AUTOPAY RATE (10% DISCOUNT)
1 Class (45 min – 1¼ hr)	\$72.00	\$64.80
1.5 Classes	\$91.00	\$81.90
2 Classes	\$110.00	\$99.00
2.5 Classes	\$128.00	\$115.20
3 Classes	\$145.00	\$130.50
3.5 Classes	\$161.00	\$144.90
4 Classes	\$176.00	\$158.40
4.5 Classes	\$190.00	\$171.00
5 Classes	\$203.00	\$182.70
5.5 Classes	\$215.00	\$193.50
6 Classes	\$226.00	\$203.40
6.5 Classes	\$236.00	\$212.40
7 Classes	\$245.00	\$220.50
7.5 Classes	\$253.00	\$227.70
8 Classes	\$260.00	\$234.00
Unlimited Classes (per student, rec. only)	\$160.00	\$160.00

OTHER FEES
Registration Fee (Per Family – Per Year) \$30.00 <i>\$10 off with valid military ID, first responders, teachers</i>
Adult Dance Sessions \$70 per session / \$20 drop in (10% discount does not apply)
Recital Costume Fee (Per Class) \$115.00 <i>Due November 9, 2026</i> <i>Includes 1 pair of required tights</i>
Recital Fee (Per Family) \$160.00 <i>Due April 15, 2027</i>

Recreational Unlimited Classes = 4 or more classes for one student.

If an Auto-Pay payment is missed, the feature is removed. Terms & Conditions apply.

REGISTRATION FEE: A one-time yearly registration fee of \$30.00 is due at the time of registration. The registration fee is non-refundable (no exceptions). Payment and electronic or paper registration must be submitted to reserve your space. All registrants will acknowledge the studio rules and agreement electronically or on paper registration. A \$10 discount is available with a valid ID for Military, First Responders, and Teachers.

RECITAL COSTUME FEE: A costume fee for each recital class in the amount of \$115.00 is due November 9, 2026. This will include a pair of required tights. Failure to submit this fee in alignment with the deadline does not guarantee your recital costume will arrive on time for recital photographs. Late payments will be subject to a late fee.

RECITAL FEE: A one-time yearly recital fee of \$160.00 per family is due April 15, 2027.

Tuition or any part thereof is not refundable. All rates are payable in advance beginning the first of each month. Accounts not paid by the 8th are in arrears. A 10% late fee will be charged on the 16th of the month. Students one month in arrears will not be permitted to attend class. A \$35.00 returned check fee will be added to an applicable account. No student may appear in the recital unless the account is paid in full. There are no tuition deductions for holidays or classes missed. Students who miss class due to injury or illness are eligible to attend a make-up class coordinated with our Office Manager. Students dropping classes will be charged a full month's tuition.

IMPORTANT DATES

August 3, 2026: Registration Starts

September 8, 2026: Classes Begin

October 5, 2026 – October 10, 2026: Bring a friend week

October 30, 2026: Trunk or Treat / Fall Fair

October 26, 2026 – October 30, 2026: Costume Week

November 9, 2026: Recital Costume Fee Due

November 25, 2026 – November 29, 2026: Closed for Fall Break

December 7, 2026 – December 12, 2026: Visitors Week (start of class)

December 14, 2026 – December 19, 2026: Holiday Parties

December 21, 2026 – January 3, 2027: Closed for Winter Break

March 22, 2027 – March 25, 2027: EOSOD Spirit Week

March 27, 2027 – April 4, 2027: Closed for Spring Break

April 5, 2027: Recital Fee Due

April 12, 2027 – April 15, 2027: Recital info meetings (start of class)

May 31, 2027: EOSOD Closed for Memorial Day

June 1, 2027 – June 3, 2027: In-studio leotard rehearsal

DATES TO BE ANNOUNCED:

- Recital picture week: will be within the month of May 2027
- Dress Rehearsal & Recital: will be held in June



CLASS DESCRIPTIONS

Please note: Available classes and levels may vary from year to year. The list below provides general descriptions of classes offered and may not reflect the current schedule.

TINY TOTS (AGES 2–4)

A creative movement class introducing young dancers to the fundamentals of ballet through age-appropriate steps, vocabulary, and imaginative play. Dancers will work on following directions, social interaction, and developing motor skills. Props and games are used to keep the experience fun and engaging.

TINY DANCER (AGES 4–5)

This class combines ballet and tap with both classical techniques and creative movement. Dancers are introduced to basic tap steps, rhythms, and terminology while continuing to develop ballet foundations. Both tap and ballet shoes are required. The class emphasizes rhythm, coordination, and expression.

HIP-HOP (VARIOUS AGES)

An upbeat, high-energy class inspired by current street dance styles and music videos. Dancers will explore body isolations, freestyle combinations, and across-the-floor choreography. The class focuses on rhythm, confidence, and personal expression in a family-friendly environment with age-appropriate music.

PRIMARY COMBO

Level 1: Ages 6–7

Level 2: Ages 8–9

A combination class focused on ballet and tap fundamentals. Students will work on barre exercises, center work, and traveling steps across the floor. Ballet instruction is based on a blend of French and Cecchetti methods. This class promotes technical growth, musicality, and creativity.

BALLET (VARIOUS AGES)

A foundational class for all dancers, ballet emphasizes technique, strength, flexibility, and discipline. Students work at the barre, in the center, and across the floor to develop control and grace. Our curriculum integrates elements of both French and Cecchetti styles, offering a well-rounded classical education.



CLASS DESCRIPTIONS, CONT.

TAP (VARIOUS AGES)

Tap dancers will learn rhythm, timing, and musicality through a variety of styles including Classical, Rhythm, and Hoofing. The curriculum includes vocabulary, technique, improvisation, and syncopation. Classes progress from basic steps to intricate combinations, helping students develop strong footwork and coordination.

LYRICAL/CONTEMPORARY (VARIOUS AGES)

Designed for students with prior ballet training, this expressive style blends elements of ballet, jazz, and modern dance. Dancers will explore storytelling through movement, musical interpretation, and fluid or abstract choreography. Ballet and/or jazz classes are recommended alongside lyrical for best results.

JAZZ (VARIOUS AGES)

Jazz classes build on ballet technique and explore energetic, stylized movement. Students will work on warm-ups, flexibility, isolations, progressions, and dynamic choreography. Styles covered may include Broadway, Street, and Contemporary Jazz, offering dancers a diverse and exciting learning experience.

ACRO-LYRICAL (VARIOUS AGES)

A fusion of lyrical dance and acrobatics that combines expressive movement with strength, flexibility, and control. Dancers will flow through graceful choreography while incorporating acrobatic elements such as rolls, walkovers, and balances. This class builds technique, confidence, and artistry in a unique and dynamic way.

CREATIVE MOVEMENT (AGES 3-5)

A fun and imaginative class that introduces young dancers to the joy of movement. Students will explore a mix of ballet, jazz, tumbling, and musical theatre while using props to inspire creativity and discover different types of movement.

STRETCH & STRENGTH (INTERMEDIATE/ADVANCED)

A technique-enhancing class focused on flexibility, mobility, and core strength. Students engage in targeted exercises to support skill development in classes like Ballet, Jazz, Lyrical, and Hip-Hop. This class promotes injury prevention and body awareness while enhancing performance quality.

DRESS CODE GUIDELINES

Tiny Tots, Tiny Dancers, & Ballet/Tap 4-5: Pink color leotard, pink tights, and required tutu. Pink ballet shoes only – dress-up bedroom slippers and slipper socks are not permitted. Hair must be worn up.

Creative Movement: Leotard, tights, unitard; tights can be pink or tan. Ballet shoes (may need tan jazz shoes for the recital)

Primary Combo: Black color leotard, pink tights, optional ballet skirt, pink ballet shoes, and tan tap shoes with buckle, velcro, or elastic straps. Hair must be worn up.

Ballet/Pointe: Black color leotard, pink tights, and optional ballet skirt. Pink ballet shoes only – dress-up bedroom slippers and slipper socks are not permitted. Hair must be secured out of the face and preferably worn in a bun.

Lyrical – Contemporary: Solid or print leotard, suntan stir-up tights. Foot paws are highly recommended.

Tap: Solid or print leotard, suntan tights, dance shorts/pants, and tan buckle/lace-up tap shoes.

Jazz: Solid or print leotard, suntan tights, dance shorts/pants, and tan jazz shoes.

Acro – Gymnastics: Solid or print leotard and shorts. This class can be taken in bare feet.

Hip-Hop: T-shirt/tank top, shorts/dance pants, and required hip-hop shoes. Please do not wear jeans to this class.

Boys: Black shorts or sweat pants with a fitted T-Shirt (no oversize or baggy T-shirts or sweatshirts please)

Studio Policies & Guidelines

Refund Policy: Registration fees are non-refundable. Recital fees and costume payments are at the director's discretion. If Evelyn Ott School of Dance finds it necessary to cancel a class, a make-up class will be offered. All weather-related closures will be communicated no later than noon.

Student Class Placement: All classes are based on the student's age as of November 1st. A student may select a class in a younger age group, but may not choose a class in an older age group. The director has the final say as to which class(es) students are placed in.

Teacher Communication: We ask that you please not enter the dance class while your student is in class. This disturbs the teacher and interrupts your Child's attention in class. Should you need to speak with your Child's teacher, please do so by leaving a message at the front desk. Our class schedule does not allow our teachers time between classes to speak with parents. They will be more than happy to assist you; however, they will return your call after they have finished their classes.

Student Conduct: At Evelyn Ott, we pride ourselves on the nurturing and fun atmosphere we create. However, for the safety and enjoyment of all participants, we reserve the right to dismiss any child whose behavior is disruptive, harmful, or otherwise inappropriate.

Dress Code for Dance Class: Coming to class properly dressed is a part of the discipline associated with taking a dance class. Dress-up, bedroom slippers, and slipper socks are not permitted in dance class. Please be aware that we do not allow TIE tap shoes and prefer a buckle or velcro closure. Please refer to the Dress Code included for class-specific requirements.

Studio Classrooms: No food, gum, or drinks are allowed in each of our studios. Water bottles with lids are permitted. Only dance shoes are allowed on the studio floors.

Studio Lobby: We are proud of our studio and we ask that you help us in keeping it clean and safe for our students and families.

- Smoking is prohibited in all areas of the studio
- We ask that if you have younger siblings with you while you are waiting for your child's class to begin or end that you please do not allow them to run within the reception area, dressing room, or the studio's not in use.
- Parents are asked to keep students waiting for siblings from aggressive horseplay in the waiting areas. • Students should not be performing gymnastics in the waiting area,

Studio Policies & Guidelines, Cont.

Pick-Up & Drop-Off procedures: Students should not be dropped off more than 5 minutes before class or be picked up more than 5 minutes after. They must remain inside until a parent or guardian comes in to get them. For safety reasons, absolutely no students of any age will be allowed to walk the parking lot without a parent.

Viewing Monitors: Monitors will be on during studio hours except:

- 1st two weeks of dance class
- Event of a substitute teacher
- Trying on costumes
- During recital preparation (After February 1st)

Attendance: In the event of an absence please contact the front desk. As a reminder, students will benefit the most from classes if their attendance is consistent. If a student will be missing 2 or more consecutive weeks of class, please contact the front desk so that instructors can be updated.

Make-up Classes: There are no refunds for missed classes. These can be made up any time before May in an age-appropriate class, even if it's a different style than what the student is taking. Please check with the front desk in advance to verify there is space available.

Inclement Weather Policy: Evelyn Ott School of Dance may adjust the schedule for the evening or cancel classes due to inclement weather. A closure announcement will be posted across social media, and a message available on the studio voicemail. All decisions to close for inclement weather will be made no later than noon.

Photo Release: In agreeing to the outlined policies and guidelines here, you additionally agree to grant permission for our staff members to take photos of students to use in brochures, the studio website, posters, advertisements, and other promotional materials created solely by Evelyn Ott School of Dance. Permission is also hereby granted for the studio to copyright such photographs in its name.

Refer A Friend Program: We are proud to offer our RAF program to incentivize friends and family you refer to register at Evelyn Ott School of Dance. Your referral will earn free registration (a \$25 value). You will earn a \$50 credit towards your account. Terms & Conditions apply - visit our front desk for more information.

Upon registration completion, you agree to adhere to all EOSOD policies & guidelines outlined here. Violation of the outlined policies & guidelines could lead to termination of enrollment. Termination of enrollment is at the final discretion of the director.

Anti bullying Policy

Evelyn Ott School of Dance is committed to creating and maintaining a sanctuary where peace, passion for dance, and mutual respect are paramount. We believe every individual has the right to learn and grow in a safe and supportive environment free from intimidation, harassment, and bullying.

Definition of Bullying: Bullying constitutes any repeated intentional behavior that causes physical, emotional, or psychological harm to another individual within the studio. This includes, but is not limited to:

- Verbal abuse, such as name-calling, teasing, or making derogatory remarks.
- Physical aggression or intimidation, including unwanted physical contact or threatening gestures.
- Social exclusion or manipulation.
- Cyberbullying through digital platforms, such as social media, text messaging, or emails. – Any other behavior that disrupts a student's ability to learn and feel safe in the studio.

Repercussions: The repercussions of bullying will be taken very seriously and can include the following progressive steps, depending on the severity and frequency of the behavior:

1. Verbal warning and discussion with the involved parties to mediate and resolve issues.
2. Written warning delivered to the parents/guardians outlining the behavior and future expectations.
3. Mandatory meeting with the student, parents/guardians, and studio director to discuss the behavior and potential consequences if it continues.
4. Suspension from classes and studio-related activities for a period determined by the studio director.
5. Permanent expulsion from the dance studio in cases of severe or unrepentant bullying.

Reporting and Addressing Bullying: We encourage all students, parents, and staff to report any instance of bullying immediately to the studio director or a trusted teacher. All reports will be taken seriously and investigated promptly and discreetly. Confidentiality will be maintained to the greatest extent possible.

We will work together with all parties involved to find a resolution that supports the victim, holds the perpetrator accountable, and maintains the integrity of our studio's safe and welcoming environment.

Commitment to Prevention: Our studio is committed to preventative measures through regular education on the impact of bullying, promoting a culture of kindness and inclusivity, and fostering open communication between students, parents, and staff. Together, we can ensure our studio remains a place where every dancer can thrive and pursue their passion for dance without fear or reservation.